

September 01, 2021

RECEIVED
09/14/21 12:54:12
WV Purchasing Division

To whom it may concern,

Referencing WV RFP DOT2200000001_Fleet Management System_7021EC12_Comm Code
43233701

Thank you very much for the opportunity to present our attached proposal to The State of West Virginia ("WV"). The Sewell Family of Companies ("SEWELL") and Sewell Fleet Management ("SFM") combined can ensure that WV has all fleet related expenses covered.

Both, The Sewell Family of Companies and Sewell Fleet Management are based in the Permian Basin. Given our legacy and knowledge of the service area and industries, we understand the needs of a corporation like WV. SFM has developed partnerships throughout the United States & Canada which allows us to keep assets on the road and in use. As a fleet management company, we provide everything needed to run and operate a fleet, which is detailed in the attached proposal. As a dealership group, we can ensure we get you the right vehicles outfitted to your needs in a timely manner.

We pride ourselves on being responsive, flexible, and understanding the vehicle life cycle, including what the overall cost of ownership **should** be. SFM believes that we can provide a better, more comprehensive fleet management solution given our integration of service lines and understanding of the service area.

Thank you for your time and consideration!

Respectfully,



David Gomez
Director
Sewell Fleet Management



Jay Warner
Account Executive
Sewell Fleet Management

SewellFleetManagement.com
4400 Parks Legado Road
Odessa, Texas 79765

**SEWELL | FLEET
MANAGEMENT**

PROPOSAL FOR:



SFM is a company that provides an integrated approach to fleet management. Given our expertise in the automotive business, which dates back to 1911, and our growing fleet footprint throughout North America, we are able to provide a deep understanding of the vehicle life cycle and the management that is required throughout the vehicle's life.

SFM is headquartered in the Permian Basin, specifically, Odessa, Texas. Our experience has provided us with an understanding of the needs of vehicles on routine routes as well as vehicles that experience harsh conditions. We have been helping numerous companies acquire and upfit vehicles for many years.

Notably:

- SilverTip Completions, 9816 W. County Road 146, Midland, Tx
Kyle Godtel – 432-770-1073 - email Kyle.Godtel@silvertipcompletions.com
- American Safety Services, 8715 Andrews Hwy, Midland, Tx 79765
Coly Hokett – 575-746-7350 – email – CHokett@americansafety.net
- Centurion Pipeline LP, 5 Greenway Plaza, Houston, Tx 77046
Rene Garza – 346-803-2730 - email – Rene_Garza@centurionpl.com
- NexTier Oilfield Services, 3990 Rogersdale, Houston, Tx 77042
Nathan Carrell – 832-470-8799 – email – Nathan.Carrell@nextierofs.com

Our team consists of fleet management professionals including Account Executives, Account Managers, Call Center Technical Experts, Data Analysts, Executive Assistants, and Logistics Coordinators.

Our approach to fleet management is based on understanding total vehicle costs, including vehicle purchase, maintenance cost, repair cost, and disposition cost. Often, our clients are able to save dollars over the cost of ownership by having critical expense information at their fingertips. Our fleet support team is responsible for the day-to-day activity of the fleet and ensuring all costs are captured. These costs increase by vehicle when maintenance is missed, inspections are incomplete, and fuel is mismanaged. Our system, powered by Fleetio and optimized by our team, provides all of the metrics needed to ensure fleet managers know their fleet. Please see Exhibit A for details relating to our onboarding process.

Once onboarded, SFM is capable of, but not limited to, the following management solutions:

1. Maintenance and Repair Management
2. Acquisition/Upfit
3. Fuel Card Management
4. Accident Management
5. Telematics
6. Business Intelligence
7. Remarketing
8. Licensing & Compliance

1. Maintenance and Repair Management

SFM understands that our clients are looking to capture preferred pricing as well as superior workmanship and thoroughness. While we will not be able to specifically break down the costs of each maintenance interval into the future, we are able to guarantee that our clients will get preferred pricing based on our large network of nationwide providers. Additionally, our call center representatives have all spent several years in the technical profession. When a driver needs maintenance, our team will inform them of the location that will provide the needed service at the right price. When a driver needs a repair, we will use our vendor network and understanding of the costs of parts and labor to ensure you are achieving the most economical option and getting your vehicles back on the road.

Our portal and process allow us to evaluate maintenance and repair requests, make decisions on a specific asset, and bill you accordingly, in one consolidated statement.

Step 1: Vehicle enters a repair shop and the repair shop is directed to contact our call center for an initial understanding of the vehicle needs.

Step 2: Our call center representatives, who maintain ASE certification, will look at the history of the vehicle and decide on approval based on thresholds set by fleet management personnel.

Below is a screenshot of the summary of service history for a vehicle. To approve maintenance in the present, we cross reference costs in the past and amongst vendors.

Completion Date, Meter	Details	Total
Oct 10, 2018 12,100 mi 1 day	Windshield Replacement WO #17 West Texas Windshield 1	\$312.05 ;
Sep 15, 2018 Ref: 3559075 8,522 mi	Oil Change - Air Filter Replacement Axis Lube 1	\$245.84 ;
Aug 8, 2018 Ref: 946082 3,760 mi	Oil Change - Air Filter Replacement Axis Lube 1	\$239.50 ;

Our contact center team also refers to the cost metrics of every vehicle. If costs seem to become out of line for a particular asset, they will contact the dedicated account manager who will follow up with fleet management personnel.



Step 3: Once the contact center representative makes a decision regarding the work that is being requested, a work order is created which either directs accounting to close out the incoming invoice, or the call center representative will direct management to further investigate the request.

Below is a screenshot of a work order request that starts our process for maintenance and repair requests. Any requests that are “Open” are approvals being completed. Any requests that are “Pending” are out for approval.

New Work Order

Details **Open Issues** 1

Vehicle: 1300195

Odometer: 12,100
Miles reading at the time of service
 Mark as void

Status: Open

Issue Date: 2018-10-11 10:56 AM
Ex: 2018-10-11 10:56 am

Start Date:
Ex: 2018-10-11 10:56 am
Repeat when a mile reading is present

Completion Date:
Ex: 2018-10-11 10:56 am

Issued By:

Assigned To: Unassigned
 Send email notification

Vendor:

Label:

It is our commitment and goal to ensure all vehicles in the fleet are receiving the right maintenance and repair at the right price. We help negotiate pricing at various vendors throughout the nation so our customers know they are achieving scale.

Step 4: Consolidated billing will occur on a weekly basis and will include all maintenance and repair completed by the company. Each bill will come with the original invoice for your records. SFM **does not mark up** any bills that are incurred by the customer's fleet.

SFM has identified that the biggest risk to a fleet is improper management. Our approval system and the client portal help our clients to understand their fleet and the costs associated. The data that goes into our system moves from 'work order' status to 'service history'. This makes tracking invoices and payments manageable. Anything SFM pays for is initiated in the portal.

2. Acquisition/Upfit

Acquiring vehicles through SFM is a streamlined process from order to delivery. The SFM team will work closely with our clients on how and when to acquire vehicles that need to be replaced.

Ordering is the best way to ensure best pricing. Ordering also allows for standardization, which enables a company to identify with one product, and have more of their product readily available. Our pricing structure is invoice based and will vary depending on available fleet incentives, equipment and availability. By ordering vehicles directly through our dealerships, you will not be charged any delivery fees that are normally charged with other management companies. You can rely on your Account Executive to inform fleet management personnel of vehicles due for upcoming replacement on a continual basis. If leasing is preferred, we would evaluate the current rates, and work with you to ensure that all incentives are taken into consideration. Considering our relationship and knowledge of the dealership process, we will be able to provide fleet management personnel with the following:

1. Scheduled upfit upon delivery, including pre-ordered upfit parts for quick turnaround
2. Expedited transition from dealership to upfit shop for customization and PDI
3. Delivery expectations and plans executed by our Logistics Coordinator which includes driver packets, telematics installation (if necessary) and vehicle decals that provides the SFM contact number. SFM owns trucks & employs CDL drivers for nationwide delivery helping to further ensure our customers receive their vehicles as soon as possible.
4. Fleet assessment to help our clients determine which vehicles should be retired/replaced.

Additionally, SFM provides clients access to the SEWELL dealerships, most notably Sewell Ford-Lincoln, Sewell Chevrolet-Buick-GMC, Sewell BMW, Sewell Cadillac-GMC-Buick, Sewell Chrysler-Dodge-Jeep-RAM. The fleet inventory at SEWELL enables clients to purchase vehicles in a timely manner, especially in emergency situations. SFM has the capability to lease or finance vehicles in a consolidated bill. Sewell also has an accessory shop, Rockin S Accessories, that helps our clients with upfits and other accessories for all vehicles. For nationwide deliveries we have inventory strategically placed around the country for timing out of stock purchases & remote delivery.

3. Fuel Card Management

SFM is a strategic partner to offer a universal fuel card. We utilize the data from our fuel card provider to further help fleets understand the total cost of their fleet by vehicle. Strong fuel card management allows you and SFM to manage maintenance intervals to ensure vehicles remain on the road. The price at the pump is the price you pay. We do not surcharge fuel purchases and we do not charge for lost or damaged fuel cards.

4. Accident Management

SFM utilizes Fleet Response for subrogation management. Fleet Response has experienced, knowledgeable staff that will ensure every rule and regulation has been looked at when following up on a claim. Fleet Response's business model is developed to ensure fleet companies get as much money as possible. Therefore, Fleet Response does not get paid until the fleet is paid.

5. Telematics

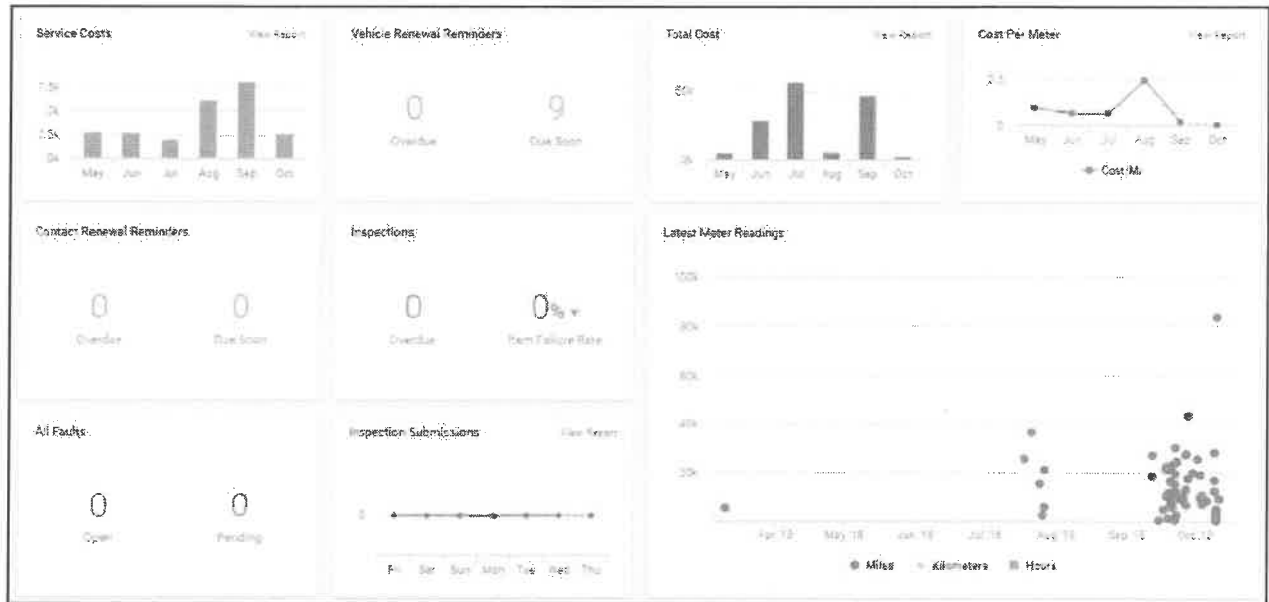
SFM provides telematics solutions through Geotab & Geoforce, although our portal allows us to manage GPS devices for all of the following providers: Geotab, Keep-Truckin, Samsara, TomTom, Verizon Networkfleet, Verizon Reveal, MIX Telematics, and Zubie. If a client utilizes a telematics provider not mentioned above, we will work on an integration for that provider in the future.

SFM understands the costs incurred on implementing a telematics provider. We believe Geotab is an industry leader in providing metrics that help control overall costs.

6. Business Intelligence

SFM will be able to provide business intelligence for every aspect of your fleet. We detail all data going into our portal by vehicle so all the metrics coming out are accurate and actionable.

Below is a snapshot of what your dashboard will look like. SFM will continue to provide key performance indicators so fleet management personnel knows everything about their fleet.



SFM will also provide historical and current information reports by region and group defined by fleet management personnel. Examples of reports include:

- Total cost trend
- Utilization summary
- Vehicle assignment log
- Service summary
- Operating cost summary
- Fuel entries by vehicle
- Many more

It is important to note that the reports can be customized, filtered, and downloaded to Excel.

7. Remarketing

SFM understands the remarketing environment for all vehicles. We have a dedicated auction lane at one of the largest auctions in the country as well as a network of wholesalers and other auction relationships. For vehicle replacement, we would initiate and complete the exchange of the replacement vehicle with the old vehicle and start the disposal process. Depending on the condition of the old vehicle, SFM will decide to purchase directly from you, which auction and market best fits the vehicle or call on our network of wholesalers.

8. Licensing and Compliance

Given SFM's position in the market we ensure your vehicles are fully licensed, registered, and ready to drive. We have a team that can expedite your initial registrations, as well as keep up with the assets that are due for renewals. We work within states guidelines to ensure your vehicle stays in compliance. We also understand the importance of keeping your drivers in compliance with state and federal laws. We utilize the best software to ensure we store your records securely and set reminders so there are no lapses in licenses. We store the following information and more:

1. CDL Application
2. CDL MVR Driving Application
3. Training Record and Certification Form
4. Safety Performance Investigation Results
5. Verification of Medical Examiner

Location	Status	Drivers	Trailers
Odessa, TX	In Service	Arturo Huerta	001

Current Archived

EXPIRATIONS

Registration	Annual Inspection	Insurance	Hazmat
File Missing Upload	DOT Inspection.pdf May 1st, 2016 Replace	Certificate of Liability 2020 DOT.pdf Apr 1st, 2020 Replace	File Missing Upload

Why Sewell Fleet Management?

SFM has competitive advantages over the competition. We can provide vehicles faster and cheaper. With SFM, there are **no additional mark-ups**. We understand the costs and demands of all the other fleet management companies. SFM believes there is an opportunity to provide service the "SEWELL WAY"

Size is another competitive advantage at SFM. We can pivot and adapt to change very quickly. In a world of changing technology, we are a company that is able to react to the market, address needs, and execute plans.

Our president, Collin Sewell, understands the value that our team members create throughout our companies. Being in the retail environment for over 100 years requires us to provide a quality of service that is unmatched. We treat every day as if we are on the world's biggest stage because we understand the importance of every encounter with a client.

We thank you for the opportunity to propose our services. We believe we would provide the most comprehensive program that addresses all of your needs from start to finish on every vehicle in your fleet.

Exhibit A – Onboarding

Fleets that decide to move forward with SFM experience a comprehensive onboarding process which includes:

Internal preparation:

1. Inventory of all vehicles and assets, conditions, mileage and service history.
 - a. We would work closely with fleet management over a two-week period to ensure accuracy.
2. Vendor availability
 - a. Ensure accounts are set up for all vendors to streamline processes.

External Preparation:

1. Train all client fleet managers at corporate and field offices.
 - a. How to access and use the portal
 - i. Understanding KPIs
 - ii. Assessing vehicle data
 - b. How to order new vehicles
 - c. Establish key contacts at SFM
2. Train Drivers
 - a. Ensure drivers know the SFM process, will travel and onboard in all regions.
 - b. Provide driver packet
 - i. (800) number decal for vehicles
 - ii. Contacts
 - c. Continue training when necessary
3. Training for Vendors
 - a. Set up corporate accounts
 - b. Teach approval process for maintenance and mechanical repair



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 253054130

State of West Virginia
 Centralized Request for Proposals
 Service - Prof

Proc Folder: 887002			Reason for Modification:
Doc Description: FLEET MANAGEMENT SYSTEM - 7021EC12			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2021-08-09	2021-09-02 13:30	CRFP 0803 DOT2200000001	1

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Customer Code:

Vendor Name : Sewell Fleet Management
 Address : 4400
 Street : Parks Legado Road
 City : Odessa
 State : Texas Country : USA Zip : 79765

Principal Contact : David Gomez

Vendor Contact Phone: 432-349-1257 Extension:

FOR INFORMATION CONTACT THE BUYER
 Tara Lyle
 (304) 558-2544
 tara.l.lyle@wv.gov

Vendor Signature X



FEIN# 83-2028719

DATE 09132021

All offers subject to all terms and conditions contained in this solicitation

Date Printed: Aug 6, 2021

Page: 1

FORM ID: WV-PRC-CRFP-002 2020/05

ADDITIONAL INFORMATION

THE STATE OF WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, WEST VIRGINIA DIVISION OF HIGHWAYS, IS SOLICITING PROPOSALS FOR FLEET AND MATERIAL MANAGEMENT SYSTEM, PER THE ATTACHED DOCUMENTS.

QUESTIONS REGARDING THE SOLICITATION MUST BE SUBMITTED IN WRITING TO TARA.L.LYLE@WV.GOV PRIOR TO THE QUESTION PERIOD DEADLINE CONTAINED IN THE INSTRUCTIONS TO VENDORS SUBMITTING BIDS

ONLINE RESPONSES FOR THIS SOLICITATION ARE PROHIBITED*

INVOICE TO	SHIP TO
DIVISION OF HIGHWAYS OFFICE OF THE SECRETARY 1900 KANAWHA BLVD E, BLDG 5 RM A109 CHARLESTON WV 25305-0440 US	DIVISION OF HIGHWAYS EXECUTIVE DIVISION 1900 KANAWHA BLVD E, BLDG 5 CHARLESTON WV 25305-0430 US

Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
1	DEVELOPMENT IMPLEMENTATION SUPPORT FLEET MGT SYSTEM				

Comm Code	Manufacturer	Specification	Model #
43233701			

Extended Description:

SOFTWARE DEVELOPMENT, INSTALLATION, SUPPORT AND TRAINING

SEE ATTACHMENTS.

SCHEDULE OF EVENTS

Line	Event	Event Date
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	Document Phase	Document Description	Page
DOT2200000001	Draft	FLEET MANAGEMENT SYSTEM - 7021EC12	3

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

REQUEST FOR PROPOSAL

WVDOT FLEET AND EQUIPMENT MANAGEMENT SYSTEM RFP

CRFP DOT22*01

TABLE OF CONTENTS

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7. **Section 6: Evaluation and Award**
8. **Certification and Signature Page**

SECTION 1: GENERAL INFORMATION

1.1. Introduction:

The West Virginia Department of Administration, Purchasing Division (hereinafter referred to as the "Purchasing Division") is issuing this solicitation as a request for proposal ("RFP"), as authorized by W. Va. Code §5A-3-10b, for the Department of Transportation (hereinafter referred to as the "Agency") to provide commercial-off-the-shelf(COTS) software and integration services to implement a Fleet and Equipment Management System. The Agency is also seeking ongoing support services following the implementation of the system to production status.

The RFP is a procurement method in which vendors submit proposals in response to the request for proposal published by the Purchasing Division. It requires an award to the highest scoring vendor, rather than the lowest cost vendor, based upon a technical evaluation of the vendor's technical proposal and a cost evaluation. This is referred to as a best value procurement. Through their proposals, vendors offer a solution to the objectives, problem, or need specified in the RFP, and define how they intend to meet (or exceed) the RFP requirements.



REQUEST FOR PROPOSAL
WVDOT FLEET AND EQUIPMENT MANAGEMENT SYSTEM RFP
CRFP DOT22*01

SECTION 2: INSTRUCTIONS TO VENDORS SUBMITTING BIDS

Instructions begin on next page.

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. REVIEW DOCUMENTS THOROUGHLY: The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

2. MANDATORY TERMS: The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

3. PREBID MEETING: The item identified below shall apply to this Solicitation.

@ A pre-bid meeting will not be held prior to bid opening

Q A **MANDATORY PRE-BID** meeting will be held at the following place and time:

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing.

Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting
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are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

4. VENDOR QUESTION DEADLINE: Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are nonbinding.

Submitted e-mails should have solicitation number in the subject line.

Question Submission Deadline: August 16, 2021, by 4:00 pm

Submit Questions to: Tara Lyle, Buyer Supervisor
2019 Washington Street, East
Charleston, WV 25305
Fax: (304) 558-4115 (Vendors should not use this fax number for bid submission)
Email: Tara.L.Lyle@wv.gov

5. VERBAL COMMUNICATION: Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

6. BID SUBMISSION: All bids must be submitted electronically through wvOASIS or signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Acceptable delivery methods include electronic submission via wvOASIS, hand delivery, delivery by courier, or facsimile.

The bid delivery address is:
Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

A bid that is not submitted electronically through wvOASIS should contain the information listed below on the face of the envelope or the bid may be rejected by the Purchasing Division.:

SEALED BID:
BUYER:
SOLICITATION NO.:
BID OPENING DATE:
BID OPENING TIME:
FAX NUMBER:

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The Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS. Submission of a response to a Request for Proposal is not permitted in wvOASIS.

For Request For Proposal ("RFP") Responses Only: In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal prior to the bid opening date and time identified in Section 7 below, plus ^o (2) _____ convenience copies of each to the Purchasing Division at the address shown above. Additionally, the Vendor should clearly identify and segregate the cost proposal from the technical proposal in a separately sealed envelope.

7. BID OPENING: Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

Bid Opening Date and Time: **September 2, 2021, at 1:30 pm**

Bid Opening Location: Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

8. ADDENDUM ACKNOWLEDGEMENT: Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

9. BID FORMATTING: Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

10. ALTERNATE MODEL OR BRAND: Unless the box below is checked, any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

Revised 07/01/2021

Q This Solicitation is based upon a standardized commodity established under W. Va. Code § 5A-3-61. Vendors are expected to bid the standardized commodity identified. Failure to bid the standardized commodity will result in your firm's bid being rejected.

11. EXCEPTIONS AND CLARIFICATIONS: The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

12. COMMUNICATION LIMITATIONS: In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

13. REGISTRATION: Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.

14. UNIT PRICE: Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

15. PREFERENCE: Vendor Preference may be requested in purchases of motor vehicles or construction and maintenance equipment and machinery used in highway and other infrastructure projects. Any request for preference must be submitted in writing with the bid, must specifically identify the preference requested with reference to the applicable subsection of West Virginia Code § 5A -3-37, and must include with the bid any information necessary to evaluate and confirm the applicability of the requested preference. A request form to help facilitate the request can be found at:
<http://www.state.wv.us/admin/Purchase/vrc/Ven9ref.ladf>.

15A. RECIPROCAL PREFERENCE: The State of West Virginia applies a reciprocal preference to all solicitations for commodities and printing in accordance with W. Va. Code § 5A-3-37(b). In effect, non-resident vendors receiving a preference in their home states, will see that same preference granted to West Virginia resident vendors bidding against them in West Virginia. Any request for reciprocal preference must include with the bid any information necessary to evaluate and confirm the applicability of the preference. A request form to help facilitate the request can be found at: <http://www.state.wv.us/admin/iurchase/vrc/Venliref.pdf>.

16. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES: For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference

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for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

17. WAIVER OF MINOR IRREGULARITIES: The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.

18. ELECTRONIC FILE ACCESS RESTRICTIONS: Vendor must ensure that its submission in wvOASIS can be accessed and viewed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately accessed and viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires, and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or remove access restrictions to allow the Purchasing Division to print or electronically save documents provided that those documents are viewable by the Purchasing Division prior to obtaining the password or removing the access restriction.

19. NON-RESPONSIBLE: The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform or lacks the integrity and reliability to assure good-faith performance.”

20. ACCEPTANCE/REJECTION: The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.5. and § 148-1-6 4 b.”

21. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor’s entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled “confidential,” “proprietary,” “trade secret,” “private,” or labeled with any other claim against public disclosure of the documents, to include any “trade secrets” as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

22. INTERESTED PARTY DISCLOSURE: West Virginia Code § 6D-1-2 requires that the vendor submit to the Purchasing Division a disclosure of interested parties to the contract for all contracts with an actual or estimated value of at least \$1 million. That disclosure must occur on the form prescribed and approved by the WV Ethics Commission prior to contract award.

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A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

23. WITH THE BID REQUIREMENTS: In instances where these specifications require documentation or other information with the bid, and a vendor fails to provide it with the bid, the Director of the Purchasing Division reserves the right to request those items after bid opening and prior to contract award pursuant to the authority to waive minor irregularities in bids or specifications under W. Va. CSR § 148-1-4.6. This authority does not apply to instances where state law mandates receipt with the bid.

24. E-MAIL NOTIFICATION OF AWARD: The Purchasing Division will attempt to provide bidders with e-mail notification of contract award when a solicitation that the bidder participated in has been awarded. For notification purposes, bidders must provide the Purchasing Division with a valid email address in the bid response. Bidders may also monitor wvOASIS or the Purchasing Division's website to determine when a contract has been awarded.

REQUEST FOR PROPOSAL
WVDOT FLEET AND EQUIPMENT MANAGEMENT SYSTEM RFP
CRFP DOT22*01

SECTION 3: GENERAL TERMS AND CONDITIONS

Terms and conditions begin on next page.

GENERAL TERMS AND CONDITIONS:

1. CONTRACTUAL AGREEMENT: Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. DEFINITIONS: As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

2.1. "Agency" or "**Agencies**" means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

2.2. "**Bid**" or "**Proposal**" means the vendors submitted response to this solicitation.

2.3. "**Contract**" means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

2.4. "**Director**" means the Director of the West Virginia Department of Administration, Purchasing Division.

2.5. "**Purchasing Division**" means the West Virginia Department of Administration, Purchasing Division.

2.6. "**Award Document**" means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

2.7. "**Solicitation**" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.8. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.9. "Vendor" or "Vendors" means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

✓ **Term Contract**

Initial Contract Term: This Contract becomes effective on upon award and the initial contract term extends until one year

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to (3) three successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Q **Alternate Renewal Term** — This contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

Q **Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____ days.

Q **Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that maintenance, monitoring, or warranty services will be provided for _____ year(s) thereafter.

Q **One Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

Other: See attached _____

4. **AUTHORITY TO PROCEED:** Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

5. **QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

Q **Open End Contract:** Quantities listed in this Solicitation/Award Document are approximations only, based on estimates supplied by the Agency. 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.

Q **Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

- ✓ **Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

Q **One Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

6. **EMERGENCY PURCHASES:** The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

REQUIRED Documents: All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

BID BOND (Construction Only): Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project shall furnish a valid bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

- ✓ **PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of 100% of the contract. The performance bond must be received by the Purchasing Division prior to Contract award.

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LABOR/MATERIAL PAYMENT BOND: The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable. Notwithstanding the foregoing, West Virginia Code § 5-22-1 (d) mandates that a vendor provide a performance and labor/material payment bond for construction projects. Accordingly, substitutions for the performance and labor/material payment bonds for construction projects is not permitted.

Q MAINTENANCE BOND: The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

LICENSE(S) / CERTIFICATIONS / PERMITS: In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

□

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

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8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below and must include the State as an additional insured on each policy prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether that insurance requirement is listed in this section.

Vendor must maintain:

✓ **Commercial General Liability Insurance** in at least an amount of: 1,000 000.0 per occurrence.

✓ **Automobile Liability Insurance** in at least an amount of: \$500,000.00 per occurrence.

✓ **Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: \$1,000,000.00 per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

Q **Commercial Crime and Third Party Fidelity Insurance** in an amount of: _____ per occurrence.

Q **Cyber Liability Insurance** in an amount of: _____ per occurrence.

Builders Risk Insurance in an amount equal to 100% of the amount of the Contract.

Pollution Insurance in an amount of: _____ per occurrence.

Q **Aircraft Liability** in an amount of _____ per occurrence.

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Notwithstanding anything contained in this section to the contrary, the Director of the Purchasing Division reserves the right to waive the requirement that the State be named as an additional insured on one or more of the Vendor's insurance policies if the Director finds that doing so is in the State's best interest.

9. WORKERS' COMPENSATION INSURANCE: Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. [Reserved]

11. LIQUIDATED DAMAGES: This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

\$1,000.00 per day for **being more than 10 business days late achieving a live date based on approved project schedule**

Liquidated Damages Contained in the Specifications.

Liquidated Damages Are Not Included in this Contract.

12. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

13. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

14. PAYMENT IN ARREARS: Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

15. PAYMENT METHODS: Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

16. TAXES: The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

17. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

18. FUNDING: This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

19. CANCELLATION: The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

20. TIME: Time is of the essence regarding all matters of time and performance in this Contract.

21. APPLICABLE LAW: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code, or West Virginia Code of State Rules is void and of no effect.

22. COMPLIANCE WITH LAWS: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

23. ARBITRATION: Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

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24. MODIFICATIONS: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

25. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

26. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

27. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

28. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

29. STATE EMPLOYEES: State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

30. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/liurchase/iirivacy/default.html>.

31. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

32. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

33. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

34. VENDOR CERTIFICATIONS: By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein.

Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

35. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

36. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees front and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

37. PURCHASING AFFIDAVIT: In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State, Vendors are required to sign, notarize, and submit the Purchasing Affidavit to the Purchasing Division affirming under oath that it is not in default on any monetary obligation owed to the state or a political subdivision of the state.

38. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

39. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

Q Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

Q Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.division@wv.gov.

40. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check. Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

41. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, front steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process.
- c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:

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1. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
2. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

42. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the vendor must submit to the Agency a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-award interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

44. PROHIBITION AGAINST USED OR REFURBISHED: Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

45. VOID CONTRACT CLAUSES — This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Aaron Wolfe – Programs Manager

(Name, Title)

AARON WOLFE PROGRAMS MANAGER

(Printed Name and Title)

1751 RIVER RUN SUITE 301 FTWORTH, TX 76107

(Address)

800-493-0122 x 1

(Phone Number) / (Fax Number)

AARON.WOLFE@TEAMSEWELL.COM

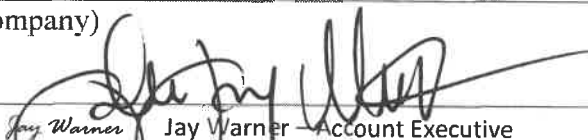
(email address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code * 5A-3-62, which automatically voids certain contract clauses that violate State law.

Sewell Fleet Management

(Company)



Jay Warner Jay Warner – Account Executive
(Authorized Signature) (Representative Name, Title)

Jay Warner – Account Executive

(Printed Name and Title of Authorized Representative)

08/13/2021

(Date)

800-493-0122

(Phone Number) (Fax Number)

Revised 07/01/2021

REQUEST FOR PROPOSAL

WVDOT FLEET AND EQUIPMENT MANAGEMENT SYSTEM RFP CRFP DOT22*01

SECTION 4: PROJECT SPECIFICATIONS

4.1. Background and Current Operating Environment

WVDOT is seeking a Fleet and Equipment Management System solution to support the needs of the WVDOT Division of Highways (WVDOH) and the State Rail Authority (SRA).

WVDOH is the state agency responsible for managing the state highway system for the State of West Virginia. WVDOH is responsible for planning, engineering, right-of-way acquisition, construction, reconstruction, traffic regulation and maintenance of more than 35,000 miles of state roads. Additional duties include highway research, outdoor advertising contiguous to state roads, roadside development, safety and weight enforcement and dissemination of highway information. WVDOH is managed through divisions based in the central office in Charleston, West Virginia and 10 District offices located across the state.

WVDOH owns, operates and maintains their own vehicles along with highway construction and maintenance equipment. The WVDOH Equipment Division is located in Buckhannon, WV, with additional garage and repair facilities located across the State in each of WVDOH's ten (10) districts. Exhibit 1 provides an overview of WVDOH's fleet and equipment assets. WVDOT estimates 100 users for the Fleet and Equipment Management system located across the state.

EXHIBIT z: SUMMARY OF WVDOH FLEET AND EQUIPMENT ASSETS

Equipment Type	Quantity
Passenger Cars	2,040
Single Axle Dump Trucks	730
Tandem Axle Dump Trucks	401
Graders	218
Excavators/Backhoes	179
Pavers	10

The WVDOT SRA is headquartered in Moorefield, WV. Among the responsibilities of SRA is the operation of South Branch Valley Railroad (SBVR). SBVR is a 52.4-mile route from Petersburg to Green Spring where the SBVR links to the CSXT mainline connecting Cumberland, MD to Martinsburg, WV. SRA's fleet of rail and work vehicles and equipment will be included within the new Fleet and Equipment Management solution. WVDOT estimates there will be approximately 10 SRA users of the new system.

WVDOT has an existing agency-level Equipment Management System which provides a broad range of fleet and equipment management functionality which is utilized by WVDOH and SRA. The necessary functionality can be broken up into Equipment Management, Preventative Maintenance, Repairs, and Fuel Tracking.

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The current WVDOT Equipment Management System is a custom developed mainframe-based legacy application. Along with WVDOT's other legacy administrative systems, these applications have been designed to be tightly integrated to support WVDOT operations, where they interface with the wvOASIS ERP system to support accounts payable processing and the transfer of summary-level financial information to wvOASIS. The WVDOT timekeeping application also interfaces to wvOASIS for payroll processing at the detail level.

The existing WVDOT administrative systems are approximately 35 years old. These systems are primarily written in the CICS/COBOL (Customer Information Control System / Common Business Oriented Language) Programming computer languages using VSAM (Virtual Storage Access Method) as the file structure. Some additional subsystems have also been developed utilizing SAS business analysis software. These systems primarily execute in the mainframe environment operated by the WV Office of Technology (WVOT).

The existing WVDOT core administrative systems have several limitations. These include:

- Increased risk associated with hardware and software being operated well beyond their technically designed lifecycle, are reaching end of support and are technically and functionally obsolete;
- Limitations in the functionality of the parts inventory system complicate WVDOT's management of its equipment and fleet valued at approximately \$336 million;
- Inability to interface WVDOT's current systems with Internet applications creating difficulties in the timely reporting of or providing access to information desired by policymakers, other stakeholders, and the citizens of West Virginia; and
- + Most of the WVDOT staff knowledgeable about these systems may be eligible to retire from WVDOT service within the next five years.

To support WVDOT's fleet and equipment operations, the new Fleet and Equipment Management System (hereafter referred to as the Vendor's Proposed System or VPS) shall provide asset inventory/registry, work management, warranty management, planning and budgeting, modeling and analytics and management reporting capabilities in support of WVDOT fleet management operations. The new VPS will also adhere to various application and technical architecture standards and specifications.



Sewell Fleet Management, a division of the Sewell Family of Companies that was started in 1911, is based in Odessa, TX. The Sewell Family takes pride in providing award winning client satisfaction results by utilizing best practices in all of our business ventures.

Our fleet management team will work closely with your team to insure a seamless transition to our management platform.

We employ a dedicated and knowledgeable staff that is available to assist in all facets of this implantation.

4.2. Project Goals and Mandatory Requirements

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WVDOT is currently engaged in a multi-year initiative to transform its legacy financial, administrative, project and program management, work management and asset management systems to a next generation set of highly integrated management systems. As part of the statewide implementation of the wvOASIS Enterprise Resource Planning (ERP) program, WVDOT implemented CGI Advantage Financials in October 2018 as the agency's financial system of record. WVDOT is now engaged in implementing a number of other new system components which taken together will create a state-of-the-art Transportation Management System which is designed to either integrate or interface with the State of West Virginia's wvOASIS ERP environment.

WVDOT is currently implementing HUB, a new program and project management system which will be tightly integrated with wvOASIS and the CGI HRM Time and Leave module for time and leave management. WVDOT is also preparing to initiate an extension of its existing Deighton dTIMS solution which currently supports bridge and pavement assets to provide asset inventory functionality for most transportation assets and to integrate this asset inventory with Deighton's Operations Management System module to provide maintenance management and other work management functionality for facilities and linear assets.

Another key element of the envisioned WVDOT Transportation Management System is a Fleet and Equipment Management System which supports WVDOT's implementation of fleet management best practices. The primary purpose of this Request for Proposals (RFP) is to obtain a commercial-off-the-shelf fleet management system to manage the department's fleet and equipment assets; implementation services to deploy the proposed fleet management system to production status; and post implementation support services. The new Fleet and Equipment Management System will integrate with wvOASIS as the fixed asset system of record for the State and to provide equipment cost information as required for cost capture for State and federal projects and to support billing for federal reimbursement which is performed in wvOASIS.

In parallel with the implementation of a new Fleet and Equipment Management system, WVDOT will be implementing the Consumable Inventory module within wvOASIS to support the agency's consumable inventory requirements. The Vendor's proposed fleet and equipment management system will be expected to integrate with the wvOASIS consumable inventory module to support materials management requirements for the WVDOT and SRA fleet management operations.

WVDOT is open to implementing the Fleet and Equipment Management System) either on-premise at the State of West Virginia Data Center in which the software is acquired in a traditional software licensing model or in a Software as a Service (SaaS) model in which the system runs in a data center managed by the Vendor or a third-party provider under subcontract to the Vendor.

The Vendor should describe its approach and methodology to providing the service or solving the problem defined by the goals/objectives identified below. The Vendor's response should include technical information about how the proposed approach compares and contrasts to other possible approaches.

4.2.1. Goals and Objectives — The project goals and objectives are listed below.

4.2.1.1. Vendor's proposal should provide an architectural design based on the capacity and storage requirements listing in this RFP. The proposal should include a description of the methodology that will be utilized to size, plan, and execute the implementation of a turnkey solution.

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SEWELL FLEET
MANAGEMENT

Our management portal is web-based, which allows us to execute this turnkey solution seamlessly.

- 4.2.1.2. Vendor's proposal should outline all software and hardware components required to meet the mandatory requirements. The proposal should identify any features/functionality that exceed the mandatory requirements. The proposal must contain technical documentation on each component in the proposed solution. This documentation will allow for a comprehensive evaluation.

SEWELL FLEET
MANAGEMENT

With our web-based portal, we are able to meet all of your mandatory requirements.

- 4.2.1.3. Vendor should describe the process for deploying the components outlined in the proposal and should address a recommended approach for the migration of existing data and services.

SEWELL FLEET
MANAGEMENT

Our team of IT experts should be able to extract the existing data to migrate into our platform.

- 4.2.1.4. Vendor should describe the VPS technical support and maintenance needs along with their staff capability to support them and include a detailed plan for hardware/software support and knowledge transfer, installation, ongoing support, and training.

SEWELL FLEET
MANAGEMENT

You will be provided with a dedicated Account Manager to support all of your transitional and ongoing requirements as needed for reporting and training.

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4.2.1.5. The proposed solution should be compatible with the State of West Virginia software standards and security policies. The solution should be compatible with Google Workspace products (the State is currently transitioning from Microsoft Office to Google Workspace) and the State of West Virginia's acceptable use policy. These policies are located at: <https://technology.wv.gov/security/Pages/policies-issued-by-the-cto.aspx>.

SEWELL FLEET
MANAGEMENT

Our team will work closely with your team to ensure that all security measures are met and that compatible reporting is accomplished.

4.2.1.6. Vendor's proposed solution should support WVDOT in achieving operational excellence in terms of the Fleet Equipment Scheduled Maintenance process as follows:

- Facilitate the configuration of Preventive Maintenance criteria, which will trigger preventive maintenance activities and notify owners about preventive maintenance due activities for equipment and vehicles.
- Facilitate in-house repair orders and work reporting in the system.
- Keep all preventive maintenance repair history updated.
- Record and track commercial preventive maintenance repairs performed by a third party through either entry of the work performed into the system or importing of information provided by the third party who performed the work.
- Facilitate the management of specific, hierarchical preventive maintenance scheduling.

SEWELL FLEET
MANAGEMENT

Our management program will easily facilitate your PM criteria. Our system will alert drivers and managers automatically when scheduled maintenance is required as determined by the parameters set up by vehicle type and usage types.

We will be able to manage in house repairs and inventory management.

Our program will also store and update all work orders for easy access for monitoring and reporting as needed.

Our partnership with thousands of repair vendors and national account vendors across the US and Canada will allow us to have an outlet for repairs and maintenance that can't be completed within the in-house network.

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4.2.1.7. Vendor's proposed solution should support WVDOT in achieving operational excellence in terms of the Equipment Repair business process as follows:

- Facilitate in-house repair orders and work reporting in the system.
- Support importing of commercial repair data for work performed by a third party.
- « Keep all repair history up to date.

SEWELL FLEET MANAGEMENT

Our system is capable of managing in-house and third party repairs and will consolidate all repair history for easy access for monitoring and reporting.

4.2.1.8. Vendor's proposed solution should support WVDOT in achieving operational excellence in terms of the Fueling process as follows:

- Accurately track the fuel usage and cost history of all State-owned equipment and vehicles by vehicle.
- » Track all types of fueling transactions including automated bulk fueling transactions (currently tracked using the Fuel Master system), commercial fuel cards, and manual fueling transactions.
- Provide for the billing of fuel issues to other State Agencies.

SEWELL FLEET MANAGEMENT

Our fuel management system will easily allow for the accurate tracking of fuel transactions, fuel costs and fuel usage thru a fuel card program that is tied to drivers, equipment or both. Our fuel cards are provided at no cost to the end user and we do not have any lost or damaged card fees if replacement cards are needed.

We have the ability to set up billing to any entity provided by the state.

4.2.1.9. Vendor's proposed solution should support WVDOT in managing the full asset lifecycle and in prioritizing assets for replacement as follows:

- Support managing of fleet and equipment cost allocation and in conjunction with wvOASIS support billing for equipment usage.
- « Plan for retirement/replacement of equipment and the acquisition of equipment.
- + Manage asset ownership assignments and transfers during the lifecycle of the assets.

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- Manage disposal/retirement of equipment in conjunction with the wvOASIS fixed assets module.



Our management system has the capability to track multiple variables when it comes to the lifecycle of assets. We monitor multiple inputs such as engine hours, fuel economy, miles driven, age of asset and others to allow our team to work with your team to determine the optimal time for asset replacement. Our long history in the automotive industry allows us access to a wide array of options when it comes to purchasing and retiring assets.

4.2.2. Mandatory Project Requirements

The following mandatory requirements relate to the goals and objectives and must be met by the Vendor as a part of its submitted proposal. Vendor should describe how it will comply with the mandatory requirements and include any areas where its proposed solution exceeds the mandatory requirement. Failure to comply with mandatory requirements will lead to disqualification, but the approach/methodology that the vendor uses to comply, and areas where the mandatory requirements are exceeded, will be included in technical scores where appropriate. The terms "must," "will," "shall," "minimum," "maximum," or "is/are required" identify a mandatory item or factor. However, use of the terms "must," "will," "shall," "minimum," "maximum," or "is/are required" in the requirements matrices in Attachment A indicates that such items are expected, but failure to comply with the provisions in the requirements matrices utilizing the above-mentioned terms will not result in automatic disqualification of the proposal. Decisions regarding compliance with any mandatory requirements shall be at the sole discretion of the WVDOT. The mandatory project requirements are listed below.

4.2.2.1. Single Vendor to Execute the Contract

WVDOT is seeking proposals from Vendors who have the technical/functional experience and a proven track record in configuration, design, testing, implementation and integration of its proposed commercial off-the-shelf Fleet and Equipment Management solution. The Vendor shall demonstrate an understanding of the fleet and equipment management business areas and should demonstrate experience in implementing its proposed Fleet and Equipment Management solution for organizations similar to WVDOT in size and scope (for example state transportation agencies (preferred), large public works agencies, state fleet agencies, and other organizations with significant fleet management operations including transit, rail, airport, seaport, facilities construction, water or power utilities, mining, etc.).

The WVDOT is seeking a single Vendor that shall be responsible for providing both a complete software solution and all requested services required for a successful implementation, including production support. The Vendor may team with multiple firms in its proposal, but there shall be a single primary Vendor that will execute the systems integration contract expected to result from this RFP and will coordinate, integrate, and be accountable for all products and services proposed. This excludes a joint venture arrangement between vendors or joint response to this RFP as such arrangements will not be allowed. This restriction does not prohibit multiple vendors from proposing the same subcontractor(s) or software as a part of their proposals using a primary vendor as described previously.

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One award to a single prime Vendor is anticipated under this solicitation. Based on this one award, however, WVDOT anticipates potentially executing multiple agreements including but not limited to:

- Systems integration contract with the prime contractor for implementation and postproduction support services; and
- Software licensing and maintenance agreements with one or more software solution provider(s) proposed by the selected prime Vendor. The cost of the software license and applicable software maintenance for the duration of the implementation project effort may be invoiced through the selected prime Vendor. However, because the Fleet and Equipment Management software providers will be long term business partners of WVDOT, it is important for WVDOT to initiate the contract relationship with the software providers at the start of the project.



Our management program is a stand-alone entity that should be able to facilitate all of your requirements. We will work closely with your team to ensure that all of your requirements are adhered to.

4.2.2.2. Project Location and On-site Work

On-site work during the implementation project will be performed as required at WVDOT Headquarters in Charleston, WV; the WVDOT Equipment Division Headquarters in Buchanan, WV; the State Rail Authority offices in Moorefield, WV; and as required at WVDOT District offices and other WVDOT locations across the State of West Virginia. It is expected that the Vendor will work on-site for those project activities requiring extensive user interaction such as requirements confirmation, training the core project team on the VPS, user acceptance testing, train-the-trainer, etc. However, the ability to perform on-site work will be subject to the prevailing COVID-19 or similar health related emergency protocols and Federal, State, and local regulations in place at the time of the Contract start. WVDOT will work with the selected Vendor to make any adjustments to the project approach which may be required based on the health protocols in place at the time of Contract Award.

At this time, the Transportation Management Project Team which will be overseeing this project is located at 1900 Kanawha Blvd. East, Building 5, 4th Floor, Charleston, WV 25305.



Our team will work onsite as needed to transition your assets and work histories into our management portal. We will set aside as much time as needed for this transition to be seamless and trouble free.

4.2.2.3. Fleet and Equipment Management Functional Requirements

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The VPS shall support short-term and long-term maintenance planning, including scheduling work orders, projecting resource requirements (labor, material, etc.), and highlighting labor, parts, or capacity shortages or excesses. In addition, the system shall be fully integrated with the Consumable Inventory module in wvOASIS. The key capabilities required of the VPS are described in further detail below.



Our program is capable of supporting and accessing information to ensure that the state is not paying too much for parts or labor. We also will utilize our staff of ASE trained call center technicians to determine cost effectiveness and diagnostic reliability from third party vendors.

4.2.2.3.1. Asset Inventory/Asset Registry

Asset Inventory/Asset Registry capabilities shall support entry, tracking, and management of all types of fleet and equipment units in a single enterprise inventory including, but not limited to passenger vehicles; light duty trucks; maintenance and construction equipment; specialty tools and equipment; West Virginia State Rail Authority rolling stock and work equipment and other fleet classes/types as WVDOT may acquire. Asset Inventory/Asset Registry functionality shall include:

- » **Asset Inventory:** Uniquely identify and define each WVDOT fleet or equipment asset in a Fleet and Equipment asset inventory and store asset attribute and reference information for each asset.



Each asset will be individually identifiable via a VIN or other identifier specific to the asset.

- + **Leasing and Financing:** Store lease/rental information for any fleet units which are leased by WVDOT, integrate with the State of West Virginia wvOASIS Advantage Financials accounts payable function to automatically generate payment request for monthly or other recurring payments for leased or financed vehicles, and store financing information.



We have the ability to store asset leasing and financing information to allow easy access for your team to gather reports for depreciation and terms and our team can easily generate payments as needed and bill accordingly.

- + **Licenses and Permits:** Store and track annual registration/license/permit/emission renewals for vehicles and other motorized equipment separate from preventive maintenance services including registration/license/permit type, date of expiration and renewal and associated fees.



Our system will easily store all pertinent information as needed for any scheduled renewals such as registrations, driver information for licensing or medical requirements, permits just to name a few.

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- **Service Call and Incident Tracking:** Capture and track information on incidents involving WVDOT fleet and equipment assets. Incidents can include accidents or other vandalism, tire blowouts, any non-accident related item that could lead to a work order or log a work request.

SEWELL FLEET MANAGEMENT

We will capture and track all incidents that are called in for any reason and handle accordingly with arrangements that are agreed upon.

- e **AVL Integration:** Provide the capability to integrate with CAD AVL equipment and system(s) to allow for viewing vehicle activity history including operator, activity, location and date and time of activity.

SEWELL FLEET MANAGEMENT

With an active telematics program, we will be able to monitor and track asset locations, set up geofences as needed and track live operations for your management team to access.

- **Fuel Management:** Maintain inventory of fuel cards and track various other fuel management attributes including fuel type (account for gas, diesel, CNG, electric, multiple fuel types and capacities), equipment information such as operator, vehicle, etc., tank capacity, and fuel card expiration dates. Support integration with Fuel Master to track fuel usage by each fleet and equipment asset.

SEWELL FLEET MANAGEMENT

Our fuel card program is capable of handling multiple fuel types at various locations and has the ability to allow or limit fuel usage by dollar amount or gallons and by driver or asset.

- **Work Management Integration:** Integrate with the work management functions and the wvOASIS Advantage Financials application to obtain vehicle and equipment usage information entered by WVDOT staff on work orders and update the vehicle inventory information with the mileage or hours utilized as appropriate.

SEWELL FLEET MANAGEMENT

Our open platform allows us to integrate many different functions for accessibility

- + **Tire Management:** Maintain reference information specific to tires for each tire, including equipment tire is installed, brand, model, type, dimensions, lifecycle tread usage cumulative across installed equipment, etc.

SEWELL FLEET MANAGEMENT

Our system has the ability to input all specific tire information in for any asset.

- + **Availability, Usage and Downtime:** Automatically update and track the real-time status and availability for service for all assets.

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SEWELL FLEET MANAGEMENT

You will be able to track active and inactive assets and retrieve real time data regarding the status of all assets

- **Motor Pool:** Set-up and manage one or more motor pools. The system should provide reservation functionality and/or provide the ability to integrate with a reservation system and a telematics solution as well as integration with the wvOASIS ERP to track and manage usage and cost information for reservations to state staff external to the owning department staff.

SEWELL FLEET MANAGEMENT

Our system will allow you to set up multiple divisions and with each driver utilizing their own personal key fob you will see who, what, when and where for drivers and assets.

- **Maintenance History:** Maintain operating and maintenance history detail for all assets.

SEWELL FLEET MANAGEMENT

Our system will offer your team access to all recorded maintenance history on all assets and will also provide access to the repair facilities invoices that we copy into our portal.

- **Performance Analysis:** Support defining and tracking asset performance and performing analysis relating to all information available in the system.

SEWELL FLEET MANAGEMENT

You will have a dedicated Account Manager that will work closely with your team providing tracking and reporting as needed to keep you informed on the status of your fleet.

- **Acquisition, Replacement and Surplus:** Track detailed information on the acquisition and replacement of both purchased and constructed assets.

SEWELL FLEET MANAGEMENT

Our system will add, update and track all pertinent information regarding all current and newly purchased assets.

- » **Fleet and Asset Planning:** Define parameters for long term fleet planning projections such as specific series and models of vehicles, number of vehicles in each series, planned maintenance jobs for vehicles and assets including standard labor hours and maintenance frequency, etc.

SEWELL FLEET MANAGEMENT

Your Account Manager and Account Executive will work hand in hand with your team to ensure that you are getting the right equipment for the intended application. We will accomplish this by monitoring your current assets and reporting data to your team. We will work closely with management and the ground force workers to gather the necessary information we need to provide the proper response to the needs at hand.

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- **Costing and Billing:** Support allocation of vehicle operating cost to projects, grants and overhead accounts.



You will have the ability in our system to assign assets to the job allocations or departments as needed and can set up portal management for different team members as needed.

4.2.2.3.2. Work Management

The Work Management function shall provide a work planning and management solution that will support the identification of potential issues through a work request process and the planning, scheduling, management and tracking of various maintenance management activities performed by WVDOT on the range of fleet and equipment asset classes. Work management capabilities shall include:

- **Problem Reporting:** Provide an Intranet based capability for an employee to report issues related to fleet and equipment assets.

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- **Reporting and Managing Problems, Work Requests:** Automatically generate work requests (problem reports/defects) if usage, meter readings, and other condition measurements deviate from pre-defined tolerances for an asset or if a pre-defined event occurs; manually generate work requests from manual sources such as defects found during preventive maintenance, operator vehicle condition reports. Work Orders are created from Work Requests if the request is approved.



Our portal will allow you to set up specific parameters to notify assigned workers and managers when there is an issue that needs to be resolved. Employees or managers can create a work order in the portal or contact our call center to ask questions about the concern and start a work order.

- **Planned/Preventive Maintenance Program Management:** Define and maintain a Planned / Preventive Maintenance program for each fleet and equipment asset and/or sub-assets asset types, asset model, class or series using a library of standard preventive maintenance job templates for jobs included in the preventive maintenance program with defined intervals for performing each job. If the preventive maintenance is required by external directive, provide indication on the preventive maintenance work order of the originating source (local, state, federal agency). Provide comprehensive and detailed history of asset usage, maintenance, performance and cost to support effective asset management throughout the entire asset life cycle.



We will load your specific maintenance parameters by asset into our portal. Email and/or text messaging can be utilized to inform the assigned operator and manager that service is due and will inform them of what steps to take to get the service completed.

- **Major Overhauls, Asset Rehab and Campaigns:** Provide the capability to define and track major maintenance programs (e.g., overhauls) consisting of a series of maintenance jobs to be completed for a single asset, or specific asset groupings, models or series, or location performed on user defined scheduling criteria. As with regular maintenance, WVDOT requires complete and detailed tracking of the actual work performed, costs, and resources consumed for each action performed on each asset.



Our system will track all major repairs and your Account Manager will work with you to determine the best course of action to take if a major overhaul is needed. Our call center technicians will also come into play regarding the need for the repairs and utilizing their years of experience in the field to confirm the repair request and negotiate the best pricing if you choose to authorize the repairs.

- **Maintenance Standard Job Definition:** Define standard maintenance job templates to predefine a specific scope of work for specific asset classes or asset types, including the specification of a job code, labor hours, skills, materials, and equipment needed to perform a job.

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SEWELL FLEET MANAGEMENT

Our team can work with your team to define standard maintenance templates that can be utilized in your in-house repair facility to expedite the repair process and maintain cost effectiveness.

- « **Maintenance Resource Definition:** Define specific maintenance locations, shops, and facilities and a list of maintenance work to be performed at each facility; indicate the specific assets maintained at each facility and the equipment at the location as well as the labor resources available by labor classification.

SEWELL FLEET MANAGEMENT

Your Account Manager can work with your network of authorized repair facilities to negotiate a menu of asset specific maintenance programs.

- **Work Order Planning:** Define maintenance work and resource requirements, schedule and assign work and resources, monitor work in process, capture information on work activity, and record work results, including time and costs. Manage maintenance resources including WVDOT and contractor personnel, facilities, materials, and tools. Provide the ability to plan, monitor, and forecast annual work quantities and required resources (labor, equipment, material, and budget) for fleet and equipment assets at a program level.

SEWELL FLEET MANAGEMENT

Our team of certified call center technicians will confirm repair requests and negotiate repair costs to ensure that the repairs being requested are legitimate and that you are getting the best pricing available for those repairs. Your Account Manager is also going to be available to reach out to as an asset to work on your behalf if you are having difficulties with a specific repair or repair facility. We will utilize any influence we can to resolve any issues and may even recommend moving the asset to another facility if a viable agreement can't be reached.

- **Work Order Description:** Identify the fleet and equipment asset to which the work applies. Provide the ability to attach/access/retrieve standard asset documentation from the work order, including drawings, maintenance manuals, etc. Identify the reason for the work order, define the work to be done and the labor resources required, etc.

SEWELL FLEET MANAGEMENT

All work orders created are asset specific for history, tracking and reporting functions.

- » **Work Order Creation:** Provide the capability to create work orders using several methods — on demand, from templates, from defects found during a preventive maintenance activity, as the result of an incident, from a warranty failure, recall or service bulletin, etc.

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Our system is capable of creating work orders in a variety of ways that will meet your needs.

- **Work Activity Recording:** Provide the capability for multiple individuals to work on multiple assets on a single work order and link specific work jobs or steps to a specific asset. Provide a method of allocating labor and material cost accurately to specific assets, with the cost then interfaced back to wvOASIS. Provide the capability to designate a work order as a service/road call, or link a work order to a service/road call/incident event and to record travel time, service information (route, run, operator), road conditions, etc. Provide detailed description, classification, and reporting of asset failures by asset type, component, and system. Allow the ability to match repair codes to the reported failure. Support various maintenance failure analysis methods for developing asset/part modifications/replacements, adjustments to planned maintenance programs, and other actions to support continuous improvement of asset reliability and performance.



Our system is capable of assigning labor and materials to any asset, and can assign multiple technicians to one asset if needed if they are performing specific duties on the asset. We can also create and monitor roadside repairs and add labor and materials as needed.

- **Work Activity Timekeeping:** Provide the capability to integrate with wvOASIS Advantage Financials and Human Resource Management (HRM) to capture and track the actual time and associated labor cost attributed to a work order.



Our system has the ability to track and monitor labor hours utilized per job to compare with actual hours.

- **Work Order Tracking and Monitoring:** Provide real-time monitoring of work order status and provide information required to manage and adjust work as required, including the estimated time remaining on the work order (planned or estimated time less elapsed time). Other information may include but is not limited to percent complete based on the projected time to complete remaining tasks, current task or step being performed and the employee(s) currently assigned, number of tasks completed and percentage, hours accumulated against each task, projected completion date/time, percent ahead or behind schedule based on actual labor versus standard for the job tasks or steps completed, accumulated cost detail, and current work order status.



With our system your management teams will be able to see the status of all assigned assets on their individually customizable dashboard.

- + **Work Order Closeout:** Automatically calculate total work order costs and update asset maintenance history upon closing a work order.

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All work completed is automatically updated on the dashboard for easy access for tracking and reporting.

- **Component Rebuild Management:** Provide support to track components through the entire repair and rebuild cycle and maintain component operating and maintenance history. Provide the capability to manage and track the status, movement, and history of serialized components. Provide the capability to define major components, sub-components, assemblies and sub-assemblies that will be individually tracked by serial number, or another unique ID.



We have the ability to assist in locating major components and tracking delivery times and availability. When a major component is installed on an asset we have the ability to input all warranty and part information to ensure we have all the information needed in the event of a failure in the future.

- e **handheld/Mobile/Tablet Devices:** Provide support for work orders from handheld/mobile devices (create and perform).



- » **Management of Contractors:** Manage inspection, maintenance, and work contracted out to a vendor or contractor; capture work details and cost. Monitor actual vendor or contractor performance versus service-level targets. Track performed warranty work for reimbursement. Manage repair and return of rebuilt assets, which requires the tracking of serialized components sent for repair (either the return of the same item or a replacement).



All work performed is updated and kept in our portal for review at any time as needed. In the event of warrantable repairs, our team will work with the repair shops and manufacturers to ensure all warranty requirements are adhered to.

- **Workforce Management:** Integrate with the wvOASIS Advantage HRM module to obtain employee information including status, vacations, training and certification information. Store basic information on workforce records, including job title, home location, job function, supervisor/shift, name, address, union affiliation, certifications, skills, all assigned assets including phones, cars, and uniforms, etc. Track training requirements.



Our open API system will allow us to integrate driver information into the portal for tracking as needed.

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- **Costing and Billing:** Integrate with wvOASIS Advantage Financials to obtain the required actual cost data. Accumulate comprehensive maintenance costs by asset, type of work, and other breakdowns for the purpose of providing input to capital and operating budgets, maintenance cost analysis, repair or replace decisions, internal versus external maintenance decisions, etc.



Our portal will enable all assigned users to track and report a large variety of information allowing your team to determine the best plan of action in regards to asset management.

4.2.2.3.3. Warranty Management

The VPS shall identify asset, component, and parts warranties. The system should define warranty terms and conditions, and vendor or contractor responsibility for warranty service. The VPS should highlight work under warranty, identify and file warranty claims, and track warranty service and reimbursements. Warranty functionality shall include:

- **Work Management:** Automatically generate and track warranty claims from the work order system based on user-defined business rules including what are warrantable repairs versus maintenance items and repairs not covered.
- + **Claims:** Generate and track warranty claims from the work order system including claim number and date, vehicle/asset/component, original cost (if applicable), RMA, repair cost, claim amount, text descriptions or notes, claim status (user defined categories), claim disposition and date, actual recovery amount or value received by WVDOT, type of disposition (e.g., reimbursement, replacement part, credit toward future purchases, etc.), comments, etc.
- « **Payments/Reimbursements:** Track warranty work performed by external contractors and vendors and automatically create claims for reimbursement if appropriate. Provide the ability to credit an asset or inventory based on reimbursement or other credit received in response to a warranty claim, to receive a replacement part or component into inventory at no cost, to track a credit against future purchases from the vendor, or to record vendor repairs under warranty for asset history.



Our team will work directly with repair facilities and manufacturers to ensure warrantable repairs are addressed.

Our portal comes equipped with data entry points that allow all warranty information available per asset is input and accessible by our call center technicians and all members of your team.

4.2.2.3.4. Planning and Budgeting

The VPS shall provide support for capital planning based on asset condition, criticality, performance, or other criteria and plan for and identify funding needs and sources. Planning and budgeting functionality should include:

- + **Performance Standards:** Create and maintain performance guidelines based on user-defined business rules for all work management activities.

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- « **Operating Budget Development:** Generate annual budgetary plans utilizing existing asset data and standard work order templates to project labor and material needs.
- **Operating and Maintenance History, Performance Analysis, and Costs:** Maintain operating and maintenance history detail for all assets including problems posted, fuel/power and fluids consumption and operating costs, maintenance/rebuild work order detail, warranty claims, etc. Record and track the source and category of funds used for acquisition, operations and maintenance of a particular asset.
- **Long Term Maintenance Resource and Fleet/Asset Planning:** Forecast asset disposal/retirement based on user-defined criteria, such as mileage and/or other metrics, for user-defined time periods.
- **Capital Programming:** Provide support for long term forecasting of capital needs.



Your assigned Account Manager will review the assets on a regular basis and work with your team on tracking and reporting to optimize life cycle planning and minimize overall cost per mile per asset.

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4.2.2.3.5. System Integrations/Interfaces

Several interfaces will have to be designed and developed to support WVDOT's Fleet and Equipment management functionality. These interfaces include but are not limited to:

- « An interface with wvOASIS Advantage Financials Procurement module to initiate purchase requisitions in wvOASIS based on asset planning performed in the Fleet Management system;
- An interface with wvOASIS Advantage Financials Procurement and Fixed Assets module upon receipt and initiation of commissioning of the new fleet or equipment asset. The fleet and equipment asset record will be initially created in wvOASIS as the system of record for State of West Virginia assets and then interfaced to the Fleet Management System to create the fleet record in the VPS and allow WVDOT to enter additional information about the fleet/equipment asset beyond that maintained in wvOASIS;
- An interface with the West Virginia Board of Risk and Insurance Management (BRIM) to provide vehicle information for risk management and insurance;
- An interface with wvOASIS Advantage Financials and Human Resource Management to support set-up of repair orders as task orders in Advantage to allow employees to charge time to repair orders in Advantage Human Resource Management (HRM);
- + An interface with wvOASIS Advantage Financials to receive actual hours and labor costs for each repair order/task order back when payroll is processed;
- An interface with wvOASIS Advantage Financials to obtain vehicle and equipment usage information entered by WVDOT staff as part of time reporting in Advantage Human Resource Management (HRM);
- + A two-way interface with the Inventory module within wvOASIS Advantage Financials to support tracking of inventory activity related to Fleet and Equipment operations (charge outs to a repair order, returns to inventory when a repair order closed out, etc.);
- » Two-way interface with Fuel Master application for fuel usage; and
- Two-way interface with DOA Fleet Management Office for leased passenger equipment.

Exhibit 2 below depicts the envisioned integration between the new Fleet and Equipment Management system and the rest of the wvOASIS ERP environment.



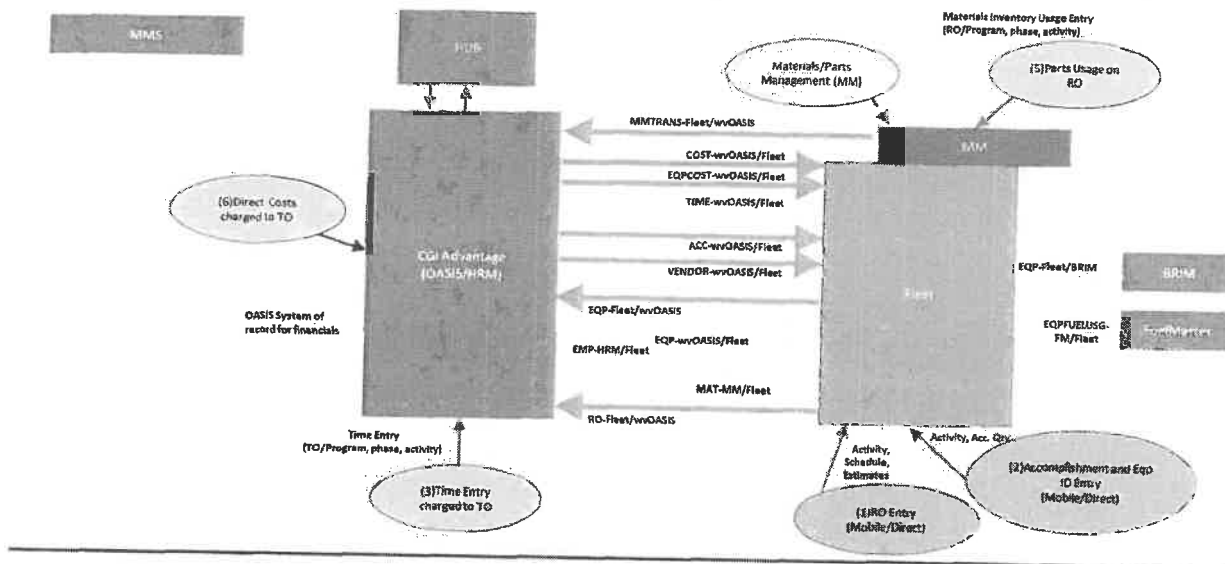
Our open API should allow us to integrate all necessary information as needed for tracking and reporting.

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EXHIBIT z: PROPOSED TO-BE INTEGRATION ARCHITECTURE FOR NEW WVDOT FLEET MANAGEMENT SYSTEM

Interfaces— Anticipated (WVDOH Version)



4.2.2.3.6. Modeling and Analytics

The VPS shall:

- Capture asset-related costs throughout the entire life cycle of the fleet and equipment asset from commissioning through disposal;
- a Allocate costs to individual assets and aggregate costs for various asset groupings, including models, types, classes and subclasses; and
- Provide for the use of alternatives identification procedures, level-of-service criteria, maintenance cost minimization, and multi-period optimization within the modeling and analytics functions.

SEWELL FLEET MANAGEMENT

All information regarding any work performed on any asset is maintained within our portal for easy access and can be categorized as needed by department, cost center, etc...

4.2.2.3.7. Management and Reporting

The VPS shall provide a range of standard pre-defined reports that are available using role-based access, support integration with leading third-party reporting tools and incorporate an ad-hoc query capability within the proposed software solution.

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We have the ability to set up standardized reporting that can be delivered automatically at a specified time or your Account Manager can build custom reports as needed.

4.2.2.3.8. Technical Specifications

WVDOT is open to proposals for deploying the new VPS using either an on-premise implementation in a State Data Center or in a Software as a Service (SaaS)/Cloud model in a Vendor hosted environment. The VPS architecture and infrastructure shall be consistent providing a unified approach and user experience throughout the solution proposed.



Our system is web based and accessible from any computer or tablet with internet access.

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Application Architecture

The VPS application architecture shall provide a consistent set of general system features and functions which occur across all business functions within the VPS application, These general system features and functions include a consistent user interface, workflow design and development capabilities, self-service functionality, capability to integrate with document management solutions, capabilities to integrate with the WVDOT GIS environment, capability to integrate with computer aided dispatch and automated vehicle locating (AVL) technology, mobile technology capability, security, archiving, audit trails and online help functionality.



Our system should have a capability to meet all of your needs in a user friendly application.

Technical Architecture

The VPS technical architecture shall provide tools to allow for enterprise application integration and data integration with other State of West Virginia systems including extract, transform and load (ETL) tools and/or the capability to use third party tools for this purpose, The VPS shall also provide various system management tools or integrate with appropriate third party tools necessary to manage the operation of the VPS solution, The VPS shall provide for highly reliability and provide system performance and support for business continuity consistent with the performance standards in Attachment 1. The system design of the core VPS software and any customizations shall be implemented so as to provide for long-term supportability.



We are capable of supplying a highly reliable system designed to enhance your fleet performance.

4.2.2.4. Federal Highway Administration Certification

Under federal law, state transportation departments are expected to successfully complete a comprehensive testing of the capabilities of a new financial management system which generates billings for reimbursement to the Federal Highway Administration (FHWA) prior to implementation. This ensures that the new system will allow the state transportation department to satisfy the primary elements of the Federal-Aid Highway Program (FAHP). This includes testing of transaction flows from and integration points with downstream systems which may integrate with the financial management system. The Fleet and Equipment Management System may be considered downstream touch point systems. As such, the Vendor will be expected to assist WVDOT as required in planning for and executing any required testing with FHWA representatives.

FHWA is concerned with a state's ability to plan/track federal-aid projects from conception to completion, and the sufficiency of accounting controls to properly manage federal funds overall and those obligated on specific projects. The ability to bill FHWA along with the validity of cost data for which FHWA is being billed will be a primary focus. Even though the current wvOASIS billing system has already passed the FHWA certification, FHWA reserves the right to review and audit the source of asset information for which they participate in the reimbursement of costs. To this extent, the Vendor must be able to assist WVDOT in demonstrating how the Fleet and Equipment Management System provides any project related cost information to wvOASIS.

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When necessary, a system demonstration and related site visit by FHWA review team members will generally take three (3) full business days; but may take up to five (5) full business days.



Our system is capable of defining expenses paid to any designated division you need set up for tracking and we would welcome the opportunity to work with FHWA and your team to ensure that all of your needs are met.

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Adequate time will be scheduled for proper planning, coordination among team members, review of system documentation, testing, and analysis. Prior to implementing a new VPS, WVDOT must demonstrate the system capabilities by completing a test script through live use of the system (in a test environment) that covers the workflow for any transactions initiated in the VPS which are charged to a project.

The Vendor is expected to be responsible for ensuring that its proposed VPS supports the required functionality and for preparing the data and test environment for the FHWA system demonstration. In its proposal response, the Vendor should list projects in which it supported a successful FHWA demonstration or has obtained any other federal certifications. WVDOT staff must perform the demonstration scripts to the satisfaction of the FHWA reviewers. FHWA reserves the right to update or modify the system demonstration requirements at any time.

4.2.2.5. Services to be Provided Mandatory Requirements

The WVDOT requires that the Vendor provide a complete and comprehensive set of services that are expected to ensure project success.

Following is a high-level list of the implementation services that are expected; however, additional services may be required to ensure implementation success in accordance with the Vendor's proposed methodology:

- « Project management supported by a detailed project work plan;
- Requirement's confirmation and development;
- » Development of a Concept of Operations (ConOps) for managing the fleet and equipment management business processes using the VPS and the interaction of these processes and the VPS with other systems. This ConOps will confirm and show data movement between the VPS and other State of West Virginia applications and databases;
- Technical architecture and infrastructure design;
- + System analysis and business process design;
- Software configuration management and tracking;
- + Customizations (including forms, custom reports, automated interfaces, software enhancements and modifications, and custom workflows);
- » Security configuration;
- Data conversion;
- + Testing;
- + Training;
- » Documentation;
- + Knowledge transfer;
- Communications and change management;

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- « Deployment / Cutover plan and checklist(s);
- + Deployment (roll-out) support;
- Infrastructure and implementation support; and
- » Production software and infrastructure maintenance and support, including one major software upgrade.



Our fleet management software is capable of providing all of the expected implantation services.

The remainder of this Section of the RFP provides a detailed description of the services to be included in the proposal. These services are expected to be addressed in the Statement of Work between the WVDOT and the Vendor. The Vendor is expected to submit a proposed Statement of Work in the Technical Proposal in TAB 10 - Sample Statement of work. The detailed proposal submission requirements for implementation services are defined in the following subsections.

4.2.2.6. Project Management

The Vendor's proposed project management methodology is expected to be consistent with the West Virginia Office of Technology (WVOT) Project Management Methodology. This methodology closely follows the *Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOM)*. Additional information on the WVOT Project Management Methodology may be found on WVOT's web site at <http://www.wvot.gov/>.

The Vendor shall describe its project management methodology and approach to managing the project consistent with the above methodology.

4.2.2.6.1. Project Manager

As part of this project, the Vendor shall appoint a Project Manager who will act as a single point of contact between WVDOT and the successful Vendor. Project management shall be a key responsibility of the Vendor, and a continuous function. The Project Manager shall be an employee of the prime Vendor and authorized to represent the Vendor in all matters related to the project. The Vendor's Project Manager assigned to the WVDOT project shall have the authority to make commitments and decisions that are binding on the Vendor and any subcontractors.

The Vendor's Project Manager is expected to have demonstrated prior experience as a project manager on at least two (2) projects of comparable size and scope and experience as a project manager, deputy project manager, or functional/technical team leader on at least one public sector implementation of the Vendor's proposed Fleet and Equipment Management software suite for an organization of comparable size to WVDOT (total annual expenditures of \$1 billion and 5,000 employees). Additionally, the Vendor's Project Manager is expected to have general functional and process knowledge of the VPS in relation to fleet and equipment management processes.

The Vendor's Project Manager is expected to be accountable for all services and deliverables provided under the Contract resulting from this RFP. The Vendor's Project Manager shall work to ensure the on-time delivery and successful deployment of a functioning system that meets the WVDOT's requirements

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and the successful ongoing operation of the Fleet and Equipment Management System components. The Project Manager will be expected to dedicate a significant portion of their work time to this project during the system design, construction, testing and initial deployment phases of the project. This individual is expected to work onsite most of the time and shall function as the WVDOT's primary point of contact with the Vendor. The Vendor's Project Manager will also be expected to be onsite during any FHWA meetings concerning WVDOT's certification. When not on the project site, the Project Manager shall be accessible by telephone/cell phone with a four (4) hour maximum response time. The Vendor's Project Manager is expected to respond to day-to-day problems, manage issues, provide status reports, participate in weekly status meetings, and manage personnel resources.

If the proposed Project Manager is to change during this contract, prior approval of the new Project Manager will be required by WVDOT. The WVDOT reserves the right to approve, disapprove, and request removal of the Vendor's Project Manager throughout the term of the Contract resulting from this RFP.



Aaron Wolfe will be the assigned project manager

4.2.2.6.2. Project Work Plan

The successful Vendor must prepare and submit to WVDOT for approval within 20 days of NTP a **Project Management Plan (PMP)**, which shall describe the Vendor's project team organization and reporting relationships, key project staff and team member contact information, the Vendor's project delivery approach, project risks and the plan for managing those risks, as well as the Vendor's procedures for implementing, managing and controlling the overall project. The PMP shall be a collaborative and comprehensive plan for all of the work associated with the project including all work needed by State staff even if the work is solely the responsibility of WVDOT or other state agencies.

The Project Management Plan should be based on the Project Management Institute's Project Management Body of Knowledge (PMBOK™). It shall address at a minimum:

- Solution descriptions;
- Solution objectives;
- Criteria for success;
- « Assumptions and constraints;
- An overall organizational chart of the key project staff contributing to the management and delivery of the solution. This shall include the person responsible for leading the various subcomponents of the project;
- e Resource plan for Vendor and WVDOT including delineation of expected staff loading and specific roles and responsibilities for each individual assigned to the project;
- Schedule management;
- Scope/change management;
- Cost/budget management;

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- Document management;
- Project communications management; and
- Risk and issue management.

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The Project Management Plan shall include as an attachment the initial Project Work Plan. The Project Work Plan shall be developed in Microsoft Project 2019R. The Project Work Plan shall include tasks to be performed by both the WVDOT and Vendor personnel. The following standards apply to the work plan:

- + Project management activities shall be documented in the work plan;
- The work plan shall outline a plan for the entire project;
- The work plan shall include tasks, schedules, dependencies, critical paths, and responsible parties (both Vendor and WVDOT staff) assigned to each task;
- + The work plan shall also outline where offshore resource assistance will be necessary (note that any use of offshore resources shall require specific WVDOT pre-approval and shall require development and implementation of an appropriate data protection plan approved by the WVDOT security administrator);
- « The work plan shall include all deliverables that support the Proposed Methodology and Approach;
- Estimated work effort, duration, start and end dates shall be shown for each task;
- + Appropriate milestones shall be identified in the work plan to gauge the project's progress toward meeting desired target completion dates; and
- Any assumptions made in developing the work plan shall be included in this section.

The Vendor shall also provide a Staffing Plan that addresses each of the Vendor's project staff and the necessary WVDOT project staffing. The Staffing Plan shall show the plan of usage (days per month) on a monthly basis for each resource over the period of the project. The Staffing Plan shall be provided in Microsoft Excel format.

During implementation, the Vendor's Project Manager will be responsible for monitoring and updating the project plan continuously and revising and developing further detail as appropriate. It is expected that the Vendor will provide highly qualified project management staff to manage the work planning effort and to maintain the Project Work Plan in Microsoft Project 2019R. The Vendor's Project Manager is expected to provide weekly status reports relative to the Project Plan to the WVDOT project leadership for the duration of the project.

4.2.2.6.3. Status Reporting

The Vendor shall describe its approach for project status reporting on milestones. The WVDOT requires bi-weekly status reports to be provided to reflect the major activities for the reporting period. As part of the Vendor's approach to status reporting, the WVDOT expects regular participation in bi-weekly status meetings with the WVDOT project team. WVDOT project management intends to use the status report to monitor project activity and detect potential problems or delays. The bi-weekly status report is expected to serve as the agenda for the status meetings.

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Topics to be covered in the bi-weekly status report and reviewed at the bi-weekly status meetings include, but are not limited to:

- « A listing of significant departures from the Project Work Plan with explanations of causes, effects on other areas, and strategies to achieve realignment;
- Changes to project objectives, scope, schedule, or budget;
- » A listing of tasks completed since the last report;
- + Tasks that were delayed and reasons for the delay, with expected revised completion date;
- Planned activities for the next scheduled period;
- » Summary of major concerns, risks or issues encountered, proposed resolutions, and actual resolutions; and
- Any other topics that require attention from the WVDOT Project Manager.

4.2.2.6.4. Issue Resolution

The Vendor shall describe its approach to issue identification, tracking, and resolution. This discussion shall include the use of any tools or techniques that are integrated into configuration management, software change control, and the overall project management methodology. Topics to be addressed in this section of the Project Management Plan include:

- Issue identification;
- + Issue tracking;
- + Issue review and prioritization;
- « Issue analysis;
- Issue resolution; and
- + Issue escalation.

After award, the WVDOT and the Vendor shall agree on a protocol for collaboratively identifying, recording, tracking, and resolving implementation issues. This protocol is expected to address the topics above, responsible parties, and specific steps to be taken on issues or disputes arising during the implementation process.

4.2.2.6.5. Project Controls, Standards, and Procedures

The Vendor shall describe its project controls, standards, and procedures for all project tasks. These items are expected to be reviewed and approved by the WVDOT's project leadership. This requirement includes, but is not limited to:

- Managing project documentation — Vendor shall describe templates used (configuration, design specifications, test scenarios, change request, etc.); proposed cloud or shared project space, organization of project directories; naming conventions; and version control procedures;
- + Meeting procedures—Vendor shall describe techniques to ensure that meetings are efficient, productive, and results are adequately documented;

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« Development standards—Vendor shall describe standards and procedures for design specifications, review processes, unit testing, and other controls to ensure the quality and consistency of custom design and development;

Software change control procedures—Vendor shall describe the procedures and/or automated tools that should be employed to ensure the integrity of programs and configuration settings developed to support the solution;

« Scope management—The Vendor shall describe its scope control processes to ensure that work is not performed on out-of-scope features, functions, or tasks until the WVDOT grants authorization in writing;

- Communications Management—The Vendor shall describe its project communication plan including the types, frequency, objective, sensitivity classification, and target audience for each communication;
- Development Standards Management—The Vendor shall describe its processes to verify and validate that all code, interfaces, forms, reports, workflow, and other deliverables are developed and implemented according to the agreed-upon standards; and
- Deliverable Management — The Vendor shall describe its processes to verify the content and expectations for each deliverable in a timely manner well in advance of material work being completed on the deliverable, how the deliverable will be developed and reviewed collaboratively and once determined to be complete, the procedures to submit and track the deliverable through acceptance.

4.2.2.6.6. Risk Management Plan and Procedures

The Vendor shall describe its approach to identifying, assessing, and communicating potential risks to the project, as well as identifying and managing actions to avoid, transfer, mitigate, and/or manage those risks. In addition, the Vendor shall include the provision of the appropriate methods, tools, and techniques for active and ongoing identification and assessment of project risks; development of risk avoidance, transfer, mitigation, or management strategies; and monitoring and reporting of risk status throughout the life of the project.

4.2.2.6.7. Communication and Cooperation

The Vendor is expected to communicate and cooperate with all parties involved in the project, as well as all stakeholders of the larger WVDOT Transportation Management System effort and the statewide wvOASIS ERP initiative. Vendor staff are expected to have excellent communication skills and conduct themselves professionally and courteously in all instances.

The Vendor is expected to maintain communication to ensure project success. Project plans developed by the Vendor must be reviewed and approved by the WVDOT prior to implementation. Communications between parties shall be performed through, but not limited to:

- Ad-hoc and regularly scheduled and ad hoc on-site or Web meetings;
- Conference calls;
- Email;

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- Bi-weekly written status reports provided to the WVDOT by the Vendor; and
- + Project Plans.

4.2.2.7. Work Products/Compliance with Standards

All work products, including documentation, are expected to conform to any standards provided by the WVDOT to the Vendor prior to execution of the contract resulting from this RFP. The documentation must be kept current by the Vendor and made available to the WVDOT in electronic format. All electronic media produced during the Contract, resulting from this RFP, is expected to be compatible with Microsoft Office 2016a software and equivalent Google Workspace Tools except for the MS Project Schedule which shall be compatible with Microsoft Project 2019R software. Please note that the state is in the process of transitioning to the Google Workspace. The WVDOT reserves the right to change its office software suite and Vendor is expected to conform to the new standard within thirty (30) calendar days after receipt of written notice by the WVDOT. Additionally, the WVDOT reserves the right to change its policies, procedures, and standards, as well as make changes according to Federal or other regulations. The Vendor is expected to conform to any new directives and regulations within thirty (30) calendar days after receipt of written notice by the WVDOT. If complying with the new policies, procedures, or standards within the 30-day timeframe appears to be overly burdensome, then the Vendor may provide written notification to the WVDOT with a proposed alternative compliance date for review and discussion.

All work products, including but not limited to electronic media and/or hard copy documentation produced as a result of the Contract, become the property of WVDOT and shall not be published or reproduced without the written permission of WVDOT.

The Vendor represents and warrants that the performance of work and services performed under this RFP conform to the highest professional industry standards. In addition, all deliverables produced as a result of the tasks performed under this RFP are to follow the technical standards and procedures of the WVDOT and WVOT.

Deliverables:

- + Documentation of Project Controls, Standards, and Procedures;
- Project Work Plan;
- Issue and Risk Log; and
- Project Management Documentation required by WVDOT.

4.2.2.8. Technical Architecture and Infrastructure Design

The Vendor shall support the following technical activities and scope for this project:

- e Technical assistance if an on-premise model is proposed to assess the sizing and procurement of infrastructure hardware and systems software including an assessment of the WVDOT's current IT resources;
- Technical architecture and infrastructure design;

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- Standard technical infrastructure configuration and change management methodology activities, procedures, tools, and templates and how Vendor manages these activities and leverages the tools and templates;
- Initial software installation to support design, configuration, and testing;
- Access for portals, mobile devices, and external users (such as public facing or internally facing portals and websites, contractors, third party users, etc.); and
- » Structure and maintenance of planned database instances/environments. Minimally, the WVDOT believes that the following environments are expected to support the project implementation lifecycle:
 - o Baseline (vanilla),
 - o Sandbox,
 - o Development,
 - o System Test,
 - o Training,
 - o Acceptance Test,
 - o Quality Assurance/Production Patch, and
 - o Production;
- + Standard methodology for developing a business continuity plan, continuity capabilities and high-availability infrastructure, as well as a detailed explanation of the related approach, activities, procedures, tools, and templates and how the Vendor manages these activities and leverages the tools and templates;
- o Disaster recovery guidance and execution (if necessary) for the duration of the project in accordance with the WVDOT's disaster recovery plan;
- + Performance tuning of databases, application servers, web servers, and other software and devices deployed as part of the proposed solution. This includes batch and online software tuning, as well as data conversion software tuning;
- Software upgrade methodology, as well as a detailed explanation of the related approach, activities, procedures, tools, and templates, and how the Vendor manages these activities and leverages the tools and templates;
- Based upon the business requirements, technical requirements, business continuity requirements, and volume metrics provided in this RFP, the Vendor shall provide a recommended hardware sizing and architecture aligned with the deployment approach (scaling the environment to optimize use and budget costs) that considers:
 - o Initial hardware, if necessary, for configuration, design, and development,
 - o Hardware for testing in a production equivalent environment,

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- O Complete hardware sizing and architecture to address environment for release updates, training, development, testing, and production with the test and production environments being equivalent or practically equivalent for testing purposes,
- O Security administration, and
- O How the proposed technical architecture design fits within the State's existing network security architecture, composed of unique logical areas separating development/test environments from production environments.

Deliverables:

- + Technical Environment Design with staged timing and scalability consideration;
- Technical Environment Installation and Set-up;
- Installed Application Software;
- + Installed Pre-Populated "User Sandbox"; and
- Installed Software Instances as Described.

4.2.2.9. Systems Analysis and Business Process Design

The Vendor shall describe its approach to analyzing the WVDOT's business requirements and demonstration of the VPS capabilities to satisfactorily meet the functional and technical requirements. The Vendor shall utilize a Conference Room Pilot, or prototype format, integrated with the system analysis and business process design. The Vendor shall conduct a formal fit/gap analysis documenting the disposition of each functional requirement and the resolution of identified gaps (e.g., customization, workaround, eliminate requirement).

The Vendor is expected to assist the WVDOT in identifying appropriate business process improvement opportunities inherent in the use of software best practices, documenting the desired changes, and planning and implementing the business process changes. The Vendor shall describe how the business process improvement efforts integrates with its approach to project communications and cultural change management, since many of the change management issues involve changes to the WVDOT's business processes.

Deliverables:

- Fit/Gap Analysis Documentation;
- » Business Process Improvement Documentation;
- System Business Process Design Documentation; and
- Development Specification Documentation.

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4.2.2.10. Software Configuration

The Vendor shall configure its VPS to meet the requirements provided in this RFP including Attachment A. The Vendor must work closely with WVDOT project management, team members, subject matter experts and technical personnel in meeting process, workflow, functional, technical, and security requirements via software configuration to the fullest extent possible. The Vendor must demonstrate the configured software during the project so that WVDOT personnel may review and approve it.

The Vendor shall describe in its proposal its approach and methodology to be used to configure the VPS in accordance with the new business process design. This section is expected to also describe:

- Tools and procedures available to aid in the software configuration process;
- Documentation provided to support the software configuration to create a configuration baseline and then track and manage all configuration changes from this baseline;
- + Process for validating configuration against the WVDOT's documented requirements; and
Process used to ensure effective knowledge transfer to WVDOT staff.

Deliverables:

- Configured Application Software; and
- Updated Documentation to Support Configuration.

4.2.2.11. Custom Development and Custom Objects

The WVDOT is committed to minimizing customization of the VPS. It is anticipated, however, that certain development work products may be necessary in order to properly meet the WVDOT's functional requirements.

The Vendor shall describe its approach to addressing the various types of customizations which may be developed and implemented during the implementation of the VPS as follows:

- Enhancements and modifications;
- Automated Interfaces;
- Custom forms;
- Custom reports; and
- Custom workflow configuration.

Though it is the WVDOT's desire to utilize a fixed price arrangement for the project, including all customization activities, consideration will be given to eliminating specific customizations from project scope if such elimination is validated after completion of the software design phase. If any customizations are eliminated as part of the process, then the cost associated with each eliminated customization will be applied to a contingency fund to be used as the WVDOT determines.

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4.2.2.12. Enhancements and Modifications

The Vendor is expected to describe its approach to making enhancements or modifications to the baseline software solution in a manner that facilitates an easy, low-cost, and low-risk migration to new releases of the baseline product. The Vendor shall describe its approach to coding and documenting modifications in such a way as to ensure that they can be easily reapplied when the WVDOT upgrades to new releases of the VPS. The Vendor shall also include its business-justification process for prioritizing and approving each of the identified potential enhancements.

While the WVDOT intends to minimize modifications made to the software to the extent possible, it is expected that some modifications may be required. Once proposed modifications are identified through the fit/gap analysis process, the Vendor must work with the appropriate WVDOT business analyst(s) to prepare a high-level design document with cost estimates for review and approval by WVDOT project leadership. Upon approval, the Vendor must produce the detailed technical design and develop the modification. The Vendor will be responsible for the functional and technical designs, coding, unit testing, integration testing, and knowledge transfer associated with all modifications in accordance with agreed upon standards. All modifications must be documented in such a way as to ensure that they can be easily migrated when the WVDOT upgrades to new releases of the proposed software.

Vendors are requested to provide a description of the potential customizations they believe will be necessary to address the needs of the WVDOT based on their prior experience with state departments of transportation and other state government agencies. Any assumptions associated with potential customizations shall be provided as well.

In completing the responses to each of the WVDOT's Fleet and Equipment Management System requirements, Vendors are expected to indicate each requirement where a customization is required, identify the complexity of the customization (High, Medium, or Low) and to provide supporting comments as to why a customization is needed to meet that requirement. Vendors are then expected to list the customizations and the estimated cost for each customization in the Enhancements and Modifications Schedule of the Vendor's Cost Proposal. Vendors are requested to provide candid feedback regarding the potential work effort and associated costs of Enhancements and Modifications.

4.2.2.13. Automated Interfaces

The responsibilities of the Vendor and the WVDOT for developing automated interfaces are outlined below.

Vendor Responsibilities

Work effort to be provided by the Vendor is expected to include, but not be limited to:

- + Managing all activities related to interfacing data with the new VPS including the coordination of agency interface development efforts;
- + Developing a detailed data interface plan document;
- Developing programming specifications;
- + Coding of interface programs that transform and load data to or export data from the new VPS in accordance with program specifications;
- « Performing unit testing of the interface programs developed by the Vendor;

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- + Providing a method to validate and resolve interface issues and data records on an individual or group basis;
- « Developing reports and other means for WVDOT personnel to audit the interfaces; and
- System, integration and acceptance testing of interfaces.

The Vendor must provide a comprehensive Interface Plan that defines all the fundamental concepts and activities related to interfacing between the VPS and other WVDOT or State of West Virginia systems. The document is expected to at least address the following:

- The assumptions made when developing the Interface Plan;
- The analysis methodology used to develop Interface Plan;
- Opportunities for consolidation or integration; for example, recommendations for additional modules and/or configurations, retiring interfaces that supply data which can be retrieved from the VPS by other means e.g., data downloads;
- Revised interfacing requirements based on the mutually agreed upon implementation strategy;
- A detailed interface architecture specifying methods of communication, tools, formats, protocols, adapters, and control reports to ensure the operational integrity of the interfaces (e.g., control totals, record counts, etc.);
- Identification of risks with mitigation strategies;
- A knowledge transfer plan that identifies the deliverables for which knowledge transfer is expected to take place and the skill sets required by participating WVDOT employees;
- An error correction methodology for rejected interface data that ensures that data is not “lost” for example an on-line suspense file;
- Definition of the formats and protocols that should be observed between ETL (Extract, Transform, Load process — Database functions combined in one tool to pull data from one database and place it into another) components for example Comma Separated Value (.csv) or Extensible Markup Language (XML);
- Audit controls that are expected to be built into the interface processing to ensure completeness and accuracy of transferred data;
- Standards for transactions to/from other WVDOT or State systems and for all temporary interfaces to/from existing systems required as a result of the proposed deployment approach; and
- Communication and coordination methodology to be used with WDOT staff, other state agencies and external entities.

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The Vendor is responsible for providing all required and temporary interfaces either as a fully documented out-of-the-box component of the VPS or by providing the following services associated with development of the required interfaces:

- Interface design including unit test cases;
- Interface development including software modifications;
- Testing; and
- Development of any procedures to support interfacing system operations that are not delivered as part of the baseline product.

The Vendor is responsible for providing an acceptable solution to all identified interfaces, including those identified as tentative, either as a fully documented out-of-the-box component of the VPS or by providing additional development required to support the proposed solution. The Vendor must provide a business needs assessment of each potential interface that identifies at least one acceptable solution and if software development is expected, provide:

- Designs including unit test cases,
- + Development including software modifications,
- Testing, and
- + Development of any procedures to support system operations that are not delivered as part of the baseline product.

WVDOT Responsibilities

The WVDOT is expected to be responsible for subject matter knowledge of existing interfaces and associated data or for coordinating with and making available staff with other state agencies as required. WVDOT subject matter experts are expected to be available to consult with the Vendor during the development of the interface plan and to assist with the determination and adoption of acceptable alternatives to interfaces wherever feasible.

The WVDOT expects to code and unit test interface programs that extract data from the legacy applications using the formats and protocols defined by the Vendor for use in the transformation and load processes. Additionally, the WVDOT expects to code and unit test interface programs that load data into the legacy applications using the formats and protocols defined by the Vendor provided that they adhere to the technical standards and procedures of the WVDOT and WVOT. Additionally, the WVDOT expects to be responsible for verifying the accuracy of the interfaces through participation in all levels of testing.

The following matrix summarizes the interface responsibilities of the Vendor and the WVDOT.

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EXHIBIT 3¹ INTERFACE RESPONSIBILITY MATRIX

Interface Roles and Responsibilities	Vendor	WVDOT
Managing Interface Activities	Primary	Support
Interface Planning	Primary	Support
Interface Design	Primary	Support
Installation, Maintenance and Operation of Tools	Primary	Support
Interface Program Specifications	Primary	Support
Interface Development/Unit Test (Transformation and Load Processes)	Primary	Support
Interface Development/Unit Test (Extract Processes)	Support	Primary
Audit/Control Reports	Primary	Support
Interface Procedures	Primary	Support
Conduct Integration/System Testing	Primary	Support
Execute User Acceptance Testing	Primary	Support
Verify User Acceptance Testing	Support	Primary
Provide Subject Matter Expertise	Support	Primary
Execute Production Cut-over	Primary	Support
Verify Production Cut-over	Support	Primary

4.2.2.14. Custom Forms

The Vendor is expected to develop custom forms, approved by the WVDOT required to meet all requirements which cannot be supported by the VPS.

4.2.2.15. Custom Reports

In addition to baseline reports which are provided with the VPS, the Vendor must develop the following custom reports:

- e All reports required to meet WVDOT and federal reporting requirements;
- « All reports specifically identified in the requirements matrices and classified as Priority “1” or Priority “2” if the report cannot be addressed by the VPS's standard reports; and
- All reports specifically identified in the requirements matrices and classified as Priority “3” if the report requirement cannot be met by a standard report, subject to the approval of the WVDOT.

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4.2.2.16. Custom Workflow Configuration

The Vendor shall describe its approach to analyzing, establishing, documenting, and assisting in the deployment of the workflow, electronic notification, and electronic approval processes that are built into the system, as well as those developed during the project. The approach is expected to include a recommended schedule and/or priority for deploying these features at the WVDOT, based on the Vendor's experiences with implementations of similar size and scope.

The Vendor is expected to also recommend specific workflow and notifications that should be considered for deployment by module based on previous implementations of comparable size and functionality, and a recommended schedule for deployment of this additional functionality.

For workflow customization, the Vendor shall assume that delivered VPS workflow tools will be used to develop, configure, customize, and manage the defined workflows. The Vendor shall assume that workflow processes defined in this section are custom workflows and are not part of the standard workflow processes delivered as part of the VPS. Standard workflows that are part of the delivered product must be configured as part of software configuration services. Further, the Vendor shall assume that the custom workflow processes are defined by the following levels of complexity:

EXHIBIT 4. WORKFLOW COMPLEXITY LEVELS

Complexity	Complexity Descriptions
Simple	A two-step process that includes evaluating data against up to two variables from step one, then the initiation of step two based upon the results of the query.
Average	A process with up to five steps that includes evaluating of data against up to five variables from step one, the initiation of step two based upon the results of the query with a simple approval process, including the development of a simple data entry screen and an approval screen.
Complex	A process with greater than five steps that includes evaluating data against variables entered in step one, the initiation of step two based upon variable rules, the initiation of step three based upon the results of a multi-table query with a multi-step approval, rejection, and re-approval process, including the development of related data entry screen and approval screens.

The Vendor is expected to modify, or custom develop all workflows specifically identified as a Priority "1" or Priority "2" requirement in the requirements matrices if the requirement cannot be met by the standard workflows provided with the VPS. The Vendor is expected to also modify, or custom develop all workflows identified as a Priority "3" requirement in the requirement matrices if the requirement cannot be met by the workflows provided with the VPS, subject to the approval of the WVDOT.

In addition, for costing purposes, the Vendor should plan on designing, developing, and testing additional workflows of the following complexities:

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EXHIBIT : ADDITIONAL WORKFLOWS WITH COMPLEXITIES

Complexity Level	Number of Workflow Processes
Simple	2
Average	5
Complex	3

Deliverables:

- + Completed Programs for Enhancements and Modifications;
- + Completed Custom Reports;
- Completed Automated Interfaces;
- + Completed Forms; and
- e Completed Custom Workflows.

4.2.2.17. Data Conversion

Through the implementation of the new VPS, the State expects to retire the Equipment system within REMIS. Data conversion into the operational application components of the VPS is expected to at least include data that is required to support ongoing business processes.

In addition, some historical data is expected to be converted into the operational systems or data warehouse where a solid business case is identified through detailed conversion planning. Any additional historical data for inquiry, reporting or analysis may need to be either converted to the data warehouse, or remain available “read only” from legacy applications until such time that the data is either converted or no longer required.

The Vendor is expected to describe its approach to performing all required data conversion activities associated with the project. The WVDOT and Vendor responsibilities for data conversion are outlined below.

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Vendor Responsibilities

The Vendor will be responsible for developing a comprehensive Data Conversion Plan that defines all the fundamental concepts and activities related to converting data from retired legacy applications to the new VPS. The Data Conversion Plan is expected to encompass all phases of the conversion effort from initial designs and strategies through the development and testing of automated conversion programs and support for the commencement of live operations. The general scope of work to be provided by the Vendor is expected to include, but not be limited to:

- + Managing all activities related to converting legacy data to the new VPS;
- » Developing a detail Data Conversion Plan document which describes the following:
 - o All data to be loaded or entered in the new system,
 - o Data sources,
 - o Expected data volumes,
 - o Conversions where automated programming can be used to significantly reduce data conversion labor,
 - o Roles and responsibilities and timing requirements for the conversion effort, and
 - o Extraction transformation and load methods to be used;
- Installing, maintaining, and operating for the duration of the implementation project, tools to support the design, development, and testing of conversions;
- e It is the WVDOT's expectation that the Vendor leverage the same ETL architecture/middleware tools that will be used by the interface architecture;
- + Developing programming specifications in accordance with the detailed data conversion plan that includes coding and unit and integration testing for the conversion programs;
- + Coding of conversion programs that transform and load data to the new VPS in accordance with program specifications;
- e Building any crosswalk file structures required to assist the WVDOT in developing test scenarios and conducting acceptance testing;
- + Performing unit and integration testing of the conversion programs developed by the Vendor;
- e Developing reports and other means for WVDOT personnel to validate converted data;
- + Running the conversion programs and assisting the WVDOT with the verification of the converted data in the production environment;
- « Managing execution of multiple "dress rehearsals" of the end-to-end conversion process into a copy of the production environment in test mode prior to final conversion. This includes execution of both extract programs of legacy system data developed by the WVDOT and all other processes developed by the Vendor;

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- + Adapting and re-running conversion programs as necessary to properly convert and load the data, and for maintaining a conversion log to track the accuracy of all conversion efforts; and
- Executing the final production data conversion process at the time of cut-over to the new system(s).

Automated data to be converted and loaded in the new VPS production database(s) includes (but is not limited to) items specifically listed in the functional requirements and other data required to operate the new system(s) in production.

Development of the Data Conversion Plan and management of the tasks contained within the Data Conversion Plan shall conform to best practices adopted by the project and incorporate the following conversion specifics including:

- + Assumptions made when developing the Data Conversion Plan;
- + Confirmation of which applications are expected to be retired or retained based on the adopted implementation plan;
- Confirmation of detailed data mapping required to support ongoing business transactions;
- Identification of detailed historical data required to be converted and the business case to support their conversion;
- « Identification of conversion risks with mitigation strategies;
- For redundant data, such as vendor codes maintained in multiple applications, the approach for how the data should be merged or converted into a single set of data;
- Pre-conversion activities such as archiving, purging, and cleansing of legacy data;
- The architectural components of the data conversion including estimated sizing in terms of processing power and amount of data storage required;
- + An error correction methodology for rejected conversion data, for example an on-line suspense file, that will ensure that data is not “lost”;
- » Definition of the data formats and protocols that are expected to be observed between ETL components for example Comma Separated Value (.csv) or Extensible Markup Language (XML);
- + Determination of which data is expected to be converted using a manual, automated, or semi-automated method;
- Audit controls that will be built in to permit the accurate completion of data conversion processing and reconciliation within a three (3) day period; and
- e Communication and coordination methodology to be used with agencies and other external parties.

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The Vendor is expected to develop queries and reports required by WVDOT to validate the WVDOT data in the VPS. Prior to final conversion into the production environment, at least two (2) complete and successful test conversions must be performed by the Vendor with active WVDOT participation. These mock conversion exercises shall at a minimum consist of the Vendor loading data extract files provided by WVDOT and Vendor providing reports/query results so that WVDOT can validate the accuracy and completeness of the conversion. Upon completion of the process, the Vendor must provide a letter certifying that the programs utilized for conversion have been properly tested and are fit for the task of performing the conversion into the VPS.

WVDOT Responsibilities

The WVDOT expects to be responsible for subject matter knowledge of existing applications and associated data or for coordinating and ensuring access to subject matter knowledge from other State agency staff. If correction of any of the WVDOT-provided data is expected, those tasks are the responsibility of the WVDOT, although direction and support from the Vendor shall be provided if required.

The WVDOT expects to perform all data cleansing and manual conversion processes, with the expertise and guidance of the Vendor. Manual conversions are defined as “manual” when the Vendor and the WVDOT agree that the volume is too low to justify the cost of developing an automated conversion program. The WVDOT expects to take responsibility for loading data that is not converted or loaded automatically and for certifying the production database as being accurate.

The WVDOT is expected to be responsible for developing test scenarios and conducting the acceptance testing of conversion programs with the assistance of the Vendor.

The WVDOT expects to code and unit test conversion programs that extract data from the legacy applications and output the data using the formats and protocols defined by the Vendor for use in the transformation and load processes.

The WVDOT 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”, WVDOT staff will be responsible for manual entry and correction, data reconciliation and acceptance, technical support, issue resolution and executive level go/no go decision making should be available to role play their tasks in real time. The WVDOT “ERP for DOT” Steering Committee will define the timing, requirements, and acceptance criteria for the test conversions.

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The following matrix summarizes the conversion responsibilities of the Vendor and the WVDOT.

EXHIBIT 6: DATA CONVERSION RESPONSIBILITY MATRIX

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

Deliverables:

- + Data Conversion Plan;
- « Data Conversion Log; and
- Converted Data in Production Database.

4.2.2.18. Security Configuration

The proposed VPS 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 date element values where appropriate.

The Vendor is expected to describe its approach to analyzing, establishing, and documenting security functions into the WVOT's security network.

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The Vendor should 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 VPS. The Vendor is expected to fully describe its risk management approach to application development and deployment in terms of threat and vulnerability identification, analysis and prioritization, and mitigation techniques.

4.2.2.19. Testing

The Vendor shall provide as part of its Technical Proposal an overview of its testing methodology and testing master plan to implement its proposed solution. At a minimum, the testing approach proposed must include the provisions outlined in this section. The Vendor shall develop a master test plan and complete tests to demonstrate that all functions and capabilities of the solution as defined by the system requirements to be delivered by its VPS perform as expected according to the system requirements and in compliance with industry standards.

During execution of the project, WVDOT shall review and approve formal test plans and schedules proposed by the Vendor and will witness and determine the acceptability of the test results. The Vendor shall provide all test support personnel, test sites, and environments in accordance with the master test plan and aligned with the responsibilities detailed in the Testing requirements of this RFP. In addition, the Vendor shall conduct all tests in accordance with the project schedule and the approved test plans and procedures. Approval of any aspect of testing shall not relieve the Vendor of their responsibility to meet all requirements of this RFP.

During the development of the solution, the Vendor shall conduct a comprehensive program of internal testing and walk-throughs to ensure that the solution meets the functional specifications set forth in this RFP and that defects are detected and removed upon identification prior to demonstrating the system to WVDOT. Progress on these tests shall be reported during project status meetings.

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

- » Unit testing;
- » System testing;
 - Integration testing;
- Performance (load/stress) testing; and
- » User acceptance testing.

The Vendor shall also 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 WVDOT staff that are expected to use the proposed testing tools.

All system components must be subjected to system testing performed by a test team composed of Vendor and WVDOT staff. The Vendor must conduct unit, integration, and system testing. The Vendor must assist the WVDOT with acceptance testing. The system test team is expected to function as system users during system testing and must evaluate all test outcomes. The system test team should direct system testing and operate the system in accordance with the system testing plans. The system test team must provide all error resolution and other technical support as required.

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4.2.2.19.1. System Test Plans

The Vendor must prepare system test plans that verify that:

- The new configured, modified, and unmodified software work in concert and as expected;
- » The system has been properly configured for use for the WVDOT;
- + Reports and correspondence work in accordance with WVDOT requirements;
- All scripts or job streams run properly;
- All security roles, functions and controls operate as intended; and
- + All interfaces function properly.

This test plan must be comprehensive in scope and is expected to be drafted in cooperation with project management, IT staff assigned to the project, and subject matter experts.

4.2.2.19.2. Application System Testing

The Vendor will be responsible for conducting system tests in accordance with the approved VPS test plans. All system test results must be documented, exceptions analyzed, and any software defects corrected. The Vendor must lead selected WVDOT Project team members through the system test process so that WVDOT representatives may review the test process and outcomes and learn about system operations and functionality. This test shall be thorough enough to ensure that few software or configuration “bugs” are uncovered in the User Acceptance Test which will follow.

4.2.2.19.3. User Acceptance Test Planning

The Vendor must prepare a User Acceptance Test Plan, which will be subject to WVDOT approval. The plan must include:

- » Structuring of the test cycles;
- + Designing test scripts and developing a thorough baseline set of test scripts;
- Supporting WVDOT staff to develop test scripts for unique use cases;
- Explaining user actions, transactions, and processing outcomes; and
- Organizing the test tracking, outcome tracking, and exception follow-up procedures.

The User Acceptance Test Plan is expected to be built around the WVDOT’s most important fleet and equipment management business processes but must include comprehensive testing of the software to ensure that it conforms to marketed or promised functionality.

4.2.2.19.4. User Acceptance Testing Assistance

The WVDOT expects to assume responsibility for conducting user acceptance testing of the entire application. The Vendor must provide assistance during such testing. This assistance must include:

- Submitting off-line jobs;
- Performing backups;
- Restoring databases as required;

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- Analyzing and explaining outcomes;
- + Making timely corrections to identified software issues/deficiencies; and
- + Answering questions as they arise.

Successful completion of this test will be required before the software can be approved for production use.

4.2.2.19.5. Performance Testing and System Tuning

The Vendor must conduct performance testing and system tuning for the fully configured and tested software prior to commencing live operations and at a preliminary point in the project sufficiently in advance of the implementation date to allow reasonable tuning. These tasks must be coordinated and performed with WVDOT and/or WVOT system programmers, database administrators, security analysts, and application development staff. The WVDOT recognizes that performance testing and tuning activities may be necessary at several stages in the process. For example, tuning could take place after the software installation, prior to production migrations and during initial production operations.

If modifications are made to the application software to meet the WVDOT's unique requirements, the Vendor must review and make adjustments to ensure acceptable performance.

Deliverables:

- Master Test Plan;
- » System Test Plans;
- Application System Testing execution/completion;
User Acceptance Test Plan;
- + User Acceptance Test execution/completion;
- « Performance Test Plan;
- » Performance Testing Assistance; and
- Performance Testing.

4.2.2.20. Training

The Vendor shall describe a strategy for project team training and end user training that appropriately integrates with the Vendor's methodology and timeline. Although the WVDOT intends to deliver most of the end user training sessions, the Vendor must provide training to the WVDOT project team, develop the end user training materials, conduct the train-the-trainer sessions, and provide support to WVDOT as they deliver the end user training session. This section is expected to address all types of required training, including but not limited to the following:

- » Project team training to be provided to the WVDOT's core project team upon project initiation and for conference room pilots (or similar activities) to ensure the WVDOT project team has a baseline understanding of the Vendor's proposed software solution in order to be able to actively participate in project activities;

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- e Technical, security, and operations training to support development, implementation, and production;
- » End user training to support end user training, implementation, and ongoing needs;
- + Deeper knowledge transfer to a core group of functional, administrative, programming, security, and other technical and operations personnel to support independent operations capability before the Vendor departs; and
- e Training Guides, User Guides, and Quick Reference Guides.

4.2.2.20.1. Training Plan

The Vendor must provide a detailed training plan for the analysis, design, implementation, and evaluation of a comprehensive training program for the VPS. The Training Plan, which is to be updated on a regular basis and delineate training goals and objectives, must serve all levels of the project, including the project team, system users, trainers, and technical staff.

The Training Plan must be based on a comprehensive training needs assessment conducted by the Vendor and must also describe the types of training to be employed to meet identified needs. Computer based training (CBT) may be utilized where appropriate for specific training classes with prior approval from the WVDOT, provided that all CBT is expected to be audio-video. Exceptions to the required audio-video CBT format may be approved by the WVDOT on a case-by-case basis.

4.2.2.20.2. Training Curriculum

The Vendor is expected to identify, develop, and document the training curriculum that will be used to educate and train WVDOT staff in the development, configuration, implementation, maintenance, support, and use of the VPS.

4.2.2.20.3. End User Training

A train-the-trainer classroom approach is expected to be pursued by the Vendor to assist the WVDOT in training employees who will be using the VPS. As part of this effort, the Vendor must provide:

- Classroom materials to support the classroom training effort that have been customized to address specific software configuration and customizations made as part of the VPS project;
- Training for WVDOT trainer candidates that includes:
 - o Best practices on training for the proposed software,
 - o Practice training sessions,
 - o The business processes and system functionality on which they are expected to provide training, and
 - o How to customize the training materials and set-up specific reference data in the training environment;
- « A stable, tested training environment pre-loaded with representative converted reference and historical data that can become a starting point for creating training materials (including screen prints showing user actions and processing outcomes). Note: For training purposes, the WVDOT expects to take responsibility for entering representative reference data that is impractical or impossible to convert automatically;

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- + Support to WVDOT trainers prior to and during training; and
- + Back up, restore, and troubleshooting assistance in the training environment as materials are prepared and customized and as end user training proceeds.

4.2.2.20.4. Technical and Operations Personnel Training

The Vendor must supply classroom and substantial hands-on training to ensure that WVDOT personnel have the necessary skills to operate and maintain the system once in production. For solutions implemented in an on-premise model, it is assumed that WVDOT or WVOT personnel will perform all operations and system administrative functions with assistance as needed by the Vendor when live operations commence. Such training must include systems operations, including system startup, backup and recovery, job scheduling, troubleshooting, and any other tasks necessary to operate the system; training on any components of the operating environment that are new to the WVDOT; as well as training on the use of the Vendor's development tools, system management, and application administration tools.

4.2.2.20.5. Software Education Sessions

The Vendor must provide education sessions that describe:

- The software configuration;
- » Organization of software libraries;
- + System operation procedures for use during the Project;
- + System administration responsibilities, log on/log off procedures, workflow, and security; and
- + Other topics necessary to educate WVDOT personnel on "system housekeeping" during the project.

All training is expected to be provided at training facilities provided by the WVDOT.

Deliverables:

- Project Team Training;
- Comprehensive Training Plan;
- Training Curriculum;
- + End User Training;
- + Technical and Operation Personnel Training;
- + Training Materials; and
- + Software Education Sessions.

4.2.2.20.6. Documentation

The Vendor is expected to describe its proposed approach for developing and maintaining technical and end user documentation, systems and operational documentation, system configuration documentation, and procedural documentation, including manuals, quick reference guides, tutorials, online help, short video clips and other techniques as appropriate. The Vendor shall also describe the approach used to keep technical and user documentation current throughout the project, and throughout the life of the system.

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The Vendor must develop and provide to the WVDOT all system documentation at the time the system is presented for final acceptance. The Vendor must provide complete, well-written, and accurate technical, system, and user documentation. The Vendor also must provide complete source code for any custom-developed work products. All documentation must be available in both paper and electronic form (in a format acceptable to the WVDOT). The documentation must be updated throughout the course of the Project. The documentation must include, at least, the items described in the following documentation sub-sections.

4.2.2.20.6.1. Security Administrators Guide

The Vendor must prepare a comprehensive security guide that combines general reference information with WVDOT-specific procedures to assist security administrators in performing their duties.

4.2.2.20.6.2. Workflow Administration Guide

The management and administration of workflow software is expected to be a required duty for selected WVDOT personnel. The Vendor must produce a Workflow Administration Guide that describes the duties of workflow administrators.

The Guide must include:

- » Coverage of policies and procedures for workflow setup;
- User setup;
- Work group setup;
- Workflow rules setup;
- Provisions for establishing alternates for absent users; and
- + Archiving and reporting.

4.2.2.20.6.3. Online Help

The Vendor shall describe the online help functions delivered with the proposed software, and the process available, if any, to customize the online help to support the software as configured and customized (if necessary) to meet the WVDOT's business needs.

Deliverables:

- » Security Administrators Guide (and updates);
- User Documentation (and updates);
- Workflow Administration Guide (and updates);
- Online Help;
- Data Element Dictionary; and
- o Entity-Relationship Diagrams.

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4.2.2.20.7. Knowledge Transfer

The Vendor is expected to describe its knowledge transfer strategy to be utilized throughout the project to ensure that WVDOT employees are prepared to operate and maintain the system at go-live. The response shall describe the specific procedures that the Vendor expects to undertake to mentor WVDOT staff and ensure adequate WVDOT experience and knowledge of the system by the time of transition.

The Vendor is expected to also describe its approach to transferring operation of the VPS to the WVDOT (for implementations under an on-premise model). The description shall include all elements necessary to transfer a fully functioning system, including software, hardware, data, and processes.

It is important to the WVDOT that, as a part of the Knowledge Transfer Plan, an effective mentoring program is developed for key WVDOT staff. The WVDOT is interested in innovative ideas from Vendors concerning how the mentoring vision can be practically fulfilled.

4.2.2.20.7.1. Knowledge Transfer Planning

The Knowledge Transfer Plan is a key deliverable for the WVDOT. It is the intention of the WVDOT to require formal sign-off from key Vendor and WVDOT staff members that appropriate knowledge transfer has occurred. The Vendor must work closely with the WVDOT Project Manager and team members to document the knowledge transfer activities that are expected to occur, how they will occur, and the individuals responsible for each activity. As part of the plans produced, the Vendor must document the design, configuration, development, testing and other tasks and assignments that WVDOT personnel are expected to perform to facilitate knowledge transfer.

The planning is expected to explicitly include those activities necessary to prepare WVDOT project team members for their project and post-implementation roles.

Deliverables:

- + Knowledge Transfer Plan; and
- » Formal Knowledge Transfer Signoffs.

4.2.2.21. Deployment (Roll-out) Support

The WVDOT requires an extensive and carefully structured approach to the implementation of the VPS. This includes the organization and execution of cut-over activities necessary to transition operations to the new system(s). The Vendor must provide on-site support throughout the entire implementation period. More specifically, the WVDOT requires at least the services described below.

4.2.2.21.1. Production Cut-over (Go-Live) Planning

The Vendor must produce a detailed Deployment Cut-over Plan to reflect all project activities that impact deployment of the new system(s) into the production environment.

The Deployment Cut-over Plan shall document all steps required to make a successful cut-over to the production environment, including specific cut-over tasks, planned and actual dates for tasks completed, task responsibilities, task dependencies, estimated work effort required to complete each task, task status, results of task completion, and sign-off for each task completed.

The Vendor must also develop a Contingency Plan for mitigating and resolving those risks that have been identified as impacting deployment. The Contingency Plan must address the strategies for business and

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system continuity planning as a result of implementation issues. For each risk identified, the Contingency Plan must include one or more alternate solutions that are acceptable to all project stakeholders. The Vendor is responsible for executing the contingency plan as issues arise during deployment, upon approval of the WVDOT.

The Deployment Cut-over Plan must demonstrate to the WVDOT how the Vendor will implement the VPS. The plan must detail the approach for coordinating the following:

- Data conversion activities;
- + Technical preparation and system changeover activities;
- e Development of a cut-over activities checklist;
- « Staffing requirements, by role and responsibilities, for both Vendor and WVDOT staff for all deployment/cut-over activities;
- « Development of a list of activities required to transition open work activities over to the new VPS;
- Deployment schedule; and
- + The process for developing a contingency plan for identifying, communicating, resolving risks, and maintaining the current production capability if the deployment is delayed.

Deliverables:

- Contingency Plan; and
- Deployment Cut-over Plan.

4.2.2.21.1.1. Production Cut-over (Go-Live) Checklist

The Vendor must maintain a Cut-over Checklist that tracks each activity required to ascertain that the VPS is ready for deployment. This checklist must be reviewed with the WVDOT personnel with increasing frequency as the Go-Live date approaches to confirm:

- + All testing has been successfully completed;
- » All staff have completed staff and management training;
- » All data has been converted, cleaned, and accepted by the user;
- » All interfaces are functioning as required;
- All site preparation requirements have been met;
- User Support is established; and
- e All user and system supports are in place.

4.2.2.21.1.2. Establish Procedures for User Support

User support personnel are expected to respond to questions regarding the use of the application. Efficient and effective procedures for providing user support must be established before the beginning of implementation and must be supported by the Vendor through the end of the production support period. The Vendor must provide software and training for incident tracking.

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4.2.2.21.1.3. Production Transfer

Once the system has been approved, in writing, as ready for production, the Vendor must work with the WVDOT to perform a production turnover procedure. Among other things, this procedure requires that the Vendor turn over all system components in a systematic fashion into the production environment. The Vendor must ensure that the source code, compiled modules (where required), job streams, other components of the production environment, and all documentation are ready and organized for the production turnover. The WVDOT expects to then ensure all compiled extension programs have corresponding source code and ensure that all programs are present. The WVDOT expects to also ensure that all components and modules of the production environment can be operated on-line or run to completion as appropriate, and that all modules, job streams (or scripts) are properly documented according to the agreed upon standards.

Deliverables:

» Commencement of Stable Production System.

4.2.2.22. Production Maintenance and Support

On-site technical support and maintenance is required for the implemented VPS. The on-site presence is essential to maintain a stable production environment, and to provide for a smooth turnover of system responsibility to the WVDOT.

The Vendor must provide full onsite post-implementation maintenance and support for 6 months after Go-Live. The Vendor must then jointly manage and perform post-implementation support with the WVDOT for a period of an additional 6 months. This post-implementation maintenance and support will consist of technical, functional, and operational support, and must be provided by skilled personnel who have become familiar with the project over the course of the implementation effort.

The Vendor will have primary responsibility for the production support of the VPS application during the deployment of the new system(s) as described above.

During this period, the Vendor must also be responsible for mentoring assigned WVDOT staff involved in production support to prepare them to assume this responsibility in accordance with a transition plan to be provided by the Vendor. At the designated point in time when the VPS application production support becomes a joint responsibility between the WVDOT and the Vendor, the parties will jointly manage the production support with the Vendor continuing to mentor and assist the WVDOT staff in accordance with the transition plan approved by the WVDOT.

4.2.3. Mandatory Qualification/Experience Requirements

The Vendor as the primary provider of implementation services, must have completed by the Bid Opening Date (firmly established date and time for public opening of responses), an implementation of its proposed Fleet and Equipment Management System for a state department of transportation, a state-level fleet management agency or a state or local government or other public sector transportation agency with total annual expenditures (including state and federal appropriations) of at least \$1 billion and with at least 5,000 headcount employees. The software that was implemented during this engagement must currently be in use by that client. The purpose of this requirement is to ensure that Vendors possess the experience, knowledge, and lessons learned associated with large public sector transportation management implementations.

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4.3. Desired Requirements

4.3.1. Project Management Desired Requirements

It is preferred that the Project Manager be certified by the Project Management Institute as a Project Management Professional (PMP).

4.3.2. Desired Proposal Format Submission

Vendors should provide responses in the format listed in sections 4.3.4- 4.3.17. The instructions in these sections describe the recommended format for a responsive Technical Proposal and Cost Proposal. Vendors should prepare their proposal in accordance with the instructions and sequence given below. The proposal should be clear and concise in response to the information and requirements described in this RFP. The proposal and any reference material presented should be provided in English on standard 8-1/2" x 11" paper. Foldouts containing charts, spreadsheets, and oversize exhibits are permissible. Each page of the proposal should be clearly and uniquely numbered.

The format and subsections of the Technical Proposal should conform to the tabbed structure outlined in Exhibit 7. All tabs should be labeled appropriately. Adherence to this format is necessary to permit effective evaluation of proposals.

Vendor should provide information and documentation regarding its qualifications and experience in providing services or solving problems similar to those requested in this RFP. Information and documentation should include, but is not limited to, copies of any staff certifications or degrees applicable to this project, proposed staffing plans, descriptions of past projects completed (descriptions should include the location of the project, project manager name and contact information, type of project, and what the project goals and objectives were and how they were met.), references for prior projects, and any other information that vendor deems relevant to the items identified as desirable or mandatory below.

4.3.3. Response Reference

Vendor's response should clearly reference how the information provided applies to the RFP request. For example, listing the RFP number and restating the RFP request as a header in the proposal would be considered a clear reference.

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EXHIBIT 7 TECHNICAL PROPOSAL CONTENT

Technical Proposal Content	Reference Section
Title Page	4.3.4
Transmittal Letter	4.3.5
Table of Contents	4.3.6
TAB 1 — Executive Summary	4.3.7
TAB 2 — Vendor Company Profile	4.3.8
TAB 3 — Subcontractor Company Profiles	4.3.9
TAB 4 — Licensed Product Information	4.3.10
TAB 5 — References	4.3.11
TAB 6 — Proposed Project Staff and Organization	4.3.1*
TAB 7 — Vendor's Proposed Plan for Providing Requested Services	4.3.13
TAB 8 — Project Goals and Objectives	4.3.14
TAB 9 — Capabilities of Proposed VPS Solution	4.3.15
TAB 10 — Sample Statement of Work (SOW)	4.3.16
Tab 11 - Requirements Matrix Responses	4.3.17

The following sections explain the content for each of the subsections of the Technical Section. to ***pricing or cost information should be included in the Technical Proposal.***

4.3.4. Title Page

The title page shall contain WVDOT and the RFP subject, the RFP number, Vendor's name, business address, telephone number, fax number, name of the primary contact person, email address, and Vendor signature and date.

4.3.5. Transmittal Letter

Vendors should provide a transmittal letter on the Vendor's letterhead signed by an individual authorized to bind the Vendor legally. The Transmittal Letter should include the following:

- Brief Statement of the Vendor's understanding of the scope of software and services associated with this RFP;
- + The names, titles, addresses, email addresses, and telephone numbers of the individuals who are authorized to make representations on behalf of and legally bind the Vendor;
- » A Statement that the entire proposal and the price contained therein is binding upon the Vendor in all respects for a period of 180 days from receipt of the BAFO (Best and Final Offer), or from submission if no BAFO is requested;

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- A Statement designating the firm that should function as Vendor (i.e., the primary contractor) in response to the RFP;
- + A list identifying all firms proposed as subcontractors or software providers;
- A Statement confirming the Vendor, if it is proposing any software for which it is not the original equipment manufacturer (OEM), is an authorized re-seller of that proposed software solution;
- A Statement that the Vendor and any subcontractors in the Vendor's proposal presently have no interest, direct or indirect, which would conflict with the performance of services under this Contract and shall not employ, in the performance of this Contract, any person having a conflict;
- » A Statement that all staff members of the Vendor's proposed team shall follow all WVDOT and State of West Virginia administrative policies, procedures, requirements, specifications, and standards; and
- » The signature of a person authorized to bind the Vendor legally, with the name and legal title of the individual typed under the signature.

4.3.6. Table of Contents

Each proposal should include a table of contents that clearly identifies the material by location of each Section and Subsection. Each page of the response should be clearly and uniquely numbered. Additionally, the table of contents should clearly identify and denote the location of all enclosures and attachments to the proposal.

4.3.7. TAB 1 — Executive Summary

In the Executive Summary, the Vendor shall condense and highlight the contents of the proposed solution in such a way as to provide the WVDOT with a broad understanding of the proposal in ten (10) pages or less. Vendors should provide a concise summarization of the proposed products and services and how these proposed products and services address the requirements presented in the RFP.

Vendors shall present a summarization of their planned approach, their successful public sector implementations of the proposed solution, highlight the relevant public sector experience for all key staff included in the proposal and describe why the product and service providers assembled in the proposal are best qualified to perform the work required.

Vendors should also include a list of each specific term that it proposes to modify with the requested changes identified by using strike-through for proposed deletions and underlines for proposed additions to the term. Additionally, the Vendor should provide compelling justification for any proposed changes.

4.3.8. TAB 2 — Vendor Company Profile

The Vendor shall include a detailed narrative description of its organization. The narrative should include the following:

- Brief overview of business operations, with an emphasis on the development and implementation of Fleet and Equipment Management System solutions for state departments of transportation and other public sector organizations;
- Date established;
- Ownership (public, partnership, subsidiary, etc.);

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- Location in which the Vendor is incorporated;
- « Office location(s) responsible for the performance of proposed tasks;
- Full disclosure of any proposed off-site activity and the locations involved;
- Vendor's organizational chart relevant to this project;
- + Full disclosure of any potential conflict of interest;
- « A Statement of whether, in the last ten (10) years, the Vendor and any officers in their individual or professional capacity or associated with another company have filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors, and if so, an explanation providing relevant details;
- A Statement of whether there are any pending Securities Exchange Commission investigations involving the Vendor, and if such pending or in progress, an explanation providing relevant details and an attached opinion of counsel as to whether the pending investigation(s) may impair the Vendor's performance in a Contract under this RFP;
- e A Statement documenting all open or pending litigation initiated by Vendor or where Vendor is a defendant in a customer matter;
- + Full disclosure of any public sector Fleet and Equipment Management System related contracts terminated for cause or convenience in the past five (5) years;
- Full disclosure of any criminal or civil offense; and
- Statements of financial stability, indicating that the Vendor has the financial capacity to provide the entire solution and that the Vendor has adequate resources to continue as an ongoing concern.

4.3.9. TAB 3 — Subcontractor Company Profiles

4.3.9.1. Fleet and Equipment Management System Software Provider

For the Fleet and Equipment Management System Software Provider, the Vendor shall provide the same information as the Vendor Company Profile listed above in Section 4.3.8. (if the Vendor is not the Software Provider). If the Vendor is the Software Provider, no information is required in this subsection.

4.3.9.2. Third Party Software Providers

For any Third-Party Software Provider included in the proposal, Vendor shall provide the same information listed for the Vendor Company Profile in Section 4.3.8. If there are no Third-Party Software Providers, no information is required in this subsection.

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4.3.9.2.1. Service Providers

For any Service Providers included in the proposal, Vendor shall provide a description of the role and level of involvement proposed for the Subcontractor and shall provide the same information listed for the Vendor Company Profile in Section 4.3.8, as applicable. Vendor shall include a copy of the teaming agreement or subcontracting agreement between the Vendor and each Service Provider as an attachment to its proposal. Subcontractor Corporate Information is not required if the Subcontractor is providing five (5) or fewer staff members in the proposal.

4.3.10. TAB 4 — Licensed Product Information

4.3.10.1. Business Applications

In this section, the Vendor shall provide a detailed product summary chart that lists:

- Each Software Provider (please list the primary Fleet and Equipment Management Software Provider first);
- The different product sets to be provided by each Software Provider;
- » The modules/functions within those product sets;
- + The release level of the products to be used;
- The next release/version level to be released; and
- The planned release date of the next release/version.

4.3.10.2. Technology Products

The Vendor shall take the following into account when addressing the technology components of their proposal:

- The Vendor shall provide the WVDOT with network, desktop, and server requirements for all software.
- The Vendor shall specify the requirements for all required cache servers, web servers, application servers, and database servers for installation per the Vendor's specifications.

4.3.10.2.1. Ad Hoc Reporting Tools

A reporting solution shall enable business users to create their own reports and explore enterprise data by downloading data or utilizing standard ad hoc reporting tools.

4.3.10.2.2. Business Intelligence Tools

It is the WVDOT's intent to take full advantage of the information captured within the new VPS to support Business Intelligence functionality in addition to operational reporting requirements. The expectation for Business Intelligence is to provide the capability for both tactical data analysis associated with program performance and strategic data analysis associated with long-term planning and measurement of operational performance against strategic goals.

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4.3.10.2.3. Product Maintenance

In this section of the proposal, the approach of the Fleet and Equipment Management System Software Provider(s) and the Third-party Software Provider(s) to meet the WVDOT's requirements to provide product maintenance is described.

Upon notification of a maintenance problem, Vendor should perform an adequate level of problem determination to identify and resolve the issues (if possible) based upon known product or customized solution issues. After first having completed proper due diligence, problem determination, and using Software Provider resources and content to attempt to resolve the support incident, the Vendor may triage to the Software Provider and leverage the Software Provider as tier two support whereby the Software Provider may work directly with the WVDOT to fix a particular problem while the Vendor continues to take full responsibility for the outcome of the incident by monitoring progress, logging, tracking, and obtaining other resources (if the Software Provider has not solved the issues) and any other effort required to resolve support incidents that arise during the life of the Contract.

4.3.10.2.4. Future Direction

The Vendor shall describe the future direction of the technology of the proposed products. Also, include future plans for public sector functionality for the components of the proposed solution. The Vendor should discuss in some detail the strategic product plans for the proposed software products in this response. What have been the significant enhancements to the products in the past few years, and what is expected in the next three (3) years? Describe how the proposed solution provides a stable robust environment for the WVDOT and provides a platform for growth and technological advances for the future.

4.3.11. TAB 5 — References

The WVDOT intends to conduct reference checks for account references provided by Vendors. It may, at its sole discretion, contact additional clients not presented as references.

Vendors shall provide at least three (3) client references for the implementation of the Fleet and Equipment Management System software for state or local governments. All references should be for systems in production at this time—not for implementations that are still in progress. Although, not required, state departments of transportation and public works agencies are preferred.

The following information should be provided for each reference:

- Organization Name;
- Project Name;
- Project Description;
- Contact Name;
- Contact Mailing Address;
- Contact Phone Number;
- Contact Email Address;
- Fleet and Equipment Management Software Product and Release Number(s) Implemented;

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- Project Start and End Date; and
- Contract Value.

4.3.12. TAB 6 — Proposed Project Staff and Organization

4.3.12.1. Project Organization

Vendors shall describe their project staffing strategy to coincide with their recommended implementation approach, including any proposed phasing. As part of this project staffing strategy, the Vendor shall recommend when WVDOT participation is expected, how the WVDOT's employees are going to be integrated into the Project Team, where the project team is primarily located and what methods are going to be used to ensure skills and knowledge transfer.

4.3.12.2. Personnel Summary Table

Vendors shall provide a Personnel Summary Table listing each proposed project team member. The Personnel Summary Table should be presented in tabular form similar to the example provided below including the proposed role(s), consultant name, total years of relevant implementation experience with the VPS, years of experience in the proposed role, list of public sector clients in the proposed role, and relevant certifications.

EXHIBIT 8: EXAMPLE OF FORMAT FOR VENDOR PERSONNEL SUMMARY TABLE

Proposed Role(s)	Consultant Name	Experience Summary
Project Manager	Consultant Name	Sample y-years of experience managing implementation of fleet and equipment management systems for public sector clients. \$ years as project manager on z fleet management system projects for state DOTs, State Client Name(s), PMP certification

4.3.12.3. Resumes

The Vendor shall provide resumes for each role to be filled by Vendor personnel. Proposed consultants should be available to staff the project. For purposes of planning project staffing, the Vendor should assume a start date of November 1, 2021.

4.3.12.4. Staffing Changes

No change may be made in the staffing of the Fleet and Equipment Management System project without the prior approval of the WVDOT. Throughout the term of the Contract resulting from this RFP, the Vendor shall:

- Provide qualified personnel to perform all Services required in this RFP;
- Promptly remove and replace personnel at the request of the WVDOT; and
- Provide written notice and seek WVDOT approval of any plan to add, remove and replace personnel.

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4.3.13. TAB 7 — Vendor's Proposed Plan for Providing Services

In order to facilitate the Evaluation Committee's comparison of proposals, the Vendor's response to this section of the RFP shall conform to the following format without exception.

4.3.13.1. Timeline and Implementation Phasing Approach

The Vendor shall describe its proposed implementation timing and phasing approach and include a phasing schedule and timeline which outlines their project plan and detailed staffing. It should be based on the Vendor's experience with the solution being proposed and provide the WVDOT with the best balance of cost and risk for the implementation of the VPS. The Vendor should also provide a thorough explanation of its rationale to support its proposed phasing. Related cost information should be presented in the Cost Proposal and shall not be included in the Technical Proposal.

Any required clarifications regarding the phasing or timelines should be addressed during the Discussion and Best and Final Offer process.

The description provided should include the following information for each module:

- + Implementation timeframes;
- » Milestones and implementation phasing (if any);
- + Deliverables with planned approval date and mapped in the work plan; and
- e Any software upgrades that should occur during the project.

4.3.13.2. System Development Methodology Overview

It is the Vendor's responsibility to propose a system development methodology (SDM) that is defined, documented, repeatable, and emphasizes project management best practices.

The project scope and cost should include training the WVDOT project team staff on the Vendor's SDM. The proposal should identify certifications the Vendor has received, such as Software Engineering Institute's (SEI) "Capability Maturity Model" (CMM) assessments, the International Organization for Standardization (ISO) 900x certifications, the "Institute of Electrical and Electronics Engineers" (IEEE) Software Engineering Standards, and any other pertinent certifications.

4.3.13.3. Project Management Methodology and Approach

The Vendor shall describe its approach to managing the project. As part of its project management approach, the Vendor should describe the project management tools, standards, controls, and procedures that are going to be utilized to create a proven, reliable process. This section should also include a brief description of the Vendor's approach for managing the project on a daily basis. The intent of this information is to provide assurance to the WVDOT of the Vendor's demonstrated ability to manage large, complex software projects such as the Fleet and Equipment Management System project in a manner that ensures quality, project success, long-term viability, and lowest cost of ownership.

4.3.13.4. Detailed Description of Services/Deliverables to be Provided

The Vendor should describe in detail how each of the services listed in Section 4.2.2. shall be provided in accordance with the Vendor's methodology.

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4.3.13.5. System Support Services

The Vendor should address the following technical elements within this subsection:

- Standard methodology for developing a business continuity plan, continuity capabilities and high-availability infrastructure, as well as a detailed explanation of the related approach, activities, procedures, tools, and templates and how the Vendor manages these activities and leverages the tools and templates;
- + Disaster recovery guidance and execution (if necessary) for the duration of the project in accordance with the WVDOT's disaster recovery plan;
- Performance tuning of databases, application servers, web servers, and other software and devices deployed as part of the proposed solution. This includes batch and online software tuning, as well as data conversion software tuning; and
- + Software upgrade methodology, as well as a detailed explanation of the related approach, activities, procedures, tools, and templates, and how the Vendor manages these activities and leverages the tools and templates.

4.3.13.6. Lessons Learned

The Vendor should provide a discussion of the significant lessons learned from experience at previous projects of similar size and scope, and how the Vendor plans to apply those lessons to the Fleet and Equipment Management System project.

4.3.14. TAB 8 — Responses to State's Goals and Objectives

The Vendor shall complete the responses to each of the State's goals and the objectives identified in Section 4.2.1. Vendors shall describe how they will comply with each. The completed response should be inserted in the Technical Proposal in TAB 8.

4.3.15. TAB 9 — Capabilities of Proposed VPS Solution

The Vendor shall in narrative format describe the capabilities of its proposed VPS to meet the requirements outlined in Section 4.2.2.3 for a Fleet and Equipment Management System. Vendors are encouraged to include screen shots and other visuals as appropriate to highlight system capabilities and enhance the readability of this section.

The Vendor shall also include within TAB 9 a description of the technical architecture of its proposed solution and the basis for the Vendor's recommendation of this technical architecture. Depending on the technical architecture being recommended, the Vendor shall include the additional information below:

- **On-Premise Model** - Technical specifications for the development, testing, training, production and disaster recovery/reporting landscapes required to implement the VPS, with sufficient detail to allow WVDOT and WVOT to estimate the cost of implementation and operation of the environment.
Vendor should be prepared to support initial software configuration, development and testing in a Vendor hosted environment to allow sufficient time for the required environment to be established by WVDOT and WVOT. All project activities beginning not later than user acceptance testing shall occur in the State managed on-premise environment.

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- **SaaS or Cloud Model** - Detailed discussion of the technical environment in which the VPS will operate including information on the data centers which will host the development/testing/training, production, and disaster recovery environments. The production and disaster recovery environments shall be hosted in data centers which are geographically distant from each other.

4.3.16. TAB 10 — Draft Statement of Work

The Vendor should submit a Sample Statement of Work in TAB 10. This Sample Statement of Work will provide a starting point for drafting the final Statement of Work that will be included in the Contract with the Awarded Vendor as part of contract execution. The Sample Statement of Work should include a description of the roles and responsibilities for each of the services requested in this RFP in accordance with the Vendor's proposed project plan and methodology, and descriptions of all deliverables to be provided.

4.3.17. TAB 11 - Requirements Matrix Responses (Attachment A)

The Vendor shall include within TAB 11 a printed copy of its completed Fleet and Equipment Management System Requirements Matrix which is included as Attachment A to the RFP. It shall also submit a soft copy of the completed Requirements Matrix in Microsoft Excel format as part of its online submission or on a flash (USB) drive with its original technical proposal if not submitting via wvOASIS.

4.3.17.1. Requirements Matrix Guidance

The Fleet and Equipment Management System Requirements Matrix defines the functionality and capabilities expected in the new system. The requirements matrix is a Microsoft Excel workbook organized into five (5) tabs (worksheets) by business function, as well as cross-functional capabilities such as management reporting, application architecture and technical architecture.

Each requirement has been prioritized based on its business criticality to WVDOT as follows:

1. Essential; (it is essential that the new Fleet and Equipment Management System provide this capability; in most cases this functionality is available in the current system);
2. Critical (the lack of this capability would represent a significant gap);
3. Important (the capability is highly desired and would likely be implemented by WVDOT if available off-the-shelf or off-the-shelf with configuration in the Vendor's solution); and
4. Desirable (the capability is desired and would be evaluated for implementation if available off-the-shelf or off-the-shelf with limited configuration in the Vendor's solution).

The Proposer shall respond to each requirement in the Fleet and Equipment Management System Requirements Matrix using the response key below.

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EXHIBIT 9: VALID REauiREMENTS FOR REQUIREMENTS MATRIX

Response	Definition
Customization	<p>Requirement can be met but it will require development of a custom extension or bolt-on that would be a WVDOT-specific custom extension to the proposed software solution. This custom extension will not be part of the base code and will not be maintained as part of the product going forward.</p> <p>In this scenario, the Vendor shall enter an indication of the complexity of the customization within the Customization column of the response spreadsheet as follows:</p> <p>Small: Small customization(s) requiring up to a total of 80 hours for specification, development, and unit testing;</p> <p>Medium: Medium customization(s) requiring a total of 80 to 160 hours for specification, development, and unit testing; and</p> <p>Large: Large customization(s) requiring greater than 160 hours for specification, development, and unit testing.</p> <p>The Vendor shall then itemize the associated cost of each customization cross referenced by requirement number in the appropriate tab of the Cost Proposal spreadsheet.</p>
Does Not Meet	<p>The Vendor's proposed solution does not support this requirement.</p>
Modification to Base Code	<p>Requirement can be met through alteration or modification to the base code of the proposed VPS or through development of new code which will be added to the base software solution and supported in the future as part of the base software. The software licensor will support the migration of this functionality to future releases of the software as part of its supported upgrade path.</p> <p>In this scenario, the Vendor must indicate the complexity of the customization and a schedule for development and testing of the customization and incorporating it into the off-the-shelf product.</p> <p>Requirement met with out-of-the-box delivered functionality with no additional configuration required by the Vendor's implantation team.</p>
Off-the-Shelf	

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Response	Definition
Off-the-Shelf with Configuration	Requirement met with out-of-the-box delivered functionality; may require configuration of system parameters by the Vendor's systems implementation team during implementation but no scripting, programming or customization effort is required.
Third-Party	Third-party software is required to fully meet the requirement. In this scenario, the requirement is met through the implementation of the out-of-the box functionality of the third-party software included within the Vendor's proposed software solution, but no customization is required. Please note, for purposes of this proposal, a software module owned by the licensor of the core VPS solution is considered to be a third-party software solution if it is separate from or not tightly integrated with the proposed core VPS.
Third-Party-CM	<p>Third-party software solution (the third-party software shall have been proposed by the Vendor), along with some level of additional customization that is required to fully meet the requirement. This customization would be a WVDOT-specific custom extension to the third-party software. This custom extension will not be part of the base code of the third-party software and will not be maintained as part of the product going forward. In this scenario, the Vendor shall enter an indication of the complexity of the customization within the Customization column of the response spreadsheet as follows:</p> <p>Small: Small customization requiring up to 80 hours for specification, development, and unit testing;</p> <p>Medium: Medium customization requiring 80 to 160 hours for specification, development, and unit testing; and</p> <p>Large: Large customization requiring greater than 160 hours for specification, development, and unit testing.</p> <p>The Vendor shall then itemize the associated cost of each customization cross referenced by requirement number in the appropriate tab of the Cost Proposal spreadsheet.</p>

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4.3.18. Cost Proposal.

The Vendor shall complete the provided Microsoft Excel Cost Proposal template in Attachment 2 and submit with their proposal. Online submission through wvOASIS is prohibited. The Vendor shall print out one copy of the Cost Proposal and include it and a soft copy of the Cost Proposal in Microsoft Excel format on a flash (USB) drive in a separate sealed envelope from the technical proposal.

The Technical Proposal must not contain any cost information relating to the project.

The Cost Proposal shall be sealed in a separate envelope and will not be opened initially.

4.4. Oral Presentations (Agency Option)

The Agency has the option of requiring oral presentations of all Vendors participating in the RFP process. If this option is exercised, points will be allocated in Section 6.2 below at the time the RFP is issued, or via addendum prior to technical bid opening. During oral presentations, Vendors may not alter or add to their submitted proposal, but only clarify information. A description of the materials and information to be presented is provided below:

Qualifying Vendors will be required to participate in Oral Presentations and Software Demonstrations. The order by which Vendors are assigned Oral Presentation and Software Demonstration dates is to be determined through a random process. Prior to each Vendor's scheduled Oral Presentation and Software Demonstration dates, the WVDOT will provide the Vendor with a detailed demonstration script that specifies the requirements, instructions, rules, and processes that should be adhered to in each presentation.

The period of advance notice, scripts, requirements, instructions, rules, and processes will be the same for all Vendors. The release dates of the scripts to the Vendors will be staggered so that each Vendor has the same amount of time to prepare.

The oral presentation and software demonstration shall be led by the Vendor's Project Manager and be performed by members of the proposed project implementation team. Software demonstrations shall not be conducted by Software Vendor pre-sales staff or other Software Vendor representatives unless they are proposed as an implementation team member.

The oral presentation and software demonstration will be scored by the Selection Committee. In addition, WVDOT reserves the right to adjust scores for other technical proposal categories (up or down) based on information provided by the Vendor during the software demonstration. For example, if the Vendor indicated functionality can be provided off-the-shelf in its response to the Fleet and Equipment Management System Requirements matrix but the Vendor is unable to demonstrate this functionality, WVDOT may choose to adjust the Vendor's score for the requirements matrix.

During oral presentations and software demonstrations, Vendors may not alter or add to their submitted proposal, but only clarify information based on the scripts provided by the WVDOT.

All Software Demonstrations and Vendor Oral Presentations will be held in Charleston, West Virginia if COVID-19 protocols allow or alternatively by webinar if COVID-19 protocols do not allow for on-site meetings.

A description of the materials and information will be forwarded to the invited vendors at least 2 weeks in advance to allow for appropriate preparation.

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SECTION 5: VENDOR PROPOSAL

5.1. Economy of Preparation: Proposals should be prepared simply and economically providing a concise description of the items requested in Section 4. Emphasis should be placed on completeness and clarity of the content.

5.2. Incurring Cost: Neither the State nor any of its employees or officers shall be held liable for any expenses incurred by any Vendor responding to this RFP, including but not limited to preparation, delivery, or travel.

5.3. Proposal Format: Vendors should provide responses in the format listed below:

5.4. Two-Part Submission: Vendors must submit proposals in two distinct parts: technical and cost. Technical proposals must not contain any cost information relating to the project. Cost proposal must contain all cost information and must be sealed in a separate envelope from the technical proposal to facilitate a secondary cost proposal opening.

5.4.1. Title Page: State the RFP subject, number, Vendor's name, business address, telephone number, fax number, name of contact person, e-mail address, and Vendor signature and date.

5.4.2. Table of Contents: Clearly identify the material by section and page number.

5.4.3. Response Reference: Vendor's response should clearly reference how the information provided applies to the RFP request. For example, listing the RFP number and restating the RFP request as a header in the proposal would be considered a clear reference.

Proposal Submission: All proposals (both technical and cost) must be submitted to the Purchasing Division **prior** to the date and time listed in Section 2, Instructions to Vendors Submitting Bids as the bid opening date and time.

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SECTION 6: EVALUATION AND AWARD

6.1. Evaluation Process: Proposals will be evaluated in two parts by a committee of three (3) or more individuals. The first evaluation will be of the technical proposal and the second is an evaluation of the cost proposal. The Vendor who demonstrates that it meets all of the mandatory specifications required, attains the minimum acceptable score and attains the highest overall point score of all Vendors shall be awarded the contract.

6.2. Evaluation Criteria: Proposals will be evaluated based on criteria set forth in the solicitation and information contained in the proposals submitted in response to the solicitation. The technical evaluation will be based upon the point allocations designated below for a total of 70 of the 100 points. Cost represents 30 of the 100 total points.

Evaluation Point Allocation:

Evaluation Criteria	Potential Points
Qualifications and Performance of the Proposed Vendor TAB 2 (§4.3.8), TAB 3 (§4.3.9), TAB 4 (§4.3.10), and TAB 5 (§4.3.11) I	15 Points Possible
Qualifications of Vendor's Proposed Project Staff TAB 6 (§4.3.12I)	20 Points Possible
Vendor's Approach and Methodology for Performing the Project TAB 7 (§4.3.13)	10 Points Possible
Assessment of the Fit of the Vendor's Proposed Solution Based on Vendor's Completed Requirements Matrix TAB 8 (§4.3.14), TAB 9 (§4.3.15) and TAB 11 (§4.3.16I)	15 Points Possible
Software Demonstration and Oral Interview	10 Points Possible
Cost to Implement and Operate System	30 Points Possible
Total Proposal Score	100 Points Possible

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6.3. Technical Bid Opening: At the technical bid opening, the Purchasing Division will open and announce the technical proposals received prior to the bid opening deadline. Once opened, the technical proposals will be provided to the Agency evaluation committee for technical evaluation.

6.4. Technical Evaluation: The Agency evaluation committee will review the technical proposals, assign points where appropriate, and make a final written recommendation to the Purchasing Division.

6.5. Proposal Disqualification:

6.5.1.1. Minimum Acceptable Score (“MAS”): Vendors must score a minimum of 70% (49 points) of the total technical points possible in order to move past the technical evaluation and have their cost proposal evaluated. All vendor proposals not attaining the MAS will be disqualified.

6.5.1.2. Failure to Meet Mandatory Requirement: Vendors must meet or exceed all mandatory requirements in order to move past the technical evaluation and have their cost proposals evaluated. Proposals failing to meet one or more mandatory requirements of the RFP will be disqualified.

6.6. Cost Bid Opening: The Purchasing Division will schedule a date and time to publicly open and announce cost proposals after technical evaluation has been completed and the Purchasing Division has approved the technical recommendation of the evaluation committee. All cost bids received will be opened. Cost bids for disqualified proposals will be opened for record keeping purposes only and will not be evaluated or considered. Once opened, the cost proposals will be provided to the Agency evaluation committee for cost evaluation.

The Purchasing Division reserves the right to disqualify a proposal based upon deficiencies in the technical proposal even after the cost evaluation.

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6.7. **Cost Evaluation:** The Agency evaluation committee will review the cost proposals, assign points in accordance with the cost evaluation formula contained herein and make a final recommendation to the Purchasing Division.

Cost Evaluation Formula: Each cost proposal will have points assigned using the following formula for all Vendors not disqualified during the technical evaluation. The lowest cost of all proposals is divided by the cost of the proposal being evaluated to generate a cost score percentage. That percentage is then multiplied by the points attributable to the cost proposal to determine the number of points allocated to the cost proposal being evaluated.

Step 1: Lowest Cost of All Proposals / Cost of Proposal Being Evaluated = Cost Score Percentage

Step 2: Cost Score Percentage X Points Allocated to Cost Proposal = **Total Cost Score**

Example:

Proposal 1 Cost is \$1,000,000

Proposal 2 Cost is \$1,100,000

Points Allocated to Cost Proposal is 30

Proposal 1: Step 1 — $\$1,000,000 / \$1,000,000 =$ Cost Score Percentage of 1 (100%)
Step 2 — $1 \times 30 =$ Total Cost Score of 30

Proposal 2: Step 1 — $\$1,000,000 / \$1,100,000 =$ Cost Score Percentage of 0.909091 (90.9091%)
Step 2 — $0.909091 \times 30 =$ Total Cost Score of 27.27273

6.8. **Availability of Information:** Proposal submissions become public and are available for review immediately after opening pursuant to West Virginia Code §5A-3-11(h). All other information associated with the RFP, including but not limited to, technical scores and reasons for disqualification, will not be available until after the contract has been awarded pursuant to West Virginia Code of State Rules §148-1-6.3.d.

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WVDOT FLEET AND EQUIPMENT MANAGEMENT SYSTEM RFP
CRFP DOT22*01

By signing below, I certify that I have reviewed this Request for Proposal in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that, to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

SEWELL FLEET MANAGEMENT
(Company)

JAY WARNER ACCOUNT EXECUTIVE
(Representative Name, Title)

972 743 8570
(Contact Phone/Fax Number)

09132021
(Date)



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

State of West Virginia
 Centralized Request for Proposals
 Service - Prof

Proc Folder: 887002		Reason for Modification:	
Doc Description: Addendum No 2 - FLEET MANAGEMENT SYSTEM		Addendum No. 2	
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2021-09-03	2021-09-16 13:30	CRFP 0803 DOT2200000001	3

BID RECEIVING LOCATION

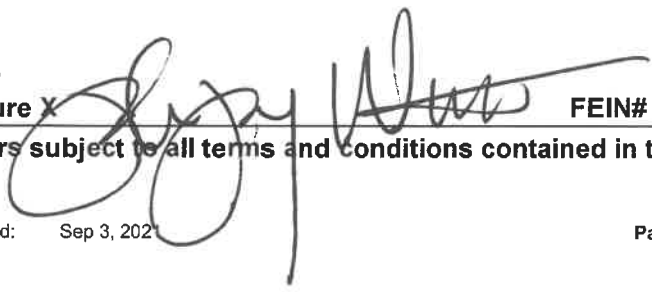
BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 MS

VENDOR

Vendor Customer Code:
 Vendor Name: **SEWELL FLEET MANAGEMENT**
 Address: **4400 PARKS LEGANO ROAD**
 Street:
 City: **ODESSA**
 State: **TX** Country: **USA** Zip: **79765**
 Principal Contact: **JAY WARNER**
 Vendor Contact Phone: **972-743-8570** Extension:

FOR INFORMATION CONTACT THE BUYER

Ara Lyle
 (304) 558-2544
 ara.l.yle@wv.gov

Vendor Signature X  FEIN# **832028719** DATE **09132021**
 All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION**ADDENDUM NO. 2**

- Responses to vendor questions attached.
- To extend the bid opening from 09/09/2021 to 09/16/2021 at 1:30 pm.
- Attachments A and B have been revised and attached to unlock some protected fields in the previous attachments.

****ONLINE RESPONSES FOR THIS SOLICITATION ARE PROHIBITED***** Please see Section 6 entitled BID SUBMISSION for more information.

No other changes.

INVOICE TO	SHIP TO
DIVISION OF HIGHWAYS OFFICE OF THE SECRETARY 1900 KANAWHA BLVD E, BLDG 5 RM A109 CHARLESTON WV 25305-0440 US	DIVISION OF HIGHWAYS EXECUTIVE DIVISION 1900 KANAWHA BLVD E, BLDG 5 CHARLESTON WV 25305-0430 US

Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
1	DEVELOPMENT IMPLEMENTATION SUPPORT FLEET MGT SYSTEM				

Comm Code	Manufacturer	Specification	Model #
43233701			

Extended Description:
SOFTWARE DEVELOPMENT, INSTALLATION, SUPPORT AND TRAINING

Attachments A and B revised on Addendum No. 2 issued 9/3/2021

SEE ATTACHMENTS.

SCHEDULE OF EVENTS

Line	Event	Event Date
------	-------	------------

SOLICITATION NUMBER: CRFP DOT2200000001

Addendum Number: 2

The purpose of this addendum is to modify the solicitation identified as CRFP DOT2200000001 ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

1. The bid opening has moved from 09/09/2021 to 09/16/2021. The bid opening time remains at 1:30 pm.
2. Responses to vendor questions attached.
3. Attachments A and B (Excel files) have been revised and attached to unlock some protected fields in the previous attachments.
4. ***ONLINE RESPONSES FOR THIS SOLICITATION ARE PROHIBITED*** Please see Section 6 entitled BID SUBMISSION for more information.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

CRFP DOT2200000001 – Addendum No. 2
West Virginia Department of Transportation (WVDOT) Fleet Management System
Responses to Vendor Questions

1. What is the approx. budget for this project?

It is not in the best interest of the State to release this information.

2. Can the RFP timeline be extended by a couple of weeks?

The bid opening has been extended to 9/16/2021 at 1:30 pm. Please read Section 6 entitled BID SUBMISSION in the CRFP documentation regarding how your technical and cost proposals must be submitted to the Purchasing Division by the bid opening date and time.

3. What is the expected time by which the Asset Management Software project should go-live?

For internal planning purposes, WVDOT has been anticipating an implementation of the new Fleet Management System of approximately 12 months in duration. However, the Vendor should propose the timeline that, based on its experience, seems appropriate for an organization of the size and complexity of WVDOT with the the scope of services identified and provide its rationale for its proposed timeline.

4. Are you looking for Cloud hosting or On premise for other areas of implementation? What is your preference?

WVDOT is open to either an on-premise solution or a Cloud-hosted solution for the new Fleet Management System. The Vendor should propose the solution which it believes provides the best overall value to the State.

5. Do you currently use any asset management system?

The current WVDOT Equipment Management system is an in-house solution. WVDOT does utilize Deighton dTIMS for pavement management and bridge management and is in the process of expanding its use of dTIMS to support additional transportation infrastructure assets and to support highway maintenance management. Please refer to Section 4.2 for a brief discussion of various systems initiatives in progress at WVDOT.

6. Do you currently store parts/SKU's in your current system for all your warehouses and track inventory for these parts?

Yes, WVDOT currently stores parts/SKUs in its legacy inventory management system. Consumable inventory is in the process of being migrated to the statewide wvOASIS Enterprise Resource Planning (ERP) system. wvOASIS will be the system of record for consumable inventory. The new Fleet Management system shall be designed to integrate with the consumable inventory functionality in wvOASIS.

7. BOM's - Hierarchical parts? Do you have BOM's? If yes, how many BOM's would be there and approx. number of parts in each BOM?

Bill of materials is not currently utilized for equipment repairs.

CRFP DOT2200000001 – Addendum No. 2
West Virginia Department of Transportation (WVDOT) Fleet Management System
Responses to Vendor Questions

8. Which system is used for placing PO's for third party service and parts or consumables? Which system is used for Inventory and warehouse management?

The statewide wvOASIS ERP system is the system of record for purchasing including the issuance of purchase orders. wvOASIS is based on the CGI Advantage ERP solution. As noted in Question #6, inventory and warehouse management is being migrated from a WVDOT legacy system to wvOASIS.

9. Who will train the business users? Would city be responsible for training all users on the Asset Management Software solution or Train the Trainer approach will be used?

WVDOT is expecting to utilize a train-the-trainer approach. Please refer to Section 4.2.2.20.3.

10. Do parts or equipment's have RFID or Barcode?

Neither parts or equipment currently utilize RFID or barcodes; however, WVDOT would like to utilize these capabilities in the future.

11. What is the list of interfaces that need to be developed for this RFP?

Please refer to Section 4.2.2.3.5 for a list of interfaces and to Section 4.2.2.13 for additional information on the Vendor's responsibilities for interfaces.

12. Is there historical data migration required for the project? If yes, do you have volume of the total historical data to be migrated?

Please refer to Section 4.2.2.17 for information on Data Conversion requirements. In general, it is anticipated that all existing assets with supporting attributes to include at least the current meter reading, data fields used to describe and classify the asset, age, last preventive maintenance performed and when completed, next PM in the cycle and planned date, current SGR/condition value, system wide parts master list (including designation of warrantable and rebuildable) with cross-reference to vendor specific parts with preferred vendor, and vendor lists, will be converted, along with the open and historical work orders/repair orders for these assets. The historic work order will include all repair work order detail with a focus on the maintenance activity, accomplishment and labor, equipment, material, and direct costs and as much of the assigned staff, parts and equipment as is reasonable and agreed to by WVDOT to eliminate creating resource data that only aligns with the historic work orders. The result of the data conversion process must enable WVDOT to run reports that span historic and native work order history to show cost summation (total and separated by labor, equipment, material and direct) by work activity with accomplishments using user defined date ranges. In addition, the Vendor shall convert all other data from the existing Equipment system necessary to make the new system operational to support WVDOT business processes. Please refer to Section 4.1, Exhibit 1 for information on existing WVDOT equipment assets. An estimate of the volume of repair orders/work orders to be converted is not currently available.

CRFP DOT2200000001 – Addendum No. 2
West Virginia Department of Transportation (WVDOT) Fleet Management System
Responses to Vendor Questions

13. Which HR system is used for employee information? What information is stored about the employee in the HR system e.g., worker certifications?

The wvOASIS ERP Human Capital Management (HCM) subsystem is the system of record for human resource information. The new Fleet Management System shall integrate with wvOASIS as required to obtain necessary employee information. Worker certifications are not currently stored in wvOASIS.

14. Which systems are used for City Time keeping? Do these system track time spent by technicians or maintenance crews on the job/Work order?

WVDOT employees currently track their time in a legacy WVDOT system. Beginning in October 2021, WVDOT employees will begin entering their time into a module of the wvOASIS ERP system. For purposes of the implementation of the new Fleet Management System, Vendors shall assume that WVDOT employees will enter their time through wvOASIS and will charge time to work orders/repair orders (known as a task order in wvOASIS). Integration with wvOASIS will be required to set-up work orders for time charging in wvOASIS and to receive hours worked and labor cost backed from wvOASIS. These interfaces are identified in Section 4.2.2.3.5.

15. How many overall users are there going to be for the Asset Management system?

Please refer to Section 4.1.

16. How many users will be using the Mobile app?

Vendors shall assume that all users could utilize the mobile application.

17. Which mobile devices and browsers would in scope if mobile app is in scope? Would both iOS and Android devices be used?

The Vendor shall clearly specify in its proposal any technology constraints in terms of use of its mobile application. WVDOT prefers that a Vendor's mobile application operate on both iOS and Android devices.

18. Do you plan to use IoT technology for Asset Management Software? If yes, do you have any IoT platform today? What is that?

There are currently no specific plans to integrate the new Fleet Management System with IOT devices as part of the initial implementation. Vendors should describe the capabilities of its proposed solution to integrate with IoT devices as a potential future opportunity which WVDOT could take advantage of.

19. Are there any plans of integrating IoT for any or some of the Assets?

Please refer to Question #18.

CRFP DOT2200000001 – Addendum No. 2
West Virginia Department of Transportation (WVDOT) Fleet Management System
Responses to Vendor Questions

20. Please confirm if online submissions via the state OASIS system are acceptable or if only hardcopy submissions are allowed? If a hardcopy is required, this would mean shipping no later than 1 September to make the 3 September deadline, therefore would an extension of deadline be permissible?

The response must be prepared in hardcopy and either mailed or delivered to the Purchasing Division. Soft copies of the completed requirements matrix and the cost proposal template shall be included with the Vendor's response as specified in the RFP. The bid opening has been extended to 09/16/2021 at 1:30 pm.

Refer to Section 6 entitled BID SUBMISSION for more information about proposal submission.

21. If awarded contract, please confirm if a milestone payment agreement in lieu of performance bond is acceptable?

The State expects the selected Vendor to provide a performance bond as described in the RFP.

22. In terms of legacy data conversion, would the State consider a summary of history by asset or does it want full transactional history and if so, how many years back?

Please refer to the answer to Question #12.

23. What is the number of repair facilities located across the state?

There are approximately 90 repair facilities statewide.

24. What is the number of parts inventories located across the state?

Each repair facility could also have parts inventory, so again, there are approximately 90 locations where parts could be stored.

25. What commercial fuel cards (not Fuel Master) are used and is an interface to those required?

No interface with commercial fuel cards is anticipated.

26. Please define all historical data transactions (not data records such as tasks, parts, assets, etc.) that is expected to be converted?

Please refer to the answer to Question #12.

27. Define in more detail expectations for the change management deliverables.

Other than training planning, design and delivery, there are no formal organizational change management deliverables per se within the Vendor's scope of services. However, the Vendor is expected to facilitate business process re-engineering sessions by demonstrating for WVDOT opportunities for the agency to streamline its business processes to optimize use of the Vendor's fleet management software. In addition, WVDOT expects the vendor to implement sound change management techniques and methods across the software lifecycle with a

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desired outcome to ensure a successful and sustainable transition of ownership to WVDOT, see section 4.2.2.20.7, Knowledge Transfer:

Finally, please refer to Section 4.2.2.20 for training responsibilities.

28. Integrations - Please define all required integrations for your organization. Please outline the system, direction (one-way or bi-directional), business case, data elements to be passed and general workflow for each integration (ex: Asset Updates, Purchasing, Receipts, Billing, Employee/Operators/User, Fuel, etc.) and any other systems not noted in this question. Specifically, interfaces that are noted as two-way, describe the data being sent and received and which system is doing it. A few specific integrations questions are noted further:

Please refer to Section 4.2.2.3.5 which provides a list of interfaces identified to date and Section 4.2.2.13 which provides information on the Vendor's responsibilities for interfaces. This is the information on interfaces which is available at this time and should be used by Vendors as the basis for constructing their proposals.

- i) Integrations - please define the system of record for both work orders (labor, tasks, etc.) and inventory (part numbers, quantity on hand and price) as relates to the interfaces. Our fleet solution is typically the system of record (parts, equipment and work orders with labor and tasks) but can interface with other systems to pass its data to them however knowing the expected system of record helps to define the scope further and is critical to the proposed workflow.**

The new Fleet Management System will be the system of record for work management. wvOASIS will be the system of record for inventory management. The new Fleet Management System will integrate with the inventory module in wvOASIS.

- ii) Integrations - wvOASIS Advantage Financials and Human Resource Management - are employees logging time on work orders and repair tasks in this system or is the final time logged in the new FMIS to be transferred over with the detail of work order, tasks, etc. to do payroll?**

Please refer to the answer to Question #14

- iii) Integrations - Fuel - discussed as two-way for accepting fuel usage from Fuel Master but contained an "and" and then nothing, appears to be a typo. What is the other direction for and to?**

In the writing style used for this section of the RFP, the "and" is used stylistically at the end of the next to last bullet in a bulleted list. This is not a typo. The integration with Fuel Master is expected to be two-way. The Fleet Management System

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provides Fuel Master with active assets (updates of asset records go to Fuel Master when assets are onboarded or retired) and Fuel Master provides fuel consumption and the odometer reading at time of fueling to the Fleet Management System.

iv) Integrations - DOA Fleet leased passenger equipment - describe the direction to and from and what data is being passed each direction including which is the system of record for the data elements.

The DOA Fleet Management System will be the system of record for any vehicles leased by WVDOT from DOA. The DOA Fleet Management System will provide asset inventory information at time of leasing, any work history for work performed on a vehicle by DOA and update the status of the vehicle (active/lease ended, etc.) to the WVDOT Fleet Management System. The WVDOT Fleet Management System will provide updates to the DOA Fleet Management System for fuel consumption history and for any work performed on the vehicles by WVDOT technicians.

29. In section 4.2.2.22 Production Maintenance and Support, State of WV DOT requires an onsite presence and notes that onsite requirement to be “essential”. While we provide an onshore single point of contact through our Service Delivery Manager, our ongoing support is typically remote, leveraging a vast pool of experienced resources. Would West Virginia DOT be open to a proposal that includes cost effective remote support by our extensive team, or is the requirement to have a dedicated onsite presence a fixed requirement?

WVDOT requires full on-site post implementation maintenance and support for six (6) months after Go-Live. The Vendor has some flexibility in how this requirement is met. For example, a Vendor could have one or two dedicated on-site resources who were part of the project team and familiar with WVDOT operations acting as the primary points of contact and leveraging product support staff who are remote at various locations.

30. What vendors has the State seen EAM product demos from?

During the time WVDOT was planning for a new Fleet Management System, various WVDOT staff have seen demos of several different EAM products. However, it is not possible to develop a comprehensive list of all products that were demonstrated.

31. Is a consultant engaged in the solicitation process, if so, who? What will their role be during the RFP evaluation and implementation?

Mott MacDonald has been engaged by WVDOT to provide program management, subject matter expertise and business analysis support for WVDOT’s ERP initiatives. Mott MacDonald and one of its subconsultants, eVision Partners, assisted the State with the development of the RFP and will be acting as advisors to the Selection Committee during the evaluation process. During implementation, the Mott MacDonald team will be providing program management and subject matter expertise support to WVDOT as requested by the agency.

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32. Regarding Req. # FLT-212 Generate reservation with a PIN# for key control purposes. Please clarify the existing key control solution to be integrated with the proposed solution and/or the expected functionality in the proposed solution to address key control capabilities.

There is not currently a key control solution implemented. WVDOT wants to have the capability to implement such a solution in the future. Thus, FLT-212 represents a capability WVDOT would like to have in a new Fleet Management System but not capability which it expects to initially implement.

33. Please clarify the total number of users and their expected roles in the proposed solution.

Please refer to the answer to Question #15.

34. How many users will be accessing the solution from a mobile device?

Please refer to the answer to Question #16.

35. Can the proposal submission deadline be extended two weeks?

The bid opening has been extended to 9/16/2021 at 1:30 pm. Please refer to Section 6 entitled BID SUBMISSION for information regarding your bid submission.

36. In the RFP document ("CRFP DOT2200000001_Solicitation Documents Part 1 of 4.pdf"), Section 4: Project Specifications (pages 27-68) lists out many requirements and deliverables, however this section is not included in the Technical Proposal Content structure (page 70-80). Does the State of WV need us to respond to this Project Specifications section in the proposal? If so, please advise where we should include this information in the Technical Proposal, with any specifications on the name of the section/tab if there is any preference.

Please read the CRFP in its entirety as there are several sections within the documents explaining the technical and cost proposals. Please see Section 5 entitled "Vendor Proposal" subsection 5.4.3.

37. Pages 7 Number 6. Bid Submission: states that "All bids must be submitted electronically through wvOASIS or signed and delivered", but at the end of that section also states: " Submission of a response to a Request for Proposal is not permitted in wvOASIS." We would prefer to submit via portal, but just want to clarify if based on the RFP instructions, that's even an option.

RFP technical and cost proposals cannot be submitted online through wvOASIS. Please read Section 6 Bid Submission in the "Instructions to Vendors Submitted Bids" in its entirety.

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38. Do we need to obtain wet original signatures for the notarizations, or could we provide copies of the original? Due to COVID-19 restrictions/WFH arrangement, obtaining wet signatures from our authorized signatory will require a bit more time and coordination.

Copies of the documents are acceptable for proposal submission.

39. The RFP only details instructions on how to package the two part submission: Technical and Cost proposal, but no mention of the legal documents. Do you have any further instructions on the submission of legal documents?

Please see Sections 21 and 31 in the CRFP documentation regarding “Your Submission is a Public Document”. Please refer to Section 6 entitled BID SUBMISSION for more information.

40. Given the requirements and length of the RFP, is it possible to get an extension for asking questions and/or submission deadlines?

The bid opening has been extended to 09/16/2021 at 1:30 pm.

41. Both Excel spreadsheets:

Attachment A - Requirements Spreadsheet. There are some records in the Vendor Comments column that are locked (entire Management Reporting tab, FLT-229 through FLT-236 of Fleet Management tab, etc.)

Attachment B - Cost Proposal. All tabs are protected except the Cost Summary.

The Excel spreadsheets, Attachments A and B, have been corrected and revised versions provided.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFP DOT2200000001

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|---|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input checked="" type="checkbox"/> Addendum No. 6 |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input checked="" type="checkbox"/> Addendum No. 7 |
| <input checked="" type="checkbox"/> Addendum No. 3 | <input checked="" type="checkbox"/> Addendum No. 8 |
| <input checked="" type="checkbox"/> Addendum No. 4 | <input checked="" type="checkbox"/> Addendum No. 9 |
| <input checked="" type="checkbox"/> Addendum No. 5 | <input checked="" type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that 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.

SEWELL FLEET MANAGEMENT
Company

Authorized Signature
09132021
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.