City of Brandon

NOTICE OF REQUEST FOR PROPOSALS AND REVERSE AUCTION BIDDING
GLOBAL POSITIONING SYSTEM (GPS) & TELEMATICS

Per the Mississippi Office of the State Auditor, the City of Brandon, Mississippi (City) is soliciting proposals from qualified companies to provide the City of Brandon with a GPS & TELEMATICS SYSTEM to include all equipment, installation and software as provided in the specifications.

REQUEST FOR PROPOSALS AND REVERSE AUCTION INFORMATION

Proposal and Bid Specifications may be obtained by contacting the City Clerk's office located at 1000 Municipal Drive, Brandon, Mississippi or Central Bidding at www.centralbidding.com.

Unpriced proposals will be accepted until 2:00 PM on Monday, March 27, 2023 by electronic bid submission at www.centralbidding.com or submitted to the City Clerk's Office located at 1000 Municipal Drive, Brandon, MS. All proposals must comply with the specifications provided. The City of Brandon reserves the right to amend the specifications, as necessary. Submissions will be evaluated and vendors submitting acceptable proposals will be invited to submit priced bids via reverse auction.

Qualified vendors will be invited to participate in a reverse auction, which will be held on Friday, March 31, 2023 beginning at 2:00 PM. Reverse auction bids may be submitted at www.centralbidding.com or in person at Brandon City Hall City Clerk's Office, 1000 Municipal Drive, Brandon, MS 390942. Questions relating to the electronic process, please call Central Bidding at 225-810-4814.

The City reserves the right to reject any or all bids, to accept any bid deemed to be in the best interest of the City, and to waive informalities.

By: Butch Lee, Mayor
By: Angela Bean, City Clerk

Publication Dates: March 8, 2023
                          March 15, 2023

GLOBAL POSITIONING SYSTEM (GPS) & TELEMATICS

SPECIFICATIONS

The purpose of this invitation is to evaluate and select respondents that may provide a GPS and Telematics solution, as well as, provide the best value to the City of Brandon (City).

1. Project Overview

The City is seeking a hosted fleet services GPS and Telematics automated technology data collection system that will allow the capture of critical data on asset use and location. The Respondent shall furnish the necessary personnel, material, equipment, software and services necessary to install GPS Technology in addition to providing monitoring services with GPS devices and asset diagnostics.

2. Scope of Work

The following expectations represent a general statement of the work required of the final selected Contractor. The Contractor will be responsible for all the following requirements defined in the following subsections:

- Project management
- System documentation
- System implementation
- System training
- Component and system level testing
- System warranty, maintenance, and support

2.1 Detailed Statement of Work

As an initial part of the project, the Contractor will develop a detailed project Statement of Work (SOW) for review and acceptance by the City. The SOW must be finalized and accepted within 2 weeks after award of the bid.

The detailed SOW shall include at least the following level of detail.

- For each project track, a detailed list of all tasks and subtasks to be performed.
- Clear statement of purpose, description, deliverables, key project assumptions, beginning and ending dates.
- Identification of person(s)/Organization(s) assigned to perform each task/subtask.
- Clearly defined Contractor, Subcontractor and City responsibilities for each task/subtask.
- Identification of dependent task/subtask.
- Critical milestones and deliverables.
- Single point of contact for implementation and installation progress, issues, planning, etc., with an alternate contact provided if the primary is unavailable.

2.1.1 Implementation Phases

The City desires the overall effort be divided and managed in separate phases. Each phase is separate logical unit of work, managed and implemented independently. It is necessary to implement all phases if the City is to realize the benefits of the systems described in this document.

During each phase, the Respondent shall also submit a written status report to the City on a weekly basis. The status report shall include: (a) a statement of work completed to date, (b) a list of work in process with degree of completion, (c) details concerning those work tasks which are behind schedule with an explanation of the delay, (d) a plan for correcting those delays, and (e) a review of remaining work to be completed.

2.1.2.1 Pilot Phase

During this phase, the Contractor will install and test functionality on a small, diverse selection of assets determined by the City. The system will be evaluated by the City to verify the documented requirements stated are met. It is anticipated that all installations and setup for this phase will be completed no later than one (1) month after executed contract documents. Setup will include all the components of the system including GPS and software. The testing period will cover a one (1) month period once all units are installed.

2.1.2.2 Deployment Phase

The deployment phase occurs after the acceptance of the Pilot Phase. It may be segmented by location of assets, type of asset, or other logical structure as determined by the City based on the results of the Pilot Phase and the proposed implementation plan. This phase shall take no longer than four (4) weeks following acceptance of the pilot phase.

2.2 System Documentation

Documentation is crucial to both the initial and long-term success of this project. The contractor shall grant the City the right to reproduce unlimited quantities of any documents for use by the City and its users. In addition to printed copies of each document, the Contractor shall also deliver an electronic master copy of all documents using MS Office products, i.e., Word and/or PowerPoint. The City requires the ability to reproduce copies as deemed necessary and to modify the documentation as required.

Throughout this project, the Contractor shall deliver, as a minimum, the documents described the following subsections:

- System Specifications
- Test Plans and Reports
- Training Material
- System Manuals

2.2 System Specifications

The specifications shall serve as a blueprint to the installed systems. These documents should be useable by the City of the implementation of additional systems and to modify existing ones as may be necessary.

Proposers shall provide samples of system specifications similar to the system they intend to install.

2.3 Training Plan Documentation and Training Course Materials

As part of the training effort required, the Contractor shall provide a comprehensive Training Plan for the entire project. The training course material shall be included as part of the system testing to ensure that it reflects the system as installed.

2.4 System Manuals

To ensure operational efficiency, the City will need extensive documentation. To fulfill this need, Contractors shall provide one (1) unbound original copy and four (4) bound copies of the following manuals:

- System Administrator's Manual
- System Programmer's Manual to include API documentation for Third Party Application Integration
- System Operator's Manual

These documents shall be delivered in their final approved form before training.

2.5 System Implementation

This Section Discusses the following implementation issues:

- System Specification
- Customization of Application Software
- System Integration
- System Installation and Configuration

2.6 System Installation and Configuration

The Contractor shall install and configure all critical hardware and software in City assets.

2.7 System Training

The City views training as key to a successful implementation. The training needs for a project of this size are substantial and require a significant effort on the part of both the Contractor and the City. All members of the City who will be using any of the installed systems require training on the use of those systems.

The Contractor shall be responsible for developing and delivering training. Training must also include basic troubleshooting and support escalation processes.

The City requires the Contractor develop a detailed training plan for each level of user.

During the City normal operating hours of 8:00 am to 5:00 pm CST Monday through Friday, the Respondent shall provide technical support to answer questions and provide solutions for technical issues that may arise during the full term of this contract. Technical support shall include a process for managing hardware repairs and provide the City with a single point of contact for technical and hardware issues.

2.8 Warranty, Maintenance and Support

The City requires a minimum comprehensive, warranty on all software and hardware provided for the entire term of the Contract starting from the date of final system acceptance by the City including software support.

The warranty, maintenance and support agreements should include any third-party software and hardware to be provided as part of the system.

A single point of contact shall be provided to the City for any issues or repairs with the GPS hardware.

The proposed solution shall include hardware and software updates as necessary to maintain continuous service and remain compatible with the most current software. The contractor is required to notify the City of any software patches, updates, or firmware upgrades within ten (10) business days of release. The notification shall include the release notes for updates and the contractor's recommendation for implementation.

1. **Service Level Requirements**

    After system installation has been completed, the following service levels will be required:

    a. Respondent must provide the City with a five (5) day notice of planned maintenance downtime, point of contact for scheduled outage and immediate notice of completion of maintenance.
    b. Respondent shall notify the City of any outage or interruption in service, regardless of length, within one (1) hour of the occurrence.
    c. Provide data and reporting that is accurate, timely, and complete.
        i.   At any given time, there shall be no less than 98% of the fleet accurately tracking, unless the City caused the event. Accurate tracking is defined as an asset that can be tracked in the vendor provided system continuously with correct data, free of errors, and correct reports can be generated on the data.

        ii. All assets shall accurately track without interruption for more than 50% of each calendar month in order to be billed for that asset's calendar month's service unless the City caused the event. Assets that track accurately less than 50% of the month will not be billed. No asset shall be without the full system functionality for more than 10 consecutive calendar days.
    d. Provide invoices within fifteen (15) days for previous month's service and equipment charges and adhere to City Purchase Order.
    e. Provide monthly reporting on system functionality, vehicle availability, issue resolution, and functionality improvement initiatives.

2. **Security Requirements**
    a. The Respondent and its subcontractors associated with this work must meet or exceed SSAE 16 SOC Type 2 compliant, and an auditor's report shall be required to be sent to the City annually.
    b. All City Data must be stored in the continental United States. Respondent shall also provide the City its plan for disaster recovery and business continuity upon award.
    c. As this solution is a cloud-based platform, the Respondent must provide evidence of compliance with industry security standards to the City's Information technology department upon award.
    d. The Appendix B GPS SaaS Specifications Form shall be completed in full and included as part of the response package. This one sheet contains the minimum qualification requirements and overall security requirements as well as the optional requirements that will be evaluated.

3. **System Requirements**
    a. Device Hardware
        i. The Respondent shall provide and install GPS tracking devices on all City mobile assets (currently estimated at 175 units) as well as any and all related hardware, harnesses, and installation kits needed to install the devices into The City's assets to provide no less than 98% accurate availability unless the City caused the event. The accuracy percentage will be determined by the total, properly functions and tracking units of the fleet at any given time.
        ii. Hardware installed on each asset should be appropriate to the type of asset. For instance, portable assets without a power source shall have a battery or solar powered unit. The City's current asset list is provided for reference. The list provided at the time the solicitation is released for reference only, an up – to – date list will be provided to the successful respondent at the time of award that supersedes all previous versions. If needed, hardware shall be compatible with OBDII and J-BUS ports.
        iii. A distinct process for installation or transition of units from retiring City assets to new City assets shall be outlined in the Respondent's Response.
        iv. Hardware that relies on the asset battery power in order to operate shall have the lowest static electrical drain as possible.
        v. Proposer disclose any City infrastructure needed to implement the system.

    b. **Installation Requirements**
        i. A detailed implementation plan is required as part of the SOW Response submission and must include, at a minimum, the process and timeframe for installation of all related hardware on City owned assets.
        ii. If the Respondent shall not be the servicer on any installation or maintenance issues, they shall identify those servicers within the City of Brandon, MS or surrounding area that are capable of servicing the units.
        iii. All hard-wired GPS tracking devices shall be installed in consistent manner in a secure location in the asset, which shall not allow asset operators to remove or tamper with the unit.
        iv. A hardware installation guide must be provided and approved by the City prior to the start of installation.
        v. GPS units shall be installed in a manner that is compatible with the asset and does not interfere with asset operations.
        vi. As new assets are replaced in the City fleet during the term of the contract, a systematic plan for the de-installation and reinstallation of hardware must be discussed and detailed. **This transfer of hardware shall not interfere with the warranty of the product.** The devices must be able to be removed and reinstalled by service technicians or deactivated as needed.

c. **Tracking Capabilities**
  i. At a minimum, each GPS tracking device shall provide the ability to track the following real-time data elements for each asset:
      a) Speed management (including speeds above a pre-determined and set limit).
      b) Stop to start timing.
      c) Run to stop time (hard stops).
      d) Asset location: and an asset's location must be able to be tracked at all times despite whether the asset's ignition is on to include the street location and closest street address and GPS coordinates.
      e) Mileage and routes driven, to include a bread crumb trail, ignition changes, and stops.
      f) Customizable ping rates by asset type.
  ii. Each GPS tracking device shall record driver tendencies while operating the asset and display those events that are outside of customizable, user-defined ranges for each asset, to include:
      h) Excessive speed; and
      i) Severe driving such as hard turns, hard braking, and rapid acceleration.
  iii. Each GPS tracking device shall track the location of each asset in the City asset fleet on a daily basis. The tracking record shall indicate all stops longer than a customizable, user-defined time, e.g., ten (10) minutes, and shall provide the closest street number address and GPS coordinates of the stop. The GPS tracking devices shall capture all routes taken by any City fleet asset and shall display the entire route of each asset in the tracking software.
  iv. Must have the ability to track stationary items such as trailers. These tracking devices must have a minimum three-year battery life.

d. **User Interface and Compatibility**

  i. The Respondent shall provide a web-based application that can provide online, real- time access to all tracking information through a password-protected web page.
  ii. The Respondents system will support all "modern" web and mobile devices.
  iii. The software shall allow customizable asset groups and permission levels.
  iv. The software shall allow users to be assigned to one or more groups.
  v. The software shall allow assets to be assigned and viewed by one or more groups.
  vi. The Respondent shall provide applications or web-based mobile sites for Android and iOS devices that can:
      a) Provide City authorized personnel access to the data available to the web- based application.
      b) Provide City authorized personnel the ability to track the location of City assets in real-time.
      c) The mobile application must mimic permission level roles as the web-based software.
  vii. Ability to store logs (system operational) for a minimum of one (1) year. State maximum period in proposal.

viii. The software shall provide the ability to upload fixed assets into the system so that they may be compared to moving assets.

ix. Ability to provide on demand "all asset location" files.

x. The software shall have the ability to set up geo-fencing based on GIS data or other personalized geo-fencing.

xi. The Respondents System in general provides multi-layered viewing capabilities of the map territory.

xii. It allows for zooming and panning, allowing for high-level views as well as detailed views with various levels of information shown on the display.

xiii. Mapping displays to show at minimum but not limited to roads, road names, building outlines, parks, and major bodies of water available through the standard field interface.

xiv. Mapping must show the vehicle location as accurate as possible based on available vehicle position data.

xv. The GPS tracking devices shall capture all routes taken by any City fleet asset and shall display the entire route of each asset in the tracking software.

xvi. Vehicle information should show at minimum but not limited to:
- f) Vehicle / Asset Number
- g) Vehicle Speed
- h) Location Street Address
- i) Vehicle / Asset Type

xvii. Respondent should provide satellite / geographic views of a region.

xviii. Software should have the capability to utilize flexible ping times for different assets or different user groups, as needed. The software shall have the capability to display all assets with a tracking device on the map simultaneously.

e. **Reporting and Alerts**

i. The software shall have the ability to set up geo-fencing based on GIS data or other personalized geo fencing.

- a) Geo-fences shall have the capability of reporting assets that pass through the geo-fences and not require a start or stop within the fence.

ii. Reporting shall be customizable and provide City with the ability to run detailed and summary reports on driver and asset performance that contains daily, weekly, and monthly statistics without lengthy delays in generating the report. These should also be customizable by individual department within the organization.

iii. Reports must be downloadable into MS Excel.

iv. Reports must be able to run for daily, weekly, and monthly increments at one time.

v. Reports must be accurate, in that the data must reflect the true location, speed, and diagnostics of the asset.

vi. The software shall have the ability to report on the bread crumb trail.

vii. The software must allow the user to save report criteria and rerun that report in the future.

viii. The software must have the capability to schedule reports.

ix. The software shall have the capability to set up and send real-time alerts to designated employees via text and/or email. The report shall include notifications of all instances in which an asset has been operated outside of the pre-defined limits or in the event a tracking device has been tampered with or ceases to report. Alerts should also be triggered when a device's battery level is low or depleted.

x. Data from the system shall be available to run reports for one (1) year, including up to one (1) year after contract expiration at no additional cost to the City.

xi. Respondent shall provide a solution for capturing pre and post trip reports electronically.

Terms

The agreement which results from this Reverse Auction will be a contract for a period of (3) three years. This agreement may be extended, at the same terms and conditions for an additional (3) three year term, if the City exercises the option to do so.

Designated Contact

Any explanation desired by a potential vendor regarding the meaning or interpretation of any RPF provision or questions must be submitted in writing via email only to Angela Bean, City Clerk at abean@brandonms.org, no later than 5:00 pm on March 23, 2023.

SCHEDULE OF EVENTS

ACTIVITY	DATE/TIME
1. Release Request for Proposal	Published weekly starting March 8, 2023, for 2 consecutive weeks
2. Deadline to submit written questions (via e-mail to abean@brandonms.org)	5:00 pm on March 23, 2023_
3. Response to written questions (via e-mail)	5:00 pm on March 24, 2023
4. Deadline for submitting completed specifications questionnaire (**do not include pricing).**	2:00 pm on March 27, 2023
5. Reverse Auction March 31, 2023 **Pricing for equipment & services due.**	2:00 pm on March 31, 2023

SPECIFICATION REQUIREMENTS QUESTIONNARIE

Requirement	TYPE	MEETS/EXCEEDS
Stop to start timing;	Time	Yes or No
Vehicle location: and a vehicle's location must be able to be tracked at all times despite whether the vehicle's ignition is on.	Distance	Yes or No
Mileage and routes driven, to include a bread crumb trail	Distance	Yes or No
Speed	Speed	Yes or No
Speed management (including speeds above or below speed limit)	Speed	Yes or No
Vehicle location; street and closest numeric address details and GPS Coordinates.	Functionality	Yes or No
Severe driving such as hard turns, hard braking, and rapid acceleration	Functionality	Yes or No
Each GPS tracking device shall track the location of each asset in the City fleet daily. The tracking record shall indicate all stops longer than a customizable, user-defined time, e.g., 10 minutes, and shall provide the street address and GPS coordinates of the stop. The GPS tracking devices shall capture all routes taken by any City fleet asset and shall display the entire route of each asset in the tracking software.	Functionality	Yes or No
Software should have the capability to utilize flexible ping times for different assets or different user groups, as needed.	Functionality	Yes or No
The software shall have the capability to display all vehicles with a tracking device on the map simultaneously.	Functionality	Yes or No
The Respondent shall provide applications or web-based mobile sites for Android and iOS devices.	Functionality	Yes or No
Reporting shall be customizable and provide City with the ability to run detailed and summary reports on vehicle performance that contains daily, weekly, and monthly statistics. These should also be customizable by individual department within the organization.	Functionality	Yes or No
Reports must be downloadable into MS Excel.	Functionality	Yes or No
The tracking software shall send real-time alerts to designated City employees via text and/or email. The report shall include notifications of all instances in which a vehicle has been operated. outside of the pre-defined limits or in the event a tracking device has been tampered with or ceases to report. Alerts should also be triggered when a device's battery level is low or depleted.	Functionality	Yes or No
Data from the system shall be available and reportable for one (1) year, including up to one (1) year after contract expiration at no additional cost to the City.	Functionality	Yes or No
The Respondent Data must only be stored within the Continental United States.	Functionality	Yes or No
Ability to store logs (system operational) for a minimum of one (1) year.	Functionality	Yes or No