



Sole Source Acquisition Request

1. Fully describe the product(s) and/or service(s) being requested.

The Department requests to purchase from AssetWorks LLC its fleet management software system, FleetFocus and FuelFocus, for operation of various fleet-related functions. These two systems allow for the management, collection, and reporting of fleet-related components, including fuel, asset management, parts inventory, labor, motor pool operations, and service writing.

2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.

AssetWorks LLC
Tyler Beaty, National Account Executive – CA & HI
998 Old Eagle School Road, Suite 1215
Wayne, PA 19087
(916) 230-4458
tyler.beaty@assetworks.com

3. What is the total cost of the acquisition? If an agreement, state the total cost of the initial term and the amounts for potential renewal terms.

The total cost of the acquisition is \$575,000.00 for the potential five-year term of the recommended agreement.

4. Identify the unique qualities and/or capabilities of the service(s) and/or product(s) that qualify this as a sole source acquisition.

FleetFocus and FuelFocus are proprietary products and AssetWorks is the only vendor who can provide maintenance and support of these software systems. There is no other vendor that is able to support or maintain these systems.

5. Explain why the unique qualities and/or capabilities described above are essential to your department.

The Internal Services Department's Fleet Services Division (ISD-Fleet) has been using FleetFocus and FuelFocus since 1996 to efficiently operate various fleet-related business processes within the division. Transitioning to a new system would be costly and detrimental to operations. These systems include billing and fleet-related operations functionality, enabling ISD-Fleet to accurately capture and quantify labor, parts, and outside vendor services. Furthermore, FleetFocus and FuelFocus allow for additional functionality such as inventory tracking, motor pool utilization, fuel receipts, and various fleet-related transactions.

6. Provide a comprehensive explanation of the research done to verify that there is only a sole vendor that is capable of providing the required service(s) and/or product(s). Include a list of all other vendors contacted with regard to providing the requested product(s) and/or service(s) and indicate their response.

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kchristiansen 10/29/2019 1:07:33 PM

Requested By:

Fleet Services
Manager

Title

I approve this request to sole source for the service(s) and/or product(s) identified herein.

rbash 10/30/2019 7:54:00 AM

Department Head Signature

gcornuelle 10/30/2019 8:19:16 AM

Purchasing Manager Signature