



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

Request for Quotation

RFQ NUMBER
FLT11919

PAGE
1

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

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

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/15/2012				

BID OPENING DATE: 05/31/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
THIS ADDENDUM IS ISSUED TO:						
1.) PROVIDE A COPY OF THE MANDATORY PRE-BID ATTENDEE LIST,						
2.) PROVIDE ANSWERS TO ALL TECHNICAL QUESTIONS SUBMITTED IN ACCORDANCE WITH THE PROVISIONS OF THE ORIGINAL REQUEST FOR PROPOSAL (FLT11919),						
3.) CHANGE SECTION 2.2.3 TO READ RFP INSTEAD OF RFQ						
4.) PROVIDE ATTACHMENT 1,						
5.) EXTEND THE BID OPENING DATE:						
TECHNICAL PROPOSAL OPENING DATE IS EXTENDED TO: 05/31/2012. BID OPENING TIME REMAINS: 1:30 PM						
***** END ADDENDUM NO. 1 *****						
0001	1	EA		961-37		
COMPREHENSIVE FLEET MANAGEMENT SERVICES						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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

**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods this Purchase Order/Contract becomes void and of no effect after June 30.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.html and is hereby made part of the agreement provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
14. **CONFIDENTIALITY:** The vendor agrees that he or she 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/purchase/privacy/noticeConfidentiality.pdf>.
15. **LICENSING:** Vendors 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, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will 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 the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or Fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).

SIGN IN SHEET

Page 1 of 2

Request for Proposal No. FLT11919

PLEASE PRINT

Date: 7/27/12

* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>WVDNR</u>	<u>324 4th Ave</u>	PHONE <u>304-558-3397</u>
Rep: <u>Angela Negley</u>	<u>South Charleston, WV</u>	TOLL FREE
Email Address: <u>Angela.W.Negley@wv.gov</u>	<u>25303</u>	FAX <u>304-558-2165</u>
Company: <u>ARI</u>	<u>6000 Fairview Rd</u>	PHONE <u>704-556-2630</u>
Rep: <u>Heather Odean</u>	<u>Stz 537</u>	TOLL FREE
Email Address: <u>haodean@arifleet.com</u>	<u>Charlotte, NC 28211</u>	FAX <u>704-556-2629</u>
Company: <u>PHH</u>	<u>940 RIDGEBROOK RD</u>	PHONE <u>556-630-2987</u>
Rep: <u>PHIL FITZGERALD</u>	<u>SPAINSBURY, MN 55152</u>	TOLL FREE
Email Address: <u>phil.fitzgerald@phh.com</u>		FAX <u>410-773-8524</u>
Company: <u>Fleet Mgmt</u>	<u>2101 Wash St E</u>	PHONE <u>304-558-0086</u>
Rep: <u>Janice Hartman</u>	<u>Chs, WV 25305</u>	TOLL FREE
Email Address: <u>janice.l.hartman@wv.gov</u>	<u>Bldg 17</u>	FAX <u>304-558-4084</u>
Company: <u>WVDHNR</u>	<u>One Davis Sq.</u>	PHONE <u>304-558-2281</u>
Rep: <u>Lee Ann Browning</u>	<u>Charleston, WV 25301</u>	TOLL FREE
Email Address: <u>lee.a.browning@wv.gov</u>		FAX <u>304-558-5706</u>

SIGN IN SHEET

Page 2 of 2

Request for Proposal No. FLT11919

PLEASE PRINT

Date: 4/27/12

* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>VERIZON WIRELESS</u>		PHONE <u>304-807-0429</u>
Rep: <u>KEVIN MCKENZIE</u>		TOLL FREE
Email Address: <u>KEVIN.MCKENZIE@VZW.COM</u>		FAX
Company: <u>Jim Enterprise Holdings</u>	<u>4970 H Trays Valley Rd</u>	PHONE <u>304-412-0474</u>
Rep: <u>Jim Withers</u>	<u>Scott Depot, WV 25560</u>	TOLL FREE <u>800-416-0000</u>
Email Address: <u>james a. withers@ehi.com</u>		FAX <u>866-678-6232</u>
Company: <u>Fleet Management</u>	<u>2001 Washington St. E</u>	PHONE <u>304-767-4179</u>
Rep: <u>Steve Brightwell</u>	<u>Charleston WV 25305</u>	TOLL FREE
Email Address: <u>Steve.w.brightwell@wv.gov</u>		FAX <u>304-558-4084</u>
Company: <u>EMO</u>	<u>2101 Washington St E</u>	PHONE <u>304 558 2106</u>
Rep: <u>Clay Chandler</u>	<u>Charleston WV 25305</u>	TOLL FREE <u>855 817 1910</u>
Email Address: <u>Clay.d.chandler@wv.gov</u>		304 <u>558-4084</u> FAX
Company: _____		PHONE
Rep: _____		TOLL FREE
Email Address: _____		FAX

Nothing Follows

FLT11919 Comprehensive Fleet Services
Technical Questions and Responses

Question 1: Is this a RFQ or a RFP? The cover sheet states RFQ but the word document States RFP. In addition within the word document RFQ is listed.

Response 1: FLT11919 is a Request for Proposal (RFP). The cover sheet is a standard procurement form which is multi-purpose. Section 2.2.3 in the solicitation will be changed via addendum to reflect RFP.

Question 2A: P-Card usage – is this mandatory because we have to pay our vendor 100% but the State is going to short pay us by the amount of the discount from Visa? This will become highly problematic on large maintenance and accident repair invoices.

Response 2A: Yes. The successful vendor must accept the State of West Virginia Visa Purchasing Card for payment of all orders placed by any state agency as a condition of award.

Question 2B: Is this RFP an “all or nothing” award and/or is the State going to be able to break out the award for different services?

Response 2B: The State has not specified a mandatory requirement for a single Vendor. See Section 2.5 Mandatory Requirements for more details. The state prefers no arrangements between Vendors for joint venturing or joint response to this proposal. The State’s preference does not preclude multiple Vendors from proposing the same subcontractor or software as a part of their proposals. See Section 5.4 Vendor Relationships for more details.

Question 3: Within the RFP it mentioned “Constitutional Requirements, what are these and where can they be located?

Response 3: A synopsis of constitutional requirements is contained in the General Terms and Conditions Request for Quotation (RFQ) and Request for Proposal (RFP) included in the FLT11919 RFP solicitation. Additional detail can be found using the following internet hyperlinks:

WV Constitution – http://www.legis.state.wv.us/WVCODE/WV_CON.cfm

WV Code – <http://www.legis.state.wv.us/WVCODE/Code.cfm>

WV Legislative Rules – <http://apps.sos.wv.gov/adlaw/csr/index.aspx>

Question 4: Can a vendor partner with another vendor to provide leasing and/or other services?

Response 4: Section 5.4 Vendor Relationship provides the following specific guidance:

5.4 Vendor Relationship

FLT11919 Comprehensive Fleet Services
Technical Questions and Responses

The relationship of the Vendor 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 RFP 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, *et cetera* 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.

The Vendor shall not assign, convey, transfer, or delegate any of its responsibilities and obligations under this contract to any person, corporation, partnership, association, or entity without expressed written consent of the Agency.

- 5.4.1 Subcontracts/Joint Ventures: The Vendor may, with the prior written consent of the State, enter into subcontracts for performance of work under this contract.
- 5.4.2 Indemnification: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from 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 laws.
- 5.4.3 Governing Law: This contract shall be governed by the laws of the State of West Virginia. The Vendor further agrees to comply with the Civil

FLT11919 Comprehensive Fleet Services
Technical Questions and Responses

Rights Act of 1964 and all other applicable laws and regulations as provided by Federal, State, and local governments.

Question 5: 2.4.1.26.1 the State mentions temporary vehicles – is this supposed to be a short-term rental as opposed to a lease vehicle.

Response 5: Objective 2.4.1.26 and associated sub-objectives are not intended to convey a goal or objective for short-term vehicle rental. For the purpose of Objective 2.4.1.26 and associated sub-objectives, the term “temporarily” is intended to convey a lease period of no less than twelve (12) months, but no more than forty-eight (48) months depending on the circumstances outlined in Objective 2.4.1.26.

Question 6: 2.5.17 Please explain in more detail what is required to integrate and manage browser client-server applications provided by the State’s ERP Vendor (currently CGI and Agile Assets).

Response 6:

The integration and management will include the synchronization and deployment of the Vendor’s browser client-server application including drivers, components, and API’s that can handle communication with the ERP Vendor’s software architectures.

The Vendor’s browser client-server application must provide an integration framework that enables it to integrate with all ERP products, and a wide range of other technologies, such as mainframe-based products (CICS, IMS), web services, SMTP and POP email, LDAP directories, .NET, ActiveX, Component Object Model (COM), C(++) programs, and Java.

The Vendor’s browser client-server application must provide integration under Microsoft Windows, Windows Mobile, various flavors of UNIX and Linux, VMS, IBM iSeries, and z/OS operating systems.

The Vendor’s browser client-server application will be used in complex ERP systems that maintain critical enterprise data supporting vital business processes, such as financial transactions, inventory control, data entry, workflow, and as a portal that is accessed locally, via intranets and the internet.

The Vendor’s browser client-server application will provide a component-based, infrastructure-dependent software program that can create or use data stored in one or more databases or file-systems. The browser client-server application can be a composite application that includes non-browser client-server ERP components created using other development tools, and deployed in distributed client/server and web environments, as a mobile application or web service.

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 Technical Questions and Responses

Management includes those information technology functions routinely performed or required by the ERP Vendor to maintain the functionality and data integrity of the ERP software programs.

Question 7: 2.2.5 What are the data requirements of the ERP program?

Response 7: Data requirements identified by Agile Assets (current Vendor) are contained in the attached MS Excel spreadsheet titled "Fleet Requirements Agile Assets 04262012".

Question 8: 2.4.1.16, 2.4.1.19, 2.4.1.20 Please provide examples of 3rd-party 3PL invoice vendors. Is this for outside vehicle repairs or parts?

Response 8: The objectives identified in Sections 2.4.1.16 through 2.4.1.20 are intended for use inside the agency's garage and parts room to document work other activities performed by state employees or contractors.

ELKINS FORDLAND, INC.
 CONSISTENTLY EXCEEDS CUSTOMER SATISFACTION
 696 Beverly Pike Elkins, WV 26241
 (304) 636-2222
 IN WV (800) 296-2486
 www.elkinsfordland.com

112160683

CUSTOMER NO 15897	ADDRESS SANDRA BUTCHER 283	INVOICE DATE 04/06/11	INVOICE NO FOCS73821																
WV DEPT OF NATURAL RESOURCES BOX 67, WARD ROAD ELKINS, WV 26241	PLATE NO 08/FORD TRUCK/S-DTY F-550/REG CHAS D	VEHICLE YEAR 15,051	VEHICLE MAKE FORD																
PHONE NUMBER 304-637-0245	FEDERAL ID 3 F O A F 5 7 R X B E D 6 9 5 8 9	INVOICE DATE 01/29/11	VEHICLE MODEL F-550																
JOB# 2 TOTALS.....		NO: 15051																	
JOB# 2 JOURNAL PREFIX FOCS JOB# 2 TOTAL		0.00																	
TOTALS.....																			
***** NEXT RECOMMENDED SERVICE: *****																			
* 30000 MILE SERVICE																			

YOU MAY RECEIVE A SURVEY FROM THE MANUFACTURER IN THE NEAR FUTURE. IT IS VERY IMPORTANT TO US THAT YOU ARE ABLE TO SAY THAT YOU WERE "COMPLETELY SATISFIED" WITH THE SERVICE YOU RECEIVED. IF, FOR ANY REASON, YOU ARE NOT COMPLETELY SATISFIED PLEASE CONTACT ME IMMEDIATELY. THANK YOU HEART WISH SERVICE MANAGER PHONE#304 636 2222		TOTAL LABOR..... 1626.00 TOTAL PARTS..... 5428.30 TOTAL SUBLET..... 0.00 TOTAL G.O.S..... 0.00 TOTAL MISC CHG..... 0.00 TOTAL MISC DISC..... 0.00 TOTAL TAX..... 0.00 TOTAL INVOICE \$ 7164.30																	
CUSTOMER SIGNATURE																			
<table border="1" style="margin: auto;"> <tr> <td>DATE</td> <td>TIME</td> <td>INITIALS</td> <td>SIGNATURE</td> </tr> <tr> <td>4-1-11</td> <td></td> <td></td> <td><i>[Signature]</i></td> </tr> <tr> <td>550-481-012</td> <td></td> <td></td> <td><i>[Signature]</i></td> </tr> <tr> <td>3200</td> <td>11</td> <td>2511</td> <td>020 025</td> </tr> </table> <p style="text-align: center;"> Repair all injectors and high pressure pump. Veh # B51-B10 Emergency Repair </p>				DATE	TIME	INITIALS	SIGNATURE	4-1-11			<i>[Signature]</i>	550-481-012			<i>[Signature]</i>	3200	11	2511	020 025
DATE	TIME	INITIALS	SIGNATURE																
4-1-11			<i>[Signature]</i>																
550-481-012			<i>[Signature]</i>																
3200	11	2511	020 025																
<div style="display: flex; justify-content: space-between;"> RECEIVED MAY 07 2011 NATURAL RESOURCES ACCOUNTS PAYABLE </div>																			
PAGE 2 OF 2	CUSTOMER COPY	END OF INVOICE	05/07/11																

FLT11919 Comprehensive Fleet Services
 Technical Questions and Responses

V.I.B.A. LLC
 1000 Highway Avenue
 BALTIMORE, MD 21286-2704
 Phone # (301) 520-4100 (2285)

K & M PERFORMANCE AUTOMOTIVE LLC
 001081

DATE: 11/8
 TIME: 11:00 AM

VEHICLE: 2008 Ford Focus
 MAKE: Ford
 MODEL: Focus
 YEAR: 2008

WORK ORDER NO: 11919
 PARTS TOTAL: \$1000.00
 LABOR: \$1100.00
 TOTAL AMOUNT: \$2100.00

DESCRIPTION: 2008 Ford Focus
 1. Oil & Filter Change
 2. Spark Plug Change
 3. Air Filter Change
 4. Cabin Air Filter Change
 5. Brake Pad & Disc Change (Front)
 6. Brake Pad & Disc Change (Rear)
 7. Wheel Alignment
 8. Tire Rotation & Balancing
 9. Fluid Top-off (Coolant, Power Steering, Brake)
 10. Safety Inspection

RECEIVED
 11/8/11
 15.4 hrs.

TECHNICAL NOTES:
 2008 Ford Focus
 1. Oil & Filter Change
 2. Spark Plug Change
 3. Air Filter Change
 4. Cabin Air Filter Change
 5. Brake Pad & Disc Change (Front)
 6. Brake Pad & Disc Change (Rear)
 7. Wheel Alignment
 8. Tire Rotation & Balancing
 9. Fluid Top-off (Coolant, Power Steering, Brake)
 10. Safety Inspection

APPROVED BY: [Signature]
 DATE: 11/8/11

FLT11919 Comprehensive Fleet Services
 Technical Questions and Responses



RAMEY MOTORS, INC.
 P.O. Box 1755 • Route 460
 PRINCETON, WEST VIRGINIA 24740
 Phone (304) 425-2134 or C.D. (304) 457-2151
 Toyota (304) 487-2273



INVOICE NO: 169142	NAME: RICHARD	PHONE NO: 0496	INVOICE DATE: 08/11/10	INVOICE NO: CMCS127699
CAMP CREEK STATE PARK BLDG 3 RM 630 CHARLESTON, WV 25305		VEHICLE NO: 32,710	DATE OF SALE:	ST. JOHN WHEEL
RESIDENCE PHONE: 304-425-9481		VEHICLE TYPE: 01/DOOGE TRUCK/RAM P/U 3500/STANDARD	DATE OF SALE:	ST. JOHN WHEEL
304-425-9481		VEHICLE ID: 3 B 6 M F 3 6 W 4 J M 5 6 0 7 8 7	DATE OF SALE:	ST. JOHN WHEEL
304-425-9481		VEHICLE ID: 55600076301	DATE OF SALE:	ST. JOHN WHEEL
304-425-9481		VEHICLE ID: 55600076301	DATE OF SALE:	ST. JOHN WHEEL

PARTS	QTY	FP NUMBER	DESCRIPTION	LIST PRICE	UNIT PRICE	PRICE
JOB # 6	1	5281290	FILTER EM 905706	5.85	5.85	5.85
JOB # 6	8	6005899-AM	OIL	2.40	2.40	19.20
TOTAL - PARTS						3140.55
MISC						
JOB # 7			W BALANCING WHEEL METODS			2.00
JOB # 9			STI M VA STATE INSPECTION STICKER			1.30
TOTAL - MISC						3.30
TOTALS						
CASH	()		TOTAL LABOR	2186.90		
CHECK	()	NUMBER	TOTAL PARTS	3140.55		
CHARGE	()		TOTAL SUBLET	0.00		
VISA/MC/MISC	()		TOTAL G.O.G.	0.00		
			TOTAL MISC CHG	3.30		
			TOTAL MISC DISC	0.00		
			TOTAL TAX	119.77		
TOTAL INVOICE \$				6460.22		

CUSTOMER SIGNATURE

DATE	TIME	BY	FOR
8-13	10:00	John Aulana	30691
550342242			
3400			
3277	10	609	096

WE HONOR:

IMPORTANT!
 YOU ARE RECEIVING A QUOTE/CALCULATION FROM THE MANUFACTURER IN THE BEST INTERESTS. IF FOR ANY REASON YOU CANNOT MAKE AN "IMMEDIATELY" AGREEMENT IN RESPECTING YOUR SERVICE EXPERIENCE WITH US, PLEASE CONTACT YOUR SERVICE ADVISOR IMMEDIATELY. RAMEY MOTORS INC. 400 E. 2ND ST. W. 2ND FLOOR

RECEIVED
 AUG 30 2010
 NATURAL RESOURCES
 ACCOUNTS PAYABLE

FLT11919 Comprehensive Fleet Services
 Technical Questions and Responses

1 Miller Auto
 F. S. Box 197
 Dubois, WY 82501
 304-472-1532

740210

INVOICE

SOLD TO WYOMING DEPARTMENT OF TRANSPORTATION		SHIP TO			
ADDRESS		ADDRESS			
CITY, STATE, ZIP 08 FLSD		CITY, STATE, ZIP			
CUSTOMER ORDER NO. 61500000	SOLD BY	TERMS	DATE 3/21/11		
QUANTITY	UNIT	DESCRIPTION	PRICE	EXT	TOTAL
2	Qts	5W30 Oil	388	21.00	
1		1372 OIL Filter		5.00	
4	Hours	Fluids N X 4 Activities		14.40	
		Brakes Front + Rear 1/2			
		Tire Tread RE Belt Separation			
I hereby certify this is a true and original invoice for which payment has not been received.					40.40

John O. Newell

J 012036830
 Lic# NKPL61

329111		550-690-190		444-784	
08658					
3200	2011	6201	804	036	

RECEIVED
 APR 06 2011
 NATURAL RESOURCES
 ACCOUNTS PAYABLE

Question 9A: 2.4.1.21, 2.4.1.21.1, 2.4.1.21.2, 2.4.1.21.3, 2.4.1.22, 2.4.1.23, 2.4.1.24, 2.4.1.25, 2.4.1.25.1-18 Are there other requirements for the application that are not listed?

Response 9A: Section 2.4 Project Goals and Objectives are not requirements. Some project goals and objectives may be tangible based on historical data, in which case, historical annual data is provided in 2.2 Background and Current Operating Environment. In instances where historical annual data is available, a specific empirical annual objective is provided in the table immediately following the objective. In those cases, the State intends for the Vendor to provide responses outlining its methodology to meet or surpass the objective, existing programs which meet or surpass the objective requirement, and a timeline for implementation based on the data provided in 2.2 Background and Current Operating Environment that is known.

Some project goals and objectives may be intangible or not supported by specific historical data in 2.2 Background and Current Operating Environment. In those cases, the State intends for the Vendor to provide responses outlining its methodology to meet or surpass the objective, existing programs which meet or surpass the objective requirement, and a timeline for implementation based on the data provided in 2.2 Background and Current Operating Environment that is known.

Prepared Date: 05/06/2012

Vendors will be evaluated on their abilities to meet those goals and objectives identified Section 2.4 Goals and Objectives.

Mandatory requirements are contained in Section 2.5 Mandatory Requirements.

Question 9B: May the garage maintenance application/IT services be broken out of this RFP?

Response 9B: No.

Question 9C: This appears to be a garage software program for operating the State garages and integrating the data with the Fleet Management database. Is this correct?

Response 9C: No. Objective 2.4.1.16 states: Implement a browser client-server application for agency-tailored garage management and parts inventory management.

Question 9D: If so, is this a mandatory requirement?

Response 9D: No. Goals and Objectives contained in Section 2.4 are not mandatory requirements. Mandatory requirements are contained in Section 2.5 Mandatory Requirements.

Question 10A: 2.4.1.40-44, 48, 54, 56 Do these requirements provide for integration with the garage maintenance application – or internal to the FMC?

Response 10A: Objectives 2.4.1.40-44, 48, 54, and 56 are not requirements. Goals and objectives identified in Section 2.4 Goals and Objectives are not mandatory requirements. Mandatory requirements are contained in Section 2.5 Mandatory Requirements. Browser client-server applications outlined in Section 2.4 Goals and Objectives that provide some level of interoperability and data exchange are preferable.

Question 10B: Was the intent for State personnel to view only – or to enter data?

Response 10B: Viewing and entering data is preferable.

Question 11: Please provide the contact information for Agile Fleet Commander

Response 11:

Phone

Phone: (408) 213-9555
Fax: (703) 832-8729

Prepared Date: 05/06/2012

FLT11919 Comprehensive Fleet Services
Technical Questions and Responses

Email

Information: info@AgileFleet.com

Sales: sales@AgileFleet.com

Mail

Agile Access Control, Inc.
14101 Willard Rd, Suite A
Chantilly, VA 20151

Question 12: Please explain what is meant by “Vehicle Leasing Services” in the pricing matrix.

Response 12: Vehicle leasing services in Attachment C: Cost Sheet corresponds to Section 2.5.2 in the RFP:

- 2.5.2 Provide, manage, and integrate browser client-server vehicle-leasing services application and leasing services including selector list development based on FMO criteria; replacement methodology development for leased vehicles being replaced with leased vehicles; and lease vehicle services.

Question 13A: 2.4.1.12 There are several references to 3PL (third party logistics) companies. Can you please clarify what you mean by 3PL?

Response 13A: A third-party logistics provider (abbreviated 3PL, or sometimes TPL) is a firm that provides service to the State on behalf of the Vendor of outsourced (or "third party") logistics services for part, or all of the Vendor's supply chain management functions. Third party logistics providers typically specialize in integrated operation, warehousing, and transportation services (maintenance, repair, after-market parts and major components, leasing, etc.) that can be scaled and customized to Vendor's needs based on market conditions and the demands and delivery service requirements for the Vendor's products and materials.

Question 13B: Are you referring to any third party company used by the vendor?

Response 13B: Yes.

Question 13C: Which would mean our maintenance and repair facilities too?

Response 13C: Yes.

Question 14A: 2.4.1.36 - Can you please clarify this question a bit further?

Deliver leased vehicles to the FMO, no later than fifteen (15) days prior to the expiration of the first and any subsequent license period, documents which may be necessary for FMO to obtain state license tags, certificates of title and similar permits for the authorized operation of the vehicle.

Delivery of a new vehicle does not normally coincide with the license period.

Response 14A: Section 2.4.1.36 is intended to provide the State's preference (objective) that documents required to properly license and register a vehicle for operation in the State of West Virginia be delivered early enough to provide for routine administrative processing by the FMO.

Question 14B: Is this question to mean delivery of documents for licensing no later than 15 days prior to expiration?

Response 14B: The State's preference (objective) is that documents required to properly license and renew vehicle registration be provided 15 days prior to expiration of the current license and registration period.

Question 15: 2.4.1.61-2.4.3.2 – On the tables provided, we wanted to confirm these percentages are objectives that The State of West Virginia wants to achieve?

Response 15: The percentages provided in Section 2.4, Goals and Objectives are the State's performance goals and objectives for the Vendor.

	A	B	C	D	E	F
1	KP	Module	Statement ID	Statement	Support	Source
2	PL-Fleet Management	General	713919	[High] Provide an enterprise wide repository for the State's fleet and equipment while providing flexibility for managing fleet and equipment at the agency level.	SF-Standard Func	Agile Assets
3	PL-Fleet Management	General	713920	[High] Support agency specific vehicle and equipment usage rates.	SF-Standard Func	Agile Assets
4	PL-Fleet Management	General	713921	[High] Support agency specific repair codes/activities.	SF-Standard Func	Agile Assets
5	PL-Fleet Management	General	713922	[High] Support agency specific labor rates.	SF-Standard Func	Agile Assets
6	PL-Fleet Management	General	713923	[High] Support agency specific preventable maintenance schedules by fleet/equipment type and fleet/equipment unit.	SF-Standard Func	Agile Assets
7	PL-Fleet Management	General	713924	[High] Support enterprise or agency owners of various types of fleet/equipment units.	SF-Standard Func	Agile Assets
8	PL-Fleet Management	General	713925	[High] Support agency specific work flows for work order, surplus property and other approvals.	SF-Standard Func	Agile Assets
9	PL-Fleet Management	General	713926	[High] Support agency management of one or multiple vehicle/equipment pools.	SF-Standard Func	Agile Assets
10	PL-Fleet Management	General	713927	[High] Integrate fleet and equipment management functions with other relevant ERP functions, including but not limited to: asset management, accounts payable, accounts receivable, general ledger, grants, inventory, project accounting, purchasing and time and labor.	SF-Standard Func	Agile Assets
11	PL-Fleet Management	Inventory	713928	[High] Support entry, tracking, and management of all types of fleet and equipment units in a single enterprise inventory.	SF-Standard Func	Agile Assets
12	PL-Fleet Management	Inventory	713929	[High] Track passenger vehicles.	SF-Standard Func	Agile Assets
13	PL-Fleet Management	Inventory	713930	[High] Track light duty trucks.	SF-Standard Func	Agile Assets
14	PL-Fleet Management	Inventory	713931	[High] Track passenger vans.	SF-Standard Func	Agile Assets
15	PL-Fleet Management	Inventory	713932	[High] Track buses.	SF-Standard Func	Agile Assets
16	PL-Fleet Management	Inventory	713933	[High] Track train engines.	SF-Standard Func	Agile Assets
17	PL-Fleet Management	Inventory	713934	[High] Track train cars.	SF-Standard Func	Agile Assets
18	PL-Fleet Management	Inventory	713935	[High] Track boats.	SF-Standard Func	Agile Assets
19	PL-Fleet Management	Inventory	713936	[High] Track aircraft.	SF-Standard Func	Agile Assets
20	PL-Fleet Management	Inventory	713937	[High] Track all Terrain Vehicles (ATVs).	SF-Standard Func	Agile Assets
21	PL-Fleet Management	Inventory	713938	[High] Track construction equipment.	SF-Standard Func	Agile Assets
22	PL-Fleet Management	Inventory	713939	[High] Track maintenance equipment.	SF-Standard Func	Agile Assets
23	PL-Fleet Management	Inventory	713940	[High] Track trailers.	SF-Standard Func	Agile Assets
24	PL-Fleet Management	Inventory	713941	[High] Track agriculture equipment.	SF-Standard Func	Agile Assets
25	PL-Fleet Management	Inventory	713942	[High] Track other unique fleet classes/types defined by authorized users.	SF-Standard Func	Agile Assets
26	PL-Fleet Management	Inventory	713943	[High] Allow authorized users to add, maintain and delete fleet/equipment classes where a fleet class is a group of related types of fleet and equipment units such as passenger vehicles, light duty trucks, aircraft, rail equipment, construction equipment etc.	SF-Standard Func	Agile Assets
27	PL-Fleet Management	Inventory	713944	[High] Store the following for each fleet class: fleet class code.	SF-Standard Func	Agile Assets
28	PL-Fleet Management	Inventory	713945	[High] Store the following for each fleet class: fleet class description.	SF-Standard Func	Agile Assets
29	PL-Fleet Management	Inventory	713946	[High] Allow authorized users to define attributes that must be captured for each fleet class. For each fleet class, this includes required attributes and optional attributes.	SF-Standard Func	Agile Assets
30	PL-Fleet Management	Inventory	713947	[High] Allow system administrator or other authorized users to designate a fleet class owner; this fleet class owner must be able to be defined at either the enterprise level or for an agency or group of agencies.	SF-Standard Func	Agile Assets
31	PL-Fleet Management	Inventory	713948	[High] Allow authorized users (Fleet class owners) to add, maintain and delete fleet/equipment types where a fleet/equipment type is a subcategory of related fleet units within a fleet class (for example tractors within the agricultural equipment fleet class, four door passenger vehicles within the passenger vehicle class, etc.).	SF-Standard Func	Agile Assets
32	PL-Fleet Management	Inventory	713949	[High] Store the following for each fleet type: fleet type code.	SF-Standard Func	Agile Assets
33	PL-Fleet Management	Inventory	713950	[High] Store the following for each fleet type: fleet type description.	SF-Standard Func	Agile Assets
34	PL-Fleet Management	Inventory	713951	[High] Store the following for each fleet type: fleet class it is a part of.	SF-Standard Func	Agile Assets
35	PL-Fleet Management	Inventory	713952	[High] Allow authorized users to define attributes that must be captured for each fleet type. For each fleet type, this includes required attributes and optional attributes. The required attributes must include all required attributes for the fleet class but can include additional mandatory or optional attributes appropriate to the specific fleet type.	SF-Standard Func	Agile Assets
36	PL-Fleet Management	Inventory	713953	[Medium] Provide the ability for an authorized user to create templates for each specific fleet/equipment type to facilitate entry and maintenance of fleet units into the system.	SF-Standard Func	Agile Assets
37	PL-Fleet Management	Inventory	713954	[High] Allow system administrator or other authorized users to define user roles and responsibilities for each fleet type (add, maintain, delete units from inventory, transfer, perform/record maintenance, etc.); these responsibilities shall be defined at either the enterprise level or for an agency or group of agencies.	SF-Standard Func	Agile Assets
38	PL-Fleet Management	Inventory	713955	[High] Store and track a variety of attributes for each fleet/equipment unit (the specific attribute for each fleet unit will vary by fleet type).	SF-Standard Func	Agile Assets
39	PL-Fleet Management	Inventory	713956	[High] Store and track fleet type.	SF-Standard Func	Agile Assets

	A	B	C	D	E	F
40	PL-Fleet Management	Inventory	713957	[High] Store and track Vehicle identification number (VIN) or other unique identifier for a fleet type (serial number, etc.).	SF-Standard Func	Agile Assets
41	PL-Fleet Management	Inventory	713958	[High] Store and track VIN or other identifier number replaced by and replacing.	SF-Standard Func	Agile Assets
42	PL-Fleet Management	Inventory	713959	[High] Store and track acquisition method (purchase, lease, donation, other).	SF-Standard Func	Agile Assets
43	PL-Fleet Management	Inventory	713960	[High] Store and track purchase order number.	SF-Standard Func	Agile Assets
44	PL-Fleet Management	Inventory	713961	[High] Store and track purchase date or lease effective date.	SF-Standard Func	Agile Assets
45	PL-Fleet Management	Inventory	713962	[High] Store and track unit received date.	SF-Standard Func	Agile Assets
46	PL-Fleet Management	Inventory	713963	[High] Store and track lease end date (if leased).	SF-Standard Func	Agile Assets
47	PL-Fleet Management	Inventory	713964	[High] Store and track owner (State agency holding title).	SF-Standard Func	Agile Assets
48	PL-Fleet Management	Inventory	713965	[High] Store and track user agency (State agency using fleet/equipment unit).	SF-Standard Func	Agile Assets
49	PL-Fleet Management	Inventory	713966	[High] Store and track user subunit (Program area or organizational unit within agency with control of fleet/equipment unit).	SF-Standard Func	Agile Assets
50	PL-Fleet Management	Inventory	713967	[High] Store and track location where fleet/equipment unit is housed.	SF-Standard Func	Agile Assets
51	PL-Fleet Management	Inventory	713968	[High] Store and track location typically responsible for maintaining fleet/equipment unit - this could be a specific agency maintenance shop, a designation for external maintenance, etc.	SF-Standard Func	Agile Assets
52	PL-Fleet Management	Inventory	713969	[High] Store and track employee fleet/equipment unit is assigned to (if assigned to a specific employee).	SF-Standard Func	Agile Assets
53	PL-Fleet Management	Inventory	713970	[High] Store and track assigned fleet/equipment pool (if not assigned to a specific employee).	SF-Standard Func	Agile Assets
54	PL-Fleet Management	Inventory	713971	[High] Store and track security designation code (to restrict access to view sensitive equipment such as undercover vehicles).	SF-Standard Func	Agile Assets
55	PL-Fleet Management	Inventory	713972	[High] Store and track fuel/maintenance card # assigned to fleet unit.	SF-Standard Func	Agile Assets
56	PL-Fleet Management	Inventory	713973	[High] Store and track manufacturer.	SF-Standard Func	Agile Assets
57	PL-Fleet Management	Inventory	713974	[High] Store and track make.	SF-Standard Func	Agile Assets
58	PL-Fleet Management	Inventory	713975	[High] Store and track model.	SF-Standard Func	Agile Assets
59	PL-Fleet Management	Inventory	713976	[High] Store and track year manufactured.	SF-Standard Func	Agile Assets
60	PL-Fleet Management	Inventory	713977	[Medium] Store and track number of doors.	SF-Standard Func	Agile Assets
61	PL-Fleet Management	Inventory	713978	[Medium] Store and track seating.	SF-Standard Func	Agile Assets
62	PL-Fleet Management	Inventory	713979	[Medium] Store and track color 1.	SF-Standard Func	Agile Assets
63	PL-Fleet Management	Inventory	713980	[Medium] Store and track color 2.	SF-Standard Func	Agile Assets
64	PL-Fleet Management	Inventory	713981	[Medium] Store and track color 3.	SF-Standard Func	Agile Assets
65	PL-Fleet Management	Inventory	713982	[Medium] Store and track optional attachments (minimum of 10).	SF-Standard Func	Agile Assets
66	PL-Fleet Management	Inventory	713983	[Medium] Store and track license tag (minimum of 2).	SF-Standard Func	Agile Assets
67	PL-Fleet Management	Inventory	713984	[Medium] Store and track fuel type (minimum of 3).	SF-Standard Func	Agile Assets
68	PL-Fleet Management	Inventory	713985	[Medium] Store and track fuel capacity.	SF-Standard Func	Agile Assets
69	PL-Fleet Management	Inventory	713986	[Medium] Store and track bucket/cubic yards.	SF-Standard Func	Agile Assets
70	PL-Fleet Management	Inventory	713987	[Medium] Store and track Gross Vehicle Weight Rating (GVWR).	SF-Standard Func	Agile Assets
71	PL-Fleet Management	Inventory	713988	[Medium] Store and track width.	SF-Standard Func	Agile Assets
72	PL-Fleet Management	Inventory	713989	[Medium] Store and track height.	SF-Standard Func	Agile Assets
73	PL-Fleet Management	Inventory	713990	[Medium] Store and track length.	SF-Standard Func	Agile Assets
74	PL-Fleet Management	Inventory	713991	[Medium] Store and track wheelbase.	SF-Standard Func	Agile Assets
75	PL-Fleet Management	Inventory	713992	[Medium] Store and track oil capacity.	SF-Standard Func	Agile Assets
76	PL-Fleet Management	Inventory	713993	[Medium] Store and track number of axles.	SF-Standard Func	Agile Assets
77	PL-Fleet Management	Inventory	713994	[Medium] Store and track front or rear wheel drive axles.	SF-Standard Func	Agile Assets
78	PL-Fleet Management	Inventory	713995	[Medium] Store and track tire size, front.	SF-Standard Func	Agile Assets
79	PL-Fleet Management	Inventory	713996	[Medium] Store and track tire size, rear.	SF-Standard Func	Agile Assets
80	PL-Fleet Management	Inventory	713997	[Medium] Store and track number of tires, front.	SF-Standard Func	Agile Assets
81	PL-Fleet Management	Inventory	713998	[Medium] Store and track number of tires, rear.	SF-Standard Func	Agile Assets
82	PL-Fleet Management	Inventory	713999	[Medium] Store and track transmission type.	SF-Standard Func	Agile Assets
83	PL-Fleet Management	Inventory	714000	[Medium] Store and track multiple engine types per fleet/equipment unit (gas, hybrid, electric, diesel).	SF-Standard Func	Agile Assets
84	PL-Fleet Management	Inventory	714001	[Medium] Store and track engine size.	SF-Standard Func	Agile Assets
85	PL-Fleet Management	Inventory	714002	[Medium] Store and track engine cylinders.	SF-Standard Func	Agile Assets
86	PL-Fleet Management	Inventory	714003	[Medium] Store and track AVL/GIS transponder assigned to unit.	SF-Standard Func	Agile Assets
87	PL-Fleet Management	Inventory	714004	[Medium] Store and track toll transponder assigned to unit.	SF-Standard Func	Agile Assets
88	PL-Fleet Management	Inventory	714005	[Medium] Store and track optional equipment (multiple fields based on the fleet class and fleet equipment/type).	SF-Standard Func	Agile Assets
89	PL-Fleet Management	Inventory	714006	[Medium] Store and track other user defined fields by fleet class and fleet/equipment type (minimum of 20).	SF-Standard Func	Agile Assets

	A	B	C	D	E	F
90	PL-Fleet Management	Inventory	714007	[Medium] Integrate with ERP purchasing function to automatically create initial fleet/equipment unit record upon receipt of vehicle populating initially with appropriate information available within ERP purchasing function; authorized user must be able to then add additional information within the fleet/equipment unit record.	SF-Standard Func	Agile Assets
91	PL-Fleet Management	Inventory	714008	[Medium] Integrate with the R.L. Polk and Company Vehicle Identification Number Analysis software to populate the fleet unit attributes to the extent possible.	SF-Standard Func	Agile Assets
92	PL-Fleet Management	Inventory	714009	[Medium] Integrate automatically with the West Virginia Board of Risk and Insurance Management (BRIM) to add new fleet/equipment record to BRIM SQL Server database or to update the BRIM database with changes recorded in ERP.	SF-Standard Func	Agile Assets
93	PL-Fleet Management	Inventory	714010	[High] Provide the ability to assign add on components to a fleet/equipment unit.	SF-Standard Func	Agile Assets
94	PL-Fleet Management	Inventory	714011	[High] Store a minimum of 5 major component makes, models and serial #s per fleet/ equipment unit (e.g., chassis, engine).	SF-Standard Func	Agile Assets
95	PL-Fleet Management	Inventory	714012	[High] Store at least 15 warranties applicable to each fleet/equipment unit or major subcomponent of the fleet/equipment unit; warranties must be supported for time, miles or any combination of the two.	SF-Standard Func	Agile Assets
96	PL-Fleet Management	Inventory	714013	[High] Store and track warranty type by major unit component.	SF-Standard Func	Agile Assets
97	PL-Fleet Management	Inventory	714014	[High] Store and track warranty expiration date.	SF-Standard Func	Agile Assets
98	PL-Fleet Management	Inventory	714015	[High] Store and track warranty expiration in mileage.	SF-Standard Func	Agile Assets
99	PL-Fleet Management	Inventory	714016	[High] Store and track warranty expiration in time.	SF-Standard Func	Agile Assets
100	PL-Fleet Management	Inventory	714017	[High] Store and track other warranty terms definable by fleet class.	SF-Standard Func	Agile Assets
101	PL-Fleet Management	Inventory	714018	[High] Store text comments about a warranty.	SF-Standard Func	Agile Assets
102	PL-Fleet Management	Inventory	714019	[High] Allow authorized users by agency to define and maintain preventive maintenance codes including code and type of service required, miles between service and/or length of time between service.	SF-Standard Func	Agile Assets
103	PL-Fleet Management	Inventory	714020	[High] Store at least 30 preventive maintenance schedules applicable to each fleet/equipment unit; preventive maintenance schedules must be supported for time, miles/hours, fuel consumed, or any combination of all three.	SF-Standard Func	Agile Assets
104	PL-Fleet Management	Inventory	714021	[Medium] Provide a minimum five (5) group assignments per fleet/equipment unit (e.g., agency, unit, location, etc.).	SF-Standard Func	Agile Assets
105	PL-Fleet Management	Inventory	714022	[Medium] Provide a minimum of three (3) user-defined meters per fleet or equipment unit.	SF-Standard Func	Agile Assets
106	PL-Fleet Management	Inventory	714023	[Medium] Store unlimited notes for each fleet/equipment unit record.	SF-Standard Func	Agile Assets
107	PL-Fleet Management	Inventory	714024	[Medium] Store a minimum 3 fuel types per fleet/equipment unit.	SF-Standard Func	Agile Assets
108	PL-Fleet Management	Inventory	714025	[Medium] Provide a minimum of 12 add-fluid types per fleet/equipment unit.	SF-Standard Func	Agile Assets
109	PL-Fleet Management	Inventory	714026	[Medium] Store lease/rental information for any fleet units which are leased.	SF-Standard Func	Agile Assets
110	PL-Fleet Management	Inventory	714027	[Medium] Store State agency for inter-agency leases.	SF-Standard Func	Agile Assets
111	PL-Fleet Management	Inventory	714028	[Medium] Store vendor identification number for lessor for external leases.	SF-Standard Func	Agile Assets
112	PL-Fleet Management	Inventory	714029	[Medium] Store lease term.	SF-Standard Func	Agile Assets
113	PL-Fleet Management	Inventory	714030	[Medium] Store lease start date.	SF-Standard Func	Agile Assets
114	PL-Fleet Management	Inventory	714031	[Medium] Store lease end date.	SF-Standard Func	Agile Assets
115	PL-Fleet Management	Inventory	714032	[Medium] Store lease payment terms (lease amount, period).	SF-Standard Func	Agile Assets
116	PL-Fleet Management	Inventory	714033	[Medium] Store lease payment due date.	SF-Standard Func	Agile Assets
117	PL-Fleet Management	Inventory	714034	[Medium] Store organization to whom payment is made (bank or other).	SF-Standard Func	Agile Assets
118	PL-Fleet Management	Inventory	714035	[Medium] Store lease payment location.	SF-Standard Func	Agile Assets
119	PL-Fleet Management	Inventory	714036	[Medium] Store payment address.	SF-Standard Func	Agile Assets
120	PL-Fleet Management	Inventory	714037	[Medium] Integrate with Accounts Payable function to automatically generate payment request for monthly or other recurring payments for leased vehicles; this could be a payment to an external entity or an intergovernmental transfer to another State agency.	SF-Standard Func	Agile Assets
121	PL-Fleet Management	Inventory	714038	[Medium] Store financing information for any fleet units which are financed.	SF-Standard Func	Agile Assets
122	PL-Fleet Management	Inventory	714039	[Medium] Store vendor identification number for bank or finance company.	SF-Standard Func	Agile Assets
123	PL-Fleet Management	Inventory	714040	[Medium] Store loan date.	SF-Standard Func	Agile Assets
124	PL-Fleet Management	Inventory	714041	[Medium] Store loan start and end date.	SF-Standard Func	Agile Assets
125	PL-Fleet Management	Inventory	714042	[Medium] Store loan terms (rate, period, payment).	SF-Standard Func	Agile Assets
126	PL-Fleet Management	Inventory	714043	[Medium] Store loan payment due date.	SF-Standard Func	Agile Assets
127	PL-Fleet Management	Inventory	714044	[Medium] Store organization to whom loan payment is made (bank or other).	SF-Standard Func	Agile Assets
128	PL-Fleet Management	Inventory	714045	[Medium] Store loan payment location.	SF-Standard Func	Agile Assets
129	PL-Fleet Management	Inventory	714046	[Medium] Store loan payment address.	SF-Standard Func	Agile Assets
130	PL-Fleet Management	Inventory	714047	[Medium] Integrate with Accounts Payable function to automatically generate payment request for monthly or other recurring payments for financed vehicles.	SF-Standard Func	Agile Assets
131	PL-Fleet Management	Inventory	714048	[Medium] Store and track annual license/permit renewals for vehicles and other motorized equipment separate from preventive maintenance services including license/permit type, date renewal is required and associated fees.	SF-Standard Func	Agile Assets

	A	B	C	D	E	F
132	PL-Fleet Management	Inventory	714049	[Medium] Integrate with Accounts Payable function to automatically generate payment request for renewal of required licenses and permits.	SF-Standard Func	Agile Assets
133	PL-Fleet Management	Inventory	714050	[Medium] Maintain a history of any accidents associated with a fleet/equipment unit.	SF-Standard Func	Agile Assets
134	PL-Fleet Management	Inventory	714051	[Medium] Allow a fleet class owner for an agency to define mandatory and optional attributes which should be captured for an accident associated with a fleet class or fleet/equipment type.	SF-Standard Func	Agile Assets
135	PL-Fleet Management	Inventory	714052	[Low] Allow a fleet class owner for an agency to create a template for entering accidents for a specific fleet class and/or fleet/equipment type.	SF-Standard Func	Agile Assets
136	PL-Fleet Management	Inventory	714053	[Medium] Store accidents involving a fleet unit.	SF-Standard Func	Agile Assets
137	PL-Fleet Management	Inventory	714054	[Medium] Store date of accident.	SF-Standard Func	Agile Assets
138	PL-Fleet Management	Inventory	714055	[Medium] Store employee operating fleet/equipment unit.	SF-Standard Func	Agile Assets
139	PL-Fleet Management	Inventory	714056	[Medium] Store other employees in fleet unit or working with equipment.	SF-Standard Func	Agile Assets
140	PL-Fleet Management	Inventory	714057	[Medium] Store accident description.	SF-Standard Func	Agile Assets
141	PL-Fleet Management	Inventory	714058	[Medium] Store names/contact information of non State employees involved in incident/accident.	SF-Standard Func	Agile Assets
142	PL-Fleet Management	Inventory	714059	[Medium] Store work orders (multiple) associated with any repairs.	SF-Standard Func	Agile Assets
143	PL-Fleet Management	Inventory	714060	[Medium] Store other optional fields based on fleet class and/or fleet/equipment type.	SF-Standard Func	Agile Assets
144	PL-Fleet Management	Inventory	714061	[Medium] Integrate with BRIM to automatically provide notification of accident and available information on the accident including attachment and transfer to BRIM of electronic files (pictures, police reports, estimates, etc.).	SF-Standard Func	Agile Assets
145	PL-Fleet Management	Inventory	714062	[Medium] Integrate with WVDOT's web based Trimble TrimWEB and Telvistar Mobile Resource Management application and/or WVDOT's TRIMDB SQL*Server database to allow for viewing vehicle activity history including activity, location and date and time of activity.	SF-Standard Func	Agile Assets
146	PL-Fleet Management	Inventory	714063	[Medium] Integrate with WVDOT's web based Trimble TrimWEB and Telvistar Mobile Resource Management application and/or WVDOT's TRIMDB SQL*Server database to allow for viewing available vehicle event history which are logged such as speeding, vehicle operations during scheduled down-time, etc.	SF-Standard Func	Agile Assets
147	PL-Fleet Management	Inventory	714064	[Medium] Display vehicle activity history or event history in a tabular format or within a GIS viewer within the ERP fleet management function.	SF-Standard Func	Agile Assets
148	PL-Fleet Management	Inventory	714065	[High] Provide ability to restrict access to view units in fleet inventory by fleet class owner, fleet type owner and agency.	SF-Standard Func	Agile Assets
149	PL-Fleet Management	Inventory	714066	[High] Provide capability to search the fleet/equipment inventory by multiple parameters including but not limited to VIN or other unique identifier, fleet/equipment type, manufacturer, make, model, miles driven, hours used, etc.	SF-Standard Func	Agile Assets
150	PL-Fleet Management	Inventory	714067	[High] Restrict search capabilities by agency or agency unit based on the user's defined roles/responsibilities.	SF-Standard Func	Agile Assets
151	PL-Fleet Management	Inventory	714068	[High] Provide ability to designate at agency level or group of agencies a list of individuals who are able to view any fleet units designated as having special security (undercover cars, etc.).	CME-Medium Cust	Agile Assets
152	PL-Fleet Management	Inventory	714069	[High] Restrict only to authorized users information about fleet/equipment units defined as having special security.	SF-Standard Func	Agile Assets
153	PL-Fleet Management	Inventory	714070	[Medium] Store and track fuel card number.	SF-Standard Func	Agile Assets
154	PL-Fleet Management	Inventory	714071	[Medium] Track assignment of fuel card to employee or vehicle.	SF-Standard Func	Agile Assets
155	PL-Fleet Management	Inventory	714072	[Medium] Identify vehicles assigned to individuals for tax purposes.	SF-Standard Func	Agile Assets
156	PL-Fleet Management	Inventory	714073	[Medium] Integrate with ERP human resources and payroll functions to provide required tax information on vehicles assigned to specific individuals.	SF-Standard Func	Agile Assets
157	PL-Fleet Management	Inventory	714074	[High] Allow for re-numbering of fleet/equipment units and retain repair, fuel, accident and preventive maintenance histories.	SF-Standard Func	Agile Assets
158	PL-Fleet Management	Preventive Maintenance	714075	[High] Track and identify fleet/equipment units and major components due for preventative maintenance (PM).	SF-Standard Func	Agile Assets
159	PL-Fleet Management	Preventive Maintenance	714076	[High] Generate a listing of fleet and equipment units and components that are due for maintenance based on user defined parameters.	SF-Standard Func	Agile Assets
160	PL-Fleet Management	Preventive Maintenance	714077	[High] Notify electronically designated agency contacts, including the fleet/equipment unit operator and operator's supervisor, when the fleet unit or major components are due or past due for preventative maintenance.	SF-Standard Func	Agile Assets
161	PL-Fleet Management	Preventive Maintenance	714078	[High] Notify electronically designated agency contacts, including the fleet/equipment unit operator and operator's supervisor, when the fleet unit or major components is under a factory recall.	SF-Standard Func	Agile Assets
162	PL-Fleet Management	Preventive Maintenance	714079	[Medium] Display trend analysis (agency, employee, fleet/ equipment type) in regards to timeliness in response to scheduled PM's.	SF-Standard Func	Agile Assets
163	PL-Fleet Management	Preventive Maintenance	714080	[High] Schedule automatically preventative maintenance procedures for fleet and equipment units and components.	SF-Standard Func	Agile Assets

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164	PL-Fleet Management	Preventive Maintenance	714081	[High] Provide an option for hierarchical scheduling of PMs. For instance, if an A, B, C methodology is used, when a C is done it is assumed an A and B have been done and automatically reschedules all three.	CMI-Minor Cust	Agile Assets
165	PL-Fleet Management	Preventive Maintenance	714082	[Low] Provide the capability to adjust for early, late hierarchically scheduled preventative maintenance services.	DNM-Does Not Meet	Agile Assets
166	PL-Fleet Management	Preventive Maintenance	714083	[Medium] Generate a maintenance due list (State inspection, emissions, and technical service bulletin) by agency, unit with agency and date.	SF-Standard Func	Agile Assets
167	PL-Fleet Management	Preventive Maintenance	714084	[Medium] Track inspections and emissions testing that is due and generate a report of test due within a user defined period of time.	SF-Standard Func	Agile Assets
168	PL-Fleet Management	Preventive Maintenance	714085	[Low] Notify via e-mail or SMS appropriate individuals responsible for State inspections and emission inspections.	SF-Standard Func	Agile Assets
169	PL-Fleet Management	Preventive Maintenance	714086	[Medium] Update automatically the next maintenance due date without any manual intervention based upon user-specified maintenance frequency.	SF-Standard Func	Agile Assets
170	PL-Fleet Management	Preventive Maintenance	714087	[Medium] Notify fleet/equipment unit operator, and operator's supervisor of next maintenance due date.	SF-Standard Func	Agile Assets
171	PL-Fleet Management	Preventive Maintenance	714088	[Medium] Schedule and track maintenance on multiple vehicle components.	SF-Standard Func	Agile Assets
172	PL-Fleet Management	Preventive Maintenance	714089	[Medium] Provide individual maintenance scheduling for each equipment component so that differences due to age, usage and manufacturer are accounted for.	SF-Standard Func	Agile Assets
173	PL-Fleet Management	Preventive Maintenance	714090	[Medium] Provide the capability to schedule unlimited maintenance activities per fleet or equipment unit.	SF-Standard Func	Agile Assets
174	PL-Fleet Management	Work Orders	714091	[High] Allow agency fleet class owners to define, maintain and view repair codes including the repair code and a work description.	SF-Standard Func	Agile Assets
175	PL-Fleet Management	Work Orders	714092	[High] Allow agency fleet class owners or other authorized users to define rates for repair services by agency, employee, maintenance shop or skill within a maintenance shop.	SF-Standard Func	Agile Assets
176	PL-Fleet Management	Work Orders	714093	[Medium] Track regular and overtime labor.	SF-Standard Func	Agile Assets
177	PL-Fleet Management	Work Orders	714094	[Medium] Track general shop as well as individual mechanic labor rates.	SF-Standard Func	Agile Assets
178	PL-Fleet Management	Work Orders	714095	[Medium] Allow for assignment of individual overtime rates to each mechanic.	SF-Standard Func	Agile Assets
179	PL-Fleet Management	Work Orders	714096	[Medium] Provide capability to establish at the agency levels work flows for work request and job estimate review and approval based on user defined business rules and threshold levels.	SF-Standard Func	Agile Assets
180	PL-Fleet Management	Work Orders	714097	[Medium] Allow an operator of a fleet/equipment unit or authorized user to generate a work request for a required repair or service to a fleet/equipment unit.	SF-Standard Func	Agile Assets
181	PL-Fleet Management	Work Orders	714098	[Medium] Capture on work request the nature of the problem/service/repair and the criticality.	SF-Standard Func	Agile Assets
182	PL-Fleet Management	Work Orders	714099	[Medium] Allow work orders to be charged to an active grant, project or combination of chart of accounts codes.	SF-Standard Func	Agile Assets
183	PL-Fleet Management	Work Orders	714100	[Low] Provide for a repairs-to-do lookup feature from repair order entry enabling user to add repair-to-do to existing repair order.	SF-Standard Func	Agile Assets
184	PL-Fleet Management	Work Orders	714101	[Low] Support driver notes to the mechanic of a minimum of 240 characters per work request.	SF-Standard Func	Agile Assets
185	PL-Fleet Management	Work Orders	714102	[Low] Provide the ability to attach various file types to the work request/work order.	SF-Standard Func	Agile Assets
186	PL-Fleet Management	Work Orders	714103	[Medium] Route work order request for a service or repair to the operator's supervisor or other authorized user for approval based on agency specific business rules.	SF-Standard Func	Agile Assets
187	PL-Fleet Management	Work Orders	714104	[Medium] Route work order automatically to the appropriate maintenance shop for review, estimating and assignment based on maintenance shop designated in the fleet inventory or other user defined business rules.	SF-Standard Func	Agile Assets
188	PL-Fleet Management	Work Orders	714105	[Medium] Allow for re-assignment of work order between maintenance shops or to an external repair vendor.	SF-Standard Func	Agile Assets
189	PL-Fleet Management	Work Orders	714106	[Medium] Capture estimated cost (labor, parts, other costs) for a work order.	SF-Standard Func	Agile Assets
190	PL-Fleet Management	Work Orders	714107	[Medium] Support multiple repair types on a work order (such as the inclusion of a warranty repair on a PM work order), while still allowing detailed analysis by repair type.	SF-Standard Func	Agile Assets
191	PL-Fleet Management	Work Orders	714108	[Medium] Provide a mechanism to red flag repairs caused by the negligence of others (i.e. traffic accidents, vandalism, etc.) The party determined at fault must be able to then be billed for these repairs.	SF-Standard Func	Agile Assets
192	PL-Fleet Management	Work Orders	714109	[Medium] Integrate with BRIM to automatically report the estimated repair costs associated with accidents.	SF-Standard Func	Agile Assets
193	PL-Fleet Management	Work Orders	714110	[Medium] Allow for automated routing of work order back to operator (requestor) and/or operator's supervisor for approval of the estimate and generation of the work order.	SF-Standard Func	Agile Assets
194	PL-Fleet Management	Work Orders	714111	[Medium] Allow the maintenance shop supervisor to view each mechanic's current work queue in a maintenance shop including assigned jobs, estimated completion times for each job and estimated availability time.	SF-Standard Func	Agile Assets
195	PL-Fleet Management	Work Orders	714112	[Medium] Allow a maintenance shop supervisor to identify options for assignment of a work order based on skill set and level of mechanic.	SF-Standard Func	Agile Assets
196	PL-Fleet Management	Work Orders	714113	[Medium] Allow a maintenance shop supervisor to assign and automatically route via a work flow a work order to a mechanic within the maintenance shop.	SF-Standard Func	Agile Assets

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197	PL-Fleet Management	Work Orders	714114	[Medium] Allow the maintenance shop supervisor to adjust the priority of a work order moving a work order up in the mechanics work queue.	SF-Standard Func	Agile Assets
198	PL-Fleet Management	Work Orders	714115	[Medium] Support multiple mechanics on a single repair order.	SF-Standard Func	Agile Assets
199	PL-Fleet Management	Work Orders	714116	[Medium] Create or automatically generate work orders based on user defined business rules (preventive maintenance schedules, warranty check, inspections, etc.).	SF-Standard Func	Agile Assets
200	PL-Fleet Management	Work Orders	714117	[Medium] Notify via email the assigned operator or designated owner of the fleet/equipment unit of automatically generated work orders.	SF-Standard Func	Agile Assets
201	PL-Fleet Management	Work Orders	714118	[Medium] Generate work orders for external repairs.	SF-Standard Func	Agile Assets
202	PL-Fleet Management	Work Orders	714119	[Low] Allow for e-mail or fax of repair tickets directly to vendors.	SF-Standard Func	Agile Assets
203	PL-Fleet Management	Work Orders	714120	[Medium] Provide the capability to integrate with management systems of multiple outsourced maintenance providers to electronically transfer work order information.	SF-Standard Func	Agile Assets
204	PL-Fleet Management	Work Orders	714121	[Medium] Route assigned work orders automatically via work flow to the mechanics work queue.	SF-Standard Func	Agile Assets
205	PL-Fleet Management	Work Orders	714122	[Medium] Allow mechanic to log start time on a job by selecting it from their work queue through online entry or scanning a printed bar code on a printed work order form.	DNM-Does Not Meet	Agile Assets
206	PL-Fleet Management	Work Orders	714123	[Medium] Identify and display all warranties and preventive maintenance as part of a work order.	SF-Standard Func	Agile Assets
207	PL-Fleet Management	Work Orders	714124	[Medium] Generate part list and maintenance procedures with the work orders.	SF-Standard Func	Agile Assets
208	PL-Fleet Management	Work Orders	714125	[Medium] Auto create the parts requisition with the work order.	SF-Standard Func	Agile Assets
209	PL-Fleet Management	Work Orders	714126	[Medium] Allow a mechanic to perform data entry of parts utilized, parts returned to inventory and other information through scanning of bar codes on the parts, etc.	SF-Standard Func	Agile Assets
210	PL-Fleet Management	Work Orders	714127	[Medium] Allow mechanic to indicate work order completion.	SF-Standard Func	Agile Assets
211	PL-Fleet Management	Work Orders	714128	[Medium] Allow authorized user to review and approve work order as completed.	SF-Standard Func	Agile Assets
212	PL-Fleet Management	Work Orders	714129	[Medium] Prevent further changes to a work order after approval. Further changes will require an additional transaction against the work order so that the audit trail of changes is maintained.	SF-Standard Func	Agile Assets
213	PL-Fleet Management	Work Orders	714130	[Medium] Allow a work order to be credited to allow for both current and past errors.	SF-Standard Func	Agile Assets
214	PL-Fleet Management	Work Orders	714131	[Medium] Provide work order search capability by a number of parameters including maintenance shop, status (open, closed, cancelled), date range, work order type, fleet/equipment type, make, model, etc.	SF-Standard Func	Agile Assets
215	PL-Fleet Management	Work Orders	714132	[Medium] Restrict work order search capability and access to work orders by agency, maintenance shop with an agency and by a user's roles/responsibilities.	SF-Standard Func	Agile Assets
216	PL-Fleet Management	Work Orders	714133	[Medium] Allow for partially complete repair orders that remain open through month and year end without starting new repair order.	SF-Standard Func	Agile Assets
217	PL-Fleet Management	Work Orders	714134	[Medium] Allow authorized users to credit repairs on an existing repair order without deleting when data entry mistakes are made.	SF-Standard Func	Agile Assets
218	PL-Fleet Management	Work Orders	714135	[Medium] Update employee time information in the ERP time and labor function based on the actual time reported by the employee on the work order. Total time for an employee for each day should be pre-populated on the time sheet based on the total time charged to work orders that day.	SF-Standard Func	Agile Assets
219	PL-Fleet Management	Work Orders	714136	[Medium] Update parts inventory in ERP inventory function based on parts used on a work order.	SF-Standard Func	Agile Assets
220	PL-Fleet Management	Work Orders	714137	[Medium] Update parts inventory in ERP inventory function based on any parts credited in a work order (returned to inventory).	SF-Standard Func	Agile Assets
221	PL-Fleet Management	Work Orders	714138	[Medium] Track maintenance against the warranty associated with each piece of equipment and/or components.	SF-Standard Func	Agile Assets
222	PL-Fleet Management	Work Orders	714139	[Medium] Capture cost avoidance information associated with maintenance against the warranty work performed on each vehicle and each piece of equipment and/or components.	SF-Standard Func	Agile Assets
223	PL-Fleet Management	Work Orders	714140	[Medium] Print warranty tracking and labels at time of repair.	SF-Standard Func	Agile Assets
224	PL-Fleet Management	Work Orders	714141	[Medium] Update equipment costs with recovered warranty dollars.	SF-Standard Func	Agile Assets
225	PL-Fleet Management	Work Orders	714142	[Medium] Integrate with ERP accounts payable function to support payment for completed work orders via procurement card or warrant for external repairs and intergovernmental billing for repairs performed by one State agency for another agency.	SF-Standard Func	Agile Assets
226	PL-Fleet Management	Work Orders	714143	[Medium] Integrate with ERP general ledger function to support intergovernmental billing for repairs performed by one State agency for another agency.	SF-Standard Func	Agile Assets
227	PL-Fleet Management	Time and Labor Integration	714144	[Medium] Integrate with the ERP time and labor function to update employee time information in the ERP time and labor function based on the actual time reported by the employee on the work order. Total time for an employee for each day will be pre-populated on the time sheet based on the total time charged to work orders that day.	SF-Standard Func	Agile Assets
228	PL-Fleet Management	Time and Labor Integration	714145	[Medium] Integrate with the ERP time and labor function to capture vehicle usage reported by an employee on their time sheet and update the fleet inventory information with mileage to date as appropriate.	SF-Standard Func	Agile Assets
229	PL-Fleet Management	Facilities and Operations Management Integration	714146	[Medium] Integrate with the ERP operations management function to obtain vehicle and equipment usage information entered by maintenance forces on the Daily Activity Report or on a specific work order and update the vehicle inventory information with the mileage or hours utilized as appropriate.	SF-Standard Func	Agile Assets

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230	PL-Fleet Management	Facilities and Operations Management Integration	714147	[Medium] Integrate with the ERP facilities management function to obtain vehicle and equipment usage information entered by facilities staff on work orders and update the vehicle inventory information with the mileage or hours utilized as appropriate.	SF-Standard Func	Agile Assets
231	PL-Fleet Management	Facilities and Operations Management Integration	714148	[Medium] Provide capability to view history of work orders on which a fleet/equipment unit has been utilized and to drill down to see the details associated with this work order.	SF-Standard Func	Agile Assets
232	PL-Fleet Management	Parts Inventory	714149	[Medium] Integrate with the ERP inventory function to maintain an inventory of an unlimited number of parts.	SF-Standard Func	Agile Assets
233	PL-Fleet Management	Parts Inventory	714150	[Medium] Allow for an agency specific parts inventory with part types unique to each individual agency.	SF-Standard Func	Agile Assets
234	PL-Fleet Management	Parts Inventory	714151	[Medium] Support set-up of multiple stock rooms or warehouse locations per agency.	SF-Standard Func	Agile Assets
235	PL-Fleet Management	Parts Inventory	714152	[Medium] Provide the capability to integrate with bar code scanners to receive, transfer, adjust and charge out parts inventory.	SF-Standard Func	Agile Assets
236	PL-Fleet Management	Parts Inventory	714153	[Medium] Store part type code.	SF-Standard Func	Agile Assets
237	PL-Fleet Management	Parts Inventory	714154	[Medium] Store part number.	SF-Standard Func	Agile Assets
238	PL-Fleet Management	Parts Inventory	714155	[Medium] Store manufacturer.	SF-Standard Func	Agile Assets
239	PL-Fleet Management	Parts Inventory	714156	[Medium] Store manufacturer part number.	SF-Standard Func	Agile Assets
240	PL-Fleet Management	Parts Inventory	714157	[Medium] Store serial number.	SF-Standard Func	Agile Assets
241	PL-Fleet Management	Parts Inventory	714158	[Medium] Store alternate part number.	SF-Standard Func	Agile Assets
242	PL-Fleet Management	Parts Inventory	714159	[Medium] Store description.	SF-Standard Func	Agile Assets
243	PL-Fleet Management	Parts Inventory	714160	[Medium] Store part usage codes (multiple).	SF-Standard Func	Agile Assets
244	PL-Fleet Management	Parts Inventory	714161	[Medium] Store part reference fields (multiple).	SF-Standard Func	Agile Assets
245	PL-Fleet Management	Parts Inventory	714162	[Medium] Store cross reference fields (multiple).	SF-Standard Func	Agile Assets
246	PL-Fleet Management	Parts Inventory	714163	[Medium] Track information on the annual part usage, the type of usage, and the piece of equipment that the part is normally issued to.	SF-Standard Func	Agile Assets
247	PL-Fleet Management	Parts Inventory	714164	[Medium] Support warranty tracking including agency specific warranty types, cycle (hours, days, years, miles) and length of cycle in time and/or miles.	SF-Standard Func	Agile Assets
248	PL-Fleet Management	Parts Inventory	714165	[Medium] Track the issuance of all stocked and non-stocked parts to a specific fleet unit or piece of equipment.	SF-Standard Func	Agile Assets
249	PL-Fleet Management	Parts Inventory	714166	[Medium] Allow for issuance of parts without having to charge it to a work order; instead parts must be charged to an active chart of account code, grant or project. Provide an audit trail and exception report of these situations.	SF-Standard Func	Agile Assets
250	PL-Fleet Management	Parts Inventory	714167	[Medium] Maintain inventory history including transfers and adjustments.	SF-Standard Func	Agile Assets
251	PL-Fleet Management	Parts Inventory	714168	[Medium] Track and record part transfers between shops or locations. Implement appropriate controls to ensure that transfers of parts are acknowledged by the sender and receiver and an exception report is provided for transfers not acknowledged and for any variance in quantities.	SF-Standard Func	Agile Assets
252	PL-Fleet Management	Parts Inventory	714169	[Medium] Maintain year to date and life to date history.	SF-Standard Func	Agile Assets
253	PL-Fleet Management	Parts Inventory	714170	[Medium] Provide a full range of audit tracking capabilities including any adjustment to unit cost, count, return to inventory, return to vendor, transfers, from one storeroom to another, by operator, and date/time.	SF-Standard Func	Agile Assets
254	PL-Fleet Management	Parts Inventory	714171	[Medium] Provide for an agency specific mark-up percent by part type and/or part number.	SF-Standard Func	Agile Assets
255	PL-Fleet Management	Parts Inventory	714172	[Medium] Provide on-line search capabilities of all parts by part type, agency part number, manufacturer's part number, alternate part number, and a user-defined alpha/numeric reference field. The search screen must also display minimum and maximum stocking levels and quantity on hand.	SF-Standard Func	Agile Assets
256	PL-Fleet Management	Parts Inventory	714173	[Medium] Integrate with ERP purchasing and accounts payable functions to track part inventory purchases by vendor, vendor location, purchase order number, vendor invoice or procurement card transaction number.	SF-Standard Func	Agile Assets
257	PL-Fleet Management	Parts Inventory	714174	[Medium] Display/report purchases and receipts by vendor for all parts, one or more types of parts or a specific part for the fiscal year or other user-defined time period.	SF-Standard Func	Agile Assets
258	PL-Fleet Management	Parts Inventory	714175	[Medium] Provide ability to change a part number and have that change be reflected for all historical data.	SF-Standard Func	Agile Assets
259	PL-Fleet Management	Parts Inventory	714176	[Medium] Allow merging of up to 20 part numbers into one part number while retaining historical data.	SF-Standard Func	Agile Assets
260	PL-Fleet Management	Parts Inventory	714177	[Medium] Track activity on non-stocked parts to include frequency of issue and fiscal year-to-date information.	SF-Standard Func	Agile Assets
261	PL-Fleet Management	Parts Inventory	714178	[Medium] Price parts issued to work orders at a moving average.	SF-Standard Func	Agile Assets
262	PL-Fleet Management	Parts Inventory	714179	[Medium] Generate a surplus parts reports which can track lack of activity for user-defined periods of time.	SF-Standard Func	Agile Assets
263	PL-Fleet Management	Parts Inventory	714180	[Medium] Print bin labels on request.	SF-Standard Func	Agile Assets
264	PL-Fleet Management	Parts Inventory	714181	[Medium] Generate a parts reorder list by vendor, part type, part number, or storeroom.	SF-Standard Func	Agile Assets
265	PL-Fleet Management	Parts Inventory	714182	[Medium] Provide for ABC classification of parts where A represents the 10% of parts inventory with the highest dollar value; B represents the next 20% of the highest dollar value; C represents the 70% of parts inventory comprised of lower cost items.	SF-Standard Func	Agile Assets

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266	PL-Fleet Management	Parts Inventory	714183	[Medium] Provide for user-defined inventory cycles.	SF-Standard Func	Agile Assets
267	PL-Fleet Management	Parts Inventory	714184	[Medium] Generate work lists to assist in inventory counts and automatically generate a variance report when the physical count is entered.	SF-Standard Func	Agile Assets
268	PL-Fleet Management	Parts Inventory	714185	[Medium] Support capability to track performance on a parts contract (actual cost per part vs. the contracted cost per part).	SF-Standard Func	Agile Assets
269	PL-Fleet Management	Repair History	714186	[Medium] Maintain repair histories for both internal agency and vendor repairs.	SF-Standard Func	Agile Assets
270	PL-Fleet Management	Repair History	714187	[Medium] Track and report costs (work and parts) for scheduled, unscheduled, road calls and accident maintenance.	SF-Standard Func	Agile Assets
271	PL-Fleet Management	Repair History	714188	[Medium] Provide ability to quickly reference complete equipment repair history without generating a report.	SF-Standard Func	Agile Assets
272	PL-Fleet Management	Repair History	714189	[Medium] Provide ability to search and query repair history by a number of user-defined parameters including fleet class, fleet type, manufacturer, fleet unit number, maintenance shop, repair date range, etc.	SF-Standard Func	Agile Assets
273	PL-Fleet Management	Repair History	714190	[Medium] Allow for transfer of fleet/equipment unit between agencies, while retaining repair, fuel and preventive maintenance histories for a user definable time period at the enterprise or agency level.	SF-Standard Func	Agile Assets
274	PL-Fleet Management	Fuel	714191	[High] Provide for individual agencies to manage fuel inventory, sale and distribution.	SF-Standard Func	Agile Assets
275	PL-Fleet Management	Fuel	714192	[Medium] Integrate with ERP accounts payable, purchasing and inventory functions to manage internal fuel distribution function.	SF-Standard Func	Agile Assets
276	PL-Fleet Management	Fuel	714193	[Medium] Track fueling stations.	SF-Standard Func	Agile Assets
277	PL-Fleet Management	Fuel	714194	[Medium] Track tank inventory.	SF-Standard Func	Agile Assets
278	PL-Fleet Management	Fuel	714195	[Medium] Track pump inventory.	SF-Standard Func	Agile Assets
279	PL-Fleet Management	Fuel	714196	[Medium] Track fuel delivered to or used from a tank.	SF-Standard Func	Agile Assets
280	PL-Fleet Management	Fuel	714197	[Medium] Track fuel delivered to or used from individual pumps.	SF-Standard Func	Agile Assets
281	PL-Fleet Management	Fuel	714198	[High] Track fuel used from external purchases.	SF-Standard Func	Agile Assets
282	PL-Fleet Management	Fuel	714199	[Medium] Track in-house, agency and vendor fuel purchases.	SF-Standard Func	Agile Assets
283	PL-Fleet Management	Fuel	714200	[Medium] Track location (i.e. vendor, city, address, etc.) where fuel was purchased.	SF-Standard Func	Agile Assets
284	PL-Fleet Management	Fuel	714201	[Medium] Calculate required state fuel taxes.	SF-Standard Func	Agile Assets
285	PL-Fleet Management	Fuel	714202	[Medium] Calculate federal fuel taxes.	SF-Standard Func	Agile Assets
286	PL-Fleet Management	Fuel	714203	[Medium] Track fuel usage by vehicle.	SF-Standard Func	Agile Assets
287	PL-Fleet Management	Fuel	714204	[Medium] Update the odometer reading and date fuel purchased on fleet/equipment master record.	SF-Standard Func	Agile Assets
288	PL-Fleet Management	Fuel	714205	[Medium] Maintain fueling history for each fleet/equipment unit with date, fuel tank and pump (if internal) or external provider and location and fuel usage.	SF-Standard Func	Agile Assets
289	PL-Fleet Management	Fuel	714206	[Medium] Provide capability to integrate with a third party automated fueling system to obtain fuel usage.	SF-Standard Func	Agile Assets
290	PL-Fleet Management	Fuel	714207	[Medium] Capture fuel ticket transactions for State-owned gas pumps not part of an automated fuel management system (for example a number of WVDOT maintenance shops where a fuel management system may not be implemented).	SF-Standard Func	Agile Assets
291	PL-Fleet Management	Fuel	714208	[Medium] Integrate with and upload transactions from a fleet card system.	SF-Standard Func	Agile Assets
292	PL-Fleet Management	Fuel	714209	[High] Integrate with ERP inventory function and/or third party fuel management system or the Oil Price Information Service (OPIS) to obtain fuel costs.	SF-Standard Func	Agile Assets
293	PL-Fleet Management	Fuel	714210	[Medium] Provide for multiple agency specific mark-ups on fuel costs by agency subunit, fleet/equipment type, internal or external customer and other parameters.	SF-Standard Func	Agile Assets
294	PL-Fleet Management	Fuel	714211	[Medium] Integrate with ERP accounts receivable and general ledger functions to generate intergovernmental billings for fuel purchases by one state agency from another state agency.	SF-Standard Func	Agile Assets
295	PL-Fleet Management	Fuel	714212	[Medium] Integrate with ERP accounts receivable and billing functions to bill external customers for fuel purchases. External customers include local political subdivisions such as county sheriffs, etc.	SF-Standard Func	Agile Assets
296	PL-Fleet Management	Fuel	714213	[Low] Alert the fleet/equipment unit operator and fleet class/fleet type owner by email of various transactions outside user-defined ranges (fuel type, fuel mileage, etc.).	SF-Standard Func	Agile Assets
297	PL-Fleet Management	Fuel	714214	[Medium] Provide report of fuel usage outside established business rules by fleet/equipment type.	SF-Standard Func	Agile Assets
298	PL-Fleet Management	Fuel	714215	[Medium] Calculate fuel economy (e.g. MPG) for current month, year-to-date, life-to-date and last year by agency, agency unit, maintenance shop, fleet class, fleet type, manufacturer, model and individual fleet/equipment unit.	SF-Standard Func	Agile Assets
299	PL-Fleet Management	Fuel	714216	[Medium] Calculate cost of fuel usage for current month, year-to-date, life-to-date and last year for agency, agency unit, maintenance shop, fleet class, fleet type, manufacturer, model, fleet/equipment unit.	SF-Standard Func	Agile Assets
300	PL-Fleet Management	Fuel	714217	[Medium] Calculate updates to vehicle cost per mile based on fueling entries.	SF-Standard Func	Agile Assets

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301	PL-Fleet Management	Fuel	714218	[Medium] Provide ability for an authorized user with proper documentation and approvals based on business rules to adjust fuel purchases charged to one fleet unit which was really for other equipment (fuel for a chain saw bought with the fleet card assigned to the employees vehicle, etc.); provide exception report for all adjustments made.	SF-Standard Func	Agile Assets
302	PL-Fleet Management	Fuel	714219	[Medium] Establish and maintain an audit trail for all fuel disbursements and adjustments.	SF-Standard Func	Agile Assets
303	PL-Fleet Management	Tires	714220	[Low] Support comparison of tire makes and models.	SF-Standard Func	Agile Assets
304	PL-Fleet Management	Tires	714221	[Low] Allow classification of tires by type (i.e., recap, airless, solid, etc.).	SF-Standard Func	Agile Assets
305	PL-Fleet Management	Tires	714222	[Low] Track tread wear by type.	SF-Standard Func	Agile Assets
306	PL-Fleet Management	Tires	714223	[Low] Track tire performance by type.	SF-Standard Func	Agile Assets
307	PL-Fleet Management	Tires	714224	[Low] Track tire costs by type.	SF-Standard Func	Agile Assets
308	PL-Fleet Management	Tires	714225	[Low] Track tire location by type including unit, position, scrap and staging.	SF-Standard Func	Agile Assets
309	PL-Fleet Management	Labor	714226	[Medium] Provide the capability to view on-line work in progress, as well as all work completed that day by mechanic and location.	SF-Standard Func	Agile Assets
310	PL-Fleet Management	Labor	714227	[Medium] Track both direct and indirect labor for each fleet/equipment unit.	SF-Standard Func	Agile Assets
311	PL-Fleet Management	Labor	714228	[Medium] Capture all labor transactions real-time as the mechanic logs on and off of repairs.	SF-Standard Func	Agile Assets
312	PL-Fleet Management	Labor	714229	[Medium] Produce labor averages by repair type and individual mechanic for a maintenance shop, set of maintenance shops or for the entire agency.	SF-Standard Func	Agile Assets
313	PL-Fleet Management	Labor	714230	[Medium] Prepare efficiency reports which measure how a mechanic's performance compares with one or more user-defined standards. Reports must be able to be generated for the entire agency, a set of maintenance shops, a maintenance shop or for one or more mechanics for a user defined set of repair types and date range.	SF-Standard Func	Agile Assets
314	PL-Fleet Management	Availability Usage and Downtime	714231	[Medium] Provide an optional downtime calendar to be set up by user-defined parameters for each fleet class, fleet type and/or individual fleet/equipment unit. Downtime parameter codes should include hours of service for day, week, month, weekends, and holidays by fleet/equipment unit.	SF-Standard Func	Agile Assets
315	PL-Fleet Management	Availability Usage and Downtime	714232	[Medium] Record downtime, showing user defined reason for downtime (down for maintenance, down for parts, absence of a certified operator, etc.).	SF-Standard Func	Agile Assets
316	PL-Fleet Management	Availability Usage and Downtime	714233	[Medium] Provide for tracking of downtime from the time the vehicle is delivered for repair until the time the operator is notified of completion of the repair/maintenance.	SF-Standard Func	Agile Assets
317	PL-Fleet Management	Availability Usage and Downtime	714234	[Medium] Provide means to stop and re-start downtime if a vehicle is worked on, then released, then brought back into the shop and worked on again on the same work order.	SF-Standard Func	Agile Assets
318	PL-Fleet Management	Availability Usage and Downtime	714235	[Medium] Calculate downtime by fleet class, fleet type, manufacturer, make, model and individual fleet/equipment unit based on user-established parameters.	SF-Standard Func	Agile Assets
319	PL-Fleet Management	Availability Usage and Downtime	714236	[Medium] Provide downtime analysis by user defined downtime reasons, including or excluding non-working hours, weekends, and holidays on work total and averages by Fleet class.	SF-Standard Func	Agile Assets
320	PL-Fleet Management	Availability Usage and Downtime	714237	[Medium] Provide downtime analysis by user defined downtime reasons, including or excluding non-working hours, weekends, and holidays on work total and averages by fleet type.	SF-Standard Func	Agile Assets
321	PL-Fleet Management	Availability Usage and Downtime	714238	[Medium] Provide downtime analysis by user defined downtime reasons, including or excluding non-working hours, weekends, and holidays on work total and averages by manufacturer.	SF-Standard Func	Agile Assets
322	PL-Fleet Management	Availability Usage and Downtime	714239	[Medium] Provide downtime analysis by user defined downtime reasons, including or excluding non-working hours, weekends, and holidays on work total and averages by model type.	SF-Standard Func	Agile Assets
323	PL-Fleet Management	Availability Usage and Downtime	714240	[Medium] Provide downtime analysis by user defined downtime reasons, including or excluding non-working hours, weekends, and holidays on work total and averages by agency.	SF-Standard Func	Agile Assets
324	PL-Fleet Management	Availability Usage and Downtime	714241	[Medium] Provide downtime analysis by user defined downtime reasons, including or excluding non-working hours, weekends, and holidays on work total and averages by agency unit.	SF-Standard Func	Agile Assets
325	PL-Fleet Management	Availability Usage and Downtime	714242	[Medium] Provide downtime analysis by user defined downtime reasons, including or excluding non-working hours, weekends, and holidays on work total and averages by internal or external maintenance.	SF-Standard Func	Agile Assets
326	PL-Fleet Management	Availability Usage and Downtime	714243	[Medium] Provide downtime analysis by user defined downtime reasons, including or excluding non-working hours, weekends, and holidays on work total and averages by maintenance shop.	SF-Standard Func	Agile Assets
327	PL-Fleet Management	Availability Usage and Downtime	714244	[Medium] Provide downtime analysis by user defined downtime reasons, including or excluding non-working hours, weekends, and holidays on work total and averages by work order type.	SF-Standard Func	Agile Assets
328	PL-Fleet Management	Availability Usage and Downtime	714245	[Medium] Provide downtime analysis by user defined downtime reasons, including or excluding non-working hours, weekends, and holidays on work total and averages by work order unit.	SF-Standard Func	Agile Assets
329	PL-Fleet Management	Availability Usage and Downtime	714246	[Medium] Provide downtime analysis by user defined downtime reasons, including or excluding non-working hours, weekends, and holidays on work total and averages by major component.	SF-Standard Func	Agile Assets
330	PL-Fleet Management	Availability Usage and Downtime	714247	[Medium] Provide agency specific downtime analysis including total and averages by fleet class, fleet type, agency unit, maintenance shop, manufacturer, make or model using user defined downtime reasons. Downtime may include or exclude non-working hours, weekends, and holidays.	SF-Standard Func	Agile Assets
331	PL-Fleet Management	Availability Usage and Downtime	714248	[Medium] Allow comparison of downtime and availability for different manufacturers, makes and models within a fleet type for life-to-date or another user defined date range.	SF-Standard Func	Agile Assets

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				[Medium] Provide capability to manage an enterprise-wide and/or one or more agency or agency unit specific motor pools.	SF-Standard Func	Agile Assets
332	PL-Fleet Management	Motor Pool	714249			
333	PL-Fleet Management	Motor Pool	714250	[Medium] Allow definition and set-up of an unlimited number of motor pools.	SF-Standard Func	Agile Assets
334	PL-Fleet Management	Motor Pool	714251	[Medium] Store for each motor pool: unique motor pool identifier.	SF-Standard Func	Agile Assets
335	PL-Fleet Management	Motor Pool	714252	[Medium] Store for each motor pool: operating agency.	SF-Standard Func	Agile Assets
336	PL-Fleet Management	Motor Pool	714253	[Medium] Store for each motor pool: operating agency unit.	SF-Standard Func	Agile Assets
337	PL-Fleet Management	Motor Pool	714254	[Medium] Store for each motor pool: motor pool manager.	SF-Standard Func	Agile Assets
338	PL-Fleet Management	Motor Pool	714255	[Medium] Store for each motor pool: pool location.	SF-Standard Func	Agile Assets
339	PL-Fleet Management	Motor Pool	714256	[Medium] Define for each motor pool the employee units or groups of employee units which are eligible to reserve the fleet/equipment units in each motor pool.	SF-Standard Func	Agile Assets
340	PL-Fleet Management	Motor Pool	714257	[Medium] Allow fleet units/equipment to be defined as a pool vehicle which can be reserved for use.	SF-Standard Func	Agile Assets
341	PL-Fleet Management	Motor Pool	714258	[Medium] Assign each pooled fleet /equipment unit to a specific motor pool.	SF-Standard Func	Agile Assets
342	PL-Fleet Management	Motor Pool	714259	[Medium] Allow authorized users to view vehicle/equipment availability by fleet class, fleet type, time in and time out and by rental location.	SF-Standard Func	Agile Assets
343	PL-Fleet Management	Motor Pool	714260	[Medium] Allow vehicles to be reserved for future periods based on user defined rules with proper security authorization.	SF-Standard Func	Agile Assets
344	PL-Fleet Management	Motor Pool	714261	[Medium] Capture reservation information including agency; agency unit; an active/valid chart of account codes, grant or project to charge rental to; person requesting reservation; destination; employee operator name and driver license number; dispatched information; fleet unit number; rental charges; and pick-up site location.	SF-Standard Func	Agile Assets
345	PL-Fleet Management	Motor Pool	714262	[Medium] Allow override of vehicle reservations with proper security authorization.	SF-Standard Func	Agile Assets
346	PL-Fleet Management	Motor Pool	714263	[Medium] Generate reservation with a PIN# for key control purposes.	SF-Standard Func	Agile Assets
347	PL-Fleet Management	Motor Pool	714264	[Medium] Integrate with ERP personnel administration function to obtain employee driver license number at time of reservation.	SF-Standard Func	Agile Assets
348	PL-Fleet Management	Motor Pool	714265	[Medium] Integrate with DMV Driver License system to perform a record check and verify employee's driver license is active at time of reservation.	SF-Standard Func	Agile Assets
349	PL-Fleet Management	Motor Pool	714266	[Medium] Support user defined rental rate structure by fleet class and fleet type for hourly, daily, weekly, monthly and annual rentals.	SF-Standard Func	Agile Assets
350	PL-Fleet Management	Motor Pool	714267	[Medium] Provide a rental rate structure which allows free miles or unlimited miles for each type of rental.	SF-Standard Func	Agile Assets
351	PL-Fleet Management	Motor Pool	714268	[Medium] Capture and track all costs associated with each rental.	SF-Standard Func	Agile Assets
352	PL-Fleet Management	Motor Pool	714269	[Medium] Allow additional costs to be added to each rental.	SF-Standard Func	Agile Assets
353	PL-Fleet Management	Motor Pool	714270	[Medium] Provide the ability to define how the rental costs will be calculated to meet individual agency or motor pool specific needs, i.e., rental rate and CPM for excessive miles or rental rate of CPM for total miles, whichever is greater.	SF-Standard Func	Agile Assets
354	PL-Fleet Management	Motor Pool	714271	[Medium] Support scheduling of an assigned pool vehicle/equipment unit for preventive maintenance.	SF-Standard Func	Agile Assets
355	PL-Fleet Management	Motor Pool	714272	[Medium] Integrate with ERP accounts receivable and general ledger to support intergovernmental billing for use of an enterprise-wide motor pool or for use by one agency of another agency's motor pool function.	SF-Standard Func	Agile Assets
356	PL-Fleet Management	Motor Pool	714273	[Medium] Support billing for all rental charges, maintenance and operations costs on a single invoice.	SF-Standard Func	Agile Assets
357	PL-Fleet Management	Acquisition Replacement and Surplus	714274	[Medium] Allow for identification of replacement criteria by fleet class and fleet type at either the enterprise or agency level.	SF-Standard Func	Agile Assets
358	PL-Fleet Management	Acquisition Replacement and Surplus	714275	[Medium] Provide the ability to automate equipment replacement scheduling based on time period, mileage and hours utilized and historical repair costs.	SF-Standard Func	Agile Assets
359	PL-Fleet Management	Acquisition Replacement and Surplus	714276	[Medium] Identify and report on fleet/equipment units meeting replacement criteria by agency or agency unit.	SF-Standard Func	Agile Assets
360	PL-Fleet Management	Acquisition Replacement and Surplus	714277	[Medium] Provide the ability to view current depreciated value to determine surplus timing as it relates to life-to-date maintenance expenditures. .	SF-Standard Func	Agile Assets
361	PL-Fleet Management	Acquisition Replacement and Surplus	714278	[Medium] Support multiple surplus property inventories for fleet/equipment units (Division of Purchasing, WVDOT, other agencies as appropriate, etc.).	SF-Standard Func	Agile Assets
362	PL-Fleet Management	Acquisition Replacement and Surplus	714279	[Medium] Allow for transfer of fleet/equipment unit into surplus inventory.	SF-Standard Func	Agile Assets
363	PL-Fleet Management	Acquisition Replacement and Surplus	714280	[Medium] Integrate with ERP asset management and purchasing function to support sale of surplus property.	SF-Standard Func	Agile Assets
364	PL-Fleet Management	Acquisition Replacement and Surplus	714281	[Medium] Record sale of surplus property.	SF-Standard Func	Agile Assets
365	PL-Fleet Management	Acquisition Replacement and Surplus	714282	[Medium] Generate a transaction based on completion of sale and integrate with ERP General Ledger to support posting of receipt for user agency share of revenue from surplus property sale.	SF-Standard Func	Agile Assets
366	PL-Fleet Management	Acquisition Replacement and Surplus	714283	[Medium] Integrate with BRIM to remove fleet/equipment unit from the State inventory for insurance purposes if sold to an external entity.	SF-Standard Func	Agile Assets

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367	PL-Fleet Management	Acquisition Replacement and Surplus	714284	[Medium] Integrate with BRIM to transfer surplus property from one State agency to another State agency if fleet/equipment unit is sold to another State agency.	SF-Standard Func	Agile Assets
368	PL-Fleet Management	Acquisition Replacement and Surplus	714285	[Medium] Transfer repair history from one state agency to another if vehicle is transferred/sold to another State agency.	SF-Standard Func	Agile Assets
369	PL-Fleet Management	Acquisition Replacement and Surplus	714286	[Medium] Allow former State agency owner or former State user agency access to history data on a vehicle after vehicle disposal (sell/salvage).	SF-Standard Func	Agile Assets
370	PL-Fleet Management	Acquisition Replacement and Surplus	714287	[Medium] Provide ability for an authorized user to submit a fleet/equipment vehicle acquisition or replacement request.	SF-Standard Func	Agile Assets
371	PL-Fleet Management	Acquisition Replacement and Surplus	714288	[Medium] Capture the following information for a acquisition/replacement request: requestor.	SF-Standard Func	Agile Assets
372	PL-Fleet Management	Acquisition Replacement and Surplus	714289	[Medium] Capture the following information for a acquisition/replacement request: date requested.	SF-Standard Func	Agile Assets
373	PL-Fleet Management	Acquisition Replacement and Surplus	714290	[Medium] Capture the following information for a acquisition/replacement request: agency.	SF-Standard Func	Agile Assets
374	PL-Fleet Management	Acquisition Replacement and Surplus	714291	[Medium] Capture the following information for a acquisition/replacement request: agency unit or program area.	SF-Standard Func	Agile Assets
375	PL-Fleet Management	Acquisition Replacement and Surplus	714292	[Medium] Capture the following information for a acquisition/replacement request: authorized agency approver.	SF-Standard Func	Agile Assets
376	PL-Fleet Management	Acquisition Replacement and Surplus	714293	[Medium] Capture the following information for a acquisition/replacement request: date approved.	SF-Standard Func	Agile Assets
377	PL-Fleet Management	Acquisition Replacement and Surplus	714294	[Medium] Capture the following information for a acquisition/replacement request: requested fleet type.	SF-Standard Func	Agile Assets
378	PL-Fleet Management	Acquisition Replacement and Surplus	714295	[Medium] Capture the following information for a acquisition/replacement request: justification/reason for replacement.	SF-Standard Func	Agile Assets
379	PL-Fleet Management	Acquisition Replacement and Surplus	714296	[Medium] Capture the following information for a acquisition/replacement request: requested manufacturer/make/model (if one) with a justification.	SF-Standard Func	Agile Assets
380	PL-Fleet Management	Acquisition Replacement and Surplus	714297	[Medium] Capture the following information for a acquisition/replacement request: location where fleet/equipment unit will be assigned.	SF-Standard Func	Agile Assets
381	PL-Fleet Management	Acquisition Replacement and Surplus	714298	[Medium] Capture the following information for a acquisition/replacement request: anticipated cost allocation to active chart of accounts codes, grants or projects.	SF-Standard Func	Agile Assets
382	PL-Fleet Management	Acquisition Replacement and Surplus	714299	[Medium] Capture the following information for a acquisition/replacement request: date fleet/equipment required by.	SF-Standard Func	Agile Assets
383	PL-Fleet Management	Acquisition Replacement and Surplus	714300	[Medium] Calculate estimated replacement cost based on purchase price, estimated salvage value, estimated sale price and depreciation.	SF-Standard Func	Agile Assets
384	PL-Fleet Management	Acquisition Replacement and Surplus	714301	[Medium] Route approval of an acquisition/replacement request based on fleet class, fleet type, agency, agency unit, estimated cost and other user defined business rules.	SF-Standard Func	Agile Assets
385	PL-Fleet Management	Acquisition Replacement and Surplus	714302	[Medium] Provide approval routing for both internal agency approvals and any required external agency approvals.	SF-Standard Func	Agile Assets
386	PL-Fleet Management	Acquisition Replacement and Surplus	714303	[Medium] Integrate with ERP purchasing function to automatically generate a requisition for an approved fleet/equipment unit pre-populating with available information from the fleet/equipment request form.	SF-Standard Func	Agile Assets
387	PL-Fleet Management	Cost and Billing	714304	[Medium] Create various cost pools at the enterprise, group of agency, agency and agency unit levels.	CME-Medium Cust	Agile Assets
388	PL-Fleet Management	Cost and Billing	714305	[Medium] Assign fleet/equipment units to various cost allocation pools.	SF-Standard Func	Agile Assets
389	PL-Fleet Management	Cost and Billing	714306	[Medium] Integrate with ERP cost allocation function to allocate indirect costs associated with fleet management to fleet/equipment units based on various parameters.	SF-Standard Func	Agile Assets
390	PL-Fleet Management	Cost and Billing	714307	[Medium] Allocate indirect costs associated with fleet management to fleet/equipment units based on number of fleet/equipment units in allocation pool.	SF-Standard Func	Agile Assets
391	PL-Fleet Management	Cost and Billing	714308	[Medium] Allocate indirect costs associated with fleet management to fleet/equipment units based on total hours fleet/equipment unit is utilized.	SF-Standard Func	Agile Assets
392	PL-Fleet Management	Cost and Billing	714309	[Medium] Allocate indirect costs associated with fleet management to fleet/equipment units based on total mileage fleet/equipment units is driven.	SF-Standard Func	Agile Assets
393	PL-Fleet Management	Cost and Billing	714310	[Medium] Allocate indirect costs associated with fleet management to fleet/equipment units based on other user defined variables.	SF-Standard Func	Agile Assets
394	PL-Fleet Management	Cost and Billing	714311	[Medium] Support allocation of vehicle operating cost to projects, grants and agency or agency unit overhead accounts.	SF-Standard Func	Agile Assets
395	PL-Fleet Management	Cost and Billing	714312	[Medium] Provide for the billing period to be user definable at the individual fleet/equipment unit level.	SF-Standard Func	Agile Assets
396	PL-Fleet Management	Cost and Billing	714313	[Medium] Allow the method of billing to be defined at the individual fleet/equipment unit level.	SF-Standard Func	Agile Assets
397	PL-Fleet Management	Cost and Billing	714314	[Medium] Support billing based on a number of parameters including flat rate; usage rate; actual cost of labor, parts, fuel and/or insurance; and any variance of fixed and actual cost.	SF-Standard Func	Agile Assets
398	PL-Fleet Management	Cost and Billing	714315	[Medium] Support billing for a fixed monthly cost such as equipment replacement cost.	SF-Standard Func	Agile Assets
399	PL-Fleet Management	Cost and Billing	714316	[Medium] Allow parts be billed at cost or at an agency specific mark-up percent.	SF-Standard Func	Agile Assets
400	PL-Fleet Management	Cost and Billing	714317	[Medium] Allow the method of parts billing to be defined at the individual fleet/equipment unit level.	SF-Standard Func	Agile Assets
401	PL-Fleet Management	Cost and Billing	714318	[Medium] Provide ability to generate a detailed statement for each billing period showing the agency or agency unit cost by fleet/equipment unit; report must be able to be requested by various user defined criteria such as agency unit, fleet type, maintenance shop, fleet/equipment unit owner, etc.	SF-Standard Func	Agile Assets

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402	PL-Fleet Management	Cost and Billing	714319	[Medium] Track and report revenue by agency, agency unit and maintenance shop.	SF-Standard Func	Agile Assets
403	PL-Fleet Management	Cost and Billing	714320	[Medium] Provide a separate statement billing for accident and driver abuse repairs.	SF-Standard Func	Agile Assets
404	PL-Fleet Management	Cost and Billing	714321	[Medium] Integrate with ERP accounts receivable function to support billing for accident/driver abuse repairs.	SF-Standard Func	Agile Assets
405	PL-Fleet Management	Reporting	714322	[Medium] Provide extensive standard management reports covering fleet classes, fleet types, fleet/equipment units, work orders, parts, operations cost, exception reports (utilization and CPA), and fleet/equipment replacement. These reports must be available with user defined options that will allow them to be tailored to meet operation needs.	SF-Standard Func	Agile Assets
406	PL-Fleet Management	Reporting	714323	[Medium] Provide a user-friendly ad-hoc reporting capability allowing for access to fleet/equipment unit inventory, work orders, preventive maintenance, repair history, fuel and other information within the ERP fleet function.	SF-Standard Func	Agile Assets
407	PL-Fleet Management	Reporting	714324	[Medium] Provide ability for authorized users to execute pre-defined reports at the enterprise level, agency, units within agency and other user defined criteria.	SF-Standard Func	Agile Assets
408	PL-Fleet Management	Reporting	714325	[Medium] Provide optional report selection criteria to restrict the data by agency, fleet class, fleet type, whether fleet unit is active or has been transferred/retired/sent to surplus, shop/location, repair code (or any combination of these factors).	SF-Standard Func	Agile Assets
409	PL-Fleet Management	Reporting	714326	[Medium] Produce a listing/inventory of fleet/equipment unit assignments by agency or unit or program area within an agency.	SF-Standard Func	Agile Assets
410	PL-Fleet Management	Reporting	714327	[Medium] Produce a listing/inventory of fleet/equipment unit assignments by fleet/equipment unit location by multiple agency specific organizational parameters (for example regions, districts, counties, maintenance shop, parks, forests, etc.).	SF-Standard Func	Agile Assets
411	PL-Fleet Management	Reporting	714328	[Medium] Produce a listing/inventory of fleet/equipment unit assignments by fleet/equipment owner (individual or business unit for a pooled fleet/equipment unit).	SF-Standard Func	Agile Assets
412	PL-Fleet Management	Reporting	714329	[Medium] Produce a listing/inventory of fleet/equipment unit assignments for fleet/equipment units which are on temporary loan including the owner of the fleet/equipment unit and the individual or business unit to whom the equipment is on loan to.	SF-Standard Func	Agile Assets
413	PL-Fleet Management	Reporting	714330	[Medium] Produce a listing/inventory of fleet/equipment unit assignments by assigned maintenance facilities.	SF-Standard Func	Agile Assets
414	PL-Fleet Management	Reporting	714331	[Medium] Produce a listing/inventory of fleet/equipment unit assignments which are externally maintained.	SF-Standard Func	Agile Assets
415	PL-Fleet Management	Reporting	714332	[Medium] Provide for a replacement unit report including fleet and equipment units by type over certain time (hours) and/or mileage limits, used for budget forecasting.	SF-Standard Func	Agile Assets
416	PL-Fleet Management	Reporting	714333	[Medium] Provide an automated fueling system report, showing equipment information, refueling setting, fuel type, other cost and mileage.	SF-Standard Func	Agile Assets
417	PL-Fleet Management	Reporting	714334	[Medium] Provide a fuel card report, matching card and assigned vehicle.	SF-Standard Func	Agile Assets
418	PL-Fleet Management	Reporting	714335	[Medium] Prepare fleet/equipment unit report by various user defined parameters including- by class, by department, broken out by make, model, year, fuel type, GVW, engine type/size, transmission type, radio type or any other attribute of vehicle.	SF-Standard Func	Agile Assets
419	PL-Fleet Management	Reporting	714336	[Medium] Report on fleet/equipment unit status by active, salvaged, retained, reserved, etc.	SF-Standard Func	Agile Assets
420	PL-Fleet Management	Reporting	714337	[Medium] Provide a list of fleet/equipment units by location where assigned or loaned.	SF-Standard Func	Agile Assets
421	PL-Fleet Management	Reporting	714338	[Medium] Provide a fleet/equipment usage report showing vehicles driven a certain number of miles as defined by the user with no preventive maintenance.	SF-Standard Func	Agile Assets
422	PL-Fleet Management	Reporting	714339	[Medium] Provide a fleet/equipment usage report showing equipment utilized more than a certain number of hours as defined by the user with no preventive maintenance.	SF-Standard Func	Agile Assets
423	PL-Fleet Management	Reporting	714340	[Medium] Prepare a component usage report showing components operated over a certain number of hours as defined by the user with no preventive maintenance.	SF-Standard Func	Agile Assets
424	PL-Fleet Management	Reporting	714341	[Medium] Provide a report of fleet/equipment units with no activity/usage within a given time period.	SF-Standard Func	Agile Assets
425	PL-Fleet Management	Reporting	714342	[Medium] Prepare labor reports for any combination of the following: employee or work units for any given time period; repair/activity reason such as preventive maintenance, road call, breakdown, etc.; subassembly such as brakes, transmission, cooling system, etc; and repair type.	SF-Standard Func	Agile Assets
426	PL-Fleet Management	Reporting	714343	[Medium] Prepare preventive maintenance reports for any combination of type and interval (monthly, quarterly, etc.).	SF-Standard Func	Agile Assets
427	PL-Fleet Management	Reporting	714344	[Medium] Report number of preventive maintenance operations performed in a given time period by fleet or equipment type.	SF-Standard Func	Agile Assets
428	PL-Fleet Management	Reporting	714345	[Medium] Prepare a repair history report by component and by vendor supplying component.	SF-Standard Func	Agile Assets
429	PL-Fleet Management	Reporting	714346	[Medium] Prepare a report showing the number of scheduled and unscheduled work orders for a user defined time period.	SF-Standard Func	Agile Assets
430	PL-Fleet Management	Reporting	714347	[Medium] Prepare a report showing the number of work orders by reason, subassembly and/or repair type for a user defined time period.	SF-Standard Func	Agile Assets

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431	PL-Fleet Management	Reporting	714348	[Medium] Prepare a report of open work orders by status, type and/or shop (pending, waiting parts, etc.).	SF-Standard Func	Agile Assets
432	PL-Fleet Management	Reporting	714349	[Medium] Prepare a report showing repeat work orders on the same unit for the last 30, 60 or 90 days.	SF-Standard Func	Agile Assets
433	PL-Fleet Management	Reporting	714350	[Medium] Provide fleet down type report by summary or detail for user defined time periods for location; fleet class; fleet type; preventive maintenance code; and down time reason.	SF-Standard Func	Agile Assets
434	PL-Fleet Management	Reporting	714351	[Low] Provide a report of tire repair activity.	SF-Standard Func	Agile Assets
435	PL-Fleet Management	Reporting	714352	[Low] Prepare oil and fluid report by summary or detail for user defined time periods by location; assigned maintenance facilities; fleet class/type; manufacturer, model and make; and preventative maintenance code.	SF-Standard Func	Agile Assets
436	PL-Fleet Management	Reporting	714353	[Medium] Generate warranty usage report including savings associated with warranty work.	SF-Standard Func	Agile Assets
437	PL-Fleet Management	Reporting	714354	[Medium] Provide life-to-date operational cost report per vehicle including by category including repair cost, operational cost, fuel cost, maintenance cost (labor and parts) and administrative cost.	SF-Standard Func	Agile Assets
438	PL-Fleet Management	Reporting	714355	[Medium] Provide cumulative fleet/equipment costs (current, year-to-date, life-to-date, last year cost figures).	SF-Standard Func	Agile Assets
439	PL-Fleet Management	Reporting	714356	[Medium] Prepare an accountability report that details all direct and indirect work by a mechanic and location for any user defined period.	SF-Standard Func	Agile Assets