

## Contract User Guide for VEH99

# VEH99: Fleet Information Management System (FIMS)

**UPDATED:** August 1, 2023

<b>Contract #:</b>	VEH99
<b>MMARS MA #:</b>	VEH99*
<b>Initial Contract Term:</b>	May 1, 2016 – April 30, 2019
<b>Maximum End Date:</b>	One (1), twelve (12) month extension(s) to July 31, 2024
<b>Current Contract Term:</b>	August 1, 2023 – July 31, 2024
<b>Contract Manager:</b>	Kathryn Laboy, 617-720-3381, kathryn.laboy2@mass.gov
<b>UNSPSC Codes:</b>	43-23-15, Business specific function software

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

### **Table of Contents:**

(NOTE: To access hyperlinks below, scroll over desired section and CTL + Click)

- [Contract Summary](#)
- [Contract Categories](#)
- [Benefits and Cost Savings](#)
- [Find Bid/Contract Documents](#)
- [Who Can Use This Contract](#)
- [Supplier Diversity Requirements](#)
- [Pricing, Quotes and Purchase Options](#)
- [Instructions for MMARS Users](#)
- [Contract Exclusions and Related Statewide Contracts](#)
- [Emergency Services](#)
- [Additional Information/FAQ's](#)
- [Strategic Sourcing Team Members](#)
- [VENDOR LIST AND INFORMATION](#)
- [Appendix A: Prospective Entity Review Form](#)

**TIP: To return to the first page throughout this document, use the CTL + Home command.**

## Contract Summary

This is a Statewide Contract for Fleet Information Management Systems (FIMS) to the Commonwealth of Massachusetts and Eligible Entities. The system is designed to store data points that can be pulled from external sources/systems including, but not limited to vehicle odometer readings, fueling transactions, vehicle acquisitions, and maintenance and repair records.

## Contract Categories

This contract includes 2 categories of service as listed below.

Category 1: Executive Branch Light Duty Vehicles

Category 2: Entity Vehicle Management (EVM)

## 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.

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.

## Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit [COMMBUYS.com](https://COMMBUYS.com) and search for VEH99 to find related Master Blanket Purchase Order (MBPO) information.
- To link directly to the MBPO for VEH99 visit [Master Blanket Purchase Order PO-16-1080-OSD03-SRC02-00000007857](https://www.mass.gov/doc/master-blanket-purchase-order-po-16-1080-osd03-src02-00000007857).
- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit [COMMBUYS.com](https://COMMBUYS.com) and search for VEH99 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 VEH99 and can be accessed directly by visiting [Master Blanket Purchase Order PO-16-1080-OSD03-SRC02-00000007857](https://www.mass.gov/doc/master-blanket-purchase-order-po-16-1080-osd03-src02-00000007857).

## 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.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](https://mass.gov/osd).

Updated: August 1, 2023

Template version: 7.0

Page 2 of 7

One Ashburton Place, Suite 1017 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](https://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527

## Supplier Diversity Requirements

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:

#### 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 Maintenance Management, VEH103 Windshield/Glass replacement, etc.)
- Purchases made through this contract will be direct, outright purchases

### Pricing Options

- 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.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](http://mass.gov/osd).

Updated: August 1, 2023

Template version: 7.0

Page 3 of 7

One Ashburton Place, Suite 1017 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527

## Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found by completing a preliminary questionnaire called the “Prospective Entity Review Form” to identify appropriate Fleet Management Information System configuration. The questionnaire is included in this Contract User Guide.

## 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).

When contacting a vendor on statewide contract, always reference VEH99 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

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

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.

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

- Initiate a new requisition, making sure to select **Release Requisition** 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.

- **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:

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](http://mass.gov/osd).

Updated: August 1, 2023

Template version: 7.0

Page 4 of 7

One Ashburton Place, Suite 1017 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527

- The COMMBUYS Requisitions section, and choose the *How to Create an RPA 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

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.

## Additional Information/FAQs

### 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 service cannot be found in the vendor's catalog, it is recommended to contact the vendor directly to inquire if it is available for purchase on this contract. If the service meets the scope of the product category, the vendor may be able to add it to their product offerings. This requires prior approval from the Strategic Sourcing Manager.

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.

# Contract User Guide for VEH99

## Strategic Sourcing Team Members

- Maureen Barends, Operational Services Division/Strategic Sourcing (Inactive)
- Lisa Westgate, Operational Services Division/Strategic Sourcing (Inactive)
- Alex Giannantonio, Operational Services Division/Office of Vehicle Management
- Karen Rasnick, Operational Services Division/Office of Vehicle Management
- Cheryl Cushman, Operational Services Division/Office of Vehicle Management
- Kelly Thompson Clark, Operational Services Division/Strategic Sourcing (Inactive)
- Kathryn Laboy, Operational Services Division/Strategic Sourcing Management
- Nikki Santana, Operational Services Division/Strategic Sourcing Development

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](http://mass.gov/osd).

Updated: August 1, 2023

Template version: 7.0

Page 6 of 7

**One Ashburton Place, Suite 1017 Boston, MA, 02108-1552**

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

# Contract User Guide for VEH99

## Vendor List and Information\*

Vendor	Master Blanket Purchase Order #	COMMBUYS Catalog Punch Out Available	Contact Person	Phone #	Email	Categories	Discounts (PPD, Dock Delivery, Other)	MBE MWBE WBE Veteran
**Master MBPO (All contract documents)	<a href="#">PO-16-1080-OSD03-SRC02-00000007857</a>	N/A	Kathryn Laboy	617-720-3381	<a href="mailto:kathryn.laboy2@mass.gov">kathryn.laboy2@mass.gov</a>	N/A	N/A	N/A
**Chevin Fleet Solutions LLC (All contract documents)	<a href="#">PO-16-1080-OSD03-SRC02-00000007857</a>	No	Cynthia LaRoche	978-540-9970	<a href="mailto:cynthia.laroche@chevinfleet.com">cynthia.laroche@chevinfleet.com</a>	1,2	1% PPD – 30 days	N/A

\*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.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](http://mass.gov/osd).

Updated: August 1, 2023

Template version: 7.0

Page 7 of 7

One Ashburton Place, Suite 1017 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527