

# VEH118: Fleet Management Software (FMS)

**UPDATED:** December 29, 2023

|                               |  |
|-------------------------------|--|
| <b>Contract #:</b>            | VEH118   |
| <b>MMARS MA #:</b>            | VEH118*  |
| <b>Initial Contract Term:</b> | August 1, 2023 – July 31, 2027   |
| <b>Maximum End Date:</b>      | One, three (3) year extension to 2030  |
| <b>Current Contract Term:</b> | August 1, 2023 – July 31, 2027   |
| <b>Contract Manager:</b>      | Kelly Thompson Clark, (617) 720-3184, <a href="mailto:kelly.thompsonclark@mass.gov">kelly.thompsonclark@mass.gov</a> |
| <b>UNSPSC Codes:</b>          | 81-11-17 Management Information Systems (MIS)  |

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

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## **Contract Summary**

This is the Statewide Contract (SWC) for VEH118: Fleet Management Software (FMS). This contract provides the Commonwealth of Massachusetts agencies a cloud-based and fully hosted Fleet Management Software (FMS) system. This SWC serves as the primary Statewide Contract (SWC) used by Executive Agencies of the Commonwealth for the goods and services covered by this Contract. This Contract replaces SWC VEH99 Fleet Information Management System (FIMS).

A major change from VEH99 is the elimination of individual contract categories separating fleets managed by the Executive Branch and other Entity-managed fleets.

## **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.

- Prompt Payment Discounts
- Summarizing department needs in a Statement of Work can effectively allow for prices to be negotiated based on an identified volume not known during the State bid process.

## **Find Bid/Contract Documents**

- To find all contract-specific documents, including the Master Price File, Contract User Guide, RFR, specifications, price sheets and other attachments, visit [COMMBUYS.com](http://COMMBUYS.com) and search for VEH118 to find related Master Blanket Purchase Order (MBPO) information.
- To find all contract-specific documents, including the Master Price File, Contract User Guide, RFR, specifications, and other attachments, visit [COMMBUYS.com](http://COMMBUYS.com) and search for VEH118 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 VEH118 and can be accessed directly by visiting Master Blanket Purchase Order [PO-24-1080-OSD03-OSD03-29965](http://PO-24-1080-OSD03-OSD03-29965).
- To solicit quotes from multiple vendors, access the Solicitation Enabled MBPO [PO-24-1080-OSD03-OSD03-29966](http://PO-24-1080-OSD03-OSD03-29966).

## **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.

## **Supplier Diversity Requirements**

**When selecting vendor(s) without soliciting quotes or a statement of work, Executive Departments should follow below guidance:**

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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 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.

**When selecting vendor(s) from multiple quotes and statement of work, Executive Departments should follow below guidance:**

Requirements of the Small Business Purchasing Program for Small Procurements (expected annual value of \$250,000 or less) or the Supplier Diversity Program for Large Procurements (expected annual value exceeding \$250,000) apply to Executive Departments soliciting quotes or issuing statements of work.

**Small Business Award Preference:** In accordance with the Supplier Diversity Office’s SBPP Policy, Departments must award contracts for Small Procurements to SBPP-participating small business bidders if both of the following conditions are met:

- The response is received from an eligible small business; AND
- The response meets the Department’s best value criteria as defined in the RFR or RFQ.

**SDP Commitment:** Businesses awarded large Commonwealth contracts for goods and services (also called prime contractors or prime vendors) are required to make measurable financial commitments to do business with one or more diverse businesses (often called SDP Partners). This business-to-business relationship requirement applies to all Large Procurements for goods and services, which were historically defined as those expected to exceed \$150,000 in total spending. Effective July 1, 2021, Large Procurements will be defined as those expected to exceed \$250,000 in annual spending.

Executive departments should take into consideration contracted vendors SDP commitments when evaluating responses. Specifically, the following fields of the new SDP Plan Form correspond to the goals stated above:

| Type of information collected from bidders                           | Possible use of the information by the SST   |
|--|--|
| SDP focus statement  | Assess the bidder’s level of integration of supplier diversity into company operations.                              |
| SDP policy link or attachment (if any)                               |  |
| Additional creative initiatives (if any)                             |  |
| SDP commitment – subcontracting                                      | Evaluate the bidder’s SDP commitment.  |
| SDP commitment – ancillary   |  |
| SDP commitment – total   |  |
| List of proposed partners  | Assess the likelihood of the bidder meeting their SDP commitment.  |
| Company prior year spending with the list of partners (if available) |  |
| Company average gross annual revenue                                 | If deemed necessary by the Agency or Statewide Contract Strategic Sourcing Team (SST) and included in the evaluation |

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|  |  |
|--|--|
|  | criteria, consider the bidder's company size during the evaluation of the ancillary SDP commitments and total prior year spending. |
|--|--|

#### Key Evaluation Requirements

The following key requirements apply to the evaluation of submitted SDP Plans:

- At least 25% of the available evaluation score must be dedicated to the evaluation of the bidder's SDP Commitment.
- The majority of the SDP evaluation score should be dedicated to the bidder's SDP commitment.
- bidders offering more value in their SDP Plan submissions must receive higher scores.

#### Other Requirements:

| Expected annual value of the RFQ     | RFQ process requirements  |
|--------------------------------------|---|
| Less than or equal to \$250,000/year | <ul style="list-style-type: none"> <li>• <b>Notify at least two small businesses</b> capable of providing the product or service of the opportunity, if available.</li> <li>• Include SBPP contract language and place it prominently within the RFQ. <a href="#">See SDO Template Language.</a></li> <li>• Evaluate bids received from, and award a contract to, an SBPP-participating small business that meets the department's best value criteria.</li> <li>• Award to a large business only if there is no SBPP participating business meeting departments' best value criteria.</li> <li>• Conduct a clarification/BAFO/negotiation before disqualifying an SBPP-participating business based on price or desirable criteria.</li> <li>• See the <a href="#">Best Value Evaluation of Responses to Small Procurements: A Guide for Strategic Sourcing Teams</a> for additional guidance.</li> </ul>  |
| More than \$250,000/year             | <ul style="list-style-type: none"> <li>• <b>Notify at least two diverse and/or small businesses</b> capable of providing the product or service of the opportunity, if available.</li> <li>• 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.</li> <li>• See the <a href="#">Best Value Evaluation of SDP Plan Forms: A Guide for Strategic Sourcing Teams</a> for additional guidance.</li> </ul> <p><b>Note:</b> Departments may ask the prime Contractor for an additional SDP commitment specifically related to the Department's purchase or engagement. SDP spending for such a purchase or engagement must be reported by the Contractor using the SDP Reporting Form directly to the Department and may not be included in any other SDP reporting filed by the Contractor.</p> |

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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:

- This is a fee for service contract

### Software Licenses

- Licensing fees are spread over all entities within the configuration and will be priced on a per asset basis.

### 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., VEH117 Fuel Cards, VEH113 Fleet Management Services)

### Pricing Options

Software licensing fees will be priced on a per asset basis. Bidders ~~must~~ list all modules included in the software as well as pricing for any possible additional modules or services that can be offered.

Maintenance and support fees will be an annual per asset charge based on the average number of vehicles in the final quarter of the previous year, it will be prorated and billed to all entities no later than February 1<sup>st</sup> of the following year.

### 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](mailto:OSDhelpdesk@mass.gov).

*Per **801 CMR 21.00**, Executive Branch Departments must use established statewide contracts for the purchase of commodities and services. Specifically, Executive Departments are required to use OSD’s statewide contracts, including designated statewide contracts, if available, for their specific commodity and service needs. Exceptions will only be permitted with prior written approval from the Assistant Secretary for Operational Services, or designee. )*

When contacting a vendor on statewide contract, always reference VEH118 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

- **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 in both MMARS and COMMBUYS separately.

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.

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

VEH118 has “Solicitation Enabled” category MBPO in COMMBUYS. This feature allows COMMBUYS users to obtain quotes from multiple vendors at once from the same category. The purchaser 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.

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.

- **If ordering directly from a vendor without seeking multiple quotes**

Once the Statement of Work (SOW) has been finalized, COMMBUYS users should attach it to their direct release purchase order in COMMBUYS.

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 Make a Statewide Contract Purchase in COMMBUYS* job aid or one of the quick reference guides.
- Note: In Step 8, enter Unit Cost as 1. In Step 11, attach the SOW and purchase order with detailed pricing and quantity information.

## Instructions for MMARS Users

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



## OPERATIONAL SERVICES DIVISION

### Contract Exclusions and Related Statewide Contracts

OSD has other vehicle-related Statewide Contracts. For a complete list and to view the Contract User Guides, please visit <https://www.mass.gov/service-details/vehicles-transportation-and-road-maintenance>.

### 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.

### Geographical Service Area

Awarded Bidders must ensure complete coverage throughout the Commonwealth of Massachusetts.

### 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.

### 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.

A request for the addition of commodities and/or services to the VEH118 Statewide Contract must be submitted by the Purchasing Entity in writing to the Contract Manager. The Contract Manager along with the SST reserves the right to add additional products or services within the scope of this RFR but beyond those stated as the needs of the Purchasing Entities require.

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 twelve (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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## Statement of Work

All engagements entered into under VEH118 will require a SOW in the form of the “Statement of Work” with deliverable based payments. Contracting Departments may include additional terms in the SOW. In the SOW, any and all costs or charges that will be billed under the SOW must be clearly identified. Vendors may include options for Fixed Price engagements, Time and Materials engagements, or both. Three SOW templates, one for Fixed Price, one for Time and Materials, and one for both, are found on the Master Contract Record MBPO [PO-24-1080-OSD03-OSD03-29965](#).

**Sample Statement of Work (SoW):** Eligible Entities must determine which of the three provided sample SoW best fit their needs for VEH118 engagements. Sample SoW can be found in the attachment tab of VEH118 Bid/Contract Docs which also contain the following: RFR, Contract User Guide, Sample SOW etc. COMMBUYS MBPO Number:





# Contract User Guide for VEH118

## Strategic Sourcing Team Members

- Jessica Ofurie, Executive Office of Technology Services and Security
- Vincent Micozzi, Operational Services Division
- Karen Rasnick, Operational Services Division
- Cheryl Cushman, Operational Services Division
- Nicauris Santana, Operational Services Division
- Kelly Thompson Clark, Operational Services Division

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OPERATIONAL SERVICES DIVISION

# Contract User Guide for VEH118

## Vendor List and Information\*

| Vendor                               | Master Blanket Purchase Order #              | Contact Person       | Phone #                | Email  | Discounts (PPD)  | SDP Commitment Percentage |
|--------------------------------------|--|----------------------|------------------------|--|--|---------------------------|
| Master Contract Record**             | <a href="#">PO-24-1080-OSD03-OSD03-29965</a> | Kelly Thompson Clark | 617-720-3184           | <a href="mailto:kelly.thompsonclark@mass.gov">kelly.thompsonclark@mass.gov</a> | N/A  | N/A                       |
| Solicitation Enabled                 | <a href="#">PO-24-1080-OSD03-OSD03-29966</a> | Kelly Thompson Clark | 617-720-3184           | <a href="mailto:kelly.thompsonclark@mass.gov">kelly.thompsonclark@mass.gov</a> | N/A  | N/A                       |
| Chevin Fleet Solutions LLC           | <a href="#">PO-23-1080-OSD03-OSD03-83794</a> | Joe Morgan           | 267-402-0499           | <a href="mailto:joe.morgan@chevinfleet.com">joe.morgan@chevinfleet.com</a>     | 30 days – 1.0%   | 1.0%                      |
| TT FASTER dba FASTER Asset Solutions | <a href="#">PO-23-1080-OSD03-OSD03-30803</a> | Troy Haworth         | 800-753-2783 ext. 3035 | <a href="mailto:troy.h@fasterasset.com">troy.h@fasterasset.com</a>             | 10 days – 1.5%<br>15 days – 1.0%<br>20 days – .5%                    | 5.0%                      |
| Ron Turley Associates, Inc.          | <a href="#">PO-23-1080-OSD03-OSD03-29964</a> | Halie Morton         | 623-581-2447           | <a href="mailto:sales@rtafleet.com">sales@rtafleet.com</a>                     | 10 days – 3.0%<br>15 days - 2.5%<br>20 days – 2.0%<br>30 days – 1.0% | 10.0%                     |

\*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.

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