



June 26, 2009

Honorable Board of Supervisors  
County of Alameda  
1221 Oak Street, Suite 536  
Oakland, California 94612-4305

Dear Board Members:

**SUBJECT: AWARD CONTRACT TO CCG SYSTEMS INC. FOR FLEET  
MANAGEMENT INFORMATION SYSTEMS, REQUEST FOR  
PROPOSAL (RFP) NO. 900410; AMOUNT \$118,200**

**RECOMMENDATION:**

Authorize the Purchasing Agent to negotiate and sign Master Contract No. 900410, Procurement Contract No. 4069, with CCG Systems Inc. (Nina McCoy, President), Norfolk, VA, to provide and install a Fleet Management Information System (FMIS) for Alameda County's General Services Agency (GSA) Motor Vehicle Division (MVD), in the amount of \$118,200 for a three-year period beginning approximately August 1, 2009 and ending approximately July 31, 2012, and by mutual agreement allows for an option to renew for two additional one-year terms.

**DISCUSSION/SUMMARY:**

The Alameda County MVD manages and maintains a fleet of approximately 1,100 automotive units which serve approximately 6,600 users Countywide. MVD does not have a system which captures all fleet information and automates daily motor pool functions. MVD staff currently use a combination of manual processes and automated systems to manage operations and maintain fleet information. The primary MVD fleet management system is a ten-year old legacy database system with limited functionality which performs only basic data processing. The legacy system does not link with the County Intranet to allow for on-line access, or interface with the County fuel system to provide automated data transactions. The current operation requires a significant amount of time and resources to manually track information outside of the primary system and staff must manually merge data from multiple systems to create management reports.

The new FMIS system will automate these as well as other functions performed on a daily basis by MVD staff.

The new FMIS will assist MVD with providing transportation, Countywide parking and commute-related services, online access for Motor Pool reservations, and vehicle maintenance and repair status. The new system will also allow departmental representatives access to real-time updates regarding vehicle assignments and other fleet management information. The enhanced functionalities of the system will track and report on repairs, fueling, recalls, and warranty issues, and assist with replacement planning in order to improve overall operational efficiencies. The system is also capable of interfacing with future electric vehicle charging stations and global positioning system (GPS) technology.

SELECTION CRITERIA/PROCESS:

*Alameda County MVD does not have the necessary resources to develop and implement a fleet management information system. During pre-bid research performed by Alameda County GSA-Purchasing and Motor Vehicle Division (MVD), it was determined that very few companies exist which provide and install FMIS systems that meet the County's needs, none of which were located in Alameda County.*

*General Services Agency (GSA) Motor Vehicle Division (MVD) worked with the GSA Purchasing Department to develop and issue a Request for Interest (RFI) which was sent on November 7, 2008 to 742 vendors derived from the Small Local and Emerging Business (SLEB) database and from a list of vendors provided by Alameda County MVD. The RFI was posted on the GSA Current Contracting Opportunities website for approximately 110 days and resulted in 15 responses. Subsequently, a Request for Proposal (RFP) was developed and electronically sent to the 15 responding vendors. The RFP was posted on the Alameda County Current Contracting Opportunities website for 43 days and advertised in 15 local and ethnic newspapers, and with the local Chambers of Commerce. Two networking/bidder's conferences were held approximately 18 days after the RFQ was issued and were attended by representatives from six firms.*

*A total of five responses to the RFQ were received on April 3, 2009, none from certified local and small or emerging (SLEB) vendors. The five responses were evaluated by the County Selection Committee (CSC) comprised of three representatives from GSA-Motor Vehicle Division, one from GSA-Information Systems and one from the City and County of San Francisco's Motor Vehicle Department. A maximum total of 550 evaluation points were available for this project. The total evaluation points include 50 preference points derived from a 5% preference for local vendors and a 5% preference for certified small or local and emerging vendors for a total of 10%.*

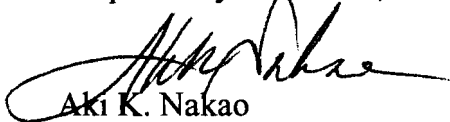
*CCG Systems Inc. was the highest ranking qualified vendor and will subcontract with Outsource Consulting Services, a certified SLEB, for a minimum of 20% of the contract value. Outsource Consulting Services will provide customized training materials and administrative assistance for CCG Systems project management team assigned to the County of Alameda FMIS implementation. The following is a summary of the evaluation:*

<b>EVALUATION SUMMARY</b>			
<b>Vendor</b>	<b>Location</b>	<b>SLEB</b>	<b>Evaluation Points</b>
<i>CCG Systems Inc.</i>	<i>Norfolk, VA</i>	<i>N</i>	<i>463</i>
<i>Assetworks</i>	<i>Wayne, PA</i>	<i>N</i>	<i>430</i>
<i>Chevin Fleet Inc.</i>	<i>Sharon, MA</i>	<i>N</i>	<i>300</i>
<i>Maint-Star Inc.</i>	<i>Irving, CA</i>	<i>N</i>	<i>271</i>
<i>Technology Associates</i>	<i>Sacramento, CA</i>	<i>N</i>	<i>253</i>

**FUNDING:**

Funding for this purchase is included in the General Services Agency's FY 2009/2010 budget and will be requested in subsequent budget years. No additional appropriations are required and there will be no increase in net County cost.

Respectfully submitted,



Aki K. Nakao  
Director, General Services Agency

AKN:KS:mp:Board Letters\Purchasing\FY 2009-10\Fleet Management Information Systems (CCG Systems Inc)

cc: Susan S. Muranishi, County Administrator  
Patrick J. O'Connell, Auditor-Controller  
Richard E. Winnie, County Counsel

## FLEET MANAGEMENT INFORMATION SYSTEMS CONTRACT SUMMARY

August 1, 2009 – July 31, 2012

Vendor	Location	Total Estimated Dollar Value of Contract Award	Local Participation		Certified Small and Local Participation	
			Percentage	Dollar Amount	Percentage	Dollar Amount
CCG Systems Inc.	Norfolk, VA	\$118,200	20%	\$23,640	20%	\$23,640

Certified SLEB:

*Outsource Consulting Services, Inc.*  
*Sandra Floyd, President*  
*222 14th Street, Suite 100*  
*Oakland 94612*  
*Certification #02-90114*