

Contract User Guide for VEH116

VEH116: Telematics

UPDATED: June 26, 2024

Contract #:	VEH116
MMARS MA #:	VEH116*
Initial Contract Term:	June 1, 2022 – March 26, 2025
Maximum End Date:	One (1) year extension to 2026
Current Contract Term:	June 1, 2022 – March 26, 2025
Contract Manager:	Kelly Thompson Clark, 617-720-3184, kelly.thompsonclark@mass.gov
This Contract Contains:	Environmentally Preferable Products, Prompt Pay Discounts
UNSPSC Codes:	25-17-00 - Transportation components and system 25-17-31 - Location and navigation systems and components 43-19-00 - Communications Devices and Accessories 43-20-00 - Components for information technology or broadcasting or telecommunications 43-23-15 - Business function specific software

Updates since last published: Addition of MoveEV products and services

*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 VEH116: Telematics. Telematics enables data-driven decision making to maximize the safety, utilization, and efficiency of fleet vehicles and equipment. 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 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.

UPDATES: This Statewide Contract replaced VEH106: Telematics

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, RFP, specifications, and other attachments, visit COMMBUYS.com and search for VEH116 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 VEH116 and can be accessed directly by visiting Master Blanket Purchase Order [PO-22-1080-OSD03-SRC3-25641](#)
- 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 \(RFP# 020221\) cooperative contract and information on this contract may be found in the RFP located in the Master Blanket Purchase Order PO-22-1080-OSD03-SRC3-25641.](#)
- [Locate all MoveEV documents in the Advantage Asset Tracking MBPO](#)

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;

Eligible Entities

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

Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract. Awarded vendors may use local

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subcontractors to perform installation and service of hardware.

Supplier Diversity Requirements

Contract User Guides that provide for direct vendor selection should include the following language:

When selecting contractors and placing orders, Executive departments shall utilize diverse and small businesses to the extent possible based on contract terms, SDO and departmental policies, laws, and regulations. Additionally, departments shall make a preference for contractors with higher SDP commitments and/or performance whenever such information is available (or is requested from contractors by the department) and the preference is feasible.

OSD provides up-to-date information on the availability of diverse and small businesses on statewide contracts through the [Statewide Contract Index](#) available on the COMMBUYS home page. See the “Programs (SDO and SBPP)” tab for current certification and small business status of contractors on this contract.

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
- Advantage Asset Tracking Corp is a local distributor for GeoTab products and services
- MoveEV products and services are available through Advantage Asset Tracking Corp.

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 depending 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 VEH116 to receive contract pricing.

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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

- **Solicit quotes and select and purchase quoted item in COMMBUYS**

This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract. The buyer would create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes. Buyers must include “VEH116 RFQ” when entering information in the Description field. Specifications included in the RFQ are at the Purchasing Entity’s discretion and may include, though may not be limited to, the following:

- Fleet size (i.e., the number of assets that will require telematics solutions)
- Objective(s)
 - Driver safety
 - Asset efficiency
 - Vehicle sharing
 - Domicile applications
 - Fuel usage/idling waste
- Data points required
 - Location
 - Hard braking
 - Speeding
 - Equipment efficiency (e.g., usage of plows and refuse collection equipment)
- Frequency of updates (e.g., daily, hourly, every minute, constant)

For a description of how to complete this purchase 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 or one of the quick reference guides.

- **Directly purchase a non-fixed price item (\$0 line item) through COMMBUYS**

This contract allows Purchasing Entities to engage directly with an awarded VEH116 vendor of their choosing without soliciting multiple quotes according to the vendor’s most recently accepted price file as a ceiling price that may be negotiated based on fleet size, length of agreement (which must be no longer than one year from the current term’s end date), data points required, etc.

- **Document items in COMMBUYS that have already been purchased**

This type of contract allows buyers to document a contract purchase in COMMBUYS that already has taken place through a Request for Payment Authorization (RPA) Release Requisition. It also allows MMARS users to easily keep track of spend. NOTE: MMARS and COMMBUYS do not interface –payment request and invoice should be reported



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in both MMARS and COMMBUYS separately. This type of purchase should be used for periodic (e.g., quarterly, monthly, etc.) billing once an agreement has been executed and devices have been installed.

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

- The COMMBUYS Requisitions section and choose the *How to Create an RPA Requisition* job aid.

Obtaining Quotes

Contract users should always reference VEH116 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 *Request Quotes From Vendors on Statewide Contracts* 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. This Contract allows for vendor service to continue through March 26, 2026, one year beyond the current Contract term, provided that the agreement was executed prior to the current term's expiration date.

Environmentally Preferable Products (EPP)

Telematics enables data-driven decision-making to optimize the utilization and efficiency of fleet vehicles and equipment. Telematics increases safety, efficiency, and reduces fleet costs by promoting safer driving and proactive maintenance, and aids in reducing carbon emissions and fuel consumption through decreased idling and trip routing.

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 Response Supplies, Services and Equipment 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

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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 negotiated 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.

If the product is not listed in the scope of the product category, a buyer may contact the Strategic Sourcing Lead to inquire whether the product may be purchased.

Performance and Payment Time Frames Which Exceed Contract Duration

All term leases, rentals, maintenance or other agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established per each written agreement). No written agreement shall extend more than 12 months beyond the current contract term of this Statewide Contract as stated on the [first page](#) of this contract user guide. No new leases, rentals, maintenance or other agreements for services may be executed after the Contract has expired.

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Strategic Sourcing Team Members

- Alex Giannantonio, OVM (Inactive)
- Bill Griffiths, MBTA (Inactive)
- Lisa Westgate, OSD (Inactive)
- David Sargeant, OSD (Inactive)
- Kathryn Laboy (OSD) (Inactive)
- Kelly Thompson Clark. OSD

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Vendor List and Information*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Discounts (PPD, Dock Delivery, Other)	SDO Certification Type	SDP Commitment Percentage
**Master Contract Record MBPO (Common contract documents)	PO-22-1080-OSD03-SRC3-25641	Kelly Thompson Clark	617-720-3184	kelly.thompsonclark@mass.gov	N/A	N/A	N/A
***Solicitation Enabled MBPO (for requesting Quotes from multiple Vendors)	PO-22-1080-OSD03-SRC3-25642	Kelly Thompson Clark	617-720-3184	kelly.thompsonclark@mass.gov	N/A	N/A	N/A
Geotab USA, Inc.	PO-22-1080-OSD03-SRC3-25643	Neil Garrett	416-712-7781	neilgarrett@geotab.com	PPD 0.5% < 10 days	N/A	1%
*****Advantage Asset Tracking Corp. (distributor of GeoTab & MoveEV products & services, only)	Refer to above MBPO	Andrew Kopecki	646-750-3885	andrew@advtracking.net	N/A	N/A	N/A
GPS Insight, LLC	PO-22-1080-OSD03-SRC3-25711	Tyler Mortensen	480-633-9465	tyler.mortensen@gpsinsight.com	PPD 2% < 30 days	N/A	1%

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

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

***The Solicitation Enabled MBPO is to be used for soliciting quotes from multiple vendors.

**** Advantage Asset Tracking Corp is local distributor for Geotab USA and MoveEV products and services.

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