

**Soft Market Test Exercise**

**For**

**A Fleet Management System for the City of Wolverhampton Council**

**February 2019**

# Introduction

The purpose of this Soft Market Test (SMT) is to seek input from potential suppliers within the market to establish the type of software and functionality that is available for a Fleet Management System.

The SMT will provide an opportunity for City of Wolverhampton Council (CoWC) to obtain an insight into how potential suppliers might approach the delivery of this service and gain an understanding into the likely level of interest from the market.

Potential suppliers will not be prejudiced by any response or failure to respond to the SMT or non-attendance of any proposed demonstrations. Potential bidders must also note that a response to this notice does not guarantee an invitation to participate in any future procurement that CoWC may conduct. Any procurement exercise will be carried out strictly in accordance with the Public Contracts Regulations 2015.

Please be aware that we are subject to the disclosure requirements of the Freedom of Information Act (FoIA) and that potentially any information we hold is liable to disclosure under that Act. For this reason, we would strongly advise that any information you consider to be confidential is labelled as such.

**Please note** that this notice is for conducting a soft market testing exercise and is **not a call for competition**. It does not formally begin the procurement process or constitute any commitment by CoWC to undertake any procurement exercise or form any contractual relationship.

# Instructions to Participate

If you feel that your organisation can contribute to this SMT exercise, please complete the questionnaire and submit through the CoWC e-tendering system [www.wolverhamptontenders.com](http://www.wolverhamptontenders.com).

As part of the SMT process we would like to invite participants to CoWC offices to give a demonstration of their system, the date and times will be confirmed following the closure of the SMT exercise.

For information on how to submit your response, please follow this link <https://procontracthelp.due-north.com/ViewandRespondtoanITTasaSupplier.html>

The closing date for responses is 1500hrs 15th March 2019.

# Specification

CoWC have developed a first draft of their specification and it is attached as Appendix A. The specification has been drafted with little knowledge of what potential systems are available. The reason for attaching the specification is to gain feedback from potential bidders to ensure that the specification is realistic and can offer a viable opportunity to the market. Please feel free to add any comments in relation to any risks, concerns or issues you envisage with the specification.

# Background

CoWC are seeking to replace the existing fleet management system (Fleetmaster) with an IT solution that will future proof the service, in line with the Council’s aspirations for digital transformation.

# Timetable

|  |  |
| --- | --- |
| **Stage** | **Date** |
| Soft Market Test advertised | 12th February 2019 |
| Soft Market Test Closing Date | 1500hrs 15th March 2019 |
| Demonstrations | W/C 25th March 2019 |

# Questionnaire for participants:

Company Details

|  |  |
| --- | --- |
| Company Name |  |
| Company Address |  |
| Contact Person & Job Title |  |
| Contact Details |  |
| Company’s main Business |  |
| System Name |  |

|  |  |
| --- | --- |
| Question No. | Question/Response |
|  | Please give an overview of your Fleet Management Solution |
| Response: |
|  | Please list other local authorities who are using your current version of the system and provide the contact details of at least 1 authority for CoWC to contact. |
| Response: |
|  | Please describe how your system manages the whole life-cycle of a vehicle or asset. |
| Response: |
|  | Please explain how your system manages the creation and closure of job cards (work orders) in the vehicle workshop |
| Response: |
|  | Does your system support the use of mobile devices, please describe the functionality? |
| Response: |
|  | How does your solution manage the purchase order and goods receipt process? |
| Response: |
|  | The Council’s financial system is Agresso, please explain your systems capability to interface with Agresso |
| Response: |
|  | How does your system support daily vehicle checks carried out by the driver? |
| Response: |
|  | Can your system support the use of trackers and telematic data, if so, how? |
| Response: |
|  | Does your system have a standard suite of management reports, is there a facility to build your own reports? |
| Response: |
|  | Does your system have the ability to integrate with a fuel management system? |
| Response: |
|  | Please describe how your system processes data provided by Council suppliers, to update vehicle maintenance history and handle financial information (external garages, tyre services) |
| Response: |
|  | Please describe your licencing model |
| Response: |
|  | Please give provide an indicative cost for your solution including one-off costs and ongoing costs. |
| Response: |
|  | Please detail any other functionality that you think may benefit CoWC |
| Response: |