

How to use VEH99, Fleet Information Management System (FIMS) Statewide Contract



EPPs on this Contract

Contract #: VEH99	Contract Duration: 05/01/2016 – 04/30/2019
MMARS #: VEH99	Options to Renew: Two (2) two-year options
Contract Manager: Lisa Westgate - Lisa.Westgate@state.ma.us , 617-720-3112	
This contract contains: Environmentally Preferable Products (EPP)	
UNSPSC: 84-12-16, 78-18-03	
Last change date:	09/14/2016

Contract Summary

This is a full service Statewide Contract to provide Fleet Information Management Systems (FIMS) to the Commonwealth of Massachusetts and Eligible Entities.

Who Can Use This Contract

Applicable Procurement Law: M.G. L. c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.



Benefits and Cost Savings

- Pricing is set up as a per vehicle per month model, the more vehicles per configuration across the group the less per vehicle cost.
- A shared configuration across multiple municipal customers allows for a shared cost while security dictates Entity oversight only.

How to Use This Contract

Initial contact with the vendor should be sending the entity and fleet information via emailing the Prospective Entity Review form (below).

The vendor will reach out to you within (48) hours with any clarifying questions regarding entity, fleet or process. Typically an initial meeting, either in-person, by telephone or via WebEx will be established to review information.

Pricing and Purchase Options

Software Licenses

Licensing fees are spread over all entities within the configuration, on a per vehicle per month basis over (24) months.

Ongoing monthly usage

A monthly per vehicle charge will be assessed based on the inventory maintained within the FIMS system on the 15th of the month.

Professional Services

If additional professional services are required, these would be individual entity fees that are outside of the established configuration fees. These charges may include, but not limited to: extra trainings, additional setup requirements, interfaces to entity specific services that are not shared with other entities. Professional Services are due within 45 days of invoice.

System Interfaces

The Statewide Contract interfaces will take priority and will be a shared expense to only those entities that utilize the services (i.e. VEH100 Fuel Cards, VEH84A/101 Maintenance Management, VEH103 Windshield/Glass replacement, etc.)



How to Place an Order in COMMBUYS

REMINDER: *RPA Release should be utilized when process impracticality and/or emergency situations prevent the standard COMMBUYS purchase order processes from being followed to process paper invoices.*

Once an invoice is downloaded and reviewed the process is as follows:

- Initiate a new requisition, making sure to select **RPA Release** for Requisition Type.
- Search for an item on the **items tab** of the requisition; use VEH99 in the description field; to narrow your search, you can also enter the vendor you have chosen into the vendor name field.
 - Note: Make sure you reference the correct MBPO.
- Select the appropriate catalog line.
- Enter the total price.
- Attach the vendor invoice. *Enter only one invoice per release requisition.*
- Submit for approval.
- When sent to PO, the requisition will become a **Completely Received Purchase Order**.

For more information, see the [How to Create an RPA Release Requisition](#) job aid.

Additional Information

- **Awarded Vendor: Chevin Fleet Services**

[Customer Service:](#)

OSD Questions, Comments and Complaints:

Contract user Comments and/or Complaints regarding any aspect of this contract can be emailed directly to the Chevin Customer Service and to the OSD Contract Manager, Lisa Westgate at

Lisa.Westgate@state.ma.us



Prospective Entity Review Form

Complete this Questionnaire and email to:

Ron.Katz@Chevinfleet.com

and cc: Lisa.Westgate@state.ma.us

Contact information:

Entity Name:

Contact Name:

Contact Phone: _____

Contact Email: _____

Check which Entity Type:

Executive

Legislative

Judicial Department

Municipality

Authority

Quasi-public

School

Hospital

Higher Ed

Non-profit

Other State

Other entity designation

Questions	Answers – please offer as much detail as possible
1. How many physical locations (workshops/departments) require access to the FIMS?	
2. What is the current FIMS in place/if no system what tools are being used?	
3. Would you classify your current records regarding vehicles/drivers/maintenance as accurate?	



Questions	Answers – please offer as much detail as possible
4. Are your current records available in a standardized electronic format?	
5. Please describe your fleet composition by quantity, type of equipment, etc.	
6. Do you track other types of assets? If so, do you plan on tracking these in the new system?	
7. Please provide a general overview of the quantity and type of additional assets you plan on tracking.	
8. Do you utilize key performance indicator(s) to assist with managing the fleet? If so please list examples.	
9. Do you track and report on accidents?	
10. Do you manage and run internal workshops? If so, how many?	
11. How many workshop staff do you employ?	
12. Do you outsource maintenance and repairs?	
13. Do you use VE84a for maintenance?	
14. Do you use VE84a for accident subrogation?	
15. Do you manage stock and inventory?	
16. Do you need to bill internal departments for your services? If so, please describe your billing process (Include funding strategies; mark up, discounts, etc.).	
17. Do you use an electronic fuel system or commercial fuel card(s)? If so, please list systems and/or fuel card providers.	



Questions	Answers – please offer as much detail as possible
18. Do you use VEH100 for fuel cards?	
19. Do you have internet access across all locations?	
20. Do you require system interfaces with other systems (i.e. Financial, HR or operational systems, lessors or external service providers, National Accounts, telematics, etc.) If so, please list systems and providers.	