



REQUEST FOR INFORMATION (RFI) No. 20-021

DATE: March 10, 2020

Project Title: Fleet Management Software Solutions

A. Intent

This Request for Information (RFI) is being issued to do a general market sounding on what solutions are currently available in the marketplace for Fleet Management Software.

The Regional District of Nanaimo (RDN) will review submissions and may or may not contact vendors for more information about their product. The RDN may or may not use this RFI to develop a business case for a potential future purchase which would be subject to approval from the RDN Board.

B. Background

The Regional District of Nanaimo provides regional governance and services throughout Vancouver Island's beautiful central east coast. Communities within the regional federation include the municipalities of Nanaimo, Lantzville, Parksville, and Qualicum Beach, as well as seven unincorporated Electoral Areas. Established in 1967, the RDN is British Columbia's fifth most populous Regional District, of 28 throughout the province, and home to more than 155,000 people. www.rdn.bc.ca

RDN Transportation Services is responsible for managing; maintaining, repairing, keeping records for approximately fifty-four (54) conventional transit buses and nineteen (19) handyDART buses along with a mix of about twenty (20) passenger cars. The Transportation Services maintenance facility has five (5) bays and employs eight (8) mechanics.

RDN Transit does not use a Computer Maintenance Management System (CMMS) to track work orders and mileages, rather they use a manual system developed by staff. Most department staff are unaware of scheduling and software solutions currently available in the market. RDN Transit would like to move away from paper-based work management processes as it does not meet the department's analytical needs related to management decision making.

C. Requested Information

- I. Provide a brief executive level description of your business, customer base, areas of expertise and experience providing Fleet Maintenance Software Solutions to public sector organizations like the RDN.
- II. High level overview of your company's solutions that meets the RDN's needs. Describe if your solution is an on premise or cloud-based solution. Cloud-based solutions must be hosted on servers in Canada due to Freedom of Information and Protection of Privacy legislation.
- III. Provide links to online product demos. i.e. Your website, YouTube videos etc.
- IV. Given the limited information provided, please provide non-binding estimate range (+/- 30%) of what the potential 5-year cost of your solution might look like be based on the size of the RDN; with the ability to expand with the expansion of more vehicles.

The Request for Information should be no longer than five (5) pages in length (not including cover page, cover letter and appendices).

D. Questions and Submissions

Questions and submissions shall be directed to:

Brandon Miller
Superintendent, Fleet & Transit Service Delivery
Phone: 250-713-4312
Email: bmiller@rdn.bc.ca

Statements of Qualifications should be received by 3:00:00 p.m. local time on March 27, 2020. The RDN reserves the right to accept late submissions.
