



STATE OF TENNESSEE
Department of General Services, Vehicle and Asset Management

**REQUEST FOR INFORMATION
FOR
VEHICLE AND ASSET MANAGEMENT FLEET MANAGEMENT SOFTWARE
DEVELOPMENT**

RFI # 32106-2024-001
October 4, 2024

1. STATEMENT OF PURPOSE:

The State of Tennessee, Department of General Services ("DGS"), Vehicle and Asset Management ("VAM") issues this Request for Information ("RFI") for the purposes of refining requirements and identifying possible vendors for a vehicle fleet management system.

2. BACKGROUND:

Currently, State vehicle fleet management information is maintained in the State's Enterprise Resource Planning (ERP) along with manual processes using Excel Spreadsheets and other internal processes. Fleet management software can improve the efficiency and cost to vehicle management operations, reduce the need for manual intervention and enhance the customer and employee experience. This project seeks to research vendors and/or solutions available for a DGS vehicle fleet management software solution.

3. COMMUNICATIONS:

3.1. Please submit your response to this RFI to:

Stephanie Reedy, Procurement Team Lead
Department of General Services
312 Rosa L Parks Ave. 22nd floor, Nashville, TN 37243
615-708-9382
Stephanie.Reedy@tn.gov

3.2. Please feel free to contact the Department of General Services with any questions regarding this RFI. The main point of contact will be:

Stephanie Reedy, Procurement Team Lead
Department of General Services
312 Rosa L Parks Ave. 22nd floor, Nashville, TN 37243
615-708-9382
Stephanie.Reedy@tn.gov

3.3. Please reference RFI # 32106-2024-001 with all communications to this RFI.

3.4. Please limit all questions to one submission per vendor.

4. RFI SCHEDULE OF EVENTS:

EVENT		TIME (Central Time Zone)	DATE (all dates are State business days)
1.	RFI Issued		October 4, 2024
2.	Written Questions and Comments Deadline	2:00 p.m.	October 18, 2024
3.	State Response to Written Questions and Comments		October 25, 2024
4.	RFI Response Deadline	2:00 p.m.	November 1, 2024

5. GENERAL INFORMATION:

5.1. Please note that responding to this RFI is not a prerequisite for responding to any future solicitations related to this project and a response to this RFI will not create any contract rights. Responses to this RFI will become property of the State.

5.2. The information gathered during this RFI is part of an ongoing procurement. In order to prevent an unfair advantage among potential respondents, the RFI responses will not be available until after the completion of evaluation of any responses, proposals, or bids resulting from a Request for Qualifications, Request for Proposals, Invitation to Bid or other procurement method. In the event that the state chooses not to go further in the procurement process and responses are never evaluated, the responses to the procurement including the responses to the RFI, will be considered confidential by the State.

5.3. The State will not pay for any costs associated with responding to this RFI.

5.4. The State may request Oral Presentations or Demonstrations from RFI respondents.

5.5. Responses should be prepared, with emphasis on completeness and clarity, and should NOT exceed fifteen (15) pages in length. Responses, as well as any reference material presented, must be written in English, and must be written on standard 8 ½" x 11" pages and all text must be at least a 12-point font. All pages must be numbered.

6. INFORMATIONAL FORMS:

The State is requesting the following information from all interested parties. Please fill out the following forms:

RFI # 32106-2024-001	
TECHNICAL INFORMATIONAL FORM	
1.	RESPONDENT LEGAL ENTITY NAME:
2.	RESPONDENT CONTACT PERSON: Name, Title: Address: Phone Number: Email:
3.	Please provide a brief description of your company's public sector experience. Vehicle and Asset Management project experience is required, providing similar or comparable fleet software design, development, and implementation as referenced in this RFI. Please include the name of the project, the length of the project, and a contact person at the Agency.
4.	Proposer shall submit a brief description of its organization. The description should identify: 4.1. History of organization, including number of years in business; 4.2. Total number of employees; 4.3. The divisions, sections, and teams that support the services available through you and number of employees dedicated to each such section
5.	Please fill out RFI 32106-2024-001_Attachment 1_Fleet Management Workbook in its entirety utilizing the drop-down boxes in column E and comment spaces in column F to identify your ability to fulfill the necessary functional requirements pertaining to this RFI. Please include additional requirements that need to be identified.
6.	Describe your project management methodology, including resources necessary for an implementation of this size and scope. Can you provide an example of an implementation plan? Can you please outline how you collect, catalogue, and share requirements?
7.	Describe your user acceptance testing and training approach, including resources necessary for an implementation of this scope and size. What are the recommended State resources needed to assist in UAT and training?
8.	Describe the maintenance requirements for the proposed solution. What are your methods and strategy in providing maintenance and support for the software and for State employees?
9.	Describe how milestones would be established for the solution.

10. Provide a project timeline to complete all of the requirements described in Section 3 of this RFI, including a breakout of project phases.
11. Provide a detailed narrative on the risks and challenges you would advise the State to consider as they move forward with the project. Please include any mitigation strategies.
12. Through which public sector cooperative purchasing organizations can you currently provide your services? (GSA, NASPO, OMNIA, etc.) 11.1. If none, are you willing to participate in a cooperative?
13. Please confirm understanding of the following statement: Access to State data shall be limited to US-based (onshore) resources only.

COST INFORMATIONAL FORM
1. Provide an estimated cost range for this engagement to aid the State's budget development. Please include your reasoning for the variance in the range, if applicable.
2. Describe the typical price range for annual maintenance, including license fees, and support.
3. Describe the typical price range for hourly/daily services <ul style="list-style-type: none"> a. Describe which services are billed hourly/daily (e.g., project change requests, customizations, configuration management, etc.) b. Describe the typical range for hourly/daily rates by resource (e.g., database administrator, business analysis, project manager, etc..)
4. Describe what pricing units you typically utilize for similar services and/or goods (e.g., per hour, each, etc.)

ADDITIONAL CONSIDERATIONS
1. Please provide input on alternative approaches or additional things to consider that might benefit the State: