



CITY OF HOUSTON
STRATEGIC PURCHASING DIVISION

S23-Q23631
NOTICE OF REQUEST FOR INFORMATION



**WEB-BASED MOTORPOOL RESERVATION SOFTWARE WITH
AUTOMATED CHECK-OUT SYSTEM FOR VEHICLES**

The City of Houston is considering soliciting proposals from Vendor(s) specializing in Web-Based Motorpool Reservation Software that provides Automated Check Out of Vehicles. The objective is to investigate systems that will help the city consolidate downtown motorpool vehicles across departments and automate the reservation, check-out, and reporting of usage for city motorpool vehicles. Prior to issuing an RFP, the Finance Department's Citywide Fleet Division (FIN-Fleet) would like to take into consideration all companies/organizations interested in participating in the procurement to provide a presentation – or thorough informational materials – to FIN-Fleet and a Downtown Motorpool Stakeholder group regarding automated motorpool management systems; to include all possibilities and considerations that could be utilized in the RFP when issued. The presentation and/or informational materials and all other related expenses must be at "NO COST" to the City and will be scheduled with each respondent to this RFI after it has closed.

Please review the basic overview of the intended Scope of Services below. If you believe that your company/organization can provide recommendations to enhance the overall objective stated below and would be interested in conducting a presentation, please provide your companies/organizations contact information to include: Company/Organization Name, Contact Person, Address, Telephone No., Fax No. and E-mail Address. Please indicate your interest to this RFI requirement by submitting the requested information to Roy Breau, Procurement Specialist, via one of the following methods listed below by **3:00 p.m. CST, Thursday, April 15, 2010:**

E-mail (Preferred Method): roy.breaux@cityofhouston.net

Fax: (832) 393-8759

Mail: City of Houston
Strategic Purchasing Division
901 Bagby
Houston, TX 77002

OVERVIEW

The City of Houston is currently in the process of investigating Web-Based Motorpool Reservation Software that provides Automated Check-out of Vehicles for a consolidated downtown motorpool pilot program of approximately 50 of 180 vehicles located in downtown garages. The consolidated pool will serve employees in ten departments located in three adjacent buildings in downtown Houston.



CITY OF HOUSTON
STRATEGIC PURCHASING DIVISION
S23-Q23631
NOTICE OF REQUEST FOR INFORMATION



Citywide Fleet Finance in conjunction with a Downtown Motorpool Stakeholder group are in the process of developing a request for proposals (RFP) that outlines the requirements for the motorpool management system.

Prior to completing and releasing a Motorpool Management System RFP, the City is extending an invitation to all interested Vendors to provide an overview of their latest system offerings. Topics of interest will include, but not necessarily be limited to the following:

- Web-based vehicle reservation
- Automated key dispensing system accessible by employee ID card or RFID data fob
- Technology usable in underground parking garages
- On-demand access to vehicles for frequent users
- Automated vehicle usage data tracking
- GPS locators in vehicles with web-based tracking
- Anti-theft security options
- Automated billing software
- Statistical reporting capabilities
- The ability to define vehicles into Specialty or Sub-Fleets
- Potential integration with AssetWorks' M5 FleetFocus Fleet Management Information System
- Ability to handle future City-Wide implementation municipal fleet with 12,000+ units
- Amount of time needed to develop and submit a competitive system proposal after release of the City's RFP
- Discussion of potential project delays after a contract for the system has been executed

Vendors should be advised that the audience for this presentation is FIN-Fleet and a Downtown Motorpool Vehicles Stakeholder Group charged with requirements development for an upcoming RFP and should consider this an opportunity to provide technical input into that process.



CITY OF HOUSTON
STRATEGIC PURCHASING DIVISION
S23-Q23631
NOTICE OF REQUEST FOR INFORMATION



All respondents to this RFI may be contacted and invited to conduct a presentation to the Finance Department's Citywide Fleet Division and Downtown Motorpool Stakeholders group. Contractors interested in meeting with the City's staff will be required to present their information in a Microsoft PowerPoint format at the time of the presentation. Ten printed copies and three electronic copies on DVD-ROM will be required. Furthermore, vendors may have a maximum of five representatives in attendance at the presentation session with city staff. The time allotted for the presentation will range from one to two hours, depending upon the overall number of presentations that are scheduled. If a vendor is unable to make a presentation, they may submit documentation and informational materials that detail their product, and/or also provide printed and electronic copies of a PowerPoint presentation.

The goal of this effort is to guide the City in implementing a Consolidated Downtown Motorpool with an eye toward city-wide expansion. Again, the City may or may not choose to utilize information obtained from Vendors during this RFI process to develop an RFP toward the goal of implementing a web-based reservation system with automated check out of vehicles for a downtown motorpool.

All recommendations and comments are welcomed and will be reviewed and considered. All recommendation(s) of good merit and clear business logic and methodology may be used and incorporated into the final RFP solicitation document.