



**RFP #020221**  
**REQUEST FOR PROPOSALS**  
**for**  
**Fleet Management Technologies with Related Software Solutions**

**Proposal Due Date: February 2, 2021, 4:30 p.m., Central Time**

Sourcewell, a State of Minnesota local government agency and service cooperative, is requesting proposals for Fleet Management Technologies with Related Software Solutions to result in a contracting solution for use by its Participating Entities. Sourcewell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [<https://proportal.sourcewell-mn.gov>]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than February 2, 2021, at 4:30 p.m. Central Time, and late proposals will not be considered.

**Solicitation Schedule**

Public Notice of RFP Published:	December 10, 2020
Pre-proposal Conference:	January 8, 2021, 10:00 a.m., Central Time
Question Submission Deadline:	January 26, 2021, 4:30 p.m., Central Time
<b>Proposal Due Date:</b>	<b>February 2, 2021, 4:30 p.m., Central Time</b> Late responses will not be considered.
Opening:	February 2, 2021, 6:30 p.m., Central Time **

\*\* SEE RFP SUB-SECTION V. G. "OPENING"

## I. ABOUT SOURCEWELL PARTICIPATING ENTITIES

### A. SOURCEWELL

Sourcewell is a State of Minnesota local government agency and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that facilitates a competitive public solicitation and contract award process for the benefit of its 50,000+ participating entities across the United States and Canada. Sourcewell's solicitation process complies with State of Minnesota law and policies, conforms to Canadian trade agreements, and results in cooperative contracting solutions from which Sourcewell's Participating Entities procure equipment, products, and services.

Cooperative contracting provides participating entities and vendors increased administrative efficiencies and the power of combined purchasing volume that result in overall cost savings. At times, Sourcewell also partners with other purchasing cooperatives to combine the purchasing volume of their membership into a single solicitation and contract expanding the reach of contracted vendors' potential pool of end users.

Sourcewell uses a website-based platform, the Sourcewell Procurement Portal, through which all proposals to this RFP must be submitted.

### B. USE OF RESULTING CONTRACTS

In the United States, Sourcewell's contracts are available for use by:

- Federal and state government entities;
- Cities, towns, and counties/parishes;
- Education service cooperatives;
- K-12 and higher education entities;
- Tribal government entities;
- Some nonprofit entities; and
- Other public entities.

In Canada, Sourcewell's contracts are available for use by:

- Provincial and territorial government departments, ministries, agencies, boards, councils, committees, commissions, and similar agencies;
- Regional, local, district, and other forms of municipal government, municipal organizations, school boards, and publicly-funded academic, health, and social service entities referred to as MASH sector (this should be construed to include but not be limited to the Cities of Calgary, Edmonton, Toronto, Calgary, Ottawa, and Winnipeg), as well as any corporation or entity owned or controlled by one or more of the preceding entities;

- Crown corporations, government enterprises, and other entities that are owned or controlled by these entities through ownership interest;
- Members of the Rural Municipalities of Alberta (RMA) and their represented Associations, Saskatchewan Association of Rural Municipalities (SARM), Saskatchewan Urban Municipalities Association (SUMA), Association of Manitoba Municipalities (AMM), Local Authority Services (LAS), Municipalities Newfoundland and Labrador (MNL), Nova Scotia Federation of Municipalities (NSFM), and Federation of Prince Edward Island Municipalities (FPEIM).

For a listing of current United States and Canadian Participating Entities visit Sourcewell’s website (note: there is a tab for each country’s listing): <https://www.sourcewell-mn.gov/sourcewell-for-vendors/agency-locator>.

Access to contracted equipment, products, or services by Participating Entities is typically through a purchase order issued directly to the applicable vendor. A Participating Entity may request additional terms or conditions related to a purchase. Use of Sourcewell contracts is voluntary and Participating Entities retain the right to obtain similar equipment, products, or services from other sources.

To meet Participating Entities’ needs, public notice of this RFP has been broadly published, including notification in the United States to each state-level procurement department for possible re-posting.

Proof of publication will be available at the conclusion of the solicitation process.

## **II. EQUIPMENT, PRODUCTS, AND SERVICES**

### **A. SOLUTIONS-BASED SOLICITATION**

This RFP and contract award process is a solutions-based solicitation; meaning that Sourcewell is seeking equipment, products, or services that meet the general requirements of the scope of this RFP and that are commonly desired or are required by law or industry standards.

### **B. REQUESTED EQUIPMENT, PRODUCTS, OR SERVICES**

It is expected that Proposers will offer a wide array of equipment, products, or services at lower prices and with better value than what they would ordinarily offer to a single government entity, a school district, or a regional cooperative.

1. Sourcewell is seeking proposals for Fleet Management Technologies with Related Software Solutions, including, but not to be limited to:

- a. Fleet management information systems;
- b. Fleet technology related hardware solutions;

- c. Fleet related software solutions;
- d. Telematics, fleet monitoring, asset tracking, and geofencing solutions;
- e. Motor pool and fleet sharing solutions; and,
- f. Integrated video solutions.

2. This solicitation does not include those equipment, products, or services covered under categories included in contracts currently maintained by Sourcewell:

- a. RFP #062916 Automotive and Truck Replacement Parts and Tires with Related Equipment, Accessories, and Services
- b. RFP #060618 Fleet Management Services
- c. RFP #013020 Vehicle Lifts, with Garage and Fleet Maintenance Equipment
- d. RFP #080620 Fleet Payment Solutions with Related Services
- e. RFP #092920 Aboveground Fuel and Fluid Storage with Related Hardware, Software, and Services
- f. RFP #101520 OEM Automotive Parts and Supplies
- g. RFP #110520 Fleet and Facility Related Vendor Managed Inventory and Logistics Management Solutions

Proposers may include related equipment, accessories, and services to the extent that these solutions are complementary to the equipment, products, or service(s) being proposed.

Generally, the solutions for Participating Entities are turn-key solutions, providing a combination of equipment, products and services, delivery, and installation to a properly operating status. However, equipment or products only solutions may be appropriate for situations where Participating Entities possess the ability, either in-house or through local third-party contractors, to properly install and bring to operation the equipment or products being proposed.

Sourcewell prefers vendors that provide a sole source of responsibility for the products and services provided under a resulting contract. If Proposer requires the use of dealers, resellers, or subcontractors to provide the products or services, the Proposal should address how the products or services will be provided to Participating Entities and describe the network of dealers, resellers, and/or subcontractors that will be available to serve Participating Entities under a resulting contract.

Sourcewell desires the broadest possible selection of equipment, products, and services being proposed over the largest possible geographic area and to the largest possible cross-section of Sourcewell current and future Participating Entities.

### C. REQUIREMENTS

It is expected that Proposers have knowledge of all applicable industry standards, laws, and regulations and possess an ability to market and distribute the equipment, products, or services to Participating Entities.

1. Safety Requirements. All items proposed must comply with current applicable safety or regulatory standards or codes.
2. Deviation from Industry Standard. Deviations from industry standards must be identified with an explanation of how the equipment, products, and services will provide equivalent function, coverage, performance, and/or related services.
3. New Equipment and Products. Proposed equipment and products must be for new, current model; however, Proposer may offer certain close-out equipment or products if it is specifically noted in the Pricing proposal.
4. Delivered and operational. Unless clearly noted in the Proposal, equipment and products must be delivered to the Participating Entity as operational.
5. Warranty. All equipment, products, supplies, and services must be covered by a warranty that is the industry standard or better.

### D. ANTICIPATED CONTRACT TERM

Sourcewell anticipates that the term of any resulting contract(s) will be four (4) years. Up to two one-year extensions may be offered based on the best interests of Sourcewell and its Participating Entities.

### E. ESTIMATED CONTRACT VALUE AND USAGE

Based on past volume of similar contracts, the estimated annual value of all transactions from contracts resulting from this RFP are anticipated to be USD \$20 Million; therefore, proposers are expected to propose volume pricing. Sourcewell anticipates considerable activity under the contract(s) awarded from this RFP; however, sales and sales volume from any resulting contract are not guaranteed.

### F. MARKETING PLAN

Proposer's sales force will be the primary source of communication with Participating Entities. The Proposer's Marketing Plan should demonstrate Proposer's ability to deploy a sales force or dealer network to Participating Entities, as well as Proposer's sales and service capabilities. It is expected that Proposer will promote and market any contract award.

## G. ADDITIONAL CONSIDERATIONS

1. Contracts will be awarded to Proposers able to best meet the need of Participating Entities. Proposers should submit their complete line of equipment, products, or services that are applicable to the scope of this RFP.
2. Proposers should include all relevant information in its proposal, since Sourcewell cannot consider information that is not included in the Proposal. Sourcewell reserves the right to verify Proposer's information and may request clarification from a Proposer, including samples of the proposed equipment or products.
3. Depending upon the responses received in a given category, Sourcewell may need to organize responses into subcategories in order to provide the broadest coverage of the requested equipment, products, or services to Participating Entities. Awards may be based on a subcategory.
4. A Proposer's documented negative past performance with Sourcewell or its Participating Entities occurring under a previously awarded Sourcewell contract may be considered in the evaluation of a proposal.

## III. PRICING

### A. REQUIREMENTS

All proposed pricing must be:

1. Either Line-Item Pricing or Percentage Discount from Catalog Pricing, or a combination of these:
  - a. **Line-item Pricing** is pricing based on each individual product or services. Each line must indicate the Vendor's published "List Price," as well as the "Contract Price."
  - b. **Percentage Discount from Catalog or Category** is based on a percentage discount from a catalog or list price, defined as a published Manufacturer's Suggested Retail Price (MSRP) for the products or services. Individualized percentage discounts can be applied to any number of defined product groupings. Proposers will be responsible for providing and maintaining current published MSRP with Sourcewell, and this pricing must be included in its proposal and provided throughout the term of any Contract resulting from this RFP.
2. The Proposer's ceiling price (Ceiling price means that the proposed pricing will be considered as the highest price for which equipment, products, or services may be billed to a Participating Entity). However, it is permissible for vendors to sell at a price that is lower than the contracted price;
3. Stated in U.S. and Canadian dollars (as applicable); and
4. Clearly understood, complete, and fully describe the total cost of acquisition (e.g., the cost of the proposed equipment, products, and services delivered and operational for its intended purpose in the Participating Entity's location).

Proposers should clearly identify any costs that are NOT included in the proposed product or service pricing. This may include items such as installation, set up, mandatory training, or initial inspection. Include identification of any parties that impose such costs and their relationship to the Proposer. Additionally, Proposers should clearly describe any unique distribution and/or delivery methods or options offered in the Proposal.

#### **B. ADMINISTRATIVE FEES**

Proposers are expected to pay to Sourcewell an administrative fee in exchange for Sourcewell facilitating the resulting contracts. The administrative fee is normally calculated as a percentage of the total sales to Participating Entities for all contracted equipment, products, or services made during a calendar quarter, and is typically one percent (1%) to two percent (2%). In some categories, a flat fee may be an acceptable alternative.

### **IV. CONTRACT**

Proposers awarded a contract will be required to execute a contract with Sourcewell (see attached template). Only those modifications the Proposer indicates in its proposal will be available for discussion. Much of the language in the Contract reflects Minnesota legal requirements and cannot be altered. Numerous and/or onerous exceptions that contradict Minnesota law may result in the Proposal being disqualified from further review and evaluation.

To request a modification to the Contract terms, conditions, or specifications, a Proposer must complete and submit the Exceptions to Terms, Conditions, or Specifications table, with all requested modifications, through the Sourcewell Procurement Portal at the time of submitting the Proposer's Proposal. Exceptions must:

1. Clearly identify the affected article and section, and
2. Clearly note what language is requested to be modified.

Unclear requests will be automatically denied.

Only those exceptions that have been accepted by Sourcewell will be included in the contract document provided to the awarded vendor for signature.

If a Proposer receives a contract award resulting from this solicitation it will have up to 30 days to sign and return the contract. After that time, at Sourcewell's sole discretion, the contract award may be revoked.

### **V. RFP PROCESS**

#### **A. PRE-PROPOSAL CONFERENCE**

Sourcewell will hold an optional, non-mandatory pre-proposal conference via webcast on the date and time noted on page one of this RFP and on the Sourcewell Procurement Portal. The

purpose of this conference is to allow potential Proposers to ask questions regarding this RFP and Sourcewell's competitive contracting process. Information about the webcast will be sent to all entities that have registered for this solicitation opportunity through their Sourcewell Procurement Portal Vendor Account. Pre-proposal conference attendance is optional.

#### B. QUESTIONS REGARDING THIS RFP AND ORAL COMMUNICATION

Questions regarding this RFP must be submitted through the Sourcewell Procurement Portal. The deadline for submission of questions is found in the Solicitation Schedule and on the Sourcewell Procurement Portal. Answers to questions will be issued through an addendum to this RFP. Repetitive questions will be summarized into a single answer and identifying information will be removed from the submitted questions.

All questions, whether specific to a Proposer or generally related to the RFP, must be submitted using this process. Do not contact individual Sourcewell staff to ask questions or request information as this may disqualify the Proposer from responding to this RFP. Sourcewell will not respond to questions submitted after the deadline.

#### C. ADDENDA

Sourcewell may modify this RFP at any time prior to the proposal due date by issuing an addendum. Addenda issued by Sourcewell become a part of the RFP and will be delivered to potential Proposers through the Sourcewell Procurement Portal. Sourcewell accepts no liability in connection with the delivery of any addenda.

Before a proposal will be accepted through the Sourcewell Procurement Portal, all addenda, if any, must be acknowledged by the Proposer by checking the box for each addendum. It is the responsibility of the Proposer to check for any addenda that may have been issued up to the solicitation due date and time.

If an addendum is issued after a Proposer submitted its proposal, the Sourcewell Procurement Portal will WITHDRAW the submission and change the Proposer's proposal status to INCOMPLETE. The Proposer can view this status change in the "MY BIDS" section of the Sourcewell Procurement Portal Vendor Account. The Proposer is solely responsible to check the "MY BIDS" section of the Sourcewell Procurement Portal Vendor Account periodically after submitting its Proposal (and up to the Proposal due date). If the Proposer's Proposal status has changed to INCOMPLETE, the Proposer is solely responsible to:

- i) make any required adjustments to its proposal;
- ii) acknowledge the addenda; and
- iii) ensure the re-submitted proposal is received through the Sourcewell Procurement Portal no later than the Proposal Due Date and time shown in the Solicitation Schedule above.



#### D. PROPOSAL SUBMISSION

Proposer's complete proposal must be submitted through the Sourcewell Procurement Portal no later than the date and time specified in the Solicitation Schedule. Any other form of proposal submission, whether electronic, paper, or otherwise, will not be considered by Sourcewell. **Late proposals will not be considered.** It is the Proposer's sole responsibility to ensure that the proposal is received on time.

It is recommended that Proposers allow sufficient time to upload the proposal and to resolve any issues that may arise. The time and date that a Proposal is received by Sourcewell is solely determined by the Sourcewell Procurement Portal web clock.

In the event of problems with the Sourcewell Procurement Portal, follow the instructions for technical support posted in the portal. It may take up to twenty-four (24) hours to respond to certain issues.

Upon successful submission of a proposal, the Portal will automatically generate a confirmation email to the Proposer. If the Proposer does not receive a confirmation email, contact Sourcewell's support provider at [support@bidsandtenders.ca](mailto:support@bidsandtenders.ca).

To ensure receipt of the latest information and updates via email regarding this solicitation, or if the Proposer has obtained this solicitation document from a third party, the onus is on the Proposer to create a Sourcewell Procurement Portal Vendor Account and register for this solicitation opportunity.

Within the Procurement Portal, all proposals must be digitally acknowledged by an authorized representative of the Proposer attesting that the information contained in the proposal is true and accurate. By submitting a proposal, Proposer warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential contract award. The submission of inaccurate, misleading, or false information is grounds for disqualification from a contract award and may subject the Proposer to remedies available by law.

#### E. GENERAL PROPOSAL REQUIREMENTS

Proposals must be:

- In substantial compliance with the requirements of this RFP or it will be considered nonresponsive and be rejected.
- Complete. A proposal will be rejected if it is conditional or incomplete.
- Submitted in English.
- Valid and irrevocable for 90 days following the Proposal Due Date.

Any and all costs incurred in responding to this RFP will be borne by the Proposer.

## F. PROPOSAL WITHDRAWAL

Prior to the proposal deadline, a Proposer may withdraw its proposal.

## G. OPENING

The Opening of Proposals will be conducted electronically through the Sourcewell Procurement Portal. A list of all Proposers will be made publicly available in the Sourcewell Procurement Portal after the Proposal Due Date, but no later than the Opening time listed in the Solicitation Schedule.

To view the list of Proposers, verify that the Sourcewell Procurement Portal opportunities list search is set to "All" or "Closed." The solicitation status will automatically change to "Closed" after the Proposal Due Date and Time.

## **VI. EVALUATION AND AWARD**

### A. EVALUATION

It is the intent of Sourcewell to award one or more contracts to responsive and responsible Proposer(s) offering the best overall quality, selection of equipment, products, and services, and price that meet the commonly requested specifications of Sourcewell and its Participating Entities. The award(s) will be limited to the number of Proposers that Sourcewell determines is necessary to meet the needs of Participating Entities. Factors to be considered in determining the number of contracts to be awarded in any category may include the following:

- The number of and geographic location of:
  - Proposers necessary to offer a comprehensive selection of equipment, products, or services for Participating Entities' use.
  - A Proposer's sales and service network to assure availability of product supply and coverage to meet Participating Entities' anticipated needs.
- Total evaluation scores.
- The attributes of Proposers, and their equipment, products, or services, to assist Participating Entities achieve environmental and social requirements, preferences, and goals. Information submitted as part of a proposal should be as specific as possible when responding to the RFP. Do not assume Sourcewell's knowledge about a specific vendor or product.

### B. AWARD(S)

Award(s) will be made to the Proposer(s) whose proposal conforms to all conditions and requirements of the RFP, and consistent with the award criteria defined in this RFP.

Sourcewell may request written clarification of a proposal at any time during the evaluation process.

Proposal evaluation will be based on the following scoring criteria and the Sourcewell Evaluator Scoring Guide (available in the Sourcewell Procurement Portal):

Conformance to RFP Requirements	50
Financial Viability and Marketplace Success	75
Ability to Sell and Deliver Service	100
Marketing Plan	50
Value Added Attributes	75
Warranty	50
Depth and Breadth of Offered Equipment, Products, or Services	200
Pricing	400
<b>TOTAL POINTS</b>	<b>1000</b>

#### C. PROTESTS OF AWARDS

Any protest made under this RFP by a Proposer must be in writing, addressed to Sourcewell's Executive Director, and delivered to the Sourcewell office located at 202 12th Street NE, P.O. Box 219, Staples, MN 56479. The protest must be received no later than 10 calendar days' following Sourcewell's notice of contract award(s) or non-award and must be time stamped by Sourcewell no later than 4:30 p.m., Central Time.

A protest must include the following items:

- The name, address, and telephone number of the protester;
- The original signature of the protester or its representative;
- Identification of the solicitation by RFP number;
- A precise statement of the relevant facts;
- Identification of the issues to be resolved;
- Identification of the legal or factual basis;
- Any additional supporting documentation; and
- Protest bond in the amount of \$20,000, except where prohibited by law or treaty.

Protests that do not address these elements will not be reviewed.

#### D. RIGHTS RESERVED

This RFP does not commit Sourcewell to award any contract and a proposal may be rejected if it is nonresponsive, conditional, incomplete, conflicting, or misleading. Proposals that contain false statements or do not support an attribute or condition stated by the Proposer may be rejected.

Sourcewell reserves the right to:

- Modify or cancel this RFP at any time;

- Reject any and all proposals received;
- Reject proposals that do not comply with the provisions of this RFP;
- Select, for contracts or for discussion, a proposal other than that with the lowest cost;
- Independently verify any information provided in a Proposal;
- Disqualify any Proposer that does not meet the requirements of this RFP, is debarred or suspended by the United States or Canada, State of Minnesota, Participating Entity's state or province; has an officer, or other key personnel, who have been charged with a serious crime; or is bankrupt, insolvent, or where bankruptcy or insolvency are a reasonable prospect;
- Waive or modify any informalities, irregularities, or inconsistencies in the proposals received;
- Clarify any part of a proposal and discuss any aspect of the proposal with any Proposer; and negotiate with more than one Proposer;
- Award a contract if only one responsive proposal is received if it is in the best interest of Participating Entities; and
- Award a contract to one or more Proposers if it is in the best interest of Participating Entities.

#### E. DISPOSITION OF PROPOSALS

All materials submitted in response to this RFP will become property of Sourcewell and will become public record in accordance with Minnesota Statutes Section 13.591, after negotiations are complete. Sourcewell considers that negotiations are complete upon execution of a resulting contract. It is the Proposer's responsibility to clearly identify any data submitted that it considers to be protected. Proposer must also include a justification for the classification citing the applicable Minnesota law.

Sourcewell will not consider the prices submitted by the Proposer to be confidential, proprietary, or trade secret materials. Financial information, including financial statements, provided by a Proposer is not considered trade secret under the statutory definition.

The Proposer understands that Sourcewell will reject proposals that are marked confidential or nonpublic, either substantially or in their entirety.



12/11/2020

Addendum No. 1

Solicitation Number: RFP 020221

Solicitation Name: Fleet Management Technologies with Related Software Solutions

Consider the following Question and Answer to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

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**Question 1:**

Does this RFP include a functional or technical matrix? Are there any other documents in addition to the Sourcewell contract template and the RFP?

**Answer 1:**

Sourcewell utilizes a competitive, solutions-based solicitation approach that is not based on detailed specifications or finite quantities. A proposer can propose its entire line of equipment, products, and services falling within the requested equipment, products, and services as described in the RFP.

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End of Addendum

Acknowledgement of this Addendum to RFP 020221 posted to the Sourcewell Procurement Portal on 12/11/2020, is required at the time of proposal submittal.



12/14/2020

Addendum No. 2

Solicitation Number: RFP 020221

Solicitation Name: Fleet Management Technologies with Related Software Solutions

Consider the following Question and Answer to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

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**Question 1:**

Is there a way to download all the questions for this response so I can work on my answers offline?

**Answer 1:**

After selecting "Start Submission", a proposer may navigate to Step 4 – "Preview Bid" and select "Preview My Bid in PDF" if a downloadable PDF of the questionnaire tables is desired.

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End of Addendum

Acknowledgement of this Addendum to RFP 020221 posted to the Sourcewell Procurement Portal on 12/14/2020, is required at the time of proposal submittal.



12/22/2020

Addendum No. 3

Solicitation Number: RFP 020221

Solicitation Name: Fleet Management Technologies with Related Software Solutions

Consider the following Question and Answer to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

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**Question 1:**

Are currently awarded Sourcewell vendors expected to respond any differently than those not already an awarded vendor?

**Answer 1:**

The Sourcewell RFP is an open and competitive solicitation process. It is left to the discretion of each proposer to determine the information necessary to satisfy all requirements included in the RFP and the Sourcewell Procurement Portal questionnaire tables. Each proposal will be evaluated based on the criteria stated in the RFP. Each RFP is an opportunity independent of any other prior, current or future RFPs.

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End of Addendum

Acknowledgement of this Addendum to RFP 020221 posted to the Sourcewell Procurement Portal on 12/22/2020, is required at the time of proposal submittal.



1/5/2021

Addendum No. 4

Solicitation Number: RFP 020221

Solicitation Name: Fleet Management Technologies with Related Software Solutions

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

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**Question 1:**

In reference to RFP Section III. B. - Administrative Fees, should shipping and freight costs be included within the proposed administrative fee calculation? When would a flat fee be considered an acceptable alternative? If a flat fee is offered would this be negotiated at the time of award or does this need to be requested for approval during the question and answer period? Is the proposed administrative fee considered in any way during the evaluation process?

**Answer 1:**

It is left to the discretion of each proposer to determine and propose an administrative fee that is consistent with its business and industry. Sourcewell will review the vendor's proposed administrative fee at the time of circulating award and non-award determinations, and will communicate either an acceptance of, or a counter-proposal to, the proposed administrative fee at that time. Proposals are evaluated based on the scoring criteria as stated in the RFP.

**Question 2:**

Can additional descriptions of the types of requested equipment, products, or services be provided that would be applicable for each of the categories as described in RFP Section II. B. 1.? The information would help with formulating a pricing proposal.

**Answer 2:**

Refer to Addendum 1, Question and Answer 1 posted on the Sourcewell Procurement Portal on December 11, 2020. It is left to the discretion of each proposer to articulate



and propose the pricing approach that aligns with their product offerings, business methods, and satisfies the requirements of RFP Section III - Pricing.

**Question 3:**

Will Sourcwell allow shipping/freight costs to be added to the invoice at the time of sale as itemized charges?

**Answer 3:**

It is left to the discretion of each proposer to articulate and propose the pricing approach that aligns with their business methods and satisfies the requirements of RFP Section III - Pricing. Proposals are evaluated based on the criteria stated in the RFP.

**Question 4:**

Are we allowed to offer a participating entity a higher discount than the discount submitted with our proposal on a "case-by-case" basis?

**Answer 4:**

Refer to RFP Section III. A. 2. – which requires that all proposed pricing must be: “The Proposer’s ceiling price (Ceiling price means that the proposed pricing will be considered as the highest price for which equipment, products, or services may be billed to a Participating Entity). However, it is permissible for vendors to sell at a price that is lower than the contracted price.”

**Question 5:**

What is the average turn-around time for the approval of Product and Pricing Change Requests as described in Section 4 of the Sourcwell contract template?

If a participating entity is purchasing a solution that may include a new product, one which has not yet been approved or added to the contract; are we allowed to include this item on either a quote or an order under this contract as long as we clearly list the item as an "OPEN MARKET" item?

**Answer 5:**

The Product and Pricing Change Request processing time will vary significantly depending on the extent of the requested change and the thoroughness of the request submitted to Sourcwell. Refer to Section 6. C. – Specialized Service Requirements of the Sourcwell contract template regarding non-contract items.

**Question 6:**

Should a customer want to utilize this contract, do they only need to meet the eligibility requirements to be a participating entity (e.g., a school, mass transit, police department,

city department, etc.) or do they need to go through a separate membership process? If so, is more information available on the membership process?

**Answer 6:**

In order to utilize a Sourcewell awarded contract, a qualifying entity must complete Sourcewell's online registration process and receive an account number in advance of the transaction. Participation with Sourcewell is at no cost and no obligation to the participating entity. More information on the registration process is available at: <https://www.sourcewell-mn.gov/register>

**Question 7:**

Does a proposer need to offer solutions for all the categories listed in the Requested Equipment, Products, or Services or be able to provide coverage to every geographic region to be considered for award?

**Answer 7:**

A proposer is not required to offer all possible items or services within the Requested Equipment, Products, or Services of the solicitation, or cover every geographic region, to be considered for award. However, the RFP is a competitive process and proposals will be evaluated based on the criteria as stated in the RFP.

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End of Addendum

Acknowledgement of this Addendum to RFP 020221 posted to the Sourcewell Procurement Portal on 1/5/2021, is required at the time of proposal submittal.



1/13/2021

Addendum No. 5

Solicitation Number: RFP 020221

Solicitation Name: Fleet Management Technologies with Related Software Solutions

Consider the following Questions and Answers, and the Clarification Statement, to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

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**Question 1:**

Can references submitted be kept confidential?

**Answer 1:**

RFP Section VI. E. - Disposition of Proposals, addresses the handling of materials submitted in response to the RFP under Minnesota Statutes Section 13.591.

**Question 2:**

Is Table 2, Question 14, asking for certifications and licenses around our products and services OR around being able to do business in certain states or provinces?

**Answer 2:**

Refer to Section 19 of the Sourcewell contract template regarding legal, regulatory, and licensure requirements.

**Question 3:**

Can weblinks pasted into the Sourcewell response section of a question be clicked on and opened by the Sourcewell evaluation team, or should these links be provided in a Word or PDF document?

**Answer 3:**

It is left to the discretion of each proposer to determine the method it deems best suited to submit its relevant information in a timely fashion through the Sourcewell Procurement Portal.

**Question 4:**

The RFP states: "Proposal evaluation will be based on the following scoring criteria and the Sourcewell Evaluator Scoring Guide (available in the Sourcewell Procurement Portal)..." Identify where the Sourcewell Evaluator Scoring Guide is located in the Portal?

**Answer 4:**

All general resource materials that are not specific to a particular RFP are found on the homepage of the Sourcewell Procurement Portal within the "Resource Materials" section.

Navigate to: <https://proportal.sourcewell-mn.gov/> and the "Bids Homepage."

**Clarification Statement:**

The Sourcewell addendum dated 12/22/2020, with the file name "Addendum 3\_Fleet\_Mgmt\_Tech\_RFP\_020221", currently reads "Addendum No. 1" in the document heading. This was the third addendum issued and the heading of the document should read as "Addendum No. 3."

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End of Addendum

Acknowledgement of this Addendum to RFP 020221 posted to the Sourcewell Procurement Portal on 1/13/2021, is required at the time of proposal submittal.



1/18/2021

Addendum No. 6

Solicitation Number: RFP 020221

Solicitation Name: Fleet Management Technologies with Related Software Solutions

Consider the following Question and Answer to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

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**Question 1:**

May a parent company submit a proposal that includes its subsidiary companies as part of its proposed solutions? If this approach is acceptable what, if any guidelines should be followed to facilitate that objective?

**Answer 1:**

Refer to RFP Section II. B. – Requested Equipment, Products, or Services – “Sourcewell prefers vendors that provide a sole source of responsibility for the products and services provided under a resulting contract. If Proposer requires the use of dealers, resellers, or subcontractors to provide the products or services, the Proposal should address how the products or services will be provided to Participating Entities and describe the network of dealers, resellers, and/or subcontractors that will be available to serve Participating Entities under a resulting contract.” It is left to the discretion of each proposer to determine the information or documentation necessary to best demonstrate their ability to serve Sourcewell Participating Entities and satisfy all the requirements included in the questionnaire tables. Proposals are evaluated based on the criteria stated in the RFP.

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End of Addendum

Acknowledgement of this Addendum to RFP 020221 posted to the Sourcewell Procurement Portal on 1/18/2021, is required at the time of proposal submittal.



1/19/2021

Addendum No. 7

Solicitation Number: RFP 020221

Solicitation Name: Fleet Management Technologies with Related Software Solutions

Consider the following Question and Answer to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

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**Question 1:**

How many contract awards will be issued for this RFP and what will be the effective dates/contract term?

**Answer 1:**

Each Sourcewell solicitation results in one, or more, new contract award(s) that are separate and distinct from any previous solicitation. Refer to RFP Section VI. A. – Evaluation, “It is the intent of Sourcewell to award one or more contracts to responsive and responsible Proposer(s)...The award(s) will be limited to the number of Proposers that Sourcewell determines is necessary to meet the needs of Participating Entities.”

Refer to the Sourcewell contract template Section 1. A. – Effective Date, “This Contract is effective upon the date of the final signature below.”

Refer to RFP Section II. D. – Anticipated Contract Term, “Sourcewell anticipates that the term of any resulting contract(s) will be four (4) years. Up to two one-year extensions may be offered based on the best interests of Sourcewell and its Participating Entities.”

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End of Addendum

Acknowledgement of this Addendum to RFP 020221 posted to the Sourcewell Procurement Portal on 1/19/2021, is required at the time of proposal submittal.



1/20/2021

Addendum No. 8

Solicitation Number: RFP 020221

Solicitation Name: Fleet Management Technologies with Related Software Solutions

Consider the following Question and Answer to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

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**Question 1:**

I have noticed a few government agencies both in the US and Canada referencing this specific RFP. Can we get a list of all agencies looking to leverage this contract?

**Answer 1:**

Refer to RFP Section I. B., ...“Use of Sourcewell contracts is voluntary and Participating Entities retain the right to obtain similar equipment, products, or services from other sources.” The number of Sourcewell participating entities is not static. Sourcewell maintains a link to a member list on the “Sourcewell for Vendors” page of the Sourcewell website, with a separate worksheet for both the US and Canada (<https://www.sourcewell-mn.gov/sourcewell-for-suppliers/agency-locator>).

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End of Addendum

Acknowledgement of this Addendum to RFP 020221 posted to the Sourcewell Procurement Portal on 1/20/2021, is required at the time of proposal submittal.



1/25/2021

Addendum No. 9

Solicitation Number: RFP 020221

Solicitation Name: Fleet Management Technologies with Related Software Solutions

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

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**Question 1:**

Will Sourcewell consider an extension to the proposal due date?

**Answer 1:**

An extension to the proposal due date is not anticipated at this time.

**Question 2:**

In reference to Table 4: References/Testimonials, Line Item 21. – This question asks for "three customers who are eligible to be Sourcewell participating entities" what is required of the "participating entities" as opposed to the Top 5 listed customers requested in Table 5: Top Five Government or Education Customers?

**Answer 2:**

It is left to the discretion of each proposer to determine the content and format of the data and documentation that best represents their proposal. Sourcewell will consider the relevant information submitted in each proposal and apply the evaluation criteria as set forth in the RFP.

**Question 3:**

Is there a way for vendors to address potential fee or cost increases because of future market variables?



**Answer 3:**

Refer to Sourcewell contract template Section 4 - Product and Pricing Change Requests, for guidance on requesting pricing modifications during the term of an awarded contract.

**Question 4:**

Will any separate lease terms be superseded by the language in the contract between Sourcewell and the vendor, specifically Section 22 of the Sourcewell contract template - Cancellation? Would a separate lease addendum or other terms between the entity and the finance company be cancellable under Section 22 or does the language only apply to the contact between Sourcewell and the vendor?

If the Sourcewell/Vendor contract supersedes the separate lease contract as discussed above, can we request review of this in Table 16, Exceptions to Terms, Conditions, or Specifications Form?

**Answer 4:**

Refer to Sourcewell contract template Section 6. A. – Orders and Payment. “All Participating Entity orders under this Contract must be issued prior to expiration of this Contract; however, Vendor performance, Participating Entity payment, and any applicable warranty periods or other Vendor or Participating Entity obligations may extend beyond the term of this Contract.”

A request for modification to the Sourcewell contract template may only be submitted with a proposal. To request a modification to the contract template terms, conditions, or specifications, a proposer must complete and submit the Exceptions to Terms, Conditions, or Specifications table, which is found as the final Table of Step 1 in the proposal submission process.

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End of Addendum

Acknowledgement of this Addendum to RFP 020221 posted to the Sourcewell Procurement Portal on 1/25/2021, is required at the time of proposal submittal.



1/26/2021

Addendum No. 10

Solicitation Number: RFP 020221

Solicitation Name: Fleet Management Technologies with Related Software Solutions

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

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**Question 1:**

Explain the terms of the administrative fee. With other purchasing agreements, it is charged based on the contract value of the first order for the first contract year. Is this how Sourcewell charges for the administrative fee?

**Answer 1:**

Refer to RFP Section III. B. – Administrative Fees and Sourcewell contract template Section 8 – Report on Contract Sales Activity and Administrative Fee Payment. It is left to the discretion of each proposer to determine and propose an administrative fee that is consistent with its business and industry.

**Question 2:**

If a contract holder has a marketplace for third party providers to directly market their products and services to contract holder's customers, can the contract holder use the Sourcewell contract to allow Sourcewell customers to purchase products and services from that marketplace? If so, are those transactions directly between the marketplace partner and the Sourcewell customer? Must the marketplace partner comply with the Sourcewell terms, and does the Sourcewell contract holder take responsibility for the marketplace partner's products and services?

**Answer 2:**

Refer to RFP Section II. B. – Requested Equipment, Products, or Services, "Sourcewell prefers vendors that provide a sole source of responsibility for the products and services provided under a resulting contract. If Proposer requires the use of dealers, resellers, or subcontractors to provide the products or services, the Proposal should address how the products or services will be provided to Participating Entities and describe the

network of dealers, resellers, and/or subcontractors that will be available to serve Participating Entities under a resulting contract.”

**Question 3:**

For end-user agreements with Sourcewell Participating Entities outside of the State of Minnesota, is it a requirement that the Minnesota Data Practices Act apply or can the vendor's standard commercial terms for data-related issues be used (i.e. data use, data protection)?

**Answer 3:**

Sourcewell is a government entity based in Minnesota and therefore must follow the Minnesota Government Data Practices Act. Awarded vendors are also subject to the Act, where applicable, as more fully set forth in Minnesota Statutes Chapter 13. For additional clarification, Proposers should seek guidance from their own legal counsel.

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End of Addendum

Acknowledgement of this Addendum to RFP 020221 posted to the Sourcewell Procurement Portal on 1/26/2021, is required at the time of proposal submittal.