CITY OF WEST DES MOINES
CITY COUNCIL MEETING COMMUNICATION

ITEM: Approval of Purchase and Payment
Fleet Management Software

DATE: November 30, 2015

FINANCIAL IMPACT: Up to $75,000.00 has been budgeted in FY 15-16 for completion of this project in account number 4125.75.820.6.7150. The value of initial purchase agreement for the base software, installation, and training is $53,500. The cost of interfacing the fleet management software to the financial system will be determined and a change order will be requested at that time. However, the total project is expected to be less than the $75,000 budget.

BACKGROUND: The existing software package, JetFleet, used by Public Works doesn't provide the necessary automation, reporting, self service functionality and interfaces to efficiently or effectively support the City's vehicle maintenance program.

The Fleet Manager, Fleet Secretary, and the Enterprise Applications Manager developed a Request for Proposal (RFP) to replace the existing Active CLASS software system and distributed it to potential software vendors on May 15, 2015. Responses were due on June 17, 2015. Ten vendors submitted responses to the RFP.

The review team evaluated each proposal. Collective Data, CFA Software, and Faster Asset Technologies were selected as finalists. The finalists gave presentations to the review team in September 2015. Collective Data was selected as the preferred vendor. The Collective Data legal contract verbiage has been reviewed and negotiated by the City Attorney's Office, and its estimated cost is within the allocated budget.

EVALUATION OF PROPOSALS: Proposals and presentations were evaluated on the quality of the underlying technology, feature set, user interface, self service capabilities, mobile capabilities, technical support, and price. Staff scored Collective Data the highest of all the vendors and had 100% consensus for being the finalist for the project.

The distinctive advantage of Collective Data over the other vendors was the modern and customizable user interface, mobile functionality with Android and iOS devices, web-based HTML5 programming, and a complete feature set running as a single integrated application.

The project time line is approximately 6 months after the contract is signed. The goal is to bring the system online in time for the beginning of 2016-2017 fiscal year.

Collective Data is also able to integrate with the new accounting software system in order to streamline purchase order creation, invoice payment, and asset management. The system will also be integrated into SharePoint for document management.

OUTSTANDING ISSUES (if any): None

RECOMMENDATION: Approval of purchase and payment for the installation of the proposed Fleet Management Software from Collective Data.

Lead Staff Member: Darrel Greifzu – Enterprise Applications Manager, Information Technology Services DG

STAFF REVIEWS

Department Director	Mark Lumsden, Director, IT Services & CIO
Appropriations/Finance	Tim Stiles
Legal	
Agenda Acceptance	RTJ

PUBLICATION(S) (if applicable)

Published In	The Des Moines Register
Dates(s) Published	May 15, 2015

SUBCOMMITTEE REVIEW (if applicable)

Committee	Finance and Administration		
Date Reviewed	November 18, 2015		
Recommendation	**Yes**	No	