



**ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
2100 CLARENDON BOULEVARD, SUITE 500
ARLINGTON, VA 22201
(703) 228-3410**

REQUEST FOR INFORMATION (RFI) NO. 23-DES-RFI-540

FOR: FLEET MANAGEMENT SOFTWARE SOLUTION

ELECTRONIC SEALED RESPONSES WILL BE RECEIVED BY ARLINGTON COUNTY VIA [VENDOR REGISTRY](#), UNTIL 1:00 P.M. ON THE 16TH DAY OF MARCH 2023. IN ORDER TO SUBMIT A RESPONSE TO THIS REQUEST FOR INFORMATION, RESPONDENTS ARE REQUIRED TO REGISTER ON VENDOR REGISTRY. NO RESPONSES WILL BE ACCEPTED AFTER THE PROPOSAL DUE DATE AND TIME.

Responses will not be publicly opened.

NOTICE: FOR ANY FUTURE SOLICITATION RELATING TO THIS RFI, ANY OFFEROR ORGANIZED AS A STOCK OR NONSTOCK CORPORATION, LIMITED LIABILITY COMPANY, BUSINESS TRUST OR LIMITED PARTNERSHIP, OR REGISTERED AS A LIMITED LIABILITY PARTNERSHIP, MUST BE AUTHORIZED TO TRANSACT BUSINESS IN THE COMMONWEALTH OF VIRGINIA BEFORE CONTRACT AWARD.

Arlington County reserves the right to reject any and all proposals, cancel this solicitation, and waive any informalities as defined in the Arlington County Purchasing Resolution.

Arlington County, Virginia
Office of the Purchasing Agent

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Procurement Officer
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I. INTRODUCTION TO REQUEST FOR INFORMATION PROCESS

Arlington County, Virginia, is requesting information from Respondents having experience and abilities in the areas identified in this solicitation. This Request for Information (RFI) is for research and budget planning purposes only. It is not a competitive solicitation and will not result in a contract for any products or services. Responding to this RFI will not prequalify vendors nor does failure to respond preclude vendors from responding to any future RFP related to the areas identified in this solicitation.

Respondents who wish to suggest a product or service for consideration are requested to submit relevant information as outlined in this RFI.

Information realized as a result of this RFI may be used as part of a competitive process for the selection of such goods and services and may be used to construct a list of prospective vendors. The County may request demonstrations of the Respondent's solution. There is no commitment implied or otherwise by Arlington County to continue with a procurement process. It is not the intent to restrict the competitive process. Those vendors not responding to this RFI can respond to a Request for Proposal (RFP), if issued.

II. INFORMATION FOR RESPONDENTS

1. SOLICITATION SCHEDULE

RFI No. 23-DES-RFI-540 – TENTATIVE SCHEDULE

RFI ISSUANCE	February 14, 2023
QUESTION DEADLINE	February 28, 2023, at 5:00 p.m.
RESPONSES DUE	March 16, 2023, at 1:00 p.m.

2. QUESTIONS AND ADDENDA

RESPONDENTS MUST BE REGISTERED IN VENDOR REGISTRY TO SUBMIT A QUESTION FOR THIS REQUEST FOR INFORMATION. All communications relating to this solicitation must be submitted online using Vendor Registry. For a question to be considered, the question must be entered in the Question Section of **RFI No. 23-DES-RFI-540**.

QUESTIONS REGARDING THE REQUEST FOR INFORMATION MUST BE SUBMITTED BY FEBRUARY 28, 2023, AT 5:00 P.M. EASTERN TIME TO BE CONSIDERED. ALL QUESTIONS RECEIVED BY THE QUESTION DEADLINE WILL BE RESPONDED TO WITHIN VENDOR REGISTRY AND POSTED FOR ALL RESPONDENTS. THE SYSTEM WILL NOT ACCEPT ANY QUESTIONS AFTER THIS DATE AND TIME.

If any questions or responses require revisions to this Request for Information, such revisions will be by formal Addendum only. Respondents are cautioned not to rely on any written, electronic, or oral representations made by any County representative or other person, including the County’s technical contact, that appear to change any portion of the solicitation, unless the change is ratified by a written Addendum to this solicitation issued by the Office of the Purchasing Agent.

3. TRADE SECRETS OR PROPRIETARY INFORMATION

Trade secrets or proprietary information that a Respondent submits in connection with a procurement transaction may be exempted from public disclosure under the Virginia Freedom of Information Act (“VFOIA”). However, the Respondent must invoke VFOIA protection clearly and in writing on the Trade Secrets or Proprietary Information Form for County review. The Trade Secrets or Proprietary Information Form must include at least the following: (1) the data or other materials sought to be protected and (2) specific reasons why the material is confidential or proprietary. It is the Respondent’s sole responsibility to defend such exemptions if challenged in a court of competent jurisdiction.

III. INTRODUCTION TO REQUEST FOR INFORMATION NO. 23-DES-RFI-540

The intent of this solicitation is to obtain information from Respondents having experience and abilities in a cloud-based, hosted software solutions for a Fleet Management system that combine software, hardware, and services to support the broad spectrum of functions performed by Arlington County's Department of Environmental Services Equipment Bureau (DES/EB).

BACKGROUND/PURPOSE OF SOLICITATION

Arlington County's Equipment Bureau currently utilizes Assetworks' Fleet Anywhere to manage the County's fleet related assets. The Equipment Bureau uses this system to manage new, used, and sold assets as well as manage inventory and other fleet related needs. The Equipment Bureau would like to evaluate all possible options and vendors available to meet this need.

The objective of this request is to identify one or more web-based, hosted software solutions that will meet the varied and evolving needs of the Equipment Bureau. Proposed solutions should at a minimum address the following functional areas:

1. Fleet vehicle information
2. Fleet vehicle location
3. Motor Pool functionality
4. Vehicle maintenance tracking and reporting
5. Virginia state safety inspections and emissions testing tracking
6. Purchasing Data
7. Replacement and disposition tracking
8. Equipment replacement planning
9. Image storage
10. Inventory management with mobile features
11. Report development
12. Data migration
13. Performance analytics
14. Customer access portal
15. Integrated fluid management system
16. Fuel transaction reporting

IV. RESPONSE REQUIREMENTS

1. GENERAL

Responses and all documents related to this solicitation become the property of the County upon receipt.

2. PROPOSAL SUBMISSION

The Response must be submitted electronically via Vendor Registry no later than the date and time specified in this solicitation. The Vendor Registry system will not accept responses after the close date and time. The County will not accept emailed or faxed responses.

ONLY ELECTRONIC SUBMISSION IS ALLOWED. ANY RESPONSE SUBMITTED VIA ANY MEANS OTHER THAN A VENDOR REGISTRY ELECTRONIC UPLOAD WILL NOT BE ACCEPTED. Arlington County is not responsible for late submissions, missed Addendums, or questions not submitted before the end date and time.

Timely submission is solely the responsibility of the Respondent.

3. RESPONSE STANDARDS

Responses submitted in response to this solicitation should be accurate and grammatically correct and should not contain spelling errors.

4. UNNECESSARILY ELABORATE RESPONSES

The County may view unnecessarily elaborate brochures or other presentations, including elaborate or expensive artwork, visuals, and other presentations, as an indication of the Respondent's lack of cost consciousness.

5. EXPENSES INCURRED IN PREPARING RESPONSES

The County accepts no responsibility for any expense incurred by any Respondent in the preparation or presentation of a proposal.

V. INFORMATION TO BE SUBMITTED FOR THIS REQUEST FOR INFORMATION

I. REQUIRED INFORMATION

The County is requesting Respondents that currently have experience and abilities in the areas identified in this solicitation to respond to this Request for Information. The information requested below outlines specific areas of interest to the County. Respondents to this RFI are encouraged to also provide any information not specifically identified in this RFI, but which the Respondent feels will better describe its solution's capabilities.

A. Vendor

1. Full Legal Business Name (including DBA if applicable).
2. Principle Place of Business (complete mailing address for the location of the primary control, direction and management of the business).
3. Contact information for this RFI and future contracting opportunities (contact name, title, email address, and phone number)
4. Company website address (URL).
5. Provide a statement of organizational qualifications, description of relevant experience, and a list of three (3) reference accounts, at least one of which is similar in size or scope to the County. Please indicate if for any reason a reference account should not be contacted by the County.

B. Proposed Solution

1. Provide the name of the product(s) and version number(s) being proposed.
2. Describe the system functionality, as related to each of the functional areas:
 - Web based access
 - Software configurations that can be updated by the end users
 - Mobile software access (such as on a tablet or laptop)
3. Describe options for efficient data management, such as editing data elements in bulk, inheritance of fees and processing rules, cloning data, etc.
4. A description of the integrated payment processing option(s).
5. If hardware is required, describe what hardware is needed, and how and by whom the hardware would be implemented and maintained.
6. Describe how your firm's solution support Single Sign-On via integration with Microsoft Azure AD.

C. Data Import and Export Functionality, Interfaces, and Reporting

1. Describe the data import and export capabilities, including interfaces, Application Programming Interfaces (APIs), read or write access via Open Database Connectivity (ODBC).
2. Describe the reporting capabilities of the system – both standard and configurable.

D. Configurability

Describe the level of system and user configurability that is included, such as workflow configurability, screen and menu configurability, user role configurability, and user definable data elements.

E. Mobility

Describe the level of support for mobility that is included with the proposed system or as add on options. Please include the architecture that enables mobility, the types of devices supported, and the features and functions supported by mobile devices.

F. Architecture and Hosting

1. Describe or provide a diagram of your overall solutions architecture. Describe what kind of Application Programming Interface (APIs), detail any integration with Oracle and Active Directory.
2. Describe the proposed hosting environment, including any industry standard certifications, such as SOC2 TYPE2 or FEDRAMP.
3. Describe your use of any load testing tools after application updates are made.
4. Describe the approach to data security, data privacy, system redundancy and system failover.

G. Implementation and Support Services

1. Describe available implementation services, including configuration, data conversion, testing, training, and user support
2. Describe services your organization offers in the replacement of legacy applications
3. Describe offerings for post-production maintenance.
4. Describe how often upgrades are released.

H. Pricing Structure

For budget purposes only, provide an overview of the pricing structure for the hardware, software, licensing, hosting, and other service costs that would be necessary for implementation and ongoing maintenance. The Respondent will not be bound to any budget pricing provided as part of the response to this RFI.

VI. TRADE SECRETS OR PROPRIETARY INFORMATION FORM

TRADE SECRETS OR PROPRIETARY INFORMATION:

Trade secrets or proprietary information submitted by a Respondent in connection with a procurement transaction will not be subject to public disclosure under the Virginia Freedom of Information Act. Pursuant to Section 4-111 of the Arlington County Purchasing Resolution, however, a Respondent seeking to protect submitted data or materials from disclosure must, before or upon submission of the data or materials, identify the data or materials to be protected and state the reasons why protection is necessary.

Please mark one:

- No, the proposal that I have submitted does not contain any trade secrets and/or proprietary information.

- Yes, the proposal that I have submitted does contain trade secrets and/or proprietary information.

If Yes, you must clearly identify below the exact data or materials to be protected and list all applicable page numbers, sections, and paragraphs, of the proposal that contain such data or materials:

State the specific reason(s) why protection is necessary and why the identified information constitutes a trade secret or is proprietary:

If you fail above to identify the data or materials to be protected or to state the reason(s) why protection is necessary, you will not have invoked the protection of Section 4-111 of the Purchasing Resolution. Accordingly, the response will be open for public inspection consistent with applicable law.

RESPONDENT NAME: _____

ADDRESS: _____

E-MAIL: _____