REQUEST FOR PROPOSALS No. 21-055

Fleet Management Information System (FMIS) Software

Addendum 1
Issued: October 15, 2021

Closing Date & Time: on or before 3:00 PM Pacific Time on October 21, 2021

This addendum shall be read in conjunction with and considered as an integral part of the Request for Proposal. Revisions supersede the information contained in the original Proposal or previously issued Addendum. No consideration will be allowed for any extras due to any Proponent not being familiar with the contents of this Addendum. All other terms and conditions remain the same.

Questions & Answers

Q1. In the present RFP Fleet Management system, Regional District of Nanaimo (RDN) looking to replace the current manual tracking and recording of fleet information including maintenance, inspections, repair, and replacement/disposal etc… , as well in the RFP page 6, Item 05 , RDN is looking for an option to have a complete Fleet Management Solution including GPS tracking of the entire Transit fleet . Rogers offers a complete and integrated Intelligent Fleet management solution that is integrated between onboard Hardware , Gps, Telematic and fleet management software that could be integrated to RDN exiting RTS Connect via XML export or other third party system .

In the Previous RFP from BC Transit that was issued in March 2021, BCT transit included in their RFP Fleet management solution " Automatic Vehicle Location ("AVL") technology Negotiated Request for Proposals No.: 21.019 ", a Scope during Phase 2 , that RDN Transit Fleet Management system would be deployed in Phase2 as part of the BC transit solution deployment .

Could you please clarify the intend and relationship between both RFP's ?

A1. RDN Transit is aware of the RFP by BC Transit for an AVL Technology System, which is utilized by RDN Transit and other transit operators and partners.
The statement regarding GPS Data on Page 6 Item 05, is strictly for potential vendors to provide options and/or discussions of gps/wireless Hubodometer readings built into the overall FMIS system.

Q2. What's the expected number of users and their roles?

A2. There would be a minimum of 16 individuals. Roles would include, Administrative Assistants, Mechanics, and Management.

Q3. Integrations:
     a. RTS Connect – what's the expected Integration?
     b. COMPUTROL – Is it one-way or two-way integration?
     c. GIS – do you require any GIS use or integration in this RFP?
     d. Office/SharePoint - – what's the expected Integration?
     e. ERP – we understand that you don't require any ERP integration. Can you please confirm?

A3.
    a) Integration to RTS Connect will be thru manual upload. Export files must be CSV Format.
    b) Computrol is a one way integration
    c) GIS is not required for this RFP.
    d) The RDN uses an internal SharePoint as intranet and data repository. If solution is not cloud hosted then it must be able to operate thru SharePoint.
    e) The RDN does not require ERP.

Q4. VMRS codes – do you consider using VMRS codes?

A4. The RDN has set VMRS codes provided by BC Transit. These codes are available in the RFP Package.

Q5. Tire Management – What do you expect from the Tire Management functionality? Is it the same as other parts or some specific requirements exist?

A5. Tire Management should include the ability to list make/model of tire on a given unit, and ability to list the depth of each tire.

Q6. Mobile app – do you require the mobile app in this RFP?

A6. Mobile App is not required.

Q7. Please further describe how the software should assist with purchasing? Is it referring to vehicle, parts or fluid?

A7. The software is not intended for purchasing.

Q8. Is there an expectation to send a PO direct to a vendor from the system?

A8. There is no expectation to send a PO directly to a vendor.

Q9. Driver reporting - please further describe what you mean by driver reporting - are you looking at driving habits like speed and braking, idle time etc? Or transactional data?

A9. Not Applicable

Q10. Does full life cycle of asset management include purchasing of the vehicle or maintenance only?

A10. Maintenance only.

Q11. Could you elaborate on the "improved real-time monitoring and allocation of equipment resources"? Does this refer to GPS monitoring?

A11. Real-time monitoring if referencing to real-time inventory levels.

Q12. Please provide an explanation for what is expected for "real time support" for garage operations.

A12. To have ability to track time it takes to complete a work order.

Q13. Please define the who the customer is referring to in the customer communications – driver. Vendor, maintenance manager?

A13. Communication would be to internal staff indicating that certain units are due for service.

Q14. Does customer communications refer to notifications via email, phone etc? Please further explain.

A14. Communication would be thru internal email.

Q15. Please explain what is meant by effective usage of workspaces and workforce skills?

A15. Currently our mechanics manually write work orders, and share one workstation. Would like to explore ways to create better workflow thru individual computers for work order management.

Q16. Please provide the expectation for contractor management.

A16. Ability to indicate which contractors are responsible for different aspects of work. Example, Air Conditioning work is done by a third party vendor.

Q17. Please advise if the Appendix documents such as sample agreements, are included in the 50 page maximum count? If so, may we direct RDN to our website to download the agreements?

A17. Please keep the overall page count to 50

Q18. For generating an XML file and sending such data to B.C. Transit what exact data needs to be sent and at what frequency? Is a scheduled report exporting the data in a properly formatted XML file sufficient, or would the use of a more formal integration be preferred?

A18. Information sent to BC Transit would be our daily work orders completed by. Workorder template is available in the RFP Package.

Q19. Is it acceptable when interacting with Computrol Fuel Management that a person manually kick-off a process to bulk load fuel transactions (including meters) on a daily/weekly basis? Or, is an automated near real-time integration preferred?

A19. It is acceptable that someone manually kicks off a bulk load of transaction. This would ideally be on a daily basis.

Q20. Is it known what data, frequency of transfer, and technology would be used to transfer between the Fleet solution and SharePoint?

A20. Note at this time.

Q21. Is RTS Connect used for the ordering of parts simply because RDN has no other system in place, or is the nature of the relationship between RDN and B.C. Transit (they own the buses) driving the need? i.e. Would there be a desire for an integration with RTS connect as it pertains to inventory management (POs Receipts, Transfers, etc.)? Or, if the proponent's solution incorporates enterprise level inventory management functionality, then would it be the preferred system of record for such practices and no integration be needed?

A21. RTS Connect is primarily used for part ordering due to the nature of the relationship, and that BC Transit has their own parts department for all Transit buses. We have an internal parts department with commonly used items. There would no need for integration with RTS Connect, just having the ability to have Inventory Management in house.

End of Addendum 1