

Response to:

**WEST VIRGINIA
REQUEST FOR QUOTE
RFQ #: FLT12009**

**VEHICLE RESERVATION/INTEGRATED
KEY CONTROL SYSTEM**

Prepared For:

State of West Virginia
Department of Administration
Purchasing Division
Building 15
2019 Washington Street East
Charleston, WV 25305-0130

Buyer: Krista Ferrell-File 21

Prepared By:

Agile Access Control, Inc.
(408) 213-9555
(703) 832-8729 Fax

Bid Opening Date: 12/01/2011

Bid Opening Time: 1:30 PM



RECEIVED

2011 NOV 30 A 10:23

PURCHASING DIVISION
STATE OF WV



November 29, 2011

Department of Administration
Purchasing Division
Building 15
2019 Washington Street, East
Charleston, WV 25305-0130

Subject: Proposal Response to Vehicle Reservation/Integrated Key Control System; RFQ
Number: FLT12009

Enclosed please find Agile Access Control, Inc.'s proposal in response to the subject Request for Quote and all associated Addenda.

If you have any questions about this submission, please contact me at (408) 213-9555 x501 or via e-mail at Esmith@AgileFleet.com. Thank you.

Regards,

Edwin E. Smith
President

Enclosure



State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER

FLT12009

PAGE

1

ADDRESS CORRESPONDENCE TO ATTENTION OF:

KRISTA FERRELL
304-558-2596

RFQ COPY

TYPE NAME/ADDRESS HERE

V
E
N
D
O
R

DEPARTMENT OF ADMINISTRATION
FLEET MANAGEMENT OFFICE
2101 WASHINGTON STREET, EAST
BUILDING 17
CHARLESTON, WV
25305 304-558-0086

S
H
I
P
T
O

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
10/31/2011				

BID OPENING DATE: 12/01/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		961-37		
VEHICLE RESERVATION/INTEGRATED KEY CONTROL SYSTEM						
REQUEST FOR QUOTATION (RFQ) OPEN END CONTRACT						
THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA FLEET MANAGEMENT OFFICE, IS SOLICITING BIDS FOR THE PROCUREMENT, MAINTENANCE, AND SUPPORT OF A SECURE, VEHICLE RESERVATION AND INTEGRATED KEY CONTROL SYSTEM PER THE ATTACHED SPECIFICATIONS.						
A MANDATORY PRE-BID WILL BE HELD ON NOVEMBER 14, 2011 AT 2:00 PM EST AT THE AGENCY'S LOCATION AT 2101 WASHINGTON STREET EAST IN CHARLESTON, WV. ALL INTERESTED PARTIES ARE REQUIRED TO ATTEND THIS MEETING. FAILURE TO ATTEND THE MANDATORY PRE-BID SHALL RESULT IN DISQUALIFICATION OF THE BID. NO ONE PERSON MAY REPRESENT MORE THAN ONE BIDDER.						
AN ATTENDANCE SHEET WILL BE MADE AVAILABLE FOR ALL POTENTIAL BIDDERS TO COMPLETE. THIS WILL SERVE AS THE OFFICIAL DOCUMENT VERIFYING ATTENDANCE AT THE MANDATORY PRE-BID. FAILURE TO PROVIDE YOUR COMPANY AND REPRESENTATIVE NAME ON THE ATTENDANCE SHEET WILL RESULT IN DISQUALIFICATION OF THE BID. THE STATE WILL NOT ACCEPT ANY OTHER DOCUMENTATION TO VERIFY ATTENDANCE. THE BIDDER IS RESPONSIBLE FOR ENSURING THEY HAVE COMPLETED THE INFORMATION REQUIRED ON THE ATTENDANCE						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	<i>Ed E. Smith</i>	TELEPHONE	408 213 9555 x501	DATE	11/20/2011
TITLE	President	FEIN	77-0553957	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
FLT12009

PAGE
2

ADDRESS CORRESPONDENCE TO ATTENTION OF:
KRISTA FERRELL 304-558-2596

RFQ COPY

TYPE NAME/ADDRESS HERE

V
E
N
D
O
R

S
H
I
P
T
O

DEPARTMENT OF ADMINISTRATION
FLEET MANAGEMENT OFFICE
2101 WASHINGTON STREET, EAST
BUILDING 17
CHARLESTON, WV
25305 304-558-0086

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
10/31/2011				
BID OPENING DATE: 12/01/2011		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>SHEET. THE PURCHASING DIVISION AND THE STATE AGENCY WILL NOT ASSUME ANY RESPONSIBILITY FOR A BIDDER-S FAILURE TO COMPLETE THE PRE-BID ATTENDANCE SHEET. IN ADDITION, WE REQUEST THAT ALL POTENTIAL BIDDERS INCLUDE THEIR E-MAIL ADDRESS AND FAX NUMBER.</p> <p>ALL POTENTIAL BIDDERS ARE REQUESTED TO ARRIVE PRIOR TO THE STARTING TIME FOR THE PRE-BID. BIDDERS WHO ARRIVE LATE, BUT PRIOR TO THE DISMISSAL OF THE TECHNICAL PORTION OF THE PRE-BID WILL BE PERMITTED TO SIGN IN. BIDDERS WHO ARRIVE AFTER CONCLUSION OF THE TECHNICAL PORTION OF THE PRE-BID, BUT DURING ANY SUBSEQUENT PART OF THE PRE-BID WILL NOT BE PERMITTED TO SIGN THE ATTENDANCE SHEET.</p> <p>TECHNICAL QUESTIONS CONCERNING THIS SOLICITATION MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA STATE PURCHASING DIVISION VIA FAX AT 304-558-4115 OR VIA EMAIL AT KRISTA.S.FERRELL@WV.GOV. DEADLINE FOR ALL TECHNICAL QUESTIONS IS 11/18/2011 AT THE CLOSE OF BUSINESS.</p> <p>ANY TECHNICAL QUESTIONS RECEIVED WILL BE ANSWERED BY FORMAL WRITTEN ADDENDUM TO BE ISSUED BY THE PURCHASING DIVISION AFTER THE DEADLINE HAS LAPSED.</p> <p>VERBAL COMMUNICATION: ANY VERBAL COMMUNICATION BETWEEN THE VENDOR AND ANY STATE PERSONNEL IS NOT BINDING, INCLUDING THAT MADE AT THE MANDATORY PRE-BID MEETING. ONLY INFORMATION ISSUED IN WRITING AND ADDED TO THE RF SPECIFICATIONS BY A FORMAL WRITTEN ADENDUM IS BINDING.</p> <p>NO CONTACT BETWEEN THE VENDOR AND THE AGENCY IS PERMITTED WITH THE EXPRESS CONSENT OF THE STATE BUYER. VIOLATION MAY RESULT IN THE REJECTION OF THE BID. THE STATE BUYER NAMED ABOVE IS THE SOLE CONTACT</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	<i>Sh E L</i>	TELEPHONE	408 213 9555 x501	DATE	11/20/2011
TITLE	President	FEIN	77-0553957	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
FLT12009

PAGE
3

ADDRESS CORRESPONDENCE TO ATTENTION OF:
KRISTA FERRELL 304-558-2596

RFQ COPY

TYPE NAME/ADDRESS HERE

V
E
N
D
O
R

S
H
I
P
T
O

DEPARTMENT OF ADMINISTRATION
FLEET MANAGEMENT OFFICE
2101 WASHINGTON STREET, EAST
BUILDING 17
CHARLESTON, WV
25305 304-558-0086

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
10/31/2011				

BID OPENING DATE: 12/01/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
FOR ANY AND ALL INQUIRIES AFTER THIS RFQ HAS BEEN RELEASED.						
EXHIBIT 10						
REQUISITION NO.:						
ADDENDUM ACKNOWLEDGEMENT						
I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.						
ADDENDUM NO. 'S:						
NO. 1						
NO. 2						
NO. 3						
NO. 4						
NO. 5						
I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.						
VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>E. E. L.</i>	TELEPHONE 408 213 9555 x501	DATE 11/20/2011
TITLE President	FEIN 77-6553957	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER

FLT12009

PAGE

4

ADDRESS CORRESPONDENCE TO ATTENTION OF:

KRISTA FERRELL
304-558-2596

RFQ COPY

TYPE NAME/ADDRESS HERE

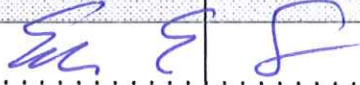
V
E
N
D
O
R

S
H
I
P
T
O


DEPARTMENT OF ADMINISTRATION
FLEET MANAGEMENT OFFICE
2101 WASHINGTON STREET, EAST
BUILDING 17
CHARLESTON, WV
25305 304-558-0086

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
10/31/2011				

BID OPENING DATE: 12/01/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
						
				SIGNATURE		
				Agite Access Control, Inc.		
				COMPANY		
				11/20/2011		
				DATE		
NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.						
REV. 09/21/2009						
EXHIBIT 3						
LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.						
UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.						
RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE 	TELEPHONE 408 213 9555 x501	DATE 11/20/2011
TITLE President	FEIN 77-0553957	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
FLT12009

PAGE
5

ADDRESS CORRESPONDENCE TO ATTENTION OF:
KRISTA FERRELL 304-558-2596

RFQ COPY

TYPE NAME/ADDRESS HERE

V
E
N
D
O
R

S
H
I
P
T
O

DEPARTMENT OF ADMINISTRATION
FLEET MANAGEMENT OFFICE
2101 WASHINGTON STREET, EAST
BUILDING 17
CHARLESTON, WV
25305 304-558-0086

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS		
10/31/2011						
BID OPENING DATE: 12/01/2011		BID OPENING TIME 01:30PM				
LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE</p>						
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						
SIGNATURE <i>See E R</i>			TELEPHONE 408 213 9555 x501		DATE 11/20/2011	
TITLE President		FEIN 77-0553957		ADDRESS CHANGES TO BE NOTED ABOVE		

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
FLT12009

PAGE
6

ADDRESS CORRESPONDENCE TO ATTENTION OF:
KRISTA FERRELL 304-558-2596

RFQ COPY

TYPE NAME/ADDRESS HERE

V
E
N
D
O
R


S
H
I
P
T
O

DEPARTMENT OF ADMINISTRATION
FLEET MANAGEMENT OFFICE
2101 WASHINGTON STREET, EAST
BUILDING 17
CHARLESTON, WV
25305 304-558-0086

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
10/31/2011				
BID OPENING DATE:	12/01/2011	BID OPENING TIME	01:30PM	

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.						
THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.						
REV. 05/26/2009						
EXHIBIT 4						
LOCAL GOVERNMENT BODIES: UNLESS THE VENDOR INDICATES IN THE BID HIS REFUSAL TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO COUNTY, SCHOOL, MUNICIPAL AND OTHER LOCAL GOVERNMENT BODIES, THE BID SHALL EXTEND TO POLITICAL SUBDIVISIONS OF THE STATE OF WEST VIRGINIA. IF THE VENDOR DOES NOT WISH TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO ALL POLITICAL SUBDIVISIONS OF THE STATE, THE VENDOR MUST CLEARLY INDICATE SUCH REFUSAL IN HIS BID. SUCH REFUSAL SHALL NOT PREJUDICE THE AWARD OF THIS CONTRACT IN ANY MANNER.						
REV. 3/88						
PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD..						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE 	TELEPHONE 408 213 9555 x501	DATE 11/20/2011
TITLE President	FEIN 77-0553957	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
FLT12009

PAGE
7

ADDRESS CORRESPONDENCE TO ATTENTION OF:
KRISTA FERRELL 304-558-2596

RFQ COPY

TYPE NAME/ADDRESS HERE

V
E
N
D
O
R

S
H
I
P
T
O

DEPARTMENT OF ADMINISTRATION
FLEET MANAGEMENT OFFICE
2101 WASHINGTON STREET, EAST
BUILDING 17
CHARLESTON, WV
25305 304-558-0086

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
10/31/2011				

BID OPENING DATE: 12/01/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
NOTICE						
A SIGNED BID MUST BE SUBMITTED TO:						
DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130						
THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:						
SEALED BID						
BUYER: KRISTA FERRELL-FILE 21						
RFQ. NO.: FLT12009						
BID OPENING DATE: 12/01/2011						
BID OPENING TIME: 1:30 PM						
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						

CONTACT PERSON (PLEASE PRINT CLEARLY):						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE		TELEPHONE	408 213 9555 x501	DATE	11/20/2011
TITLE	President	FAX	77-0553957	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
FLT12009

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
KRISTA FERRELL 304-558-2596

Agile Access Control, Inc.
Attn: Matthew Wade
14101 Willard Road, Suite A
Chantilly, VA 20151

DEPARTMENT OF ADMINISTRATION
FLEET MANAGEMENT OFFICE
2101 WASHINGTON STREET, EAST
BUILDING 17
CHARLESTON, WV
25305 304-558-0086

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/21/2011				

BID OPENING DATE: 12/01/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
THIS ADDENDUM IS ISSUED TO:						
1.) PROVIDE A COPY OF THE MANDATORY PRE-BID ATTENDEE LIST AND						
2.) PROVIDE ANSWERS TO ALL TECHNICAL QUESTIONS SUBMITTED IN ACCORDANCE WITH THE PROVISIONS OF THE ORIGINAL RFQ (FLT12009).						
BID OPENING DATE REMAINS: 12/01/2011						
BID OPENING TIME REMAINS: 1:30 PM						
***** END ADDENDUM NO. 1 *****						
0001	1	JB		961-37		
VEHICLE RESERVATION/INTEGRATED KEY CONTROL SYSTEM						

SIGNATURE 				SEE REVERSE SIDE FOR TERMS AND CONDITIONS	
TITLE President		FEIN 77-0553957		TELEPHONE 408 213-9555	DATE 11/29/2011
ADDRESS CHANGES TO BE NOTED ABOVE					

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

Response to:

**WEST VIRGINIA
REQUEST FOR QUOTE
RFQ #: FLT12009**

**VEHICLE RESERVATION/INTEGRATED
KEY CONTROL SYSTEM**

Prepared For:

State of West Virginia
Department of Administration
Purchasing Division
Building 15
2019 Washington Street East
Charleston, WV 25305-0130

Buyer: Krista Ferrell-File 21

Prepared By:

Agile Access Control, Inc.
(408) 213-9555
(703) 832-8729 Fax

Bid Opening Date: 12/01/2011
Bid Opening Time: 1:30 PM



COMPLIANCE MATRIX

The matrix below is provided to assist proposal evaluators in verifying that this proposal is in compliance with the RFQ requirements. The table provides a cross-reference from the RFQ requirement (first column) to the Proposal Response section (third column, "Response Section[s]") for all mandatory requirements.

Solicitation Section/Requirement	Compliance	Response Section[s]
Addendum Acknowledgement	✓	See page iv
4.2 Mandatory Requirements	✓	Section 3.1
4.2.1 Mandatory Requirements - Hardware	✓	Section 3.1.1
4.2.2 Mandatory Requirements - Software	✓	Section 3.1.2
4.3 Delivery	✓	Section 3.2
4.4 Acceptance	✓	Section 3.3
4.5 Security Configuration	✓	Section 3.4
4.6 Testing	✓	Section 3.5
4.7 Acceptance Test Planning	✓	Section 3.6
4.8 Payment and Invoicing	✓	Section 3.7
4.9 Payment Milestones and Deliverables	✓	Section 3.8
4.11 Retainage	✓	Section 3.9
4.12 Reporting	✓	Section 3.10
4.13 Support	✓	Section 3.11
5.0 Cost Proposal Bid Response	✓	Section 3.12 and Attachment 1
6.0 Additional Requirements	✓	Section 3.13



State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
FLT12009

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
KRISTA FERRELL
304-558-2596

RFQ COPY
TYPE NAME/ADDRESS HERE
V
E
N
D
O
R

DEPARTMENT OF ADMINISTRATION
FLEET MANAGEMENT OFFICE
2101 WASHINGTON STREET, EAST
BUILDING 17
CHARLESTON, WV
25305 304-558-0086
S
H
I
P
V
O

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS		
10/31/2011						
BID OPENING DATE: 12/01/2011		BID OPENING TIME 01:30PM				
LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		961-37		
VEHICLE RESERVATION/INTEGRATED KEY CONTROL SYSTEM						
REQUEST FOR QUOTATION (RFQ) OPEN END CONTRACT						
THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA FLEET MANAGEMENT OFFICE, IS SOLICITING BIDS FOR THE PROCUREMENT, MAINTENANCE, AND SUPPORT OF A SECURE, VEHICLE RESERVATION AND INTEGRATED KEY CONTROL SYSTEM PER THE ATTACHED SPECIFICATIONS.						
A MANDATORY PRE-BID WILL BE HELD ON NOVEMBER 14, 2011 AT 2:00 PM EST AT THE AGENCY'S LOCATION AT 2101 WASHINGTON STREET EAST IN CHARLESTON, WV. ALL INTERESTED PARTIES ARE REQUIRED TO ATTEND THIS MEETING. FAILURE TO ATTEND THE MANDATORY PRE-BID SHALL RESULT IN DISQUALIFICATION OF THE BID. NO ONE PERSON MAY REPRESENT MORE THAN ONE BIDDER.						
AN ATTENDANCE SHEET WILL BE MADE AVAILABLE FOR ALL POTENTIAL BIDDERS TO COMPLETE. THIS WILL SERVE AS THE OFFICIAL DOCUMENT VERIFYING ATTENDANCE AT THE MANDATORY PRE-BID. FAILURE TO PROVIDE YOUR COMPANY AND REPRESENTATIVE NAME ON THE ATTENDANCE SHEET WILL RESULT IN DISQUALIFICATION OF THE BID. THE STATE WILL NOT ACCEPT ANY OTHER DOCUMENTATION TO VERIFY ATTENDANCE. THE BIDDER IS RESPONSIBLE FOR ENSURING THEY HAVE COMPLETED THE INFORMATION REQUIRED ON THE ATTENDANCE						
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						
SIGNATURE <i>Ed. E. Smith</i>		TELEPHONE 408 213 9555 x501		DATE 11/20/2011		
TITLE President		FERN 77 0553957		ADDRESS CHANGES TO BE NOTED ABOVE		

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
FLT12009

PAGE
2

ADDRESS CORRESPONDENCE TO ATTENTION OF
KRISTA FERRELL
304-558-2596

RFQ COPY
TYPE NAME/ADDRESS HERE
V
E
N
D
O
R

DEPARTMENT OF ADMINISTRATION
FLEET MANAGEMENT OFFICE
2101 WASHINGTON STREET, EAST
BUILDING 17
CHARLESTON, WV
25305 304-558-0086

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS		
10/31/2011						
BID OPENING DATE: 12/01/2011		BID OPENING TIME 01:30PM				
LINE	QUANTITY	UOP	CAT. NO.	ITEMNUMBER	UNIT PRICE	AMOUNT
<p>SHEET. THE PURCHASING DIVISION AND THE STATE AGENCY WILL NOT ASSUME ANY RESPONSIBILITY FOR A BIDDER-S FAILURE TO COMPLETE THE PRE-BID ATTENDANCE SHEET. IN ADDITION, WE REQUEST THAT ALL POTENTIAL BIDDERS INCLUDE THEIR E-MAIL ADDRESS AND FAX NUMBER.</p> <p>ALL POTENTIAL BIDDERS ARE REQUESTED TO ARRIVE PRIOR TO THE STARTING TIME FOR THE PRE-BID. BIDDERS WHO ARRIVE LATE, BUT PRIOR TO THE DISMISSAL OF THE TECHNICAL PORTION OF THE PRE-BID WILL BE PERMITTED TO SIGN IN. BIDDERS WHO ARRIVE AFTER CONCLUSION OF THE TECHNICAL PORTION OF THE PRE-BID, BUT DURING ANY SUBSEQUENT PART OF THE PRE-BID WILL NOT BE PERMITTED TO SIGN THE ATTENDANCE SHEET.</p> <p>TECHNICAL QUESTIONS CONCERNING THIS SOLICITATION MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA STATE PURCHASING DIVISION VIA FAX AT 304-558-4115 OR VIA EMAIL AT KRISTA.S.FERRELL@WV.GOV. DEADLINE FOR ALL TECHNICAL QUESTIONS IS 11/18/2011 AT THE CLOSE OF BUSINESS.</p> <p>ANY TECHNICAL QUESTIONS RECEIVED WILL BE ANSWERED BY FORMAL WRITTEN ADDENDUM TO BE ISSUED BY THE PURCHASING DIVISION AFTER THE DEADLINE HAS LAPSED.</p> <p>VERBAL COMMUNICATION: ANY VERBAL COMMUNICATION BETWEEN THE VENDOR AND ANY STATE PERSONNEL IS NOT BINDING, INCLUDING THAT MADE AT THE MANDATORY PRE-BID MEETING. ONLY INFORMATION ISSUED IN WRITING AND ADDED TO THE RF SPECIFICATIONS BY A FORMAL WRITTEN ADENDUM IS BINDING.</p> <p>NO CONTACT BETWEEN THE VENDOR AND THE AGENCY IS PERMITTED WITH THE EXPRESS CONSENT OF THE STATE BUYER. VIOLATION MAY RESULT IN THE REJECTION OF THE BID. THE STATE BUYER NAMED ABOVE IS THE SOLE CONTACT</p>						
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						
SIGNATURE <i>See E L</i>		TELEPHONE 408 213 9555 x501		DATE 11/20/2011		
TITLE President		FAX 77-0553957		ADDRESS CHANGES TO BE NOTED ABOVE		

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
FLT12009

PAGE
3

ADDRESS CORRESPONDENCE TO ATTENTION OF
KRISTA FERRELL
304-558-2596

RFQ COPY
TYPE NAME/ADDRESS HERE

V
E
N
D
O
R

S
H
I
P
T
O
DEPARTMENT OF ADMINISTRATION
FLEET MANAGEMENT OFFICE
2101 WASHINGTON STREET, EAST
BUILDING 17
CHARLESTON, WV
25305 304-558-0086

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.D.	FREIGHT TERMS		
10/31/2011						
BID OPENING DATE: 12/01/2011		BID OPENING TIME 01:30PM				
LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
FOR ANY AND ALL INQUIRIES AFTER THIS RFQ HAS BEEN RELEASED.						
EXHIBIT 10						
REQUISITION NO.:						
ADDENDUM ACKNOWLEDGEMENT						
I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.						
ADDENDUM NO. S:						
NO. 1						
NO. 2						
NO. 3						
NO. 4						
NO. 5						
I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.						
VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.						
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						
SIGNATURE <i>E. E. L.</i>		TELEPHONE 408 213 9555 x501		DATE 11/20/2011		
TITLE President		FAX 77-6553957		ADDRESS CHANGES TO BE NOTED ABOVE		

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER

FLT12009

PAGE

4

ADDRESS CORRESPONDENCE TO ATTENTION OF:

KRISTA FERRELL
304-558-2596

RFQ COPY

TYPE NAME/ADDRESS HERE

V
E
N
D
O
R

S
H
I
P
T
O

DEPARTMENT OF ADMINISTRATION
FLEET MANAGEMENT OFFICE
2101 WASHINGTON STREET, EAST
BUILDING 17
CHARLESTON, WV
25305 304-558-0086

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS		
10/31/2011						
BID OPENING DATE: 12/01/2011		BID OPENING TIME 01:30PM				
LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p><i>[Signature]</i> SIGNATURE <i>Agile Access Control, Inc.</i> COMPANY <i>11/20/2011</i> DATE</p> <p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL</p> <p>SEE REVERSE SIDE FOR TERMS AND CONDITIONS</p> <p>SIGNATURE <i>[Signature]</i> TELEPHONE 408 213 9555 x501 DATE 11/20/2011</p> <p>TITLE President FAX 77-0553957 ADDRESS CHANGES TO BE NOTED ABOVE</p>						

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
FLT12009

PAGE
5

ADDRESS CORRESPONDENCE TO ATTENTION OF:
KRISTA FERRELL
304-558-2596

RFQ COPY

TYPE NAME/ADDRESS HERE

V
E
N
D
O
R

S
H
I
P
T
O

DEPARTMENT OF ADMINISTRATION
FLEET MANAGEMENT OFFICE
2101 WASHINGTON STREET, EAST
BUILDING 17
CHARLESTON, WV
25305 304-558-0086

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS		
10/31/2011						
BID OPENING DATE: 12/01/2011		BID OPENING TIME 01:30PM				
LINE	QUANTITY	UOP	CAT. NO.	ITEMNUMBER	UNIT PRICE	AMOUNT
<p>BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE</p>						
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						
SIGNATURE <i>E. F. L.</i>		TELEPHONE 408 213 9555 x501		DATE 11/20/2011		
TITLE President		FAX 77-0553957		ADDRESS CHANGES TO BE NOTED ABOVE		

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Request for Quotation

RFO NUMBER
FLT12009

PAGE
6

ADDRESS CORRESPONDENCE TO ATTENTION OF:
KRISTA FERRELL
304-558-2596

RFQ COPY
TYPE NAME/ADDRESS HERE
V
E
N
D
O
R

DEPARTMENT OF ADMINISTRATION
FLEET MANAGEMENT OFFICE
2101 WASHINGTON STREET, EAST
BUILDING 17
CHARLESTON, WV
25305 304-558-0086
S
H
I
P
T
O

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS		
10/31/2011						
BID OPENING DATE: 12/01/2011		BID OPENING TIME 01:30PM				
LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.						
THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.						
REV. 05/26/2009						
EXHIBIT 4						
LOCAL GOVERNMENT BODIES: UNLESS THE VENDOR INDICATES IN THE BID HIS REFUSAL TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO COUNTY, SCHOOL, MUNICIPAL AND OTHER LOCAL GOVERNMENT BODIES, THE BID SHALL EXTEND TO POLITICAL SUBDIVISIONS OF THE STATE OF WEST VIRGINIA. IF THE VENDOR DOES NOT WISH TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO ALL POLITICAL SUBDIVISIONS OF THE STATE, THE VENDOR MUST CLEARLY INDICATE SUCH REFUSAL IN HIS BID. SUCH REFUSAL SHALL NOT PREJUDICE THE AWARD OF THIS CONTRACT IN ANY MANNER.						
REV. 3/88						
PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.						
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						
SIGNATURE <i>E E L</i>			TELEPHONE 408 213 9555 x501		DATE 11/20/2011	
TITLE President		FAX 77-6553957		ADDRESS CHANGES TO BE NOTED ABOVE		

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Request for Quotation

RFO NUMBER
FLT12009

PAGE
7

ADDRESS CORRESPONDENCE TO ATTENTION OF:
KRISTA FERRELL
304-558-2596

RFQ COPY
TYPE NAME/ADDRESS HERE

V
E
N
D
O
R

SHIP TO
DEPARTMENT OF ADMINISTRATION
FLEET MANAGEMENT OFFICE
2101 WASHINGTON STREET, EAST
BUILDING 17
CHARLESTON, WV
25305 304-558-0086

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS		
10/31/2011						
BID OPENING DATE: 12/01/2011		BID OPENING TIME 01:30PM				
LINE	QUANTITY	UOP	CAT. NO.	ITEMNUMBER	UNIT PRICE	AMOUNT
<p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: KRISTA FERRELL-FILE 21</p> <p>RFQ. NO.: FLT12009</p> <p>BID OPENING DATE: 12/01/2011</p> <p>BID OPENING TIME: 1:30 PM</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</p> <p>-----</p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY):</p>						
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						
SIGNATURE <i>K E F</i>		TELEPHONE 408 213 9555 x501		DATE 11/20/2011		
TITLE President		FAX 77-0553957		ADDRESS CHANGES TO BE NOTED ABOVE		

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
FLT12009

PAGE
8

ADDRESS CORRESPONDENCE TO ATTENTION OF
KRISTA FERRELL
304-558-2596

RFQ COPY
TYPE NAME/ADDRESS HERE
V
E
N
D
O
R

SHIP TO
DEPARTMENT OF ADMINISTRATION
FLEET MANAGEMENT OFFICE
2101 WASHINGTON STREET, EAST
BUILDING 17
CHARLESTON, WV
25305 304-558-0086

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS		
10/31/2011						
BID OPENING DATE: 12/01/2011		BID OPENING TIME 01:30PM				
LINE	QUANTITY	UOP	CAT. NO.	ITEMNUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ FLT12009 ***** TOTAL: _____						
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						
SIGNATURE <i>E. E. L.</i>		TELEPHONE 408 213 9555 x501		DATE 11/20/2011		
TITLE President		FAX 77-0553957		ADDRESS CHANGES TO BE NOTED ABOVE		

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

TABLE OF CONTENTS

1	INTRODUCTION	1-1
1.1	OVERVIEW	1-1
1.2	EXECUTIVE OVERVIEW	1-2
1.3	DOCUMENT FORMAT & ORGANIZATION	1-2
2	FLEETCOMMANDER	2-1
2.1	BENEFITS	2-1
2.2	PRODUCT OVERVIEW	2-1
2.3	USER INTERFACE FEATURES & CONVENTIONS	2-4
2.3.1	<i>FleetCommander Home Page</i>	2-5
2.3.2	<i>Driver / Requestor Interfaces</i>	2-7
2.3.3	<i>Administrative Interfaces</i>	2-12
3	SOLICITATION REQUIREMENTS	3-1
3.1	MANDATORY REQUIREMENTS	3-2
3.1.1	<i>Mandatory Requirement – Hardware</i>	3-2
3.1.2	<i>Mandatory Requirement – Software</i>	3-6
3.2	DELIVERY	3-43
3.3	ACCEPTANCE	3-43
3.4	SECURITY CONFIGURATION	3-45
3.5	TESTING	3-45
3.6	ACCEPTANCE TEST PLANNING	3-47
3.7	PAYMENT AND INVOICING	3-48
3.8	PAYMENT MILESTONES AND DELIVERABLES	3-48
3.9	RETAINAGE	3-48
3.10	REPORTING	3-49
3.11	SUPPORT	3-49
3.12	COST PROPOSAL AND BID RESPONSE	3-49
3.13	ADDITIONAL REQUIREMENTS	3-50
4	SUMMARY	1
	ATTACHMENT 1 (COST DETAIL)	A1-1

This page intentionally left blank

1 Introduction

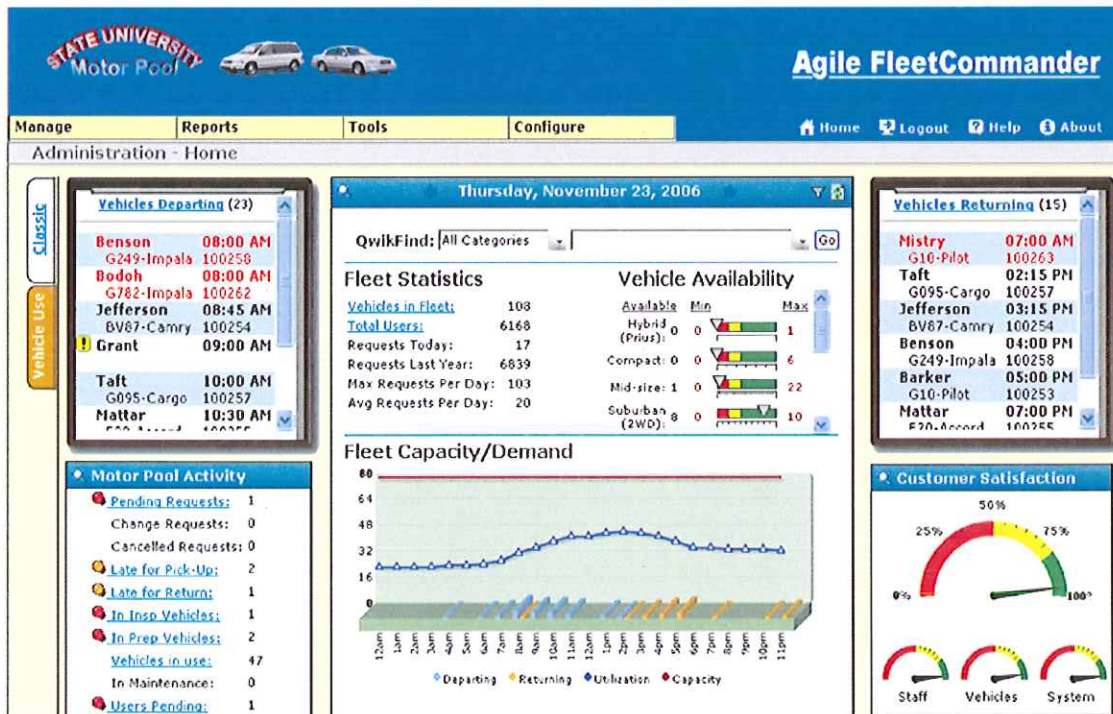
The objective of this document is to demonstrate the ability of Agile Access Control, Inc. to exceed the expectations of the West Virginia Fleet Management Office (“the State”) for providing a supplier-hosted vehicle reservation system with integrated key control. This proposal is provided in response to the following documents:

- Request for Quotation Number FLT12009 (print date of 10/31/2011)
- Addendum No. 1 (print date of 11/21/2011)

1.1 Overview

At the core of our offering is FleetCommander, our company’s enterprise fleet management software. The easy-to-use web-based interface provides fleet users and fleet staff an efficient method for accessing fleet vehicles, enforcing fleet policies, and generating reports.

The real power of FleetCommander is demonstrated on the administrative side of the application. Automatically-updating dashboards provide up-to-the minute status of the fleet and serve as the launching point for quickly accessing fleet data. Dozens of administrative features help optimize the use of fleet vehicles and staff. Fleet metrics are our specialty.



The Fleet Dashboard updates automatically every 5 minutes to provide accurate fleet status at a glance.

It is our goal to convey to you, in this document, the value that our customers across government, commercial, and educational fleets realize from their use of FleetCommander and their relationship with us – Agile Access Control, Inc.

1.2 Executive Overview

As reflected in Section 3 of our solicitation response, FleetCommander is able to fully adhere to nearly 100% of the requirements in a manner that exactly meets the stated RFP requirements. Additionally, we have the development bandwidth and the interest in enhancing FleetCommander to meet any unfulfilled requirements that the State deems necessary. Our experience in maintaining long-term relationships with clients is a testament to the successful partnerships we form. We are certain that FleetCommander will offer immediate, positive results in the State's fleet environment. Our list of tools that we bring to your fleet that were not in the RFP is as important and as extensive as those that were in the RFP. We have highlighted many of these exciting capabilities in Section 2 and Section 3 and look forward to showing you additional features and benefits as part of the vendor selection process.

1.3 Document Format & Organization

Agile's proposal response corresponds directly with the RFP, Section 4, "Scope of Work". This document is organized as follows:

Section	Description / Purpose
1 - Introduction	Describes the objective of this and provides a short synopsis of our offering in the form of an executive summary.
2 – FleetCommander Overview	Describes FleetCommander in a comprehensive manner. This approach enables us to provide the reader with a product overview without the terse, fragmented writing style that may be required to respond to each solicitation requirement. Requirements are provided in the subsequent section.
3 – RFP Requirements & Agile Response	Describes exactly how our offering meets each requirement stated in the solicitation. Each RFP requirement, and the related response, is provided in the exact order specified in the RFP.
4 - Summary	Summary of our offering and approach for moving forward in forging a positive relationship with the West Virginia Fleet Management Office.
Attachment 1	Provides Agile's cost proposal in the requested format.

2 FleetCommander

This section provides a high-level overview of FleetCommander outside of the direct context of the RFP. The objective of this section is to allow evaluators to have an understanding of the breadth and depth of the application. It is our experience that only describing the application via a direct response to specific RFP questions does not convey the true value of the application.

NOTE: Specific responses to RFP requirements are provided in Section 3 in the exact order requested in the RFP.

2.1 Benefits

FleetCommander has proven itself in government, commercial and university fleet management environments. We are confident you will find FleetCommander will help you to:

- Unburden your fleet staff
- Streamline fleet processes
- Reduce the number of vehicles in your fleet
- Use vehicles more efficiently
- Use fewer assigned vehicles
- Maintain vehicles more effectively
- Communicate and enforce fleet policy
- Collect, manage, and present accurate records
- Optimize the motor pool's composition
- Improve customer service
- Report fleet operating costs
- Have the data to support your decisions.

2.2 Product Overview

FleetCommander is a fleet management system that is 100% web-based. That means users access all features from a web browser. There is no setup required on the user's desktop computer.

The term "fleet management system" means many things to many people. Our fleet management solution originated from right-sizing and optimization tools aimed at making it very easy to manage vehicles in a motor pool. The core product has always had powerful features to manage vehicles, drivers, and vehicle requests. The tool has evolved to include many additional features aimed at making a fleet manager's life easier across all aspects of fleet management, including, but not limited to maintenance, risk management, fuel management, odometer collection, carpooling, and more.

YOUR OWN FLEET WEB SITE - What is FleetCommander? FleetCommander is your very own web site that is used by you, fleet managers, dispatchers, maintenance personnel, inspection & prep staff, and even your drivers. We never license FleetCommander based on the number of users that access the system. In fact, we know that the more people that "touch" the system, the better your results will be. Site security ensures that each different type of user is only allowed to access the appropriate parts of the system. Your web site looks like you want it. Link FleetCommander to

an existing enterprise web site or have it stand-alone. You can customize logos, links, and text to make it uniquely yours.

ON-LINE VEHICLE REQUESTS - One of the most effective ways to optimize the use of vehicles is to allow drivers to use vehicles from a motor pool. To make this easy and efficient, FleetCommander includes a customizable, on-line vehicle request form that is completed by your drivers. The form does automatic error-checking, performs automated policy enforcement, and provides a wealth of information to the driver.

Your users are encouraged to interact with the FleetCommander system directly. Doing so relieves the fleet staff of the burden of having to enter reservation data. For a user, the average request for a vehicle takes less than 30 seconds. The request is entered right into FleetCommander. The fleet administrator does not need to re-type the reservation request. Drivers receive an automated email and can even check their request status on-line at any time. Compare this to the time and effort it takes to respond to faxes, emails, and phone calls.

KEY CONTROL – The optional, automated key control capability enables your fleet drivers to pick-up and drop-off keys night or day, 24 x 7. Each transaction is secure and captured by FleetCommander. Authorized personnel can make requests for vehicles right at the key control kiosk.

FLEET UTILIZATION, OPTIMIZATION & ASSIGNING VEHICLES - There is a right vehicle and a wrong vehicle to give to a driver. A seasoned dispatcher may know which vehicle is best based on years of experience. Is that dispatcher always available? Fortunately, tools like FleetCommander provide intuitive graphical interfaces to make it quick and easy for even the novice to maximize the efficiency of a fleet. Want to hand out high-mileage vehicles for short trips? Want to rotate through your vehicles in a round-robin fashion? Is there an opportunity to make several trips with the same vehicle in the same day? FleetCommander handles all this for you. And, FleetCommander can even “auto-assign” and “auto-approve” vehicle requests for authorized users.

VEHICLE MANAGEMENT - Need to see which vehicles are over-utilized? How about under-utilized? Want to compare utilization between different sites in your enterprise? Want to compare utilization by type of vehicle? Has management ever asked how vehicles are being used? Do you need a report that shows the utilization rates of each vehicle? A wealth of tools is available to manage and analyze your fleet.

USER/DRIVER MANAGEMENT - One of the more powerful features of FleetCommander is user/driver management. Do you need to look through paper records to see if someone is eligible to drive? Has she received the proper training for that vehicle? Has someone's driver's license expired since he last used a vehicle? FleetCommander automatically checks to make sure driver's license information is current. Are you sure that your drivers have seen the latest fleet policy changes? FleetCommander can require that they read about any policy changes each time a new policy goes into effect. FleetCommander can even prompt your users to update their on-line profiles. How is this done in your organization today?

FLEET DASHBOARDS - Which activities consume you and your staff? What information do you wish you could see without even touching your keyboard? Take a look at FleetCommander's

Dashboards. Dashboards are the ultimate fleet management screens. At a glance, they tell you about your fleet.

The Vehicle Use Dashboard shows key information about how many vehicles are leaving and returning, how many vehicles are late being picked up or returned, how many outstanding requests for vehicles are pending, and how many new user registrations have yet to be acted upon by your administrator. You'll quickly know the availability for each type of vehicle in your fleet. The Fleet Capacity/Demand graph will show the utilization on an hour-by-hour basis. It will also let you know the busiest times when vehicles are leaving and returning so your staff can plan appropriately. The Clipboards let you electronically cross off each vehicle as it leaves and returns. And the beauty is that the Dashboard updates every 5 minutes automatically. Need to know more about an aspect of your fleet? The QwikFind feature quickly takes you to a vehicle profile, a user profile, a reservation, or a work order.

The Maintenance Dashboard, conveniently provides an accurate summary of maintenance tasks and work orders. The Risk Management dashboard is a helpful launching point for viewing and acting upon incident/accident reports.

MILEAGE COLLECTION AND IMPUTED INCOME - FleetCommander's imputed income functions make it easy for you to collect odometer readings of assigned vehicles no matter where in the world the vehicles are located. The customizable forms can attribute miles driven to personal use, commuting, business use, or other uses as you desire. FleetCommander will let you know who hasn't reported their mileage in the timeframe you define. It will then send your users a custom email that takes them to their own page in FleetCommander to report mileage and other information. We can even develop custom reports to import this data into your accounting system.

MAINTENANCE - FleetCommander's maintenance capabilities allow you to create maintenance plans and assign them to vehicles. FleetCommander will notify your maintenance staff when certain tasks are due or near-due as they trip time and mileage thresholds. You'll quickly create work orders and track the status and costs of the tasks. FleetCommander is great for those shops that outsource to a variety of vendors.

PARTS MANAGEMENT - The Parts Management module will allow administrators to track and control all inventory, including inventory levels and minimum and maximum points. Inventory can be tracked across multiple vehicle sites, stockrooms, and vendors.

FUEL MANAGEMENT - Consolidate your fuel data with the remainder of your fleet data by importing your fuel records into FleetCommander. FleetCommander will map all fuel transactions to the specific vehicles, update vehicle odometers, and will provide user interfaces that are valuable for looking for fuel transaction exceptions.

RISK MANAGEMENT - The Risk Management module provides complete online incident reporting and subsequent claims processing. It allows users to upload photos, images, and reports.

GPS ODOMETER UPDATES - FleetCommander vehicle profiles can be updated with real-time updates from GPS systems located in vehicles. Odometer information will be captured from the GPS vendor databases and used to update the odometers of the vehicles in FleetCommander without

intervention required from an administrator. The benefit is that FleetCommander will automatically have updated odometer information that is helpful in triggering Preventive Maintenance (PM) reminders and aging reports.

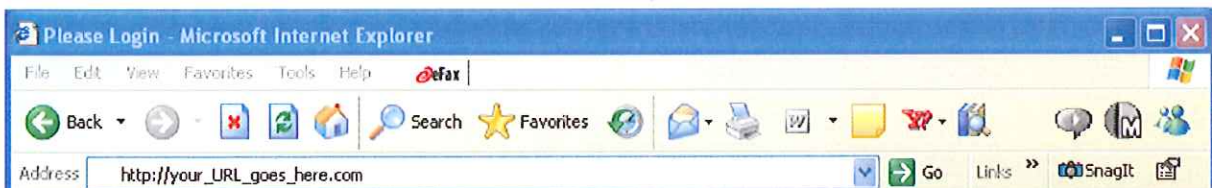
FEEDBACK SURVEY - When all is said and done, your users will be happier and your fleet will be more efficient using FleetCommander. How do we know? We have hard data to show you. In fact, FleetCommander has an on-line Customer Feedback form that can be completed 24-hours-a-day to get valuable input from your users. There is even a tool within FleetCommander that sends the Customer Feedback form in an email to recent fleet drivers. FleetCommander will increase customer satisfaction through the use of tools like email confirmation of vehicle requests, trip receipts, 24x7 on-line access to forms, reports, and vehicle reservations, and much more. Who wouldn't want survey results to show to their manager?

STANDARD MANAGEMENT REPORTS – FleetCommander has dozens of reports including utilization reports, billing reports, maintenance reports, asset reports, user reports, and more. Report interfaces allow you to quickly select the data you are looking for, specify criteria such as sort orders for data output, and even specify the format of your report (e.g. on-screen, Excel, or other formats).

INTEGRATION WITH OTHER SYSTEMS – Having all of your fleet data in one repository is invaluable when you are reporting. FleetCommander is very flexible and capable of being integrated with external systems. FleetCommander has successfully been integrated with the following systems: accounting systems, human resource systems, fleet maintenance systems, risk management systems, automobile manufacturing systems, fuel systems, and more.

2.3 User Interface Features & Conventions

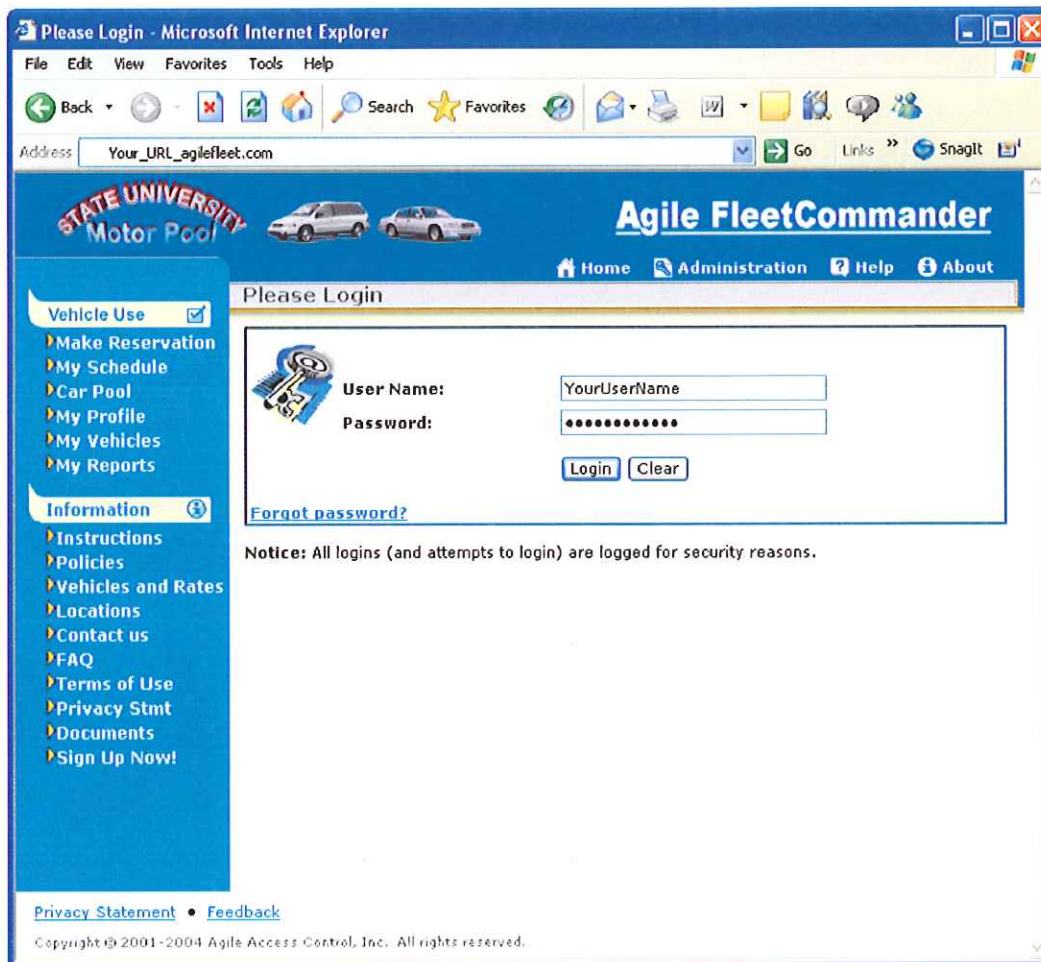
FleetCommander is accessible via the Internet or your Intranet. Most sites that are hosted and administered by Agile have a URL in a format such as <yourURL>.agilefleet.com. If you elect to host FleetCommander or if you desire to have a different URL, this can be accomplished by registering a new domain name. In either case, to gain access, type the URL (web address) in the "Address" line of your Internet Explorer browser as shown in the picture below.



2.3.1 FleetCommander Home Page

After successfully navigating to your FleetCommander web site, you will see the user home page. From this page, you can access:

Vehicle Use Features – These links let you make a reservation, check reservation status on-line, edit your user profile, run selected reports, use the car pool function, look at vehicles assigned to you, enter odometer values for vehicles you are responsible for, and more. These pages require that you log in. In the example below, these functions are found in the “*Vehicle Use*” section of the Home Page.



Users gain access through an Internet Explorer web browser

Information Pages – These pages provide customized content prepared by your administrator. They do not typically require that you log in; however, they can be configured to require a login. Important site information is often put in this section of the home page. There are functions available to system administrators to allow these web page functions to be customized to include content that is unique to your organization. Additionally, administrators can elect to show or not show these links. For example, administrators can elect to eliminate the “Sign Up Now!” feature if the on-line registration function is not desired.

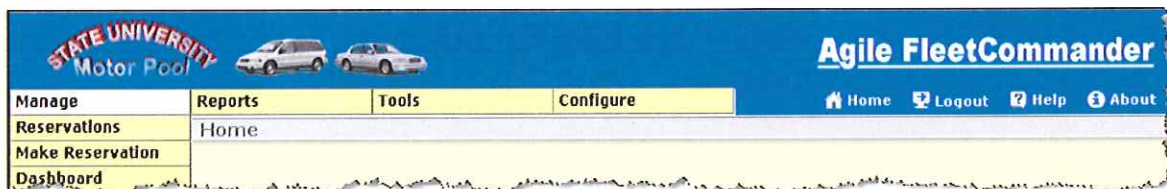
Administrative Features – These are only available to users with System Administration privileges. All administrative functions are accessed by clicking on the link titled “Administration” found in the top right of the web page.

Other features that can be customized on the Home Page include the logo found in the top-left portion of the page as well as the Home Page content that replaces the User Name and Password prompt after logging in.

Note: Your site can be easily customized by the system administrator. Examples shown throughout this document may look different than your actual site.

Menus accessed typically by users of FleetCommander on the Home Page are located on the left side of the page.

Menus on the administrative side of the application are different than the menus on the User side of the application. To access a menu item on the administrative interface, click on the primary menu item (Manage, Reports, Tools, Configure). Sub-menu items are invoked by simply moving the cursor over the desired function.



Administrative menus are intuitive

Authentication

To login to FleetCommander, complete the User Name and Password prompts and then click on the “Login” button.

	User Name:	<input type="text" value="Adriver"/>
	Password:	<input type="password" value="....."/>
		<input type="button" value="Login"/> <input type="button" value="Clear"/>
Forgot password?		

Some FleetCommander customers have synchronized their human resources, risk management, or Active Directory databases to help administer login accounts. We're ready for that!

2.3.2 Driver / Requestor Interfaces

The FleetCommander functions that are accessible to persons requesting vehicles and persons driving your fleet vehicles are easy to use. By providing these users access to the system, you are increasing the level of customer service and you are increasing the quantity and quality of the metrics that are so critical to analyzing your fleet.

Functions that non-fleet staff can perform via the browser-based interface of FleetCommander include, but are not limited to:

- Make on-line vehicle requests
- Receive email confirmations of requests and request approvals
- Check status of all future and past requests
- Perform limited reporting (limited to their own data)
- Enter odometer readings for vehicles under their purview
- Complete the on-line customer satisfaction survey
- Enter accident/incident reports



The vehicle request form is simple. See why a reported 99.8% of new users require no user training or technical assistance to make their first request.

Request Information

Requestor Information

User ID / name: **esmith / Mr. Edwin Smith**
E-mail address: **esmith@agileaccesscontrol.com**
Driver's user ID: (Mr. Edwin Smith) [change](#)

Schedule Information

Pick-up date / time:
Return date / time:

Selection Information

Usage Type: **Daily Rental**
Site: **Germantown Campus**
Location:
Type:
Options: ☐ GPS ☐ Trailer Hitch ☐ Roof rack [Clear Options](#)
Number of occupants: (driver and passengers)

Additional Information

Department:
Account:
Work code:
Destination:
Purpose:
Comments (for example, the description of any special vehicle requirements):

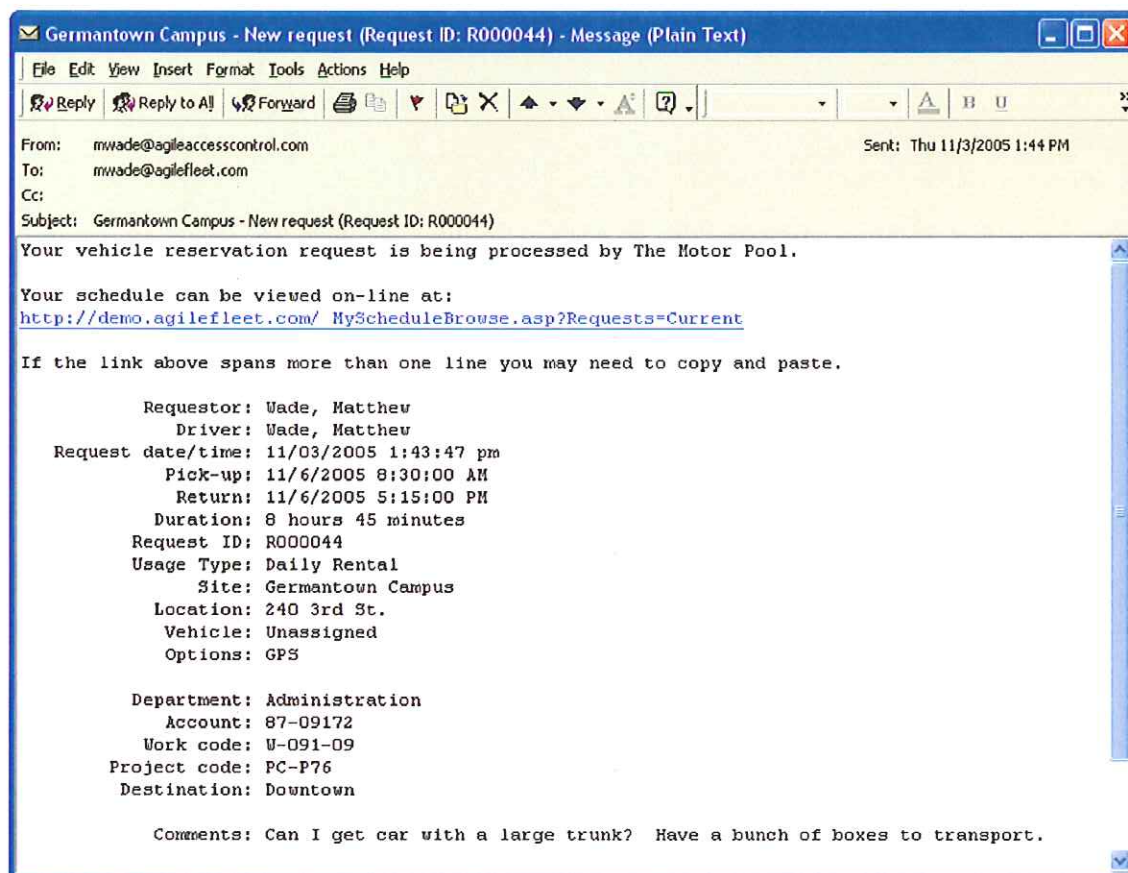
press Shift+Enter to begin a new line

[Next \(Continue Request\)](#) [Cancel Request](#)

It takes approximately 30 seconds to submit an accurate, validated vehicle request form.

Default values for information such as start dates and end dates help make the form easy to use. Automatically populating the form's department and account fields with the information from the driver's profile helps out even more. It's simple. And, it's accurate.

Emails can be configured by your FleetCommander administrator to send confirmation emails to your drivers. Emails can even be automatically sent to a driver's supervisor and/or even the Fiscal Officer for the account specified on the form.



Email confirmation messages can be configured by your FleetCommander administrator to be sent to the driver, the driver's supervisor, and even the Account Fiscal Officer.

Fleet drivers can also unburden the fleet staff by checking their own vehicle request status on line using the "My Schedule" link – any time night or day. It's easy.

Agile FleetCommander

[Home](#)
[Administration](#)
[Logout](#)
[Help](#)
[About](#)

Vehicle Use

- Make Reservation
- My Schedule
- Lease Planner
- Car Pool
- My Profile
- My Vehicles
- My Reports
- Silent Bid
- My Orders
- Order a Vehicle

Information

- FAQ
- Terms of Use
- Privacy Stmt
- Contact us
- Documents
- Information
- Sign Up Now!

My Schedule - Current Requests

User ID / name: **esmith / Smith Edwin**
E-mail address: **esmith@agilefleet.com**

Schedule as of: **2/12/2007 5:16:33 PM**

Request ID or Confirmation number: [View](#) Display: **Current Requests** ☒ [All Requests](#) [Page 1 of 4](#)

Request Date/Time	Schedule Information	Status Information	Request ID or Confirmation Number	Vehicle Information
09/26/2005 3:25:40 pm	Pick-up: 08/16/2005 09:00 AM Return: 08/16/2007 08:00 AM Duration: 729 days 23 hours	Request was approved You are the requestor Driver: esmith@agileacc...	103224 Confirmation number	Vehicle: 5B423665 (2005 SILVER HONDA ODYSSEY SDR) Location: West Lot Type: Van
09/26/2005 3:31:07 pm	Pick-up: 08/17/2005 09:00 AM Return: 08/17/2007 08:00 AM Duration: 729 days 23 hours	Request was approved You are the requestor Driver: esmith@agileacc...	103225 Confirmation number	Vehicle: 5B127616 (2005 GREEN HONDA ODYSSEY SDR) Location: West Lot Type: Van
09/26/2005 3:46:54 pm	Pick-up: 09/26/2005 09:00 AM Return: 08/11/2007 08:00 AM Duration: 683 days 23 hours	Request was approved You are the requestor Driver: esmith@agileacc...	103226 Confirmation number	Vehicle: 5H567405 (2005 BLUE HONDA PILOT SDR) Location: West Lot Type: Full-sized SUV
02/07/2007	Pick-up: 01/19/2006 12:00 AM	Request was approved	106867	Vehicle: 6B007241 (2006 SILVER HONDA PILOT

*The status of current or past vehicle requests can be checked on-line any time.
Trip receipts are available for completed trips.*

Fleet drivers that have permanently assigned vehicles can proactively record their odometer readings on-line using the Mileage Collection tool. Alternatively, fleet administrators can prompt “drivers of record” to record odometer readings on-line if they have not reported mileage within established time frames. A large benefit of current odometer readings is the accurate scheduling of preventive maintenance tasks based upon mileage thresholds.

Collect Mileage

User ID / name: 0269 / Mr. Matthew Wade

E-mail address: mwade@agileaccesscontrol.com

Mileage Reporting Period: the 15th of the prior month through the 16th of the current month.

By submitting your mileage you acknowledge that you have read and understand ChevronTexaco's Corporate 1222 document regarding commuting and imputed income [Corporate 1222 Document](#). regulations consider an employee's use of a company vehicle to commute to and from work to be a taxable fringe benefit. The company will report \$3.00 per day for each day you commute in a company vehicle. Note: Drivers are expected to handle any deficiency found during your monthly vehicle inspections. For your convenience we have attached a [vehicle inspection](#), please print and retain this form for your records. Report any vehicle defects to your local area fleet contact.

Record Vehicle Information:

Vehicle	Start Date	End Date	Starting Mileage	Ending Mileage
Impala 199	4/18/2004	4/18/2004	12567	

Charge Code

Number of Days Used For Commuting

Was Inspection Completed? YES

Submit

Cancel

Past Records:

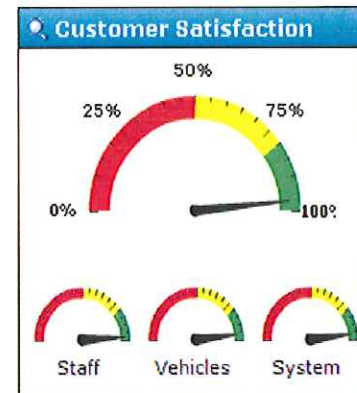
Vehicle	Start Date	End Date	Starting Mileage	Ending Mileage
Impala 199	3/16/2004	4/16/2004	12333	12567

Charge Code: 4356

The mileage collection form, which can be configured in a variety of ways, is useful for capturing odometer information as well as imputed income and other valuable fleet data.

All of the features of FleetCommander provided to fleet drivers increase customer satisfaction. FleetCommander has the tools to show this. Fleet drivers can complete the on-line feedback form provided in FleetCommander at any time they desire. Or, drivers that have accessed FleetCommander within the designated reporting period can be prompted via an automated email to complete the on-line customer satisfaction form. The result? FleetCommander displays customer satisfaction ratings to fleet managers automatically every five minutes. Trends in customer satisfaction can be tracked via the Feedback Report as well.

The graph at the right is real data taken from a FleetCommander site in a university setting. This graph automatically updates every five minutes on the fleet manager's desktop... reflecting the last thirty days worth of customer satisfaction surveys submitted on-line.

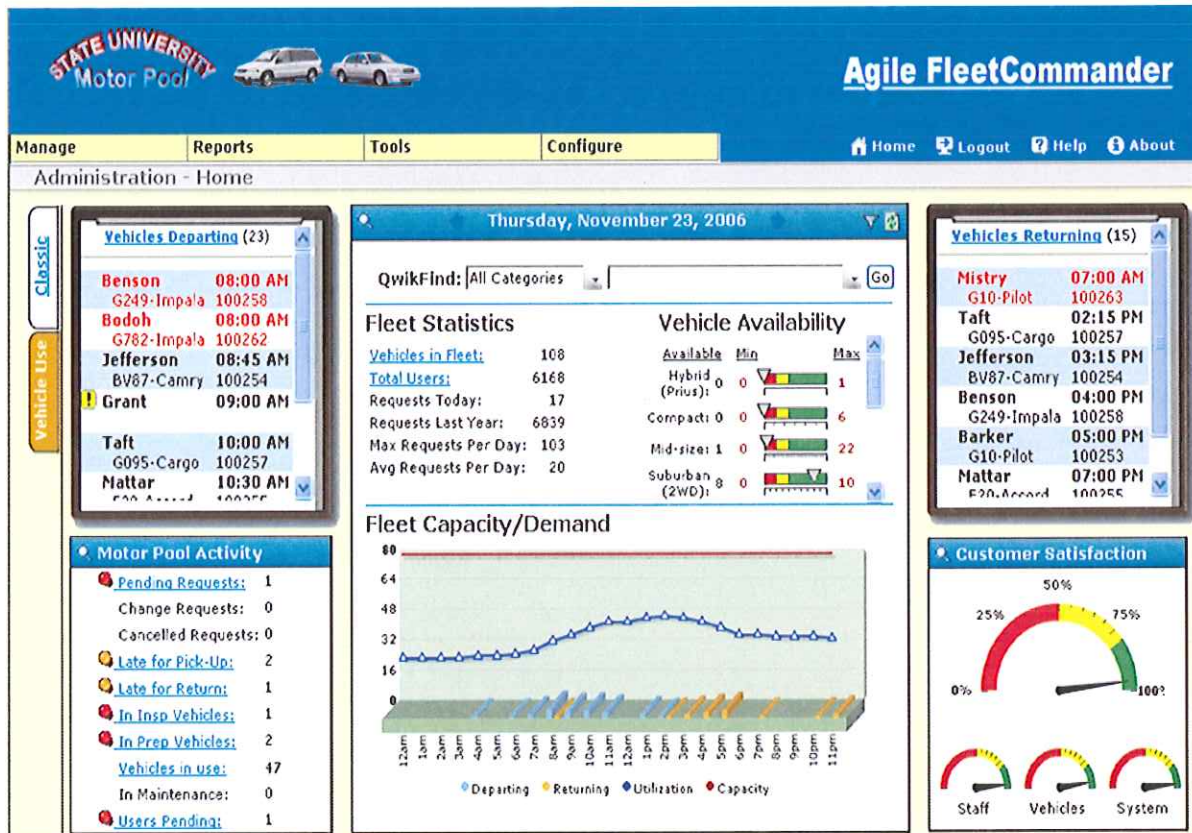


2.3.3 Administrative Interfaces

FleetCommander's administrative features provide everything you need to manage the fleet. The table below reflects just some of the functions available to fleet staff.

Assign Vehicles – optimizes assignment of the “right” vehicle to each vehicle request	Fleet Dashboard – the most powerful tool in fleet. The system automatically updates every five minutes to display the status of your fleet
Billing & Chargebacks – calculates charges and shares information with external systems	Manage Fleet – graphically depicts how your fleet is being used and which vehicles are available
Manage Reservations – sorts, organizes, and manages all reservations	Mileage Collection – automates the collection of mileage data from your fleet users
Dispatch Out & In – captures accurate check-out and check-in of vehicles	GPS Updates – automatically collect odometers from your GPS provider to update the vehicle profiles without user intervention
Manage Inspection & Prep – coordinates the inspection, cleaning, re-fueling, and other activities performed on fleet vehicles	Email Tools – manages the communication with a segment of your fleet staff via email
Manage Vehicles – maintains information about vehicles, including standard vehicle data, usage data, access rules, and more	Manage Tags – coordinates renewal of tags/registration
Manage Users – maintains a wealth of information about users and how they can interact with FleetCommander	Customer Feedback Tools – gathers and displays metrics depicting how well you are managing your fleet
Maintenance – coordinates all preventive maintenance, repairs and other maintenance activities	Accident/Risk Management – tracks closure of accident claims
Reports – dozens of standard management reports	Fuel Management – imports and manages fuel transactions

FleetCommander's Vehicle Use Dashboard is perhaps the single most powerful interface in all fleet software. The screen automatically updates every five minutes to tell fleet administrators what is going on in their fleet. The screen can easily be "filtered" to only look at the segment of the fleet that the administrator is interested in seeing. What is the Dashboard in the screenshot below telling the fleet staff?



The staff has all of the fleet information at their fingertips

Here's what this single, automatically-updating screen is telling the fleet staff:

- The top-left "clipboard" tells us that there are 23 vehicles departing today... And, the first two (shown in red), are late being picked up. A 9:00am reservation (shown with a yellow icon next to it) has not been approved yet and needs to have a vehicle assigned to it. To dispatch a vehicle and time-stamp its departure, the administrator just clicks on the reservation in the clipboard. Or, watch it disappear after the keys are picked up from the key control device. Need additional information, just click on the item.
- The top-right clipboard tells us that there are fifteen vehicles returning today. The first one (shown in red) is late returning. As vehicles & keys return, the dispatcher simply clicks on the reservation in this clipboard to time-stamp the return and enters critical trip information such as ending odometer, parking space, and fuel level. Vehicles returned via the key control device fall off of the clipboard automatically.
- The Fleet Statistics portion of the Dashboard highlights good-to-know fleet metrics.

- The Vehicle Availability section of the Dashboard shows how many of each type of vehicle are available for use as of the last five-minute update. If someone shows up at the dispatch counter and asks, "Do you have a mid-sized vehicle for me?", the administrator will have the answer immediately.
- The Motor Pool Activity section of the Dashboard shows that there is one pending request that needs to be approved. There are two vehicles late for pickup and one vehicle late for return. One vehicle is in the Inspection queue and two vehicles are in the Prep queue. Forty-seven vehicles are in use today and there is one request pending for a user to be granted access to the system. Each of the items in this section of the screen can be acted upon simply by clicking on the link. It's easy.
- The Capacity/Demand graph shows an hour-by-hour accounting of what's happening in the fleet today. Looks like a relatively quiet day.
- Finally, the Customer Satisfaction graph shows that fleet customers remain very happy with the fleet staff, vehicles, and FleetCommander.

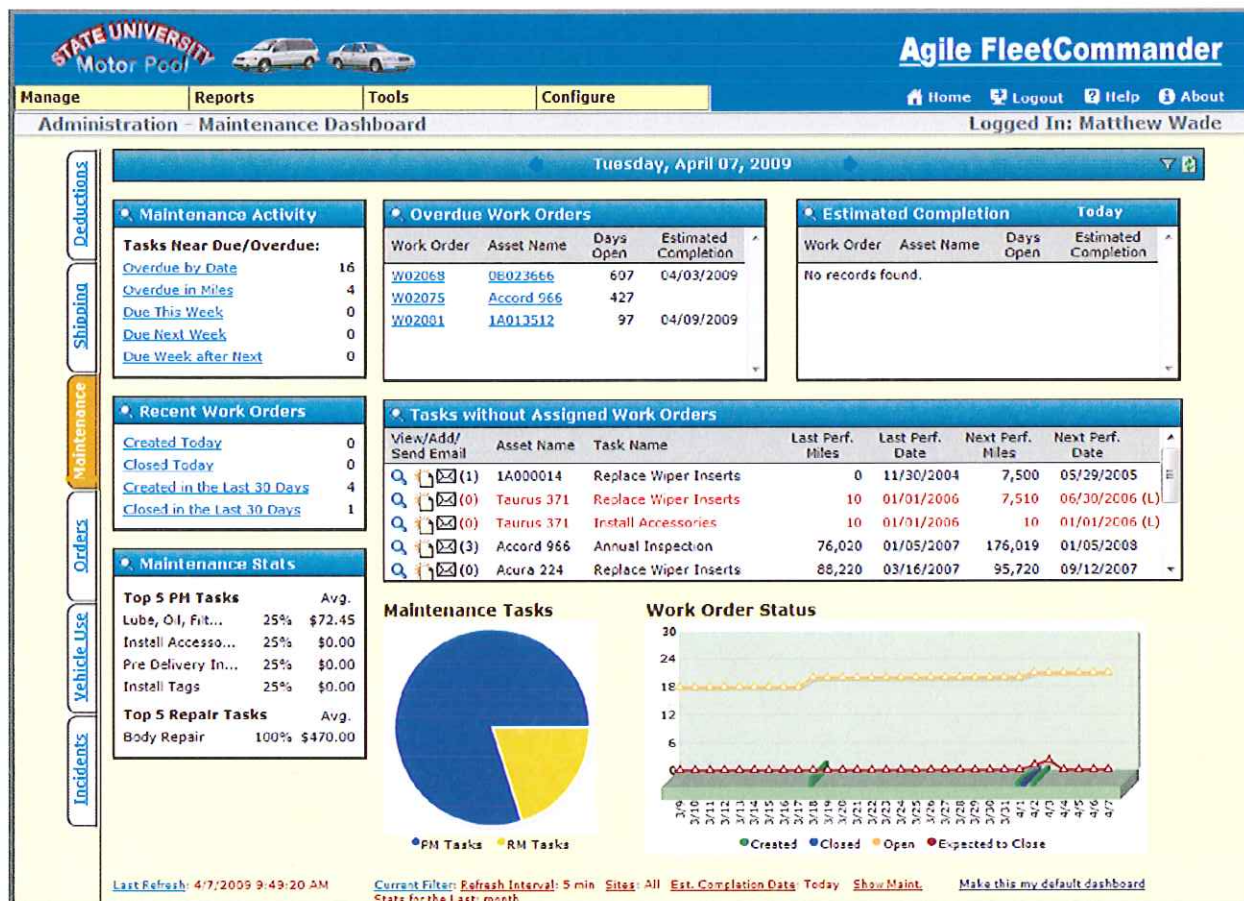
That's a lot of good information that is generally very difficult to pull together in one place.

Clicking on links from the Dashboard, or using the menus, helps fleet staff quickly access the data they need. Intuitive forms, such as the "Manage Reservations" screen shown below, use icons and colors effectively to display information. In this case, a list of vehicle requests is presented to the fleet dispatcher.

	Status	Request Info	Schedule Information	Req/Conf #	Requestor	Driver	Vehicle Information
	Pending	02/08/2007 9:25:24 am (Daily Rental)	Pick-up: 02/12/2007 08:00 AM Return: 02/12/2007 05:00 PM Duration: 9 hours	R000484 Request ID	pmistry Mistry, Pankaj 301-987-6543 pmistry@agileac...	pmistry Mistry, Pankaj 301-987-6543 pmistry@agileac...	Vehicle: E20-Accord (Honda) Site: Germantown Campus Type: Mid-size
	Approved (Late Pickup)	02/08/2007 4:07:08 pm (Daily Rental)	Pick-up: 02/08/2007 04:30 PM Return: 02/08/2007 07:00 PM Duration: 2 hours 30 minutes	100313 Confirmation number	nwade Wade, Matthew 301-555-1213 mwade@agileac...	esmith Smith, Edwin (703) 968-7300 esmith@agileac...	Vehicle: E20-Accord (Honda) Site: Germantown Campus Type: Mid-size
	Approved	02/10/2007 1:39:59 pm (Daily Rental)	Pick-up: 02/13/2007 06:00 AM Return: 02/13/2007 05:00 PM Duration: 11 hours	100321 Confirmation number	esmith Smith, Edwin (703) 968-7300 esmith@agileac...	esmith Smith, Edwin (703) 968-7300 esmith@agileac...	Vehicle: G095-Cargo (Ford) Site: Germantown Campus Type: Van

Lists of Vehicle Requests are easy to use due to intuitive icons & hyperlinks

Another handy feature is the automatically-updating Maintenance Dashboard. This feature provides instant maintenance status and a launching point for performing common maintenance activities. The dashboard is also a convenient location to see maintenance statistics that are traditionally hard to “mine” from legacy maintenance applications.

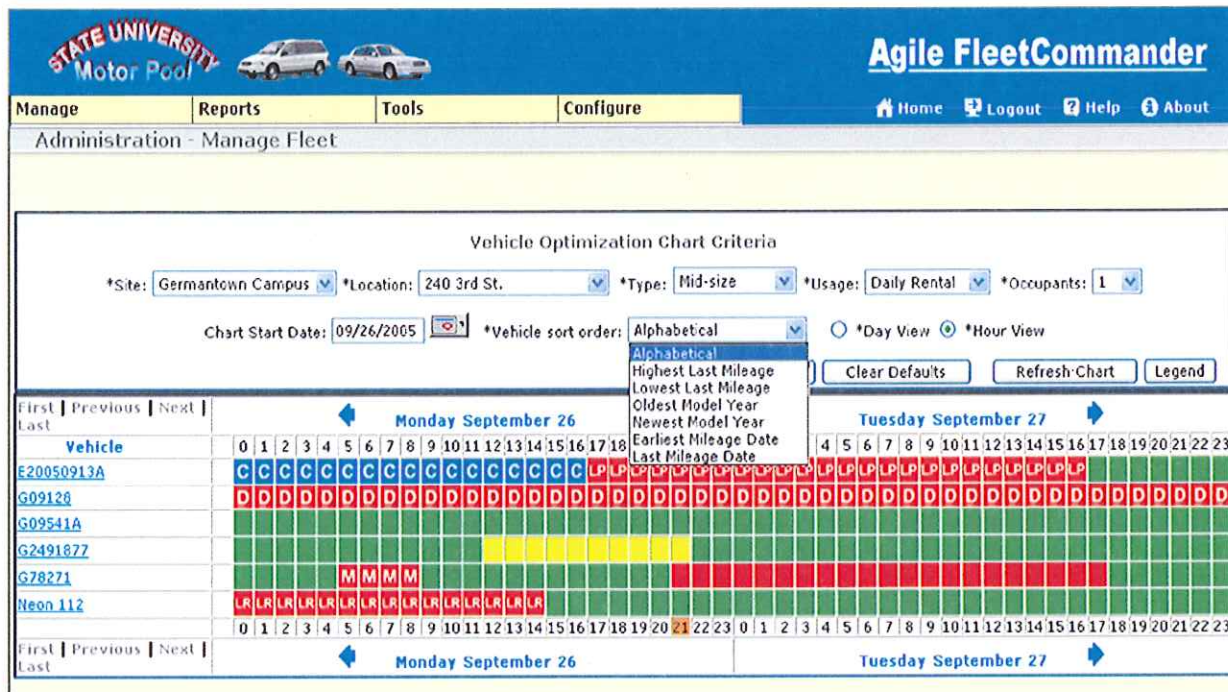


The Maintenance Dashboard provides an up-to-date summary of maintenance activities

With just a click of the mouse using the above dashboard, the following type of activities can be performed:

- Create a work order
- View overdue or near-due tasks
- View recent work orders created over a given period of time.
- Send an email notification of required maintenance to the persons responsible for a vehicle

The Vehicle Optimization chart shows a graphical view of the fleet. A similar screen helps administrators assign the “right” vehicle to each vehicle request.



The Vehicle Optimization Chart depicts fleet use graphically.

User-friendly features such as the “Legend” help understand and use the Vehicle Optimization Chart.

Legend

- D Dispatched** Vehicle has been dispatched "out" but has not yet been dispatched back "in". Also, the vehicle is not yet late.
- LP Late Pickup** Vehicle has not been picked up yet and the current time is beyond the scheduled start time plus the "grace period".
- LR Late Return** Vehicle has been dispatched "out" but has not yet been dispatched back "in". The vehicle is late. It is beyond the scheduled end-time of the reservation plus the "grace period".
- C Completed** Vehicle has been dispatched "out" and dispatched back "in".
- A Assigned** The vehicle is permanently assigned to a user.
- M Maintenance** The vehicle has been scheduled for maintenance.
- R Reserved** A reservation is pending for the future. It is neither late nor has it been dispatched "out" yet.
- No Reservation** The vehicle is not currently scheduled.
- Not approved** The reservation is not yet approved.
- P Preparation** The vehicle is in preparation.
- I Inspection** The vehicle is in inspection.

The Legend is just one example of tools to help users understand FleetCommander

The dispatch forms are accessed with just one click of a mouse. This form is used to quickly capture the check-out and check-in times for each trip if the reservation is not being dispatched via a key control site. In addition, the form can be used to print travel sheets, travel receipts, and other valuable fleet information.

Reservation Inspection Prep Billing			
Vehicle Information		Confirmation #: 100315	
Vehicle:	G10-Pilot	Driver's Name:	Edwin Smith esmith change
Vehicle ID (VIN):	1G993JJN7WLU710	Department:	ESdept
License Number:		License Number:	S-387-546-203 VA
Description:	2004 Blue Honda Pilot	Expiration Date:	12/17/2004 <input checked="" type="checkbox"/> Valid
Reservation Information		Reservation Status: Approved	
Account:	ESacct	Work code:	
Site:	Germantown Campus	Usage Type:	Daily Rental
Start Date:	02/10/2007@5:00AM	End Date:	02/10/2007@10:00AM
Vehicle Activity			
Dispatch Action:	<input checked="" type="radio"/> Dispatch/Return <input type="radio"/> Cancel <input type="radio"/> No-Show		
Date Out:	02/10/2007	Date In:	2/10/2007
Time Out: (HH:MM am/pm)	5:22 AM	Time In: (HH:MM am/pm)	9:50 AM
Odom Start:	37,123	Odom End:	37139
Fuel Start:	E <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F	Fuel End:	E <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F
Parking Space Start:	A13	Parking Space End:	A06
Service?:	<input checked="" type="radio"/> In Service <input type="radio"/> Take Out of Service Until <input type="text"/>		
Comments:	<input type="text"/>		
Vehicle Condition:	Scratches on driver side door. Dent on rear bumper.		
<input type="button" value="Cancel"/> <input type="button" value="Print Travel Sheet"/> <input type="button" value="Reset Changes"/> <input type="button" value="Submit"/>			

Dispatching out, or in, takes less than 20 seconds.

Note: If you are using the automated key control device to dispatch vehicles, you will not need to use the dispatch form shown above.

Standard management reports provide a wealth of information. All reports can be filtered before they are run to facilitate the drilling down into your critical fleet data. The report below shows very important fleet metrics such as utilization rates and the number of requests turned-down on a day-by-day basis. Note that every cell in this report is a hyperlink to more data.

Motor Pool Utilization Report

STATE UNIVERSITY MOTOR POOL
5422 Amberwood Blvd.
Springfield, OH 45501

For the period from 9/01/2006 to 9/14/2006

Day of Month	1	2	3	4	5	6	7	8
	F	S	S	M	T	W	R	F
Active Vehicles	74	74	74	74	74	74	74	
Vehicles In Maintenance	0	0	0	0	0	0	0	
Vehicles Available	74	74	74	74	74	74	74	
Vehicles In Use	33	28	28	15	27	29	38	
Total Trips	34	28	28	15	27	29	38	
Idle Vehicles	41	46	46	59	47	45	36	
Requests Turned Down	0	0	0	0	0	0	0	
% of Vehicles Used	45	38	38	20	36	39	51	
Total Hours Available	1776	1776	1776	1776	1776	1776	1776	1776
Hours Used	528	586	583	341	458	496	672	864
% Hours Used	30	33	33	19	26	28	38	49

More screenshots and information regarding administrative features are provided in Section 1.

3 Solicitation Requirements

Agile's offering is presented in this section in a format that directly corresponds to the requirements in the solicitation.

To aid the reviewer in evaluating complete compliance with the requirement, Agile's response is formatted as follows:

1. Section headers in the response are used for each major requirement
2. In each section, the RFP requirement is included. The requirement is taken verbatim from the solicitation and is shown in an *italicized font*
3. Agile's description of how the RFP requirement is fulfilled is provided immediately following the solicitation requirement.
4. When possible, photos or screenshots of FleetCommander capabilities are provided.

3.1.1 Mandatory Requirement – Hardware

RFP Section 4.2.1 Hardware:

RFP Section 4.2.1.1 Number of key control storage devices by motor pool (MP) size:


1 - 20 vehicles	1
21-50 vehicles	1
51 - 100 vehicles	1

Proposed Solution:

Requirement	Proposed Key Control Storage Device[s]	Key Capacity	Comments
1 – 20 vehicles	One 24 key SAM	24	
21 – 50 vehicles	One 56 key SAM	56	
51 – 100 vehicles	Two 56 key SAM	112	

Note: Savings can be achieved by modifying the requirement from “51-100” keys down to “51 – 96” keys since the maximum single-sized key box is 96 keys – not 100 keys.

Key Capacity	Dimensions	Weight
8-keys	10" W x 13" H x 6 1/4" D	20 lbs.
16-keys	18" W x 18" H x 6" D	45 lbs.
32-keys	18" W x 27" H x 6" D	65 lbs.
64-keys	28" W x 28" H x 6" D	95 lbs.
96-keys	28" W x 36" H x 6" D	130 lbs.



The format of Agile's response is designed to aid the reviewer in evaluating compliance

3.1 Mandatory Requirements

RFP Section 4.2: The following products and services are mandatory requirements:

A description of how our solution meets each mandatory requirement is provided in the sections below. In the event that there is any requirement which can be met in more than one manner, the proposed solution will be clearly identified. Optional solutions are provided to give evaluators and end-users insight into other solutions which may have merit in the State's environment.

3.1.1 Mandatory Requirement – Hardware

RFP Section 4.2.1 Hardware:

RFP Section 4.2.1.1 Number of key control storage devices by motor pool (MP) size:

1 - 20 vehicles 1
21-50 vehicles 1
51 - 100 vehicles 1

Proposed Solution:

Requirement	Proposed Key Control Storage Device[s]	Key Capacity	Comments
1 – 20 vehicles	One 24 key SAM	24	
21 – 50 vehicles	One 56 key SAM	56	
51 – 100 vehicles	Two 56 key SAM	112	

Note: Savings can be achieved by modifying the requirement from “51-100” keys down to “51 – 96” keys since the maximum single-sized key box is 96 keys – not 100 keys.

Key Capacity	Dimensions	Weight
8-keys	10" W x 13" H x 6¼" D	20 lbs.
16-keys	18" W x 18" H x 6" D	45 lbs.
32-keys	18" W x 27" H x 6" D	65 lbs.
64-keys	28" W x 28" H x 6" D	95 lbs.
96-keys	28" W x 36" H x 6" D	130 lbs.



RFP Section 4.2.1.2 Number of outside-use key control storage device enclosures by MP size:

1 - 20 vehicles 1
21-50 vehicles 1
51-100 vehicles 1

Proposed Solution:

Requirement	Proposed Solution	Comments
1 – 20 vehicles	Wall-mount Enclosure	
21 – 50 vehicles	Wall-mount Enclosure	
51 – 100 vehicles	Environmentally-Controlled Shelter	Max key capacity of 96 keys of the wall-mount enclosure drives the solution toward this option.

Note: Providing a pleasant user experience is paramount to the success of the technology used to automate motor pools. An awning (provided by the State) or another shelter option is a necessity in order to gain user acceptance and avoid environmental conditions such as build-up of ice or snow on the unit.



Wall-mounted Enclosure



Environmentally-controlled Shelter

Outdoor enclosure solutions come in a wide variety of shapes and sizes. For example, a garage setting can use standard key boxes and kiosks. Wall-mount locations support the standard FleetCommander wall enclosure. Free-standing, or locations with more than 96 keys, require a solution other than the standard FleetCommander wall enclosure. In addition to the obvious environmental factors that lead to selection of an enclosure, there are many human factors that must be considered. It is our experience that, even technically feasible solutions may not be acceptable to users if lighting or protection from wind, rain, puddles, or other elements are not accounted for. We welcome the opportunity to conduct a site survey to assist the state in identifying the most cost effective solution for the State.

RFP Section 4.2.1.3 Number of inside-use reservation kiosks with integrated pedestal, touchscreen monitor, and printer by motor pool size:

<i>1 - 20 vehicles</i>	<i>2</i>
<i>21-50 vehicles</i>	<i>2</i>
<i>51-100 vehicles</i>	<i>3</i>

Proposed Solution:

Requirement	Proposed Solution	Qty	Comments
1 – 20 vehicles	Pedestal Kiosk	2	For unlimited # of vehicles
21 – 50 vehicles	Pedestal Kiosk	2	For unlimited # of vehicles
51 – 100 vehicles	Pedestal Kiosk	3	For unlimited # of vehicles

Note: Savings can be achieved by using wall-mounted kiosks in lieu of pedestal mount kiosks.



Pedestal Mount Kiosk



Desk or Wall-mount Kiosk

Kiosks come in a wide variety of shapes and sizes. Additionally, there are a variety of optional pieces of equipment such as keyboards, scanners, and signage that are available. Our team is experienced in evaluating environmental conditions and other human factors to help select the best solution for each motor pool location.

RFP Section 4.2.1.4 Number of secure key rings or radio frequency identification (RFID) key fobs by motor pool size:

<i>1 - 20 vehicles</i>	<i>25</i>
<i>21-50 vehicles</i>	<i>60</i>
<i>51-100 vehicles</i>	<i>125</i>

Proposed Solution:

Requirement	Proposed Solution	Comments
1 – 20 vehicles	25 Flexible Key Rings	
21 – 50 vehicles	60 Flexible Key Rings	
51 – 100 vehicles	125 Flexible Key Rings	

RFP Section 4.2.1.5 Number of in-vehicle RFID or magnetometer scanner for vehicle access by motor pool size:

<i>1 - 20 vehicles</i>	<i>25</i>
<i>21-50 vehicles</i>	<i>60</i>
<i>51-100 vehicles</i>	<i>125</i>

Proposed Solution:

Requirement	Proposed Solution	Comments
1 – 20 vehicles	25 In-Vehicle Car Sharing Modules	
21 – 50 vehicles	60 In-Vehicle Car Sharing Modules	
51 – 100 vehicles	125 In-Vehicle Car Sharing Modules	

Agile's in-vehicle FleetShare hardware, comprised of a processor, RFID reader, vehicle immobilizer, trip start/end button, voice module, and lock/unlock wire leads will be used to fulfill this requirement. This capability provides the ability for authorized users at authorized times to:

- Scan an RFID badge at the vehicle windshield to unlock doors and mobilize the ignition
- Attribute all in-vehicle telematics data to the driver associated with the RFID badge
- At the end of a trip, record the trip-end, lock the vehicle, and immobilize the vehicle.

This capability is new to the FleetCommander suite of products. It is currently planned for beta release in 1st quarter of 2012 and deployment to the broader FleetCommander population in 2nd quarter of 2012.

RFP Section 4.2.1.6 Alternate power supply for each secure, key control storage devices ensuring four hours of uninterrupted service during power outages.

The proposed key boxes include battery backup to provide uninterrupted service for authorized system administrators for four hours. The alternate power supply ensures keys can be accessed without requiring the manual override keys to gain access to the box.

Note: A power outage almost exclusively implies that network connections are lost in addition to power. All solutions that involve an automated key control solution require that approved vehicle reservations are transmitted from a centrally-located server to the key box. While key boxes can still be operated under an alternate power source during a power outage, it is disingenuous for any vendor to imply that the key box operates completely uninterrupted since all transactions will not be in the box. That is, solutions that do not have real-time access to the server will not have up-to-the-minute access to all reservations. In the interest of full disclosure of our solution, the following are noted:

- Our solution "fails safe". That is, in the event of a power failure, unauthorized access cannot be gained to vehicle keys.
- The proposed solution uses a robust, color, touch-screen kiosk interface that is browser-based. In the event that power is not available to provide network connectivity to the fleet system server, the kiosk interface used by fleet drivers is not available.
- Throughout a power outage, authorized staff will have access to 100% of the keys via the panel located on the key box.

Note: If the State frequently has a capability in which network connectivity remains, yet power is lost to the local key box, we would be happy to discuss options for providing battery backup capability to the kiosk.

3.1.2 Mandatory Requirement – Software

RFP Section 4.2.2 Software: A vendor-hosted browser client-server application must provide the following functionality.

Our team is experienced in providing vendor-hosted browser-based solutions to a broad cross section of the fleet community. The proposed solution is provided via our fault-tolerant hosting environment. Pricing includes, but is not limited to: hosting, network and system administration, database licenses, all required third-party software licenses (including SQL Server), firewall protection, backups, and 24 x 7 monitoring.

RFP Section 4.2.2.1 Application Administration:

FleetCommander is designed to be a scalable, configurable application that can be easily be administered by fleet staff. Those users that are given the appropriate system-level permissions by our FMO are able to modify FleetCommander to behave in the manner you desire.

FleetCommander is the only solution known that provides all of the following capabilities to maximize the benefits for fleet administrators:

- The ability to communicate and enforce dozens of fleet policies
- The ability to tailor system behavior to account for nuances that are different from site-to-site within the fleet
- The ability to customize dozens of different types of emails in order to maximize customer communication and satisfaction
- The ability to track utilization by attributes such as site and how the vehicles are used (e.g. Usage type).

RFP Section 4.2.2.1.1 FMO designated user roles, i.e., user, system administrator, etc. that can be assigned to an unlimited number of users from within the application.

FleetCommander has roles that can be assigned to an unlimited number of users from within the application by the FMO. There is no limit to the number of users that can have each permission. Permissions can be granted for the entire Enterprise (all sites) or can be restricted on a site-by-site basis. For example, if you have someone responsible for managing users or vehicles at a single site, you could give that user System Administrator permissions for just that site. Or, you could provide the ability for a driver to only drive vehicles from two different sites but no other sites throughout the state.

The permissions tab on each user's profile is used to grant/show the permissions that a user has. Permissions are used to grant or restrict access to different parts of the application. There are two distinct types of permission:

Enterprise-Level Permissions: These privileges, when granted, allow the particular type of permission across all sites in the enterprise. If a user is given Enterprise Dispatcher permissions, the user can dispatch vehicles at any site. To restrict this permission to only one site or just a few sites, use the site-level permission.

User ID: 11

User Information

Name (last, first middle): Adams, John (blank)

Username: jadams

Back to Manage Users Undo Changes Save Permissions

| ENTERPRISE- AND SITE-LEVEL | [PROVIDER-LEVEL](#) |

Enterprise-Level

<input checked="" type="checkbox"/>	Enterprise Administrator
<input type="checkbox"/>	Enterprise Dispatcher
<input checked="" type="checkbox"/>	Enterprise Maintenance
<input type="checkbox"/>	Enterprise Driver
<input type="checkbox"/>	Enterprise Requestor
<input type="checkbox"/>	Enterprise Inspector
<input type="checkbox"/>	Enterprise Prep
<input type="checkbox"/>	Enterprise Risk Mgt Administrator
<input type="checkbox"/>	Enterprise HR Administrator

Check All Uncheck All

Site-Level Permissions: These privileges, when granted, allow the particular type of permission only for the site(s) granted.

Notes about permissions:

Administrator Permission – gives access to all areas of FleetCommander - in particular the administrative pages (pages accessed by the “Administration” link on the home page).

Dispatcher Permission – gives access to the dispatch forms.

Maintenance Permission – gives access to maintenance functions as well as related forms needed to view maintenance schedules.

Driver Permission – only gives permission for this person to be assigned as a driver on a reservation. If an attempt is made to make a reservation for this person to drive a vehicle and the user does not have Driver permissions, then FleetCommander will stop the process and issue a warning.

The selected user does not have permission to drive a vehicle.

Back

Permissions are enforced throughout the application

A form used to modify user information is shown below. Note that information contained on the form is configured during the initial site setup and can be tailored by your FMO any time. The form can be customized to include, not include, and even require or not require certain data fields.

The User profile form has a wealth of information. Note the different tabs that are used to neatly organized different types of user information

RFP Section 4.2.2.1.3 Enforce FMO or organization established priorities including change of vehicle or driver at the time vehicle reservation requests are submitted or when the vehicle is scheduled for pick up.

From the onset of developing FleetCommander, communicating and enforcing fleet policies has been at the core of the product. FleetCommander has a wide variety of functionality that provides the following capabilities:

- User-friendly error messages provided to requestors of vehicles to notify them that additional information is required before their request can be fulfilled.
- User-friendly warning messages to let vehicle requestors know of situations such as “Your driver’s license information on file is expired and you must show a current license to fleet staff”.
- Messages to FMOs that required information is not present on forms.
- Warnings to FMOs when “normal” rules may be violated if they proceed with an action.

An example of warnings is provided below:



FMOs are provided warning messages and, under some conditions, are allowed to over-ride rules that fleet drivers are not allowed to override. This flexibility is critical to the success of an automated motor pool system

FleetCommander enforces rules even under circumstances such as changing a vehicle or a driver on a reservation.

RFP Section 4.2.2.1.4 Automatically provide vehicle utilization optimization during the vehicle assignment process.

FleetCommander's Vehicle optimization Chart is provided at the time a vehicle is being assigned if the manual vehicle assignment method is being used.

Request date/time: 11/11/2011 09:40 AM

Request is pending
Request ID: R003211

Vehicle Selection

Vehicle: G09541A (2003 White Ford 500, F, B79)

Site: Chantilly
Location: (any location)
Type: Mid-sized Sedan
Number of Occupants: 1

Drivers: Smith, Edwin
Options: (any options)
Requested vehicle: (not requested)

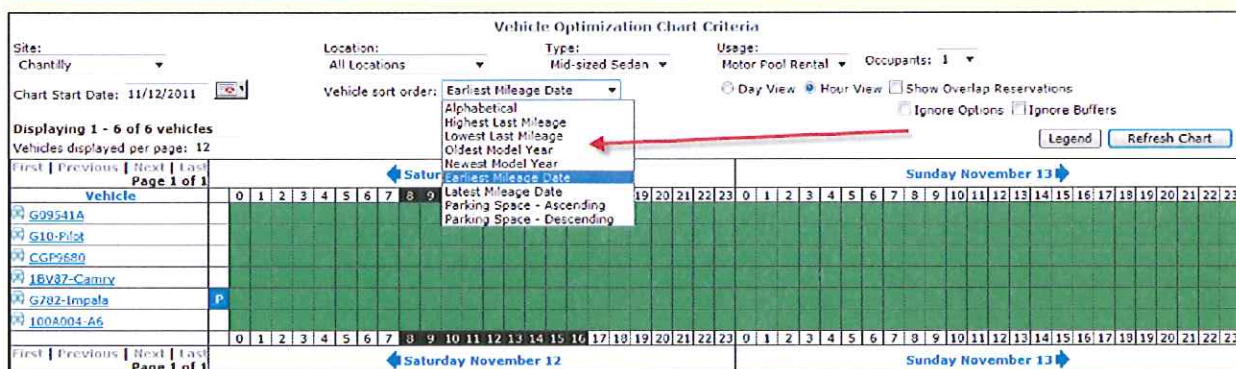
Schedule Information

Usage Type: Motor Pool Rental
Pick-up date / time: 11/12/2011 08:00 AM
Return date / time: 11/12/2011 05:00 PM
Duration: 9 hours

Additional Information

Destination:
Purpose:
Test Field (use Hyphen Only):
Fund Code:
Org Code:
Program Code:
Comments:

Cancel (Back) Add Alert OK (Assign Vehicle) OK (Assign, Approve) OK (Assign, Approve, Dispatch) View Request



The vehicle request is shown on the top half of the screen. Vehicle utilization is shown on the bottom half of the screen in calendar format.

RFP Section 4.2.2.1.5 Promote sharing vehicles by carpooling in order to limit the vehicle miles.

FleetCommander's carpooling function is an easy way to promote sharing of vehicles. It is accessed by users via the left-hand navigation.

The screenshot shows the 'State University Motor Pool' website. On the left is a blue navigation menu with sections: 'Vehicle Use' (containing links like Make Reservation, My Schedule, Car Pool, My Profile, My Vehicles, My Reports, Accidents/Incidents, Vehicle Config) and 'Information' (containing links like Release Form, Policies, Vehicles and Rates, Locations, Contact us, FAQs, Terms of Use, Privacy Statement, Documents, Sign Up Now!, Give us your Feedback!). A red arrow points to the 'Car Pool' link. The main content area is titled 'Welcome' and features a 'Post Car Pool Trip' form. The form has two columns: 'Origin' and 'Destination'. Under 'Origin', there are fields for 'Departure Date' (11/11/2011), 'Departure Time' (8:15 a.m.), and 'Departing Location' (Morgantown Civic Ctr). Under 'Destination', there are fields for 'Return Date' (11/11/2011), 'Return Time' (11:30 a.m.), and 'Destination' (WVU Admin). There is a 'Comments' text area with the text 'I prefer to drive in a larger car'. Below the comments, there are radio buttons for 'I am a: Driver' and 'Passenger' (selected), and a checked checkbox for 'Show Name?'. At the bottom of the form are three buttons: 'Return to Messageboard', 'Reset Form', and 'Post Message'.

State employees can post carpooling messages as either a “driver” or a “passenger”. The tool works in a manner that is anonymous, if desired, to ease the security or privacy concerns that often are associated with carpooling.

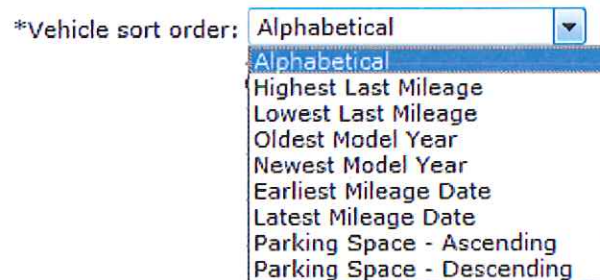
RFP Section 4.2.2.1.6 Adjust vehicle utilization optimization parameters manually.

Choosing the “right” vehicle is a critical component of any fleet system. FleetCommander has the ability to adjust vehicle utilization optimization parameters manually.

The utilization optimization parameter default settings can be set via the Enterprise administration screens.

The screenshot shows a portion of the FleetCommander Enterprise administration interface. It features two dropdown menus. The first is labeled 'Optimize Chart Default Sort' and has 'Lowest Last Mileage' selected. The second is labeled 'Optimize Chart Records Per Page' and has '15' selected. A red arrow points to the 'Lowest Last Mileage' dropdown menu.

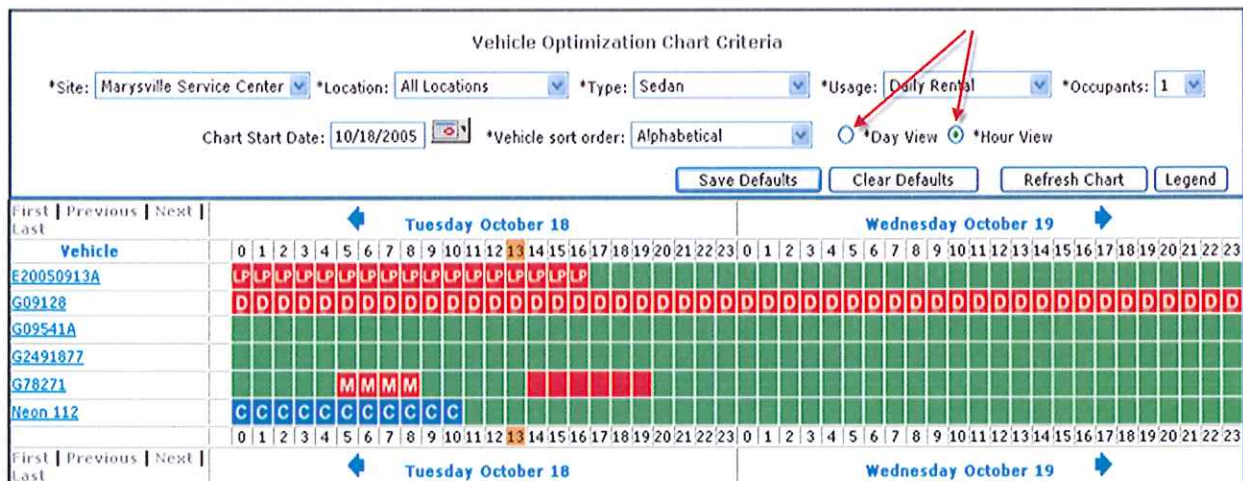
Utilization optimization parameters can also be set at the time that a vehicle is being assigned. The screenshot below depicts the drop-down menu that is used to select the desired utilization optimization parameters.



RFP Section 4.2.2.1.7 View vehicle utilization calendar by the hour or by the day.

FleetCommander's Manage Fleet chart and the Assign Vehicle functions both provide a view of the vehicle utilization calendar by the hour or by the day.

When assigning a vehicle, the day/hour view will be selected based on the duration of the vehicle request. For example, a trip lasting only 7 hours would appear in Hour View. A trip lasting several days would appear, by default, in Day view.



Simply click the desired radio buttons to change between Day View and Hour View.

RFP Section 4.2.2.1.8 From the vehicle utilization calendar, allow FMO or system administrator to make a vehicle reservation by clicking on an available time and date while invoking a reservation form.

A vehicle reservation can be made from the vehicle utilization calendar by simply clicking on the desired vehicle on a green (available) square.

The screenshot shows the 'Vehicle Dispatch' application in a Windows Internet Explorer browser. The main interface includes a search bar for 'Site' (Marysville Service Center) and 'Location' (All Locations). Below this is a 'Chart Start Date' set to 10/18/2005. The central part of the screen is a calendar grid for 'Tuesday October'. The grid shows various colored squares representing reservations: red for 'L' (Lease), green for 'D' (Daily Rental), blue for 'C' (Contract), and yellow for 'M' (Monthly). A red arrow points to a red square on the calendar. To the right of the calendar is a form for 'Vehicle Information' and 'Requestor Information'. The 'Vehicle Information' section includes fields for Vehicle ID (G09541A), Vehicle ID (VIN) (1H762392222G), Description (2003 White Ford 500), and License Number (HFR 096). The 'Requestor Information' section includes fields for Username / Name (Mr. Matthew Wade), E-mail address (mwade@agilefleet.com), and Driver's user ID (abenson). Below these are fields for 'Schedule Information' (Pick-up date / time, Return date / time) and 'Additional Information' (Number of occupants, Usage, Department, Account, Work codes, Destination, Purpose, and Comments). At the bottom right are buttons for 'Next (Continue Request)' and 'Cancel Request'.

All of the standard error-checking, rule validation, and other checks occur when a vehicle reservation is made via the vehicle utilization calendar.

RFP Section 4.2.2.1.9 From the utilization calendar, allow FMO or system administrator to move reservations between vehicles.

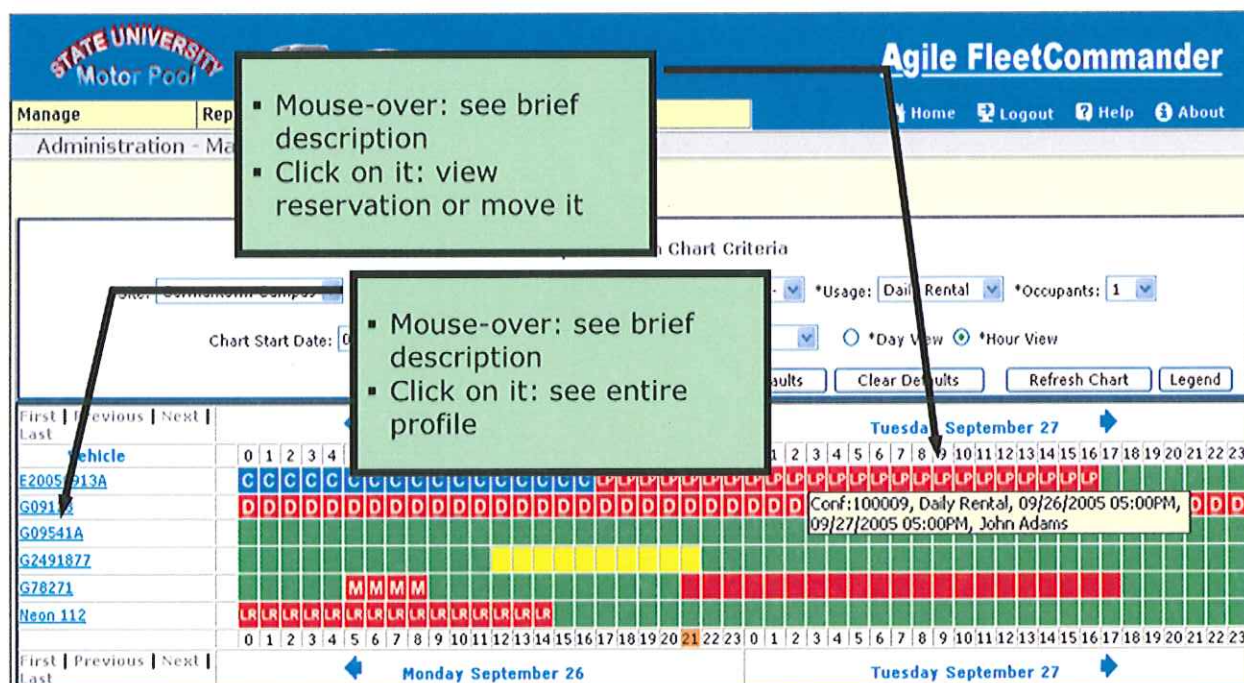
FMOs can move reservations via the utilization calendar by simply clicking on a red square depicting a reservation. An example is shown below.

The screenshot shows the 'Vehicle Optimization Chart Criteria' application. The main interface includes a search bar for 'Site' (Germantown Campus) and 'Location' (All Locations). Below this is a 'Chart Start Date' set to 3/28/2007. The central part of the screen is a calendar grid for 'Wednesday March 28'. The grid shows various colored squares representing reservations: red for 'L' (Lease), green for 'D' (Daily Rental), blue for 'C' (Contract), and yellow for 'M' (Monthly). A red arrow points to a red square on the calendar. To the right of the calendar is a 'Change Vehicle' dialog box. The dialog box has a title bar that says 'Change Vehicle - Windows Internet Explorer' and a URL bar that shows 'http://test.agilefleet.com/ChangeVehicle.asp?userid=727&assetid=38'. The dialog box contains two radio buttons: 'Move reservation' (selected) and 'View reservation'. Below these are 'Cancel' and 'Submit' buttons. The background of the dialog box is a grid of green squares. At the bottom of the calendar grid are buttons for 'First', 'Previous', 'Next', and 'Last'.

When the "Move reservation" button is selected, a list of vehicles that meet all of the same rule/policy validation rules is presented to the FMO. This function is very helpful in shifting vehicles around to optimize the use of the fleet.

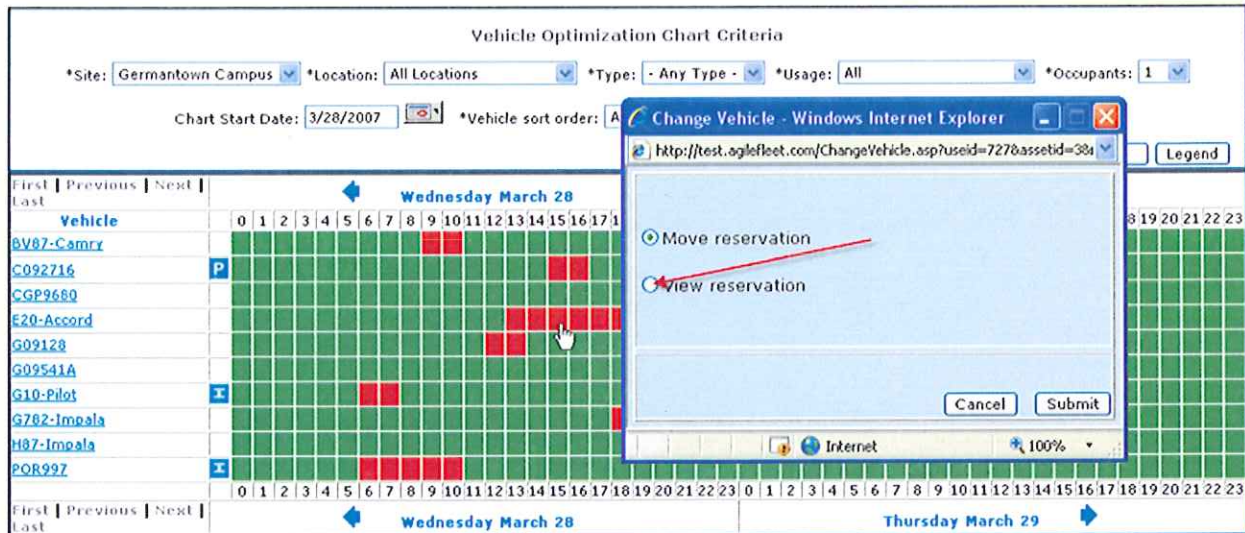
RFP Section 4.2.2.1.10 From the utilization calendar, allow FMO or system administrator to hover over a reservation to view more detailed information about a specific reservation.

When FMOs move their mouse over (hover) parts of the utilization calendar, useful information is presented to assist the FMO in making smart fleet decisions. When the mouse moves over a reservation, detailed information about that reservation is presented, including the reservation confirmation number, the usage type of the reservation, the start and end times, and the driver's name. When the mouse moves over a vehicle name, information such as the vehicle odometer is presented.



RFP Section 4.2.2.1.11 From the utilization calendar, allow FMO or the system administrator to click on a specific reservation in order to view the entire reservation.

FMOs can click on a reservation to see more information. As reflected in the pop-up below, the FMO is presented with an option to move the reservation or see more details about the entire reservation.



Once the "Submit" button is selected, the reservation details can be viewed.

Request date/time: 11/10/2011 12:51 PM

☒ Request was approved

Request ID: R003208

Confirmation number: 102314

OK (Back) Add Alert Add Notes Modify Request Dispatch

Remove Vehicle Change Vehicle Cancel Reservation

Requestor Information

User ID / name: [jmonroe/Monroe James](#)

E-mail address: jwade@aqfleet.com

Driver Information (requestor is driver)

Schedule Information

Pick-up date / time: 11/11/2011 10:00 AM

Return date / time: 11/11/2011 03:00 PM

Duration: 5 hours

Actual Information

Actual Pick-up date / time:

Actual Return date / time:

Actual Duration:

Selection Information

Usage Type: Motor Pool Rental

Site: Chantilly

Asset Sequence: (blank)

Lease Deduction: (blank)

Lease Deduction Schedule: (blank)

Location: (any location)

Type: (any type)

Options: (any options)

Number of occupants: 1 (driver and passengers)

Additional Information

Department: Archaeology

Budget Code: UC-1092-HG7

Destination:

Purpose:

Comments:

Vehicle Information

Vehicle: 100A004-A6 (2001 Blue Ford 500)

Tag #: (blank)

Location: Student Union Building

Type: Mid-sized Sedan

Reservation Information

Audit log entries (all actions to reservation):

RFP Section 4.2.2.2 Computer Dashboard Technology:

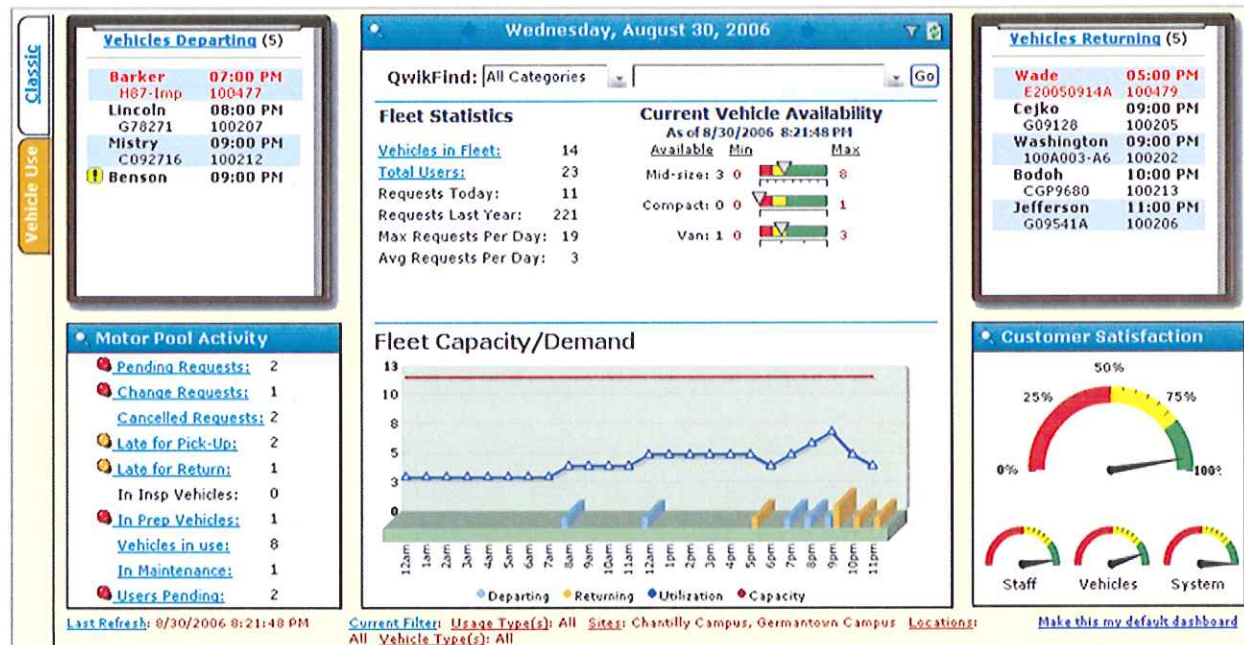
FleetCommander has several different types of computer dashboards. Dashboards are used to automatically consolidate and present the following types of data:

- Motor Pool / Vehicle Use
- Maintenance
- Risk Management

Dashboards all have filters to narrow the data set to be viewed so that it meets the FMO's needs.

RFP Section 4.2.2.2.1 Use dashboard display functionality (business intelligence) customizable according to user-defined data elements.

Dashboards such as the Vehicle Use Dashboard can be customized using the "Filter" icon.



As reflected in the screenshot on the following page, the Dashboard filter can be used to select dates, sites, locations, usage types, vehicle types, and other user-defined data elements in order to restrict the data set viewed or the format of data that is presented.

Dashboard Filter

Show for Date: 11/12/2011 Refresh Interval: 5 min

Apply Filter

Site(s):
 Germantown
 Chambersburg
 Chantilly
 Frederick

Location(s):
 All Locations
 Germantown: 240 3rd St.
 Chambersburg: Hwy 30 Garage
 Chantilly: Chantilly Garage

Usage Type:
 All Usage Types
 Motor Pool Rental
 Long Term Lease
 Courtesy

Vehicle Type:
 All Vehicle Types
 15-Pass Van
 Bucket Truck
 Bus

Clipboard Display Options:
 Leaving Driver's Last Name
 Returning Driver's Last Name

☒ View Fleet Capacity Graph ☒ View Customer Satisfaction Gauge

Save Defaults Clear Defaults

RFP Section 4.2.2.2.2 Dashboards must consolidate motor pool activity within and across organizational hierarchies.

Data on dashboards can be consolidated (to show data across all organizational hierarchies) or it can be limited to a subset of the organization hierarchies authorized for each individual FMO. Access to only specific sites can be provided for each FMO as needed to support the State's business needs.

RFP Section 4.2.2.2.3 Dashboards must automatically refresh no less than every fifteen minutes.

FMO's can select the refresh rate for dashboards. Options, as reflected in the screenshot below, include 5 minute updates, 10 minute updates, 15 minute updates or no updates.

Dashboard Filter

Show for Date: 11/11/2011 Refresh Interval: 5 min

Apply Filter

Site(s):
 Germantown
 Chambersburg
 Chantilly
 Frederick

Location(s):
 All Locations
 Germantown: 240 3rd St.
 Chambersburg: Hwy 30 Garage
 Chantilly: Chantilly Garage

Usage Type:
 All Usage Types
 Motor Pool Rental
 Long Term Lease
 Courtesy

Vehicle Type:
 All Vehicle Types
 15-Pass Van
 Bucket Truck
 Bus

Clipboard Display Options:
 Leaving Driver's Last Name
 Returning Driver's Last Name

☒ View Fleet Capacity Graph ☒ View Customer Satisfaction Gauge

Save Defaults Clear Defaults

RFP Section 4.2.2.3 Reservation Forms:

Reservation forms are accessible to all FleetCommander users with the “Requestor” permission. The form is used to request use of a vehicle. As described throughout the sections that follow, the reservation form and the method used to assign vehicles and approve requests is highly configurable.

The screenshot shows the 'Agile FleetCommander' web interface. The top navigation bar includes links for Home, Administration, Logout, Help, and About. The user is logged in as 'Mr. Edwin Smith'. The main heading is 'Vehicle Reservation - Start Request'. On the left is a sidebar menu with options like 'Vehicle Use', 'Make Reservation', 'My Schedule', 'Car Pool', 'My Profile', 'My Vehicles', 'My Reports', 'Accidents/Incidents', 'Vehicle Config', 'Information', 'Instructions', 'Policies', 'Vehicles and Rates', 'Locations', 'Contact us', 'FAQs', 'Terms of Use', 'Privacy Statement', 'Documents', 'Sign Up Now!', and 'Give us your Feedback!'. The main content area is titled 'Request Information' and contains several sections: 'Requestor Information' (User ID / name: esmith / Mr. Edwin Smith, E-mail address: esmith@agilefleet.com, Driver's user ID: esmith (Mr. Edwin Smith) change), 'Schedule Information' (Pick-up date / time: 01/22/2011 7:00 AM, Return date / time: 01/23/2011 5:00 PM), 'Selection Information' (Usage Type: Rental-Short Term, Site: Germantown, Type: Mid-sized Sedan, Options: GPS, Trailer Hitch, Roof rack, All rows removed, Cargo Carrier, Number of occupants: 3 (driver and passengers)), and 'Additional Information' (Business Group: Archaeology, Responsibility Code: UC-896789, Destination: Greensboro, Purpose of trip: FleetCommander demo, Overnight use?: Yes). There is a text area for 'Additional requirements (e.g. space for equipment)' with the text 'Need large trunk for kiosk and key control system.' At the bottom right are buttons for 'Cancel Request' and 'Next (Continue Request)'. The footer includes a 'Privacy Statement' link, a 'Feedback' link, and a copyright notice for 2010 Agile Access Control, Inc.

RFP Section 4.2.2.3.1 Vehicle reservation forms must be configurable according to user-defined data elements; include the ability to select or deselect data fields; and assign "required" status on selected data fields.

More than twenty different user-defined data elements can be configured on the vehicle reservation form. The screenshot on the next page shows the screen that authorized FMOs access to determine whether fields appear on the reservation form and whether the data field is required on the reservation form.

Chantilly Motor Pool Rental Custom Fields

Back to Sites Back to Custom Fields Undo Changes Save Changes

Make New Reservation - Administration Side

	Requested	Requested and Required
Location	<input type="checkbox"/>	<input type="checkbox"/>
Occupants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Budget Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Destination	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Purpose	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Test Field (use Hyphen Only)	<input type="checkbox"/>	<input type="checkbox"/>
Fund Code	<input type="checkbox"/>	<input type="checkbox"/>
Orgn Code	<input type="checkbox"/>	<input type="checkbox"/>
Program Code	<input type="checkbox"/>	<input type="checkbox"/>

Select All Unselect All Select All Unselect All

Make New Reservation - User Side

Note that all items such as “Department” and “Budget Code” (and others) shown in the screenshot can also be configured by authorized FMOs.

RFP Section 4.2.2.3.2 Reservation form data fields that can be defined as date fields, alphanumeric fields, numeric-only fields, drop downs, and text validation fields to ensure only validated data enters the system.

Authorized FMOs can define the data field labels and the type of data that is to be collected. Examples are shown in the example below.

Custom Field 6	Orgn Code	Text	Configure Values
Custom Field 7	Program Code	Text	Configure Values

Text
Date Range
Value Range (integer)
Text (numeric only)
Text (with validation)
Drop-down list

In addition to being able to define types of data to be collected, FMOs can even specific valid values. As an example, an FMO can define a text field and only allow values such as “Business” or “Personal”.

RFP Section 4.2.2.3.3 Forms that are customizable by motor pool location.

As reflected below, nearly every reservation setting can be customized by motor pool location. The first screenshot below shows default values that are used at the site called “Chantilly”.

General Reservations Users Vehicles Layout Locations Kiosks Billing Rates

Back to Sites Undo Changes Save Changes

Chantilly Site Settings - Reservations

GENERAL SETTINGS | CUSTOM FIELDS

Reservation Settings

Reservation Time Interval 15 min ▼

Start Date Default Tomorrow ▼

Start Time Default 8 am ▼

End Date Default Tomorrow ▼

End Time Default 5 pm ▼

Dispatch Date Default Reservation Date ▼

Cancel-ahead hours

Reservation Request in Advance day(s)

End Buffer 0 minutes

Motor Pool Rental

Eligible for Manual-Assign? ☒ Yes ☐ No (This site allows an eligible user to choose a vehicle for a reservation.)

Users making a reservation can: select available vehicles with resv. mouseovers. ▼

Eligible for Auto-Assign? ☒ Yes ☐ No (This site allows a vehicle to be automatically assigned to a reservation of an eligible user.)

Eligible for Automatic Approval? ☒ Yes ☐ No (This site allows automatic approval of reservations for eligible users.)

Long Term Lease

Eligible for Manual-Assign? ☐ Yes ☒ No (This site allows an eligible user to choose a vehicle for a reservation.)

Users making a reservation can: not see available vehicles. ▼

Eligible for Auto-Assign? ☐ Yes ☒ No (This site allows a vehicle to be automatically assigned to a reservation of an eligible user.)

In addition to defining default values, each site can be tailored to request and require each specific field.

General Reservations Users Vehicles Layout Locations Kiosks Billing Rates

Albion

Student Transportati Custom Fields

Back to Sites Back to Custom Fields Undo Changes Save Changes

Make New Reservation - Administration Side

	Requested	Requested and Required
Location	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Occupants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Program/Cottage for contact	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
Destination (City)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
What are you doing?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Do you need a cell phone (Y/N)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
YourCell#(type NO for no cell)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Select All Unselect All Select All Unselect All

Make New Reservation - User Side

In order to facilitate reporting based upon normalized data, many data fields are defined at the Enterprise level. For example, the vehicle type "Sedan" would be defined at the Enterprise level rather than at the site level in order to report Sedan usage. If the vehicle could be defined

individually for each different site, reporting would not be possible across the enterprise if individual sites had named the vehicle types things such as “mid-size” or “Passenger Vehicle”.

RFP Section 4.2.2.4 Data Validation:

All data is validated before being accepted by FleetCommander. Details are provided in the subsections below.

RFP Section 4.2.2.4.1 The reservation system must include a data validation feature for data fields designated by FMO, e.g., organization name and billing codes.

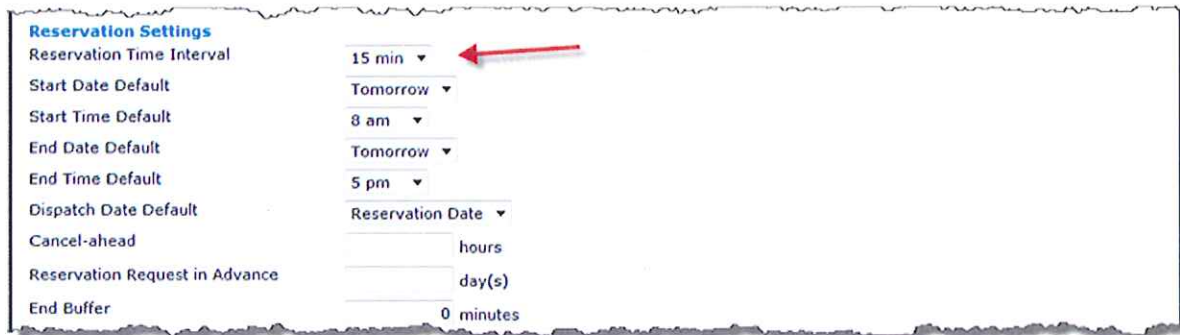
This feature exists in FleetCommander. FMOs can designate data type as well as specific field values such as organization name and billing codes that are allowed by the system.

RFP Section 4.2.2.4.2 Provide an interface for importing and exporting data to and from the motor pool reservation and key control system.

Nearly all FleetCommander reports are capable of exporting data via html or Microsoft Excel formats. Interfaces such as those used to import fuel files are available to bring data into FleetCommander.

RFP Section 4.2.2.5 Reservation Intervals:

In addition to reservation intervals described in the subsections below, FleetCommander has many different reservation interval settings that can be configured on a site-by-site basis.



Reservation Settings	
Reservation Time Interval	15 min ▼
Start Date Default	Tomorrow ▼
Start Time Default	8 am ▼
End Date Default	Tomorrow ▼
End Time Default	5 pm ▼
Dispatch Date Default	Reservation Date ▼
Cancel-ahead	hours
Reservation Request in Advance	day(s)
End Buffer	0 minutes

The screenshot above shows the reservation time interval (e.g. 15 minute, 30 minute, 1-hour or 1-day) setting for a site, as well as default values that appear throughout the application to make the user interface easy to use.

RFP Section 4.2.2.5.1 FMO or organizational specific starting and ending times for vehicle reservations during weekdays, weekends, and holidays.

FleetCommander's system administration features are used by FMOs to specify starting and ending times for vehicle reservations on weekdays, weekends, and holidays.

Page 1 of 6

	Site	Day	Resv. Start Between	Resv. End Between
	Centreville	Sunday	11:58 AM - 11:59 PM	11:58 AM - 11:59 PM
	Centreville	Monday	12:00 AM - 11:59 PM	12:00 AM - 11:59 PM
	Centreville	Tuesday	12:00 AM - 11:59 PM	12:00 AM - 11:59 PM
	Centreville	Wednesday	12:00 AM - 11:59 PM	12:00 AM - 11:59 PM
	Centreville	Thursday	12:00 AM - 11:59 PM	12:00 AM - 11:59 PM
	Centreville	Friday	12:00 AM - 11:59 PM	12:00 AM - 11:59 PM
	Centreville	Saturday	12:00 AM - 11:59 PM	12:00 AM - 11:59 PM
	Chambersburg	Sunday	12:00 AM - 11:59 PM	12:00 AM - 11:59 PM
	Chambersburg	Monday	12:00 AM - 11:59 PM	12:00 AM - 11:59 PM
	Chambersburg	Tuesday	12:00 AM - 11:59 PM	12:00 AM - 11:59 PM
	Chambersburg	Wednesday	12:00 AM - 11:59 PM	12:00 AM - 11:59 PM
	Chambersburg	Thursday	12:00 AM - 11:59 PM	12:00 AM - 11:59 PM
	Chambersburg	Friday	12:00 AM - 11:59 PM	12:00 AM - 11:59 PM
	Chambersburg	Saturday	12:00 AM - 11:59 PM	12:00 AM - 11:59 PM
	Chantilly	Sunday	12:00 AM - 11:59 PM	12:00 AM - 11:59 PM
	Chantilly	Monday	12:00 AM - 11:59 PM	12:00 AM - 11:59 PM

Page 1 of 6 Go to page: [1] 2 3 4 5 6

Each site can be configured to have different operating hours on a day-by-day basis

ID: Page 1 of 1

	ID	Dates	Description	Show
	13	10/21/2008	Columbus Day	✓
	14	11/11/2008	Veterans Day	✓
	8	1/18/2010	Martin Luther King	✓
	9	2/15/2010	Presidents Day	✓
	10	5/31/2010	Memorial Day	✓
	12	9/6/2010	Labor Day	✓
	4	11/25/2010	Thanksgiving	✓
	5	11/26/2010	Thanksgiving	✓
	6	12/24/2010	Christmas	✓
	11	7/4/2011	Independence Day	✓
	7	12/31/2011	New Year's	✓

Page 1 of 1

Holidays can be setup using the Configure > Holidays function

RFP Section 4.2.2.5.2 Configurable time buffers between reservations to ensure vehicles are fueled, cleaned, and properly maintained before their next scheduled use.

Time buffers can be setup on a site-by-site basis to ensure there is time for vehicles to be fueled, cleaned, and properly maintained before their next scheduled use.



RFP Section 4.2.2.5.3 Manual override by FMO or organizations of reservation time buffers.

When assigning vehicles to reservations, FMOs can elect to “Ignore buffers” in order to manually override the buffer between reservations.



RFP Section 4.2.2.6 Application Workflow:

FleetCommander’s highly configurable application workflow is described in the sections that follow.

RFP Section 4.2.2.6.1 Confirm whether the driver's license is expired, suspended, or not validated according to the driver's profile at the time a reservation is made for the driver and at the time of vehicle release to the driver.

FMOs can determine whether the FleetCommander system checks for expired driver’s licenses, suspended driver’s licenses, or whether the driver’s license has been validated by the fleet staff.

Reservation Settings

Department Label:	Department
Account Label:	Account
Format options:	4 options per row ▼
Format vehicle:	Vehicle name (Year Color Make Model) ▼
Late Pick-Up In Minutes:	30
Late Return In Minutes:	0
Reservations Per Page:	25
Permit Multi-Vehicle Reservations?:	<input checked="" type="checkbox"/> Enabled (enable/disable Multi-Vehicle Reservations)
Enforce Expired License?:	<input checked="" type="checkbox"/> Enabled (enable/disable Enforcing Expired License) ←
Enforce Validated License?:	<input checked="" type="checkbox"/> Enabled (enable/disable License Validation) ←
Enforce Suspended License?:	<input checked="" type="checkbox"/> Enabled (enable/disable License Suspended Check) ←
Permit Users to Search Driver	<input type="checkbox"/> Enable <input type="checkbox"/> Enable (disable Searching Drivers)

If this type of rule validation is enabled, FleetCommander will alert the user as follows:

1. A warning will be provided to the requestor at the time a reservation is made for the driver
2. A warning will be provided to FMOs at the time they manually release a vehicle to the driver

RFP Section 4.2.2.6.2 User self-registration with activation approval by FMO or system administrator.

FleetCommander has a self-registration function. That function requires approval by an FMO or a user with System Administrator permissions.

STATE UNIVERSITY Motor Pool **Agile FleetCommander**

Home Administration Help About

User Registration

Vehicle Use ☒

- Make Reservation
- My Schedule
- Car Pool
- My Profile
- My Vehicles
- My Reports
- Accidents/Incidents

Information ⓘ

- Instructions
- Policies
- Vehicles and Rates
- Locations
- Contact us
- FAQs
- Terms of Use
- Privacy Statement
- Documents
- Sign Up Now!**

Site Information

*Site you are registering for: None Selected

You may have the opportunity to request permission at additional sites after your are approved for your primary site. Request for additional permissions is done via the My Profile link.

User Information

*Name (*last, *first,): _____

*Username: _____

*Login Password: _____

*Re-enter Password: _____

Contact Information

Organization1: _____

Department: None Selected

Address: _____

Address (contd).: _____

Address (contd).: _____

City: _____

State/Province: _____

Zip/Postal Code: _____

Country: _____

*Phone Preference: Business Phone

*Business Phone: _____ Ext: _____

Cell Phone: _____ Ext: _____

Other Phone: _____ Ext: _____

Fax: _____ Ext: _____

*Preferred Email: Work Email

*Work Email: _____

Personal Email: _____

The form above is accessed via the “Sign Up Now!” link in the left-hand navigation. Once the form is completed and submitted, the FMOs or fleet staff are notified of “Users Pending” approval (see below).

Motor Pool Activity		
	Pending Requests:	1
	Change Requests:	0
	Cancelled Requests:	1
	Late for Pick-Up:	1
	Late for Return:	0
	In Insp Vehicles:	0
	In Prep Vehicles:	1
	Vehicles in use:	1
	In Maintenance:	0
	Users Pending:	11

FMOs and fleet staff simply click on the “Users Pending” link to review and approve new users.

RFP Section 4.2.2.6.3 Workflow validation to ensure organizational approval of user-generated vehicle reservations.

FleetCommander can be configured by FMOs or authorized Administrators to setup automatic (versus manual) approval of user-generated vehicle reservations. As reflected in the screenshot below, one mouse-click will enable or disable automatic approval of reservations.

Motor Pool Rental

Eligible for Manual-Assign? ☒ Yes ☐ No (This site allows an eligible user to choose a vehicle for a reservation.)

Users making a reservation can: select available vehicles with resv. mouseovers. ▼

Eligible for Auto-Assign? ☒ Yes ☐ No (This site allows a vehicle to be automatically assigned to a reservation of an eligible user.)

Eligible for Automatic Approval? ☐ Yes ☒ No (This site allows automatic approval of reservations for eligible users.)

Do not allow reservations to last more than 240 hours.

In the event that the system is not configured to automatically assign vehicles and approve reservations, FMOs are given a quick-and-easy way to review and approve requests.

Motor Pool Activity

Pending Requests:	1
Change Requests:	0
Cancelled Requests:	1
Late for Pick-Up:	1
Late for Return:	0
In Insp Vehicles:	0

Just click on the “Pending Requests” link that automatically updates on the Dashboard to review and approve the reservations.

RFP Section 4.2.2.6.4 Workflow flexibility in the assignment and approval of vehicle reservations:

FleetCommander has the flexibility to allow vehicle assignment and approval of reservations in the following different workflow configurations:

Vehicle Assignment

- Automated vehicle assignment by FleetCommander
- Manual selection of a vehicle only for authorized drivers that are allowed to select a specific vehicle
- Manual vehicle assignment by FMOs accessing FleetCommander’s vehicle optimization chart

Reservation Approval

- Automated reservation approval by FleetCommander
- Manual reservation approval by FMOs using FleetCommander's reservation approval functions.

RFP Section 4.2.2.6.4.1 Allow users to submit "blind" reservations.

FMOs can configure FleetCommander to allow users to submit blind reservations.

Motor Pool Rental

Eligible for Manual-Assign? ☐ Yes ☒ No (This site allows an eligible user to choose a vehicle for a reservation.)

Users making a reservation can: not see available vehicles.

Eligible for Auto-Assign? ☐ Yes ☒ No (This site allows a vehicle to be automatically assigned to a reservation of an eligible user.)

Eligible for Automatic Approval? ☒ Yes ☐ No (This site allows automatic approval of reservations for eligible users.)

Do not allow reservations to last more than 0 hours.

RFP Section 4.2.2.6.4.2 Allow users to view vehicle availability prior to submitting a reservation.

FMOs can configure FleetCommander to allow selected users to be able to view vehicle availability prior to submitting a reservation.

Motor Pool Rental

Eligible for Manual-Assign? ☐ Yes ☒ No (This site allows an eligible user to choose a vehicle for a reservation.)

Users making a reservation can: see available vehicles with resv. mouseovers.

Eligible for Auto-Assign? ☐ Yes ☒ No (This site allows a vehicle to be automatically assigned to a reservation of an eligible user.)

Eligible for Automatic Approval? ☒ Yes ☐ No (This site allows automatic approval of reservations for eligible users.)

Do not allow reservations to last more than 0 hours.

RFP Section 4.2.2.6.4.3 Allow users to pick a specific vehicle or vehicle class.

Configuration settings can be set by FMOs to allow authorized users to pick a specific vehicle. All users can request a specific class of vehicle.

Motor Pool Rental

Eligible for Manual-Assign? ☒ Yes ☐ No (This site allows an eligible user to choose a vehicle for a reservation.)

Users making a reservation can: see available vehicles with resv. mouseovers.

Eligible for Auto-Assign? ☐ Yes ☒ No (This site allows a vehicle to be automatically assigned to a reservation of an eligible user.)

Eligible for Automatic Approval? ☒ Yes ☐ No (This site allows automatic approval of reservations for eligible users.)

Do not allow reservations to last more than 0 hours.

RFP Section 4.2.2.6.4.4 Allow the application to auto-assign a vehicle, vehicle class, and auto-approve a vehicle reservation.

If configured for auto-assign and auto-approval, requests will have a vehicle automatically assigned to them and subsequently approved without FMO intervention.

Motor Pool Rental

Eligible for Manual-Assign? ☐ Yes ☒ No (This site allows an eligible user to choose a vehicle for a reservation.)

Users making a reservation can: see available vehicles with resv. mouseovers. ▼

Eligible for Auto-Assign? ☒ Yes ☐ No (This site allows a vehicle to be automatically assigned to a reservation of an eligible user.)

Eligible for Automatic Approval? ☒ Yes ☐ No (This site allows automatic approval of reservations for eligible users.)

RFP Section 4.2.2.6.4.5 Allow a system administrator to assign a vehicle and approve a reservation.

The Assign Vehicle function allows a system administrator to assign a vehicle and subsequently approve a reservation. There are even time-saving features to allow the dispatch to occur immediately after approval if desired.

Request date/time: 11/11/2011 09:40 AM

Request is pending
Request ID: R003211

Vehicle Selection

Vehicle: CGP9680 (2004 Blue Dodge Charger, F, G7) ▼

Site: Chantilly
Location: (any location)
Type: Mid-sized Sedan
Number of Occupants: 1

Driver: Smith, Edwin
Options: (any options)
Requested vehicle: (not requested)

Schedule Information

Usage Type: Motor Pool Rental
Pick-up date / time: 11/12/2011 08:00 AM
Return date / time: 11/12/2011 05:00 PM
Duration: 9 hours

Additional Information

Destination:
Purpose:
Test field (use Hyphen Only):
Fund Code:
Orgn Code:
Program Code:
Comments:

Buttons: Cancel (Back) Add Alert OK (Assign Vehicle) OK (Assign, Approve) OK (Assign, Approve, Dispatch) View Request

Vehicle Optimization Chart Criteria

Site: Chantilly Location: All Locations Type: Mid-sized Sedan Usage: Motor Pool Rental Occupants: 1

Chart Start Date: 11/12/2011 Vehicle sort order: Lowest Last Mileage Day View Hour View Show Overlap Reservations Ignore Options Ignore Buffers

Displaying 1 - 6 of 6 vehicles
Vehicles displayed per page: 12

Page 1 of 1

Vehicle	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23			
G09S41A																																																			
G10-Pilot																																																			

RFP Section 4.2.2.6.4.6 Generate configurable confirmation e-mails automatically to the user:

Dozens of e-mails throughout the system can be configured by FMOs. These e-mails are automatically sent to users for a wide range of functions throughout FleetCommander.

The screenshot displays the 'Chantilly Site Settings - Layout' interface. At the top, there are tabs for General, Reservations, Users, Vehicles, Layout (selected), Locations, Kiosks, and Billing Rates. A 'Back to Sites' button is in the top right. The left sidebar lists various email templates, with 'Reservation Email - New request' highlighted. The main area shows the configuration for this template, including the email subject text and a checkbox for HTML format. The email body text contains several dynamic field placeholders like @@ProcessedBy@@, @@LinkToSchedule@@, and @@Requestor@@. A 'Choose Dynamic Field -- Webpage Dialog' is open, showing a list of dynamic fields with 'Requestor' selected. A red arrow points from the 'Requestor' field in the dialog to the 'Requestor: @@Requestor@@' placeholder in the email body text.

RFP Section 4.2.2.6.4.1 When a reservation request is made.

FleetCommander has this capability. See above.

RFP Section 4.2.2.6.4.2 When a reservation is approved.

FleetCommander has this capability. See above.

RFP Section 4.2.2.6.4.3 When a reservation is canceled.

FleetCommander has this capability. See above.

RFP Section 4.2.2.6.4.4 When a reservation is modified.

FleetCommander has this capability. See above.

RFP Section 4.2.2.7 Application Management:

The following application management requirements are met by FleetCommander:

RFP Section 4.2.2.7.1 The application must provide cross-referencing:

FleetCommander is built upon a robust, relational database that provides cross-referencing to critical fleet data. As such, there is no need to duplicate information throughout the application or double-enter any data.

RFP Section 4.2.2.7.1.1 Between users, vehicles, and billing charts of accounts.

There are many rules and relationships between users, vehicles and billing charts of accounts within FleetCommander. Information for billing, for example, is maintained for each reservation.

RFP Section 4.2.2.7.1.2 Between users, vehicles, and organizationally defined "Access Groups".

FleetCommander has access groups to keep vehicles and users associated with each other or to keep them distanced from each other.

RFP Section 4.2.2.7.1.3 Provide multi-hierarchical reservations, e.g., a vehicle rented to a department on a long-term reservation (up to one year) and subsequently rented to its users on short-term (daily or monthly) reservations and considered two distinct reservations.

FleetCommander's "overlapping reservations" capability provides the stated requirement.

RFP Section 4.2.2.8 Application Reporting:

The following application-level reporting capabilities exist in FleetCommander:

RFP Section 4.2.2.8.1 Capture vehicle utilization data by organizationally-defined "Usage Types".

Utilization data can be reported in many different ways, including via FleetCommander "Usage Types".

RFP Section 4.2.2.8.2 Calculate, perform, and report split billing based on multiple usage types or chart of accounts during a single reservation period.

The ability to split billing is not a standard capability used by FleetCommander users. Billing could potentially be split by chart of accounts using the off-the-shelf capabilities offered via FleetCommander's custom reservation fields.

The capability to split billing based on different usage types for a single reservation does not exist in FleetCommander.

RFP Section 4.2.2.8.3 Define and report vehicles and users by access groups.

Access Groups can be defined by authorized FMOs and can be used in a variety of reports.

RFP Section 4.2.2.8.4 Bill both long-term and short-term reservation types using different billing algorithms or rates.

Long-term and short-term billing can be differentiated via Usage Types. Each Usage Type can have a different billing algorithm and rates.

RFP Section 4.2.2.8.5 Capture and track all costs associated with each reservation.

All costs can be captured and reported for each reservation, including manually-added charges.

RFP Section 4.2.2.8.6 Pre-define miscellaneous costs that can be added to a reservation upon completion of the trip.

Authorized FMOs can define miscellaneous costs that can be added to a reservation upon completion of a trip.

RFP Section 4.2.2.8.7 Charge users for no-show reservations.

FMOs can charge users for no-show reservations.

RFP Section 4.2.2.8.8 Provide robust reporting:

More than sixty (60) standard reports exist to help fleet staff and managers mine the data collected by FleetCommander. Including all permutations of report filtering and sorting, there are millions of different report outputs that can be generated using our standard offering. In order to provide the capability to mine and generate output, Agile's reports have two main parts. These parts include:

Report Filters – Report filters are used to narrow down the list data you desire to be in the report output. Additionally they can be used to define sort orders for data.

Detailed Billing Report			
Made Between		Made By	
[Calendar Icon] and [Calendar Icon]		Username All Users	
Reservation Starting Period Between		Made For	
[Calendar Icon] and [Calendar Icon]		Username All Users	
Reservation Ending Period Between			
7/27/2010 [Calendar Icon] and 8/27/2010 [Calendar Icon]			
For		Other	
Asset Name All Assets		Site Indian Lk Rd	
Status Completed		[Select All] [UnSelect All]	
Usage Type		Location	
All Usage Types		None Selected	
Daily Rental		Indian Lk Rd: pool lot	
Pool Maintenance			
L/R Courtesy			
Show Odometer Detail <input checked="" type="checkbox"/>		Type All Asset Types	
<input checked="" type="radio"/> Include Posted and Unposted Charges		Max Occupants All Occupants	
<input type="radio"/> Include Posted Charges Only		Department	
<input type="radio"/> Include Unposted Charges Only		None Selected	
		0010202000 COUNTY MANAGER	
		0010204000 COMMUNITY INFORMATION	
		0010204010 COMM INFO BROADCASTING	
Sort Order		Report output:	
<input checked="" type="radio"/> End of Reservation <input type="radio"/> Asset Name		<input checked="" type="radio"/> HTML	
<input type="radio"/> Made For <input type="radio"/> Department		<input type="radio"/> Excel	
		[Clear Filters] [Generate Report]	

Report filters help you drill down to the data you need and present the data in the desired format

Note that report filters automatically enforce security with respect to which data can be seen by the person generating the report (e.g. An Administrator that does not have permission to access Site A's data cannot run a report of Site A data).

Report Output – Output can be provided in several different formats. Report output typically includes HTML and Excel formats. Some reports also include PDF output.

In order to accommodate a wide range of requirements of different types of users, FleetCommander has several reports we call “data dump” reports. These reports basically provide a massive report that includes all data related to assets, for example. The intent of these types of reports is to facilitate ad hoc reporting via users with just a basic knowledge of Microsoft Excel.

A list of standard reports includes:

Statistics Reports:

- Summary Report
- Vehicle Usage Report
- Motor Pool Utilization Report
- MPU By Asset Type Report
- Vehicle Demand Report
- Aging By Miles Report
- Aging By Time Report
- Feedback Report
- System Report
- Department Vehicle Report

Audit Log Report

Car Pool Reports:

Car Pool Summary Report

Maintenance Reports:

Service Providers Report
Maintenance Tasks Report
Maintenance Schedule Report
Maintenance Due Summary Report
Maintenance Cost Summary Report
Maintenance Cost Detail Report
Work Order Billing Report
Work Order Parts Report
Part Summary Report
Part Detail Report
Inventory Summary Report
Inventory Audit Sales Report
Part Sales Report

Risk Management Reports:

Incident Summary Report
Incident Detail Report
Incident Statistics Report
Loss Run Report

Users Reports:

User Summary Report
User Details Report
User Details Extra Report
Driver Eligibility Report
Department Summary Report
Driver's License Currency Report
Lost and Found Report
User Citations Report
Human Resources Report
User System Activity Report

Assets Reports:

Asset Summary Report
Asset Details Report
Asset Data Dump Report
Asset In/Out Report
Tag/Vehicle Exception Report
Owner/Responsible Asset Summary Report
Inspections Report
Prep Report
Accident Summary Report
Accident Detail Report

Reservations Reports:

Reservation Summary Report
Reservation Details Report
Reservation Details Extra Report
Completed Reservations Report
Detailed Billing Report

Usage By Department Report
 Missing Mileage Report
 Late Return Report
 Cancellations Report
 Travel Sheet Report
 Vehicle Availability Report
 Kiosk Report

Fuel Reports:

Fuel Summary Report
 Fuel Detail Report

RFP Section 4.2.2.8.8.1 Detailing when vehicles are expected to be picked up and when they are expected to be returned.

There are several reports that detail when vehicles are expected to be picked up and when they are expected to return. The Asset In/Out Report is one such report.

Asset In/Out Report											Primary Phone:	
											Secondary Phone:	
											Fax:	
<small> Description: Conf # Date Conf # Department Date Description: Date: 04/12/2008 </small>												
Leaving Between 04/12/2008 and 04/12/2008												
Date/Time	Conf #	Driver	Department	Destination	Vehicle Name	Vehicle Type	Year	Make	Model	Color	Comments	
04/12/2008 07:00 AM	100723	Obenshain, Rich	LaVida		045 15 Pass. Bus	15 Pass. Bus	2004	GMC	15 Pass.	white		
04/12/2008 07:00 AM	100724	Obenshain, Rich	LaVida		046 15 Pass. Bus	15 Pass. Bus	2004	GMC	15 Pass.	white		
04/12/2008 08:00 AM	100872	McMullen, Craig	Global Education Office	Boston	007 11 Pass. Van	11 Pass. Van	2000	Dodge	D-3500	green		
04/12/2008 08:00 AM	100873	McMullen, Craig	Global Education Office	Boston	994 11 Pass. Van	11 Pass. Van	1999	Ford	E 350	blue		
04/12/2008 08:00 AM	100874	McMullen, Craig	Global Education Office	Boston	053 12 Pass. Van	12 Pass. Van	2005	Chevy	Express	blue		
04/12/2008 08:00 AM	100949	Piercey, Andrew	Chapel/Student Ministries	Boston	031 12 Pass. Van	12 Pass. Van	2003	Ford	E-350	blue		
Returning Between 04/12/2008 and 04/12/2008												
Date/Time	Conf #	Driver	Department	Destination	Vehicle Name	Vehicle Type	Year	Make	Model	Color	Comments	
04/12/2008 04:00 PM	100872	McMullen, Craig	Global Education Office	Boston	007 11 Pass. Van	11 Pass. Van	2000	Dodge	D-3500	green		
04/12/2008 04:00 PM	100873	McMullen, Craig	Global Education Office	Boston	994 11 Pass. Van	11 Pass. Van	1999	Ford	E 350	blue		
04/12/2008 04:00 PM	100874	McMullen, Craig	Global Education Office	Boston	053 12 Pass. Van	12 Pass. Van	2005	Chevy	Express	blue		
04/12/2008 05:00 PM	100949	Piercey, Andrew	Chapel/Student Ministries	Boston	031 12 Pass. Van	12 Pass. Van	2003	Ford	E-350	blue		
Maintenance Out/In Between 04/12/2008 and 04/12/2008												
Start Date/Time	End Date/Time	Conf #	Driver	Department	Destination	Vehicle Name	Vehicle Type	Year	Make	Model	Color	Comments
No Vehicles Found												

RFP Section 4.2.2.8.8.2 Detailing activity of users.

There are several reports that provide detailed activity of users. The User Detail Report is one such Report.

User Detail Report		Primary Phone: 800-555-1212
State University 5422 Amberwood Blvd. Springfield, OH 43041		Secondary Phone: 800-555-1313
		Fax: 800-555-2323
Wade,Matthew		User ID: mwade
Agile Access Control, Inc. VP 1800 Little River Pkwy. Rockville, MD 20850		Email: mwade@agilefleet.com Phone: 408-213-9555
Access Groups Standard Faculty Staff Students 15-Pass Van Training Defensive Driver		
Date Created: 9/7/2004		Date Last Modified: 3/2/2008 9:34:53 PM
Public Notes:		
Last 10 Reservations		
Start Date/Time	End Date/Time	Res # Vehicle Name Vehicle Description Status
02/08/2008 10:55 AM	02/08/2008 01:00 PM	100625 E20050913B 2005 Black Ford Taurus Approved
01/29/2008 03:00 PM	01/29/2008 05:00 PM	R000994 Pending
01/29/2008 08:00 AM	01/29/2008 05:00 PM	R000995 Pending
01/22/2008 10:00 AM	01/22/2008 11:00 AM	R000993 Pending
01/22/2008 08:00 AM	01/22/2008 05:00 PM	100635 C092N716 2004 Blue Ford E-350 Approved
01/21/2008 10:00 AM	01/21/2008 03:00 PM	100621 H87-Impala 2004 White Chevy Impala Approved
01/21/2008 09:00 AM	01/21/2008 02:00 PM	100620 E20050913B 2005 Black Ford Taurus Approved
01/18/2008 04:00 AM	01/18/2008 06:00 AM	100619 E20-Accord 2005 Blue Honda Accord Completed
01/07/2008 08:00 AM	01/07/2008 04:00 PM	100616 100A004-A6 2002 Blue Ford E350 Approved
01/06/2008 08:00 AM	01/06/2008 05:00 PM	100615 100A004-A6 2002 Blue Ford E350 Approved

RFP Section 4.2.2.8.8.3 Detailing late returns.

There are several reports that provide detail about late returns. The Late Return Report is one such example.

Late Return Report										Primary Phone: 800-438-8346
										Secondary Phone: 800-438-8346
										Fax: 800-438-8346
Completed Trips										
Conf #	Departure	Sch Return	Actual Return	License Number	Model	Supervisor Name	Supervisor Ph	Driver	Hrs Late	Status
101391	03/06/2008 09:51AM	03/09/2008 05:00PM	03/10/2008 12:41PM	D257539	CROWN VICTORIA			Jay Groves	19:41	Completed
101238	03/12/2008 07:00AM	03/12/2008 04:00PM	03/12/2008 04:05PM	U 9061	EXPRESS	Jeff Hill	309-438-8346	Tom Holbrook	00:05	Completed
101239	03/12/2008 07:00AM	03/12/2008 04:00PM	03/12/2008 04:04PM	U 9082	ASTRO	Jeff Hill	309-438-8346	Tom Holbrook	00:04	Completed
Not Yet Returned										
Conf #	Departure	Sch Return	Actual Return	License Number	Model	Supervisor Name	Supervisor Ph	Driver	Hrs Late	Status
101525	03/13/2008@10:06AM	03/13/2008@08:00PM		U 16089	IMPALA			Chris Merrill	2:49	Approved
101305	03/13/2008@01:16PM	03/13/2008@08:00PM		U 18408	IMPALA			Ronald Meier	2:49	Approved
101022	03/13/2008@04:49PM	03/13/2008@06:00PM		U 18406	IMPALA			Lynn Steffen	4:49	Approved

RFP Section 4.2.2.8.8.4 Detailing reservations.

The Detail Reservation Report provides a wealth of information about reservations.

RFP Section 4.2.2.8.8.5 Reservation summary report.

FleetCommander's Reservation Summary Report is just one of the reports that summarizes reservations.

RFP Section 4.2.2.8.8.6 Reservation billing report.

Several FleetCommander reports provide detailed billing information to authorized FMOs.

RFP Section 4.2.2.8.8.7(a) Detailing available vehicles.

The Available Vehicle Report provides a list of vehicles available for a given date and time.

RFP Section 4.2.2.8.8.7(b) Detailing demand versus available vehicles by date.

The Vehicle Demand Report is one example of a report that shows demand versus availability.

Vehicle Demand Report

Reporting Period: 02/13/2008 to 03/13/2008
 Reporting Period: 02/13/2008 to 03/13/2008
 Date: 03/13/2008 8:40:43 PM

Reporting Period: 02/13/2008 to 03/13/2008
 Reporting Period: 02/13/2008 to 03/13/2008
 Date: 03/13/2008 8:40:43 PM

Date	Vehicles Leaving	Vehicles Returning	Total Vehicles in Use	Max Vehicles at One Time	Capacity
02/13/2008	7	11	13	13	56
02/14/2008	13	1	15	15	56
02/15/2008	13	11	27	26	56
02/16/2008	0	9	16	16	56
02/17/2008	0	2	7	7	56
02/18/2008	13	5	18	16	56
02/19/2008	13	9	26	25	56
02/20/2008	5	9	22	19	56
02/21/2008	15	11	28	24	56
02/22/2008	15	10	32	32	56
02/23/2008	0	7	22	22	56
02/24/2008	0	4	15	15	56
02/25/2008	6	4	17	14	56
02/26/2008	3	6	16	16	56
02/27/2008	7	9	17	16	56
02/28/2008	11	5	19	19	56
02/29/2008	18	10	32	29	56
03/01/2008	0	7	22	22	56
03/02/2008	0	4	15	15	56
03/03/2008	8	4	19	18	56
03/04/2008	15	13	30	28	56
03/05/2008	4	6	22	20	56
03/06/2008	6	4	22	22	56
03/07/2008	8	6	26	25	56
03/08/2008	0	5	20	20	56
03/09/2008	0	2	15	15	56
03/10/2008	5	13	17	17	56
03/11/2008	11	5	16	15	56
03/12/2008	2	4	13	12	56
03/13/2008	15	5	24	23	56

Report Filters

For The Period Between: 02/13/2008 and 03/13/2008

Usage Type(s): Daily Rental

Site(s): Car Pool

Prepared by: Agile FleetCommander

3/13/2008 8:40:43 PM

RFP Section 4.2.2.8.8.8 Detailing motor pool utilization by day, site, and type of vehicle.

The Motor Pool Usage by Type is an example of a report that shows motor pool utilization by day, site and type of vehicle.

RFP Section 4.2.2.8.8.9 Detailing reservation cancellations with reason codes.

The Reservation Cancellation Report shows details of cancellations with FMO-defined cancellation reasons.

Reservation Cancellation Report

Primary Phone: 800 400 2000
Secondary Phone: 800 400 2000
Fax: 800 400 2000

State of Pennsylvania
1000 State of Pennsylvania Road
Harris, PA 15000

Res/Conf #	Vehicle Name	Driver	Departure	Return	Cancellation Reason	Cancellation Comments
R000847		eash, casey	01/28/2007 03:00 PM	01/28/2007 08:00 PM	No vehicles match request (unfulfilled)	No vehicles match request (unfulfilled):
100675	#44 Express	Holmes, Deana	01/28/2007 03:00 PM	01/28/2007 08:00 PM	Requestor Cancelled	
R000814		gibson, robert	01/28/2007 12:00 PM	01/28/2007 06:00 PM	Requestor Cancelled	Sorry I hit the button twice
R000822		Reid, Dennis	01/28/2007 12:00 PM	01/28/2007 05:00 PM	No vehicles match request (unfulfilled)	No vehicles match request (unfulfilled): Not able to request a trailer at this time
R000705		freed, cara	01/28/2007 12:00 PM	01/28/2007 07:00 PM	Duplicate Request	Duplicate Request:
100638	#61 Sienna	Robinson, Tyrone	01/28/2007 09:30 AM	01/28/2007 04:00 PM	Duplicate Request	Duplicate Request:
R000851		Craig, SeQuita	01/27/2007 02:00 PM	01/27/2007 07:00 PM	No Vehicle Available	No Vehicle Available: We currently do not have a Mini-van available. Clinic Staff
R000857		Houston, Jennifer	01/27/2007 02:00 PM	01/27/2007 10:00 PM	No vehicles match request (unfulfilled)	No vehicles match request (unfulfilled):
R000846		Reid, Dennis	01/27/2007 02:00 PM	01/27/2007 10:00 PM	Trip Cancelled	Trip Cancelled: No available vehicles
R000748		freed, cara	01/27/2007 02:00 PM	01/27/2007 05:00 PM	No vehicles match request (unfulfilled)	No vehicles match request (unfulfilled):
R000838		Walsh, Sean	01/27/2007 01:00 PM	01/27/2007 04:00 PM	Trip Cancelled	Trip Cancelled: No vehicles available.
R000834		Walsh, Sean	01/27/2007 12:00 PM	01/27/2007 04:00 PM	No Vehicle Available	No Vehicle Available: We currently do not have a Large Van available, if another Staff member has their Chauffer's license, a Bus would be available. Clinic Staff

RFP Section 4.2.2.8.8.10 Detailing utilization on a vehicle-by-vehicle basis.

The Vehicle Usage Reports shows utilization on a vehicle-by-vehicle basis.

Vehicle Usage Report

Primary Phone: (555) 812-5059
Secondary Phone:
Fax:

State University
101 Campus Dr.
Chambersburg PA 17012

* Report filters listed at end of this report.

Vehicle	Elapsed Days	Total Days Used	% Days Used	Total Hours Used	Total # of Trips	Avg Trip Per Day	Total Miles	Average Miles Per Trip
E07058	31	16	51.61%	177	13	0.42	703	54
E07059	31	10	32.26%	106	8	0.26	284	36
E07060	31	16	51.61%	115	14	0.45	593	42
E07062	31	14	45.16%	165	9	0.29	411	46
E07065	31	18	58.06%	83	14	0.45	496	35
E07067	31	22	70.97%	331	11	0.35	430	39
E08080	31	24	77.42%	375	11	0.35	870	79
E08089	31	14	45.16%	195	9	0.29	449	50
E08090	31	21	67.74%	325	11	0.35	751	68
E08093	31	0	0.00%	0	0	0.00	0	0
	310	155.00	50.00%	1,872	100	0.32	4,987	49.87

The number of cars on this report is 10.

Report Filters

Specific Owner User Id: (none)
Specific Owner User Name: (none)
Date Between: 1/17/2006 and 2/16/2006
Site(s): All Sites
Type: Midsize
Maximum Occupants: (none)
Status: Available

Access Groups: Standard
No Groups Assigned
Year: (none)
Color: (none)
Make: (none)
Model: (none)

4.2.2.8.8.11 Motor pool summary report.

Utilization reporting is generated from data mined from reservations. Several different types of reports and interfaces exist to show utilization of different segments of the fleet. The Motor Pool Utilization Report is one such report.

RFP Section 4.2.2.8.8.12 Driver eligibility report.

FleetCommander includes a Driver Eligibility Report.

RFP Section 4.2.2.8.8.13 Driver feedback report.

FleetCommander includes a Driver Feedback Report.

Feedback Report														
Feedback Report Feedback Report Feedback Report Feedback Report Feedback Report														
Primary Phone: 812-855-3300 Secondary Phone: 812-855-3303 Fax: 812-855-9352														
Response#	Date	Staff				Vehicle				Reservation System				Avg
		Promptness	Courtesy	Helpful	Attitude	Reliability	Comfort	Clean (In)	Clean (Out)	Access	Ease-of-Use	Speed	Notification	
953	1/4/2007	5	5	5	5	5	5	5	5	5	5	5	5	5.00
954	1/4/2007	5	5	5	5	5	5	5	5	5	5	5	5	5.00
955	1/4/2007	5	5	5	5	5	5	5	5	5	5	5	5	5.00
956	1/4/2007	5	5	5	5	5	5	5	5	5	5	5	5	5.00
957	1/4/2007	5	5	5	5	5	5	5	5	5	5	5	5	5.00
958	1/4/2007	5	5	5	5	5	5	5	5	5	5	5	5	5.00
959	1/4/2007	5	5	5	5	5	5	3	4	4	4	4	4	4.42
960	1/4/2007	5	5	5	5	5	5	5	5	5	5	5	5	5.00
961	1/4/2007	5	5	5	5	5	5	5	5	5	5	5	5	5.00
962	1/4/2007	5	5	5	5	5	5	5	5	5	5	5	5	5.00
963	1/4/2007	5	5	5	5	5	5	5	5	5	5	5	5	5.00
964	1/4/2007	5	5	5	5	5	4	4	4	5	5	5	5	4.75
965	1/4/2007	5	5	5	5	5	5	5	5	5	5	5	5	5.00
966	1/4/2007	5	5	5	5	5	5	5	5	5	5	5	5	5.00
967	1/4/2007	5	5	5	5	5	5	5	5	5	5	5	5	5.00
968	1/4/2007	5	4	4	4	4	4	4	4	3	3	5	5	4.08
969	1/4/2007	5	5	5	5	5	5	5	5	5	5	5	5	5.00
970	1/4/2007	5	5	5	5	5	3	5	5	5	5	5	5	4.83
971	1/4/2007	5	5	5	5	5	5	5	5	5	5	5	5	5.00
972	1/4/2007	5	5	5	5	5	4	4	4	5	5	4	5	4.67
973	1/4/2007	5	5	5	5	5	5	5	5	5	5	5	5	5.00
974	1/4/2007	5	5	5	5	5	5	5	5	5	5	5	5	5.00
975	1/4/2007	5	5	5	5	5	5	5	5	5	5	5	5	5.00
976	1/4/2007	5	5	5	5	5	5	5	5	5	5	5	5	5.00
977	1/4/2007	5	5	5	5	5	5	5	5	5	5	5	5	5.00
978	1/4/2007	5	5	5	5	5	5	5	5	5	5	5	5	5.00
979	1/4/2007	5	5	5	5	5	5	5	5	5	5	5	5	5.00
980	1/4/2007	5	5	5	5	5	5	5	5	5	5	5	5	5.00
981	1/4/2007	5	5	5	5	5	5	5	5	5	5	5	5	5.00
982	1/5/2007	5	5	5	5	2	5	5	5	5	5	5	5	4.75
983	1/5/2007	5	5	5	5	5	5	5	5	5	5	5	5	5.00
984	1/5/2007	4	5	5	5	5	5	5	5	5	4	5	5	4.82
985	1/5/2007	5	5	5	5	5	4	5	5	4	4	5	5	4.75
986	1/5/2007	4	5	5	5	5	4	4	4	5	5	5	5	4.67
987	1/5/2007	5	5	5	5	4	4	4	4	4	4	4	4	4.33
988	1/5/2007	5	5	5	5	5	5	5	5	5	5	5	5	5.00
989	1/5/2007	5	5	5	5	5	5	5	5	5	5	5	5	5.00
990	1/5/2007	5	5	5	5	5	5	5	5	5	5	5	5	5.00
991	1/6/2007	5	4	4	4	5	5	5	5	5	5	5	5	4.75
992	1/6/2007	5	5	5	5	5	5	5	5	5	5	5	5	5.00
993	1/6/2007	5	5	5	5	4	5	5	5	4	4	4	4	4.58
994	1/6/2007	5	5	4	5	5	5	5	5	5	5	5	5	4.92
995	1/8/2007	4	5	4	5	5	4	4	5	5	5	5	5	4.67
996	1/9/2007	5	5	5	5	5	5	5	5	5	5	5	5	5.00
997	1/10/2007	5	5	5	5	5	5	5	5	4	4	5	5	4.83
Avg		4.93	4.96	4.91	4.96	4.87	4.80	4.82	4.87	4.82	4.79	4.89	4.92	4.88
Total Feedbacks: 45 Average Staff Rating: 4.94 Average Vehicle Rating: 4.84 Average Reservation System Rating: 4.85														

RFP Section 4.2.2.9 Multiple Reservation Processing: Batch processing of multiple reservations by FMO or designated system administrators.

FleetCommander includes time-saving hyperlinks to facilitate action upon batches of reservations by FMOs or designated system administrators. One example is the “Pending Reservations” link. When clicked, all pending reservations are presented for approval.

RFP Section 4.2.2.10 User Announcements and Resources:

The following communications (announcements and resources) capabilities are present in FleetCommander:

RFP Section 4.2.2.10.1 Create a browser client-server content area for FMO or system administrator announcements and hyperlinks to public content.

FMOs or designed Administrators can customize the content that is presented to users via a browser.

Vehicle Use ☒

▶ Make Reservation

▶ My Schedule

▶ Car Pool

▶ My Profile

▶ My Vehicles

▶ My Reports

▶ Accidents/Incidents

▶ Vehicle Config

Information ⓘ

▶ Release Form

▶ Policies

▶ Vehicles and Rates

▶ Locations

▶ Contact us

▶ FAQs

▶ Terms of Use

▶ Privacy Statement

▶ Documents

▶ Sign Up Now!

▶ Give us your Feedback!


Locations

V4.7.2

The Motor Pool office is located in room 100 of the Parking and Traffic Services building located at the corner of Main Street and Tenley Drive. You can [contact us](#) by email at motorpool@stateuniversity.edu, by phone (during normal business hours) at (703) 555-0198, or by fax at (703) 555-0074.

Your reservation confirmation email identifies the parking lot with your reserved vehicle. Keys for the vehicle can be picked up and dropped off from the automated KeyLocker system located in the parking kiosk of each parking lot. KeyLocker is in service 24-hours a day. The reservation confirmation email contains the instructions to obtain the vehicle key(s) from the automated KeyLocker system.

Vehicle assignments begin at 12:00 AM and end at 11:59 PM. Each vehicle has a State University gas card in the glove compartment. Driver and passengers may park their personal vehicle(s) in the secured lot which is designated as the Motor Pool vehicle parking area of South and North parking lots.



North Parking Lot

Located adjacent to Roosevelt Library at 10224 Parkview Drive.

South Parking Lot

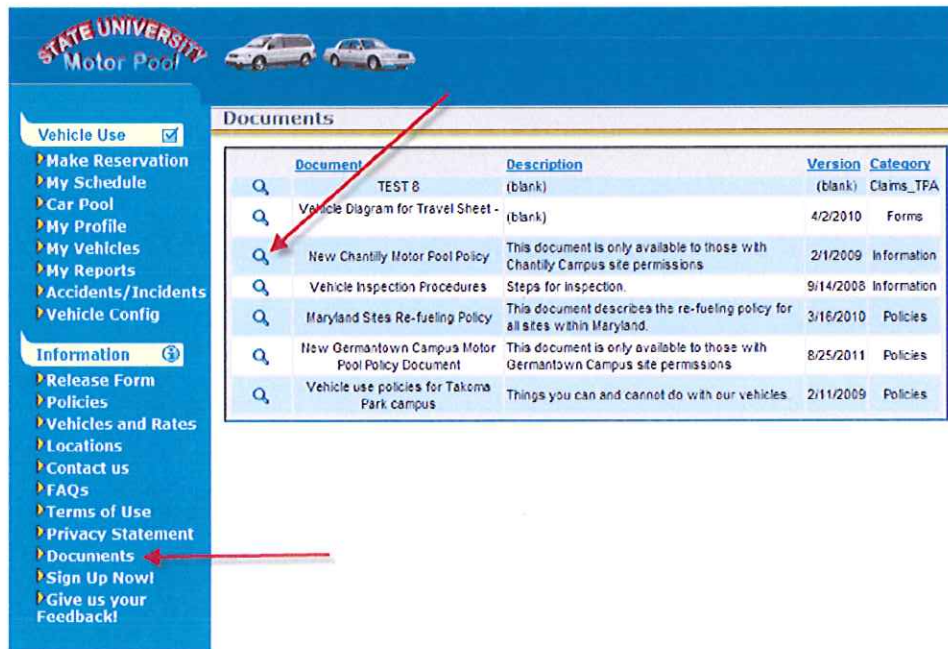
Located adjacent to Tiger stadium at 523 Stadium Avenue.

[Privacy Statement](#) • [Feedback](#)

Copyright © 2011 Agile Access Control, Inc. All rights reserved.

RFP Section 4.2.2.10.2 Post documents for users to view or download.

FMOs and authorized system administrators can post documents for fleet users to download and view.



RFP Section 4.2.2.10.3 Provide an anonymous feedback mechanism regarding motor pool staff, the vehicle that was used, and the motor pool reservation and key control system.

FleetCommander's Feedback survey is an easy way to collect anonymous (if desired) feedback.

The screenshot shows the Motor Pool Feedback survey form. The form is titled 'Motor Pool Feedback' and contains the following sections:

- What site is this feedback for?** A dropdown menu with 'Chambersburg' selected.
- What is your overall rating for the Motor Pool services you received?** A rating scale from 1 (Excellent) to 5 (Poor).
- Please check the type of service(s) you received:** A list of checkboxes for 'Vehicle request', 'Vehicle pick-up', 'Vehicle return', 'Accident reporting', 'Billing Inquiry', 'Vehicle maintenance/service', and 'Other'. 'Vehicle request' is checked.
- Rate our Motor Pool staff on the following attributes:** A table with columns for 'Promptness', 'Courtesy', 'Helpfulness', and 'Attitude', and a rating scale from 1 (Excellent) to 5 (Poor). 'Promptness' is rated 4, 'Courtesy' is rated 4, 'Helpfulness' is rated 4, and 'Attitude' is rated 4.
- Rate the vehicle you received:** A rating scale from 1 (Excellent) to 5 (Poor).

RFP Section 4.2.2.11 Vehicle Maintenance Tracking and Management:

The following capabilities support the tracking and management of vehicle maintenance.

RFP Section 4.2.2.11.1 Integrate data reported in the fleet management program to update user-defined preventative maintenance for each vehicle or a group of vehicles.

Data collected from any data source throughout FleetCommander is automatically integrated in to the application; specifically, to the preventive maintenance functions.

RFP Section 4.2.2.11.2 Report of vehicle maintenance due.

There are several different types of reporting available for maintenance that is past due or near due. This includes dashboards and standard reports.

RFP Section 4.2.2.11.3 Update vehicle maintenance and reset system reminders for next scheduled maintenance by:

Maintenance information is updated via the Work Orders interface. Updated maintenance information resets system reminder dates, odometer, etc.

RFP Section 4.2.2.11.3.1 Date.

“Date” can be used to designate fixed days for maintenance activities.

RFP Section 4.2.2.11.3.2 Odometer.

Odometer thresholds can be used to schedule the next maintenance activities.

RFP Section 4.2.2.11.3.3 PTOHour

Time can be used to schedule the next maintenance activities.

RFP Section 4.2.2.11.3.4 Report preventative vehicle maintenance activities and costs.

Several different reports are available to view summarized and detailed maintenance activities and costs.

RFP Section 4.2.2.12 Instruction Manuals:

Provide manufacturer's system instruction manuals, including operational instructions in hard copy and a complete electronic copy of all the Manufacturer's system instruction manuals, including operational instructions on CD(s) or DVD(s).

Instruction manuals and other documents can be made available via CD. The standard method for distributing these materials is via Agile's secure portal. Authorized FMOs and system administrators are provided with a login account in order to access up-to-date electronic documentation.

NOTE: It is preferred that these manuals not be delivered in hard copy format due to the size of the documents and the pace at which they quickly become outdated with each new release. This will be discussed with FMOs after contract award.

3.2 Delivery

RFP Section 4.3 Delivery

The terms in all sub-sections are acceptable to Agile.

RFP Section 4.3.1 The Vendor must agree to deliver hardware on contract within five (5) business days after receipt of a viable procurement document. If the vendor believes that delivery will be longer than five (5) business days, the Vendor must contact the FMO or designee within two (2) business days after receipt of the order to discuss the reason for the delay and provide a new projected delivery date.

3.3 Acceptance

RFP Section 4.4 Acceptance

The terms in all sub-sections are acceptable to Agile.

RFP Section 4.4.1 FMO will develop test scenarios and conduct acceptance testing with the assistance of the Vendor. Successful testing must occur prior to formal acceptance and payment to the Vendor by FMO.

RFP Section 4.4.2 FMO will be responsible for verifying the accuracy of the converted/loaded data through participation in all levels of testing. In support of conversion 'dress rehearsals', FMO staff responsible for manual entry and correction, data reconciliation and acceptance, technical support, issue resolution and executive level go/no go decision making

will be available to role play their tasks in real time. The FMO will define the timing, requirements, and acceptance criteria for the test conversions.

RFP Section 4.4.3. The following matrix summarizes the conversion responsibilities of the Vendor and the State.

Exhibit 1: Data Conversion Responsibility Matrix

<i>Data Conversion Roles and Responsibilities</i>	<i>Vendor</i>	<i>State</i>
<i>Managing Conversion Activities</i>	<i>Primary</i>	<i>Support</i>
<i>Data Conversion Planning</i>	<i>Primary</i>	<i>Support</i>
<i>Conversion Design</i>	<i>Primary</i>	<i>Support</i>
<i>Installation, Maintenance and Operation of Tools</i>	<i>Primary</i>	<i>Support</i>
<i>Conversion Program Specifications</i>	<i>Primary</i>	<i>Support</i>
<i>Conversion Development/Unit Test (Transformation and Load Processes)</i>	<i>Primary</i>	<i>Support</i>
<i>Conversion Development/Unit Test (Extract Processes)</i>	<i>Support</i>	<i>Primary</i>
<i>Crosswalks</i>	<i>Primary</i>	<i>Support</i>
<i>Reconciliation Reports</i>	<i>Primary</i>	<i>Support</i>
<i>Conduct Integration/System Testing</i>	<i>Primary</i>	<i>Support</i>
<i>Execute Dress Rehearsals / User Acceptance Testing</i>	<i>Primary</i>	<i>Support</i>
<i>Verify Dress Rehearsals / User Acceptance Testing</i>	<i>Support</i>	<i>Primary</i>
<i>Provide Subject Matter Expertise</i>	<i>Support</i>	<i>Primary</i>
<i>Data Cleanup</i>	<i>Support</i>	<i>Primary</i>
<i>Perform Manual Data Conversions</i>	<i>Support</i>	<i>Primary</i>
<i>Execute Production Cut-over</i>	<i>Primary</i>	<i>Support</i>
<i>Verify Production Cut-over</i>	<i>Support</i>	<i>Primary</i>

3.4 Security Configuration

RFP Section 4.5 Security Configuration

The Vendor application must provide application controls to prevent unauthorized use of the system, maintain system process controls, and log all transactions. In addition, the system must provide security to limit availability to application functionality, software screens, data records, data elements, and data element values where appropriate.

The Vendor will fully describe its approach to security for the proposed solution, including, but not limited to, the use of firewall hardware and software, intrusion detection/ prevention systems, other protective measures, and other measures that provide in-depth defense for the proposed system. The Vendor will fully describe its risk management approach to application development and deployment in terms of threat and vulnerability identification, analysis and prioritization, and mitigation techniques.

The Agile team is confident that we exceed all stated security requirements. We will provide security documentation under separate cover to a limited audience upon request. This approach is taken to avoid risking exposure of our security process to those that have access to our proposal response through venues such as the Freedom of Information Act.

3.5 Testing

RFP Section 4.6 Testing

RFP Section 4.6.1 The Vendor will describe its approach and commitment to all phases of testing required for a system of this magnitude, including, but not limited to:

FleetCommander is an off-the-shelf solution used by hundreds of FMOs across a wide range of fleet environments. As such, testing performed as part of the normal FleetCommander product life cycle support applies to efforts related to the State's implementation of FleetCommander. Test activities used to support FleetCommander are as follows:

Unit testing:

Unit test activities are conducted for all modifications to FleetCommander. Changes are tracked via our internal tracking system – Source Off-Site (SOS). At the conclusion of a development cycle, each discrete item in SOS that has a status of "READY TO TEST" is unit-tested under the direction of Agile's Implementation Manager. Unit testing includes performance testing of new or modified functions. Each item tracked in SOS is marked either "PASSED TEST" or "FAILED TEST" after completion of unit testing. Only after all unit testing is completed is system-level testing performed.

System testing;

Full system-level testing, which we refer to as full regression testing, is performed after unit testing but before release to customers. System-level testing is an internal test event that is performed by the Agile test team.

Integration testing;

Integration testing is performed for customer-specific interfaces. In advance of integration testing, a test matrix is developed that itemized each test to be conducted to validate normal and exception test cases. A well-documented list of requirements forms the foundation for all integration testing.

Performance (load/stress) testing; and

Limited dedicated performance/load testing is done as part of the normal test cycle. While different size data sets (very large for example) are used as part of testing, specific load and stress tests are only performed as a normal course of unit testing.

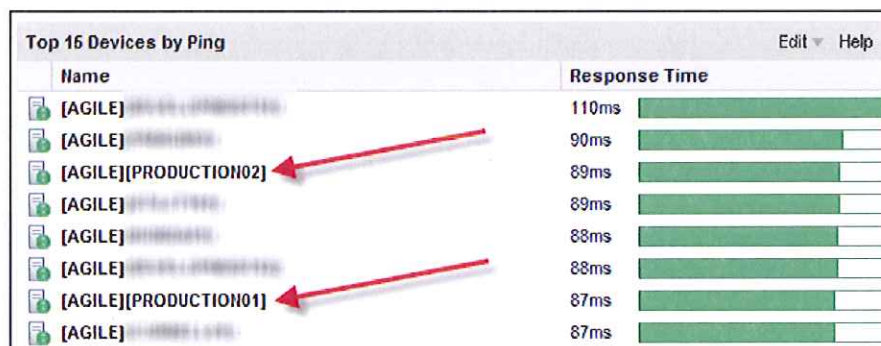
User acceptance testing.

User acceptance testing is generally the responsibility of the end customer. Because there are literally millions of permutations of FleetCommander configurations that could impact acceptance test scenarios, acceptance is generally tailored to meet the needs of each customer after configuration training sessions and system configuration changes have been made.

Agile typically provides a detailed list of functions to be tested as part of user acceptance testing. The test list, used in conjunction with FleetCommander documentation, typically provides enough detail to facilitate development of user acceptance test plans and procedures by the customer. Agile's involvement in generation of test plans and other documents is described below.

The Vendor will list and describe any tools used to facilitate the testing process, including those tools used for performance testing. The Vendor must provide any required training on the proposed testing tools to all State staff that are expected to use the proposed testing tools.

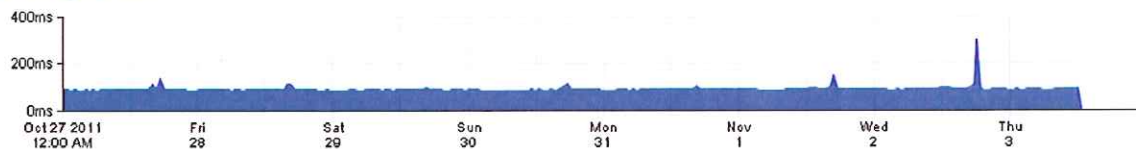
No unique tools are used for performance testing. As needed, Agile can provide graphs and other metrics to support performance test efforts. Tools such as ipMonitor, used by Agile, helps show resource loads on servers that support FleetCommander.



Ping Response Time

209.25.178.187

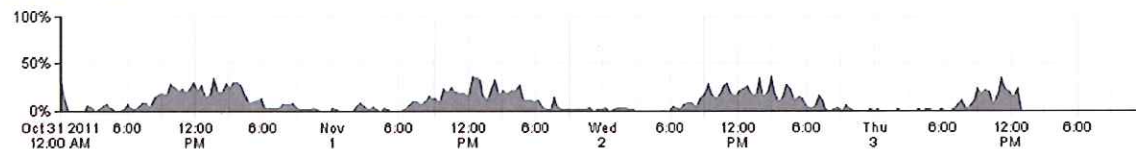
Avg: 93.0871ms, Wgt: 7.11:28.03s



CPU Utilization

Processor Total

Avg: 9.8014%, Wgt: 3.12:23.07s



All system components must be subjected to system testing performed by a test team composed of Vendor and FMO staff. The Vendor must conduct unit, integration, and system testing. The Vendor must assist the FMO with acceptance testing. The FMO test team will function as system user during system testing and will evaluate all test outcomes. The FMO will direct system testing and operate the system in accordance with the Vendor Acceptance Test Plan.

Agile will support system testing. At the implementation kick-off meeting, we will agree on common definition of test terms such as “Unit testing”, “integration testing”, and “system testing” and lay out a plan for moving forward together in a test program that meets the needs of the State.

3.6 Acceptance Test Planning

RFP Section 4.7 Acceptance Test Planning

Agile agrees to participate in Acceptance Test Planning that meets/exceeds all subsections below.

RFP Section 4.7.1 The Vendor must prepare an Acceptance Test Plan, which will be subject to FMO approval. The plan must include:

Structuring of the test cycles;

Designing test scripts;

Explaining user actions, transactions, and processing outcomes; and

RFP Section 4.7.2 Organizing the test tracking, outcome tracking, and exception follow-up procedures.

RFP Section 4.7.3 The Acceptance Test Plan will be built around the FMO's most important business scenarios but must include comprehensive testing of the software to ensure that it conforms to marketed or promised functionality.

3.7 Payment and Invoicing

RFP Section 4.8 Payment and Invoicing

Agile agrees to payment and invoicing requirements stated below.

RFP Section 4.8.1 The costs quoted must match the invoice to insure timely payment.

RFP Section 4.8.2 Any vendor rebates, incentives, and discounts must be itemized and contained on client, business unit, billing code, etc. monthly invoice or on the monthly invoice following the period for which the rebate, incentive, or discount is offered by the vendor.

3.8 Payment Milestones and Deliverables

RFP Section 4.9 Payment Milestones and Deliverables:

RFP Section 4.9.1 Payment will not occur prior to:

RFP Section 4.9.1.1. Delivery and installation of hardware.

Agile will invoice the State after successful delivery and installation of hardware. The State agrees to commence installation activities for hardware within ten (10) days of receipt.

RFP Section 4.9.1.2 Successful application acceptance testing.

Agile will invoice the State after successful completion of application acceptance testing. In the event that there are anomalies, the State may “conditionally accept” the system if an agreed upon action plan is prepared for each anomaly. The State agrees to commence application testing activities within ten (10) days of the application being available for testing in its final configuration.

RFP Section 4.10.2 Deliverables:

Agile agrees to deliverable requirements as stated below.

RFP Section 4.10.2.1 Acceptance Test Plan must be provided within five (5) business days after receipt test scenarios from FMO. If the vendor believes that delivery of the Acceptance Test Plan will be longer than five (5) business days, the Vendor must contact the FMO or designee within two (2) business days after receipt of the test scenarios to discuss the reason for the delay and provide a new projected delivery date.

3.9 Retainage

RFP Section 4.11 Retainage:

RFP Section 4.11.1 Retainage is not required.

No response required to this requirement or sub-requirement is needed.

3.10 Reporting

RFP Section 4.12 Reporting

The Vendor must provide the Contract Administrator with usage reports including a summary of all products or services (regardless of dollar amount) sold under this contract including FMO or designee name, model/part number, item description, WV-39 number, date received, order ship-date, and total amount. These reports must be provided using a browser client-server application.

Agile agrees to reporting requirement. The format of such reports will be agreed upon at the project kick-off meeting.

3.11 Support

RFP Section 4.13 Support

The Vendor shall maintain a toll-free technical support telephone number, staffed for eight consecutive hours, between the hours of 8:00 a.m. and 5:00 p.m., EST, during business days for the State, and accessible to all agencies who have received products or services from the Vendor under this contract.

Personnel staffing the Vendor's support line shall be able to give technical assistance to agencies for all products or services purchased from or provided by the Vendor.

Agile agrees to all stated Support requirements.

3.12 Cost Proposal and Bid Response

5.0 COST PROPOSAL BID RESPONSE

Agile's cost proposal, in accordance with all sub-requirements below, is provided in Attachment 1.

5.1 The Vendor is required to quote:

A fixed price fee for hardware, installation of hardware, and annual maintenance of hardware.

A monthly fixed price fee for software, software updates, hosting services, technical support services.

If no fee will be imposed on the State, the Vendor must indicate by entering "\$0.00" in the appropriate space provided on the Cost Proposal Bid Sheet.

5.3 *No separate reimbursement will be made to the Vendor for travel or any other expense or service.*

3.13 Additional Requirements

The Vendor is solely responsible for all work performed under the contract and shall assume prime contractor responsibility for all services offered and products to be delivered under the terms of this contract. The State shall consider the Vendor to be the sole point of contact with regard to all contractual matters. The Vendor may, with the prior written consent of the State, enter into written subcontracts for performance of work under this contract; however, the Vendor is totally responsible for the payment of all subcontractors.

Agile agrees to all stated Additional requirements.

4 SUMMARY

Our team is excited about the opportunity to partner with the staff at the West Virginia Fleet Management Office to provide a supplier-hosted vehicle reservation system with integrated key control. We look forward to many successes as we move forward together!

Should you require additional information, you may contact the persons noted below:

Ed Smith
President
Agile Access Control, Inc.
(408) 213-9555 x501
esmith@AgileFleet.com



Matt Wade
Vice President of Sales
Agile Access Control, Inc.
(408) 213-9555 x555
mwade@AgileFleet.com



ATTACHMENT 1

COST SHEETS

Costs are provided in this attachment in accordance with RFP Section 5.0 requirements and the formatted table titled "FLT12009 COST SHEET" provided in the RFP.

5.0 COST PROPOSAL BID RESPONSE

5.1 The Vendor is required to quote:

A fixed price fee for hardware, installation of hardware, and annual maintenance of hardware.

COST DISCUSSION: Note, as requested, annual maintenance costs is built in to the fixed price fee for hardware and installation of hardware. As such, the State has no visibility in to what the actual annual maintenance cost of hardware is for Year 2.

We propose that, as part of contract negotiations, we discuss and present present costs in a way that more clearly delineates all up-front costs versus regularly recurring costs.

A monthly fixed price fee for software, software updates, hosting services, technical support services.

COST DISCUSSION: Note, as requested, the requirement to provide a monthly fixed price fee for software seems to contract the requirement in Section 5.2.2.1 for software costs to be calculated per annum.

We propose that, as part of contract negotiations, we present costs in a way that more clearly delineates all per-vehicle, monthly, and annual costs.

If no fee will be imposed on the State, the Vendor must indicate by entering "\$0.00" in the appropriate space provided on the Cost Proposal Bid Sheet.

5.2 The following criteria will be used to evaluate cost:

5.2.1 Hardware cost:

*5.2.1.1 Cost will be calculated using one (1) item or **piece of equipment and include installation and annual maintenance.***

COST DISCUSSION: There are considerable cost reductions available if the State elects to install hardware themselves or to perform multiple installations simultaneously.

We propose that, as part of contract negotiations, we present costs in a way that more clearly delineates opportunities to save on hardware costs.

5.2.2 Software cost:

5.2.2.1 Cost will be calculated per annum to ensure an "apples-to-apples" comparison.

COST DISCUSSION: Note, as requested in the RFP, the request for per annum costs appears to contract the request for monthly costs found in Section 5.1.

We propose that, as part of contract negotiations, we present costs in a way that more clearly delineates all software costs per vehicle, per month, and annually.

5.2.2.2 Cost will include installation, updates, hosting services, and technical support.

5.2.2.3 Cost will be calculated as of the first day of the first billing cycle after an agreement becomes effective.

COST DISCUSSION: Clarification of this requirement is requested to be included as part of contract negotiations. As written, this appears to contradict the requirement to allow invoicing only after acceptance of the delivered solution.

5.3 No separate reimbursement will be made to the Vendor for travel or any other expense or service.

FLT12009 COST SHEET

Item Description	Est. Qty. (1-20) Vehicle Motor Pool	Unit Cost (1-20) Vehicle Motor Pool	Extended Cost (1-20) Vehicle Motor Pool	Est. Qty. (21-50) Vehicle Motor Pool	Unit Cost (21-50) Vehicle Motor Pool	Extended Cost (21-50) Vehicle Motor Pool	Est. Qty. (51-100) Vehicle Motor Pool	Unit Cost (51-100) Vehicle Motor Pool	Extended Cost (51-100) Vehicle Motor Pool
Hardware (including installation)									
Key Control Storage Device	1	\$14,833.00	\$14,833.00	1	\$17,825.00	\$17,825.00	1	\$28,150.00	\$28,150.00
Key Control Storage Device Enclosure	1	\$4,800.00	\$4,800.00	1	\$4,800.00	\$4,800.00	1	\$9,000.00	\$9,000.00
Inside-use Reservation Kiosk with Integrated Pedestal, Touchscreen Monitor, and Printer	2	\$4,750.00	\$9,500.00	2	\$4,750.00	\$9,500.00	3	\$4,750.00	\$14,250.00
Secure Keyring or Radio Frequency Identification (RFID) Key Fob	25	\$4.15	\$103.75	60	\$4.15	\$249.00	125	\$4.15	\$518.75
Secure Magnetometer or RFID in-vehicle Access Device	25	\$1,349.00	\$33,725.00	60	\$1,124.00	\$67,440.00	125	\$1,059.00	\$132,375.00
Alternate Power Supply (four-hour uninterrupted service)	1	\$0.00	\$0.00	1	\$0.00	\$0.00	1	\$0.00	\$0.00
Warranty	1	\$0.00	\$0.00	1		\$0.00	1		\$0.00

Item Description	Est. Qty. (1-20) Vehicle Motor Pool	Unit Cost (1-20) Vehicle Motor Pool	Extended Cost (1-20) Vehicle Motor Pool	Est. Qty. (21-50) Vehicle Motor Pool	Unit Cost (21-50) Vehicle Motor Pool	Extended Cost (21-50) Vehicle Motor Pool	Est. Qty. (51-100) Vehicle Motor Pool	Unit Cost (51-100) Vehicle Motor Pool	Extended Cost (51-100) Vehicle Motor Pool
Software									
Browser client-server License (unlimited users)	1	\$2,100.00*1	\$2,100.00	1	\$6,300.00*2	\$6,300.00	1	\$9,600.00*3	\$9,600.00
Hosted Data Storage (unlimited file size)	1	\$3,600.00*4	\$3,600.00	1	\$3,600.00*4	\$3,600.00	1	\$4,200.00*4	\$4,200.00
Firmware and SSL Certificate (3PL Provided)	1	\$300.00*5	\$300.00	1	\$300.00*5	\$300.00	1	\$300.00*5	\$300.00
Annual Maintenance, Updates, and Technical Support	1	\$525.00*6	\$525.00	1	\$1,575.00*7	\$1,575.00	1	\$2,400.00*8	\$2,400.00
User Manual (CD or DVD)	1	\$0.00	\$0.00	1	\$0.00	\$0.00	1	\$0.00	\$0.00
Account Setup, Professional Services, and User Training (in West Virginia)	1	\$15,000.00	\$15,000.00	1	\$15,000.00	\$15,000.00	1	\$15,000.00	\$15,000.00
Total			\$84,486.75			\$126,589.00			\$215,793.75

NOTES:

- *1 – Cost is an annual cost for up to 20 pooled vehicles
- *2 – Cost is an annual cost for up to 50 pooled vehicles
- *3 – Cost is an annual cost for up to 100 pooled vehicles
- *4 – Cost is an annual cost for hosting a production site and a test site
- *5 – Cost is an annual cost for two SSL certificates (one for Production and one for Test)
- *6 – Cost is for annual maintenance, updates and tech support for up to 20 pooled vehicles
- *7 – Cost is for annual maintenance, updates and tech support for up to 50 pooled vehicles
- *8 – Cost is for annual maintenance, updates and tech support for up to 100 pooled vehicles

Rebate/Discount/Incentive (Percentage)	Rebates, discounts and incentives will be provided after finalization of pricing proposed during contract negotiation. Significant savings can be realized by having the State perform the straightforward equipment installations, performing multiple installations simultaneously, etc.					
Grand Total			\$84,486.75		\$126,589.00	\$215,793.75

We welcome the opportunity to discuss a desired pricing for items not specifically requested in the RFP, including, but not limited to:

1. Utilization and Diagnostic Chips (UDC)
2. Utilization and Diagnostic Chips (UDC) Access Point Receivers
3. Bus stop-style shelters for motor pool kiosks and key control devices
4. RFID access cards
5. Wall-mounts for kiosks in lieu of pedestal mounts
6. Monthly pricing for communications required for the Agile FleetShare (magnetometer access) technology

There appear to be many opportunities to reduce costs for the proposed solution after the targeted end solution is more clearly defined. We look forward to being a valued, long-term partner with the State of West Virginia.