

Pre-Procurement Market Engagement Session

Provision of a Vehicle Management Information System

Sunderland City Council will be hosting pre-procurement market engagement sessions over two days for the upcoming procurement process for the replacement of the Council's current Fleet Management System.

The Council requires a replacement Vehicle Management Information Solution, which may include the following high-level requirements:

- **Web based Asset management information system** - Capable of seamlessly managing Sunderland City Council's (SCC) diverse range of Vehicles, horticultural plant and other assets which will be hosted by the supplier.
- **Equipment Information** - Allow for multiple levels of class coding on a per unit basis and all class codes must be user defined with the ability to create numerous user defined fields for equipment and technical specification records. These could consist of a main base unit with multiple associated units such as tyres and bulbs etc.
- **Pool Module** - A completely integrated online Motor Pool Module.
- **Technician portal** - Provide an easy to use interface for technicians to use on the shop floor and record notes, e.g. mobile device, touch screen etc. The system must provide the capability to report a mechanics performance against a labour standard.
- **Works orders and preventive maintenance** - Must display all open and closed work orders (Job Cards) by user defined search parameters.
- **Unit Purchase and Disposal** - Provide features for the purchase and disposal of vehicles, where all the life costs of the assets can be viewed including units associated with the main base unit, e.g. individual tyres replaced during the assets life or compressor repairs on a particular vehicle.
- **Stores management module** - A fully integrated Stores module, which is capable of tracking all parts from "cradle to grave" and can also cross referencing of associated part / item numbers to a main part / item number. The system must also be capable of managing diverse materials such as sand, cement and rock salt.
- **Replacement modelling** - Provide a comprehensive replacement modeling program, which allows users to define replacement criteria and the system generates a list of candidates by date based upon odometer reading and age.
- **Finance** - Provide an invoicing module which operates independently from all other period-end processes. The invoicing must be integrated and not an ad-hoc reporting process.
- **Warranty** - Must provide a fully integrated claim module that allows users to submit and track warranty claims, submitted to manufacturers and suppliers.
- **Fuel Management** - The system shall allow various consumable products to be ordered, received, disbursed, and charged including petrol, diesel, motor oil, coolant, Ad-Blue, transmission fluid, etc.

- **Defects** - Produce a list of defects for a defined time period, identifying vehicle/equipment, station and type of defect rectified.
- **Accident** - Must be capable of recording all accidents / damage and managing and allocating works orders to internal or external repair organisations.
- **Driver management** - The system must facilitate recording of Driver Licence details and as a minimum the following: Driver Licence details, Training Records, Qualifications, Date of Last Checks, CPC, Penalty Points, tachograph card, DQC card.
- **Management reporting** - The system must offer a fully integrated query tool built within the application, which supports ad-hoc reporting and user queries, as well as a dashboard reporting tool which allows the Council to configure charts or gauges for real time measurement of **any** data within the application database. There should also be a library of standard dashboard measurements. The system should also have pre-loaded templates for APSE reporting and earned recognition returns.
- **Data migration / interface** - The system must migrate all of the existing data from the current system to the new one. The system must be able to interface with other existing Council systems, such as SAP (Finance) and Triscan Odyssey (Fuel).

The Council would like to invite potential suppliers to attend a 'Pre-Procurement Market Engagement Session'. The purpose of these sessions is to gather information from the market regarding what solutions are available, technical requirements, functionalities, etc.

Each supplier will be allocated a one-hour slot, which will consist of a demonstration (no more than 20 minutes) of your solution and must be undertaken on a live system in real time. Following the demonstration, a question and answer session will take place, should the Council have any queries.

The allocated dates and time slots are as follows:

Monday 9th December 2019

Session 1: 10:15am – 11:15am
 Session 2: 11:30am – 12:30pm
 Session 3: 13:00pm – 14:00pm
 Session 4: 14:15pm – 15:15pm
 Session 5: 15:30pm – 16:30pm

Wednesday 11th December 2019

Session 1: 10:15am – 11:15am
 Session 2: 11:30am – 12:30pm
 Session 3: 13:00pm – 14:00pm
 Session 4: 14:15pm – 15:15pm
 Session 5: 15:30pm – 16:30pm

If your company provides a solution which meets the above requirements and you would like to attend one of the above Pre-Procurement Market Engagement sessions, please confirm your attendance via e-mail to:

Virginia Ainsley
Category Manager
Corporate Procurement Team
E-mail: virginia.ainsley@sunderland.gov.uk

Please ensure your e-mail confirms the following details:

- a) Name of Attendees (maximum of three per company);
- b) Job Titles of Attendees;
- c) Contact Details (both e-mail and phone);
- d) Your preferred date and session time from the list above; and
- e) Confirm what IT requirements you require to undertake your demonstration, e.g. internet access, connections to a projector etc.

Whilst the Council will endeavour to make suitable arrangements for companies, there is no guarantee your date of preference or slot will be confirmed.