

Contract User Guide for VEH106

VEH106: Telematics

UPDATED: February 14, 2021

Contract #:	VEH106
MMARS MA #:	VEH106*
Initial Contract Term:	November 2, 2017 – October 31, 2020
Maximum End Date:	One (1) year extension to 2022
Current Contract Term:	November 1, 2020 – May 31, 2022
Contract Manager:	David Sargeant, 617-720-3118, david.sargeant@mass.gov
This Contract Contains:	Environmentally Preferable Products
UNSPSC Codes:	43-20-00 Software, 43-23-15 Business Function Specific Software
Notes:	This contract contains options for purchasing and leasing

*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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Contract Summary

This is a Statewide Contract for Telematics. Telematics enables data-driven decision making to maximize the utilization and efficiency of fleet vehicles and assets. Telematics increases efficiency, mitigates risk, and aids in reducing carbon emissions and fleet costs by promoting safer driving, proactive maintenance scheduling, and decreased idling and fuel expenditures.

This contract offers the sale or lease/rental and delivery of the requisite vehicle/truck, heavy equipment and trailer tracking hardware, along with online access to the Vendor's user interface, online systems, and support resources. This contract provides the tools to enable data-driven decision making

Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

This contract offers discounts for prompt payment of invoices (PPD) and the ability to negotiate volume purchases with the vendor for potentially better pricing than what is reflected in the vendor's price file.

Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit COMMBUYS.com and search for VEH106 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents are located in the "Master Contract Record" Master Blanket Purchase Order (MBPO) for VEH106 and can be accessed directly by visiting [Master Blanket Purchase Order PO-19-1080-OSD03-SRC3-16568](#).
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.
- OSD is participating in Sourcewell's Fleet Management and Related Technology Solutions (RFP# 022217) cooperative contract and information on this contract may be found in the RFP located in the [Master Blanket Purchase Order PO-19-1080-OSD03-SRC3-16568](#).

Who Can Use This Contract

Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

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Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

Pricing, Quote and Purchase Options

Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

- An initial purchase or a lease/rental option must include a review of the vehicles and/or equipment to assess which hardware and monitoring are recommended; once finalized the purchase can proceed.
- Hardware acquisitions made through this contract will either be direct, outright purchases, or made through rental/lease agreements with the vendor
- Database access and monthly monitoring services are fee for service

Pricing Options

- **Ceiling/Not-to-Exceed:** Contract discounts and other pricing published under the contract represents “ceiling” or “not-to-exceed” pricing and may be further negotiated.
- **Discount off of Manufacturers Suggested Retail Price (MSRP):** Contract pricing is a specified discount off of the MSRP catalog price and may range depend on the volume of purchase.

Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found by accessing the vendors’ specific MBPO which can be found on the [vendor information](#) page.

Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth’s electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or OSDhelpdesk@mass.gov.

When contacting a vendor on statewide contract, always reference VEH106 to receive contract pricing.

Quick Search in COMMBUYS

Log into COMMBUYS and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

How To Purchase From The Contract

- An initial purchase or lease/rental must include a review of the vehicles and/or equipment to assess which hardware and monitoring are recommended; once finalized the purchase/rental can proceed.
- Directly purchase a non-fixed price item (\$0 line item) through COMMBUYS

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Obtaining Quotes

Contract users should always reference VEH106 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

For a full description of how to complete a quote in COMMBUYS visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid.

Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

Contract Exclusions and Related Statewide Contracts

This contract is not intended to provide a comprehensive Fleet Information Management System (FIMS or FMIS). Reference [VEH99: Fleet Information Management System \(FIMS\) Statewide Contract](#) as needed for more information.

Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

Additional Information/FAQs

Warranties

Confirm warranty information on hardware purchases with vendor.

Other Discounts

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a Contractor.
- **Volume Discounts:** discount may be provided to buyer if a certain volume of product or service is purchased.



If the Needed Product Can Not be Found

If a product or service cannot be found in the vendor's price sheet, it is recommended to contact the vendor directly to inquire if it is available for purchase on this contract. If the product or service meets the scope of the product category, the vendor may be able to add it to their product offerings, but must coordinate with the OSD Contract Manager. If the product is not listed in the scope of the product category, a buyer may contact the OSD Contract Manager to inquire whether the product may be purchased or obtained via lease/rental.

Strategic Sourcing Team Members

- Alex Giannantonio, OVM
- Bill Griffiths, MBTA (Inactive)
- Lisa Westgate, OSD (Inactive)
- David Sargeant, OSD



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Vendor List and Information*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Discounts (PPD, Dock Delivery, Other)	List any other important items
**Master MBPO (All contract documents)	PO-19-1080-OSD03-SRC3-16568	David Sargeant	617-720-3118	david.sargeant@mass.gov	N/A	N/A
Conversion Vendor (Used to Solicit Quotes from Multiple Vendors)	PO-19-1080-OSD03-SRC02-16607	David Sargeant	617-720-3118	david.sargeant@mass.gov	N/A	N/A
CalAmp Wireless Networks Corporation	PO-20-1080-OSD03-SRC3-19726	Casey Glanders	310-660-0714	cglanders@calmap.com	PPD 1% < 10 days	Must discuss with vendor the vehicles/equipment prior to purchase or lease/rent.
Chevin Fleet Solutions LLC (Geotab)	PO-19-1080-OSD03-SRC3-16531	Cindy LaRoche	978-540-9970	cynthia.laroche@chevinfleet.com	PPD 1% < 30 days	Must discuss with vendor the vehicles/equipment prior to purchase or lease/rent.
GPS Insight, LLC	PO-19-1080-OSD03-SRC3-16567	Tyler Mortensen	480-633-9465	tyler.mortensen@gpsinsight.com	PPD 2% < 30 days	Must discuss with vendor the vehicles/equipment prior to purchase or lease/rent.
Precise MRM	PO-19-1080-OSD03-SRC3-16734	Bobby Lowe	208-323-7141	blowe@precisemrm.com	PPD 2% < 10 days	Must discuss with vendor the vehicles/equipment prior to purchase or lease/rent.

*Note that COMMBUYS is the official system of record for vendor contact information.

**The Master MBPO is the central repository for all common contract files. Price files may be found in the individual vendor's MBPO.

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