



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



74 [Signature]

CHRISTOPHER D. CLEMENT, SR.
COMMISSIONER

JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER

Bureau of Mechanical Services
February 21, 2014

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

Sole Source
Retroactive

REQUESTED ACTION

Authorize the Department of Transportation to amend Sole Source Contract # 4002006 Retroactively with Assetworks, Inc., (Vendor #175682) Wayne Pennsylvania, to provide continued software maintenance as well as expanding functionalities to the Fleet Management System; by increasing the total contract amount by \$227,945.30 from \$286,221.61 to \$514,166.91 and exercise an option to extend the completion date an additional 3 years from the retroactive starting date of January 01, 2014 and be completed December 31, 2016. This amendment is set to commence upon Governor and Executive Council approval and expire December 31, 2016. Original item was approved by Governor and Council on May 26, 2010, item #109. 100% Highway Funds.

Funding is available as follows for FY 2014 and FY 2015 and contingent upon the availability and continued appropriation for FY 2016 and FY 2017:

Table with 5 columns: Item ID, FY 2014, FY2015, FY2016, FY2017. Rows include Mechanical Services and 038-509038 Technology-Software.

EXPLANATION

This contract amendment is submitted as a sole source request. This is necessary as Assetworks software is proprietary. Continuing with Assetworks in the form of an amendment is the most efficient method to expand and enhance the Fleet Management System.

This contract amendment request is retroactive due to delays in the vendor's response to provide requested documents for submission.

In September 2008, the Office of Legislative Budget Assistant (LBA) issued a Fleet Management Performance Audit. The LBA audit recommended the implementation of a fleet management system and establishment of motor pools within the State. Since October of 1997, the Department of Transportation's Bureau of Mechanical Services has successfully used Assetworks' Fleet Management Software (FMS), to manage their vehicle fleet. Additionally, DOT's Tri-State partners, Maine and Vermont, are currently using Assetworks M5 Fleet Management System, providing yet another collaboration tool with these states in the future.

Continuing the use of the current M5 Fleet Management System will allow the Department to capture and record fleet related data. Initiating the management review and implementing additional modules will allow for management to create reports to be used for analysis based on the data captured.

This contract amendment includes continued software maintenance of the existing system, management review to be conducted by the vendor to evaluate and recommend changes in the way the system is configured, and contingency funding to assist in refining the reporting ability of the system. The increased cost also funds an ad-hoc reporting module, user training, and provisions to have the vendor install service patches and upgrades required to maintain the functionality of the system.

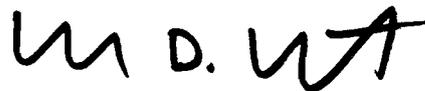
Assetworks, Inc. will furnish the required services, including 3 years of software support, for a total amount not to exceed \$227,945.30. The hourly rates, software, annual software maintenance and technical support expenses are commensurate with the complexity and scope of the professional services to be provided.

The amended agreement has been approved by the Attorney General as to form and execution, and the Department has verified that the necessary funds are available.

Copies of the fully executed amended agreement are on file at the Secretary of State's Office and the Department of Administrative Service's Office, and subsequent to Governor and Council approval will be on file at the Department of Transportation.

The Department of Transportation respectfully requests Governor and Council approval of this contract.

Sincerely,

A handwritten signature in black ink, appearing to read "C. D. Clement, Sr.", with a stylized flourish at the end.

Christopher D. Clement, Sr.
Commissioner



STATE OF NEW HAMPSHIRE
DEPARTMENT OF INFORMATION TECHNOLOGY
27 Hazen Dr., Concord, NH 03301
Fax: 603-271-1516 TDD Access: 1-800-735-2964
www.nh.gov/doit

Peter C. Hastings
Commissioner

February 10, 2014

Christopher D. Clement, Sr.
Commissioner
NH Department of Transportation
7 Hazen Drive
Concord, NH 03302

Dear Commissioner Clement:

This letter represents formal notification that the Department of Information Technology (DoIT) has approved your request to enter into a contract amendment with Assetworks, Inc., for an enhanced Fleet Management System as described below and referenced as DoIT No. 2010-034A.

The purpose of this contract amendment is to exercise an option to extend the system maintenance by three years as well as to improve the system functionality. The amendment will fund the addition of an ad-hoc reporting module, user training, and provisions to have the vendor install service patches and upgrades required to maintain the functionality of the system. This amendment increases the total contract amount by \$227,945.30 from \$286,221.61 to \$514,166.91 and extends the completion date to December 31, 2016, upon Governor and Executive Council Approval.

A copy of this letter should accompany the Department of Transportation's submission to the Governor and Executive Council for approval.

Sincerely,

A handwritten signature in black ink that reads "Peter C. Hastings".

Peter C. Hastings
Commissioner

PCH/dcp
2010-034A

cc: Gail Hambleton
Dave Perry



**STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION
FLEETFOCUS M5
CONTRACT 2010-034
CONTRACT AMENDMENT A**

WHEREAS, pursuant to an Agreement approved by Governor and Council, on May 26, 2010, Item #109, (herein after referred to as the "Agreement"), Assetworks, Inc. (hereinafter referred to as (Assetworks) agreed to supply Web Based Enterprise Fleet management services upon the terms and conditions specified in the Agreement and in consideration of payment by the Department of Transportation (hereinafter referred to as the "Department") acting for the benefit of the Agency, certain sums as specified therein;

WHEREAS, pursuant to the Agreement Section 9.16: Amendment and the provisions of the Agreement, the Agreement may be modified or amended only by a written instrument executed by the parties thereto and approved by the Governor and Executive Council;

WHEREAS, the Vendor and the Department have agreed to amend the Agreement in certain respects;

WHEREAS, the Department wishes to increase the ending date of the contract from December 31, 2013 to December 31, 2016

WHEREAS, the Department wishes to increase the Contract price by \$227, 945.30 to bring the total contract price to \$514, 166.91

WHEREAS, the Department and the Vendor seek to clarify the Agreement.

NOW THEREFORE, in consideration of the foregoing, and the covenants and conditions contained in the agreement and set forth herein, the parties agree as follows:

The Agreement is hereby amended as follows:

1. Amend General Provision 1.8 of the Agreement (Page 1) by increasing the Price Limitation by \$227,945.30 from \$286,221.61 to \$514,166.91
2. Amend General Provision 1.7 of the agreement by changing the end date from December 31, 2013 to December 31, 2016.
3. The Agreement is further amended by adding section A2.2 Amendment A Implementation Schedule – Activities / Deliverables / Milestones as described below:

A 2.1 Amendment A Implementation Schedule – Activities / Deliverables / Milestones

Projected delivery dates are preliminary estimates. Actual delivery dates will be set in the Work Plan and mutually agreed between the State and Asset Works.

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION
FLEETFOCUS M5
CONTRACT 2010-034
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Reference Number	Activity, Deliverable, or Milestone	Deliverable Type	Projected Delivery Date
1	<p><u>Ad-Hoc Reporting</u></p> <p>Ad-hoc reporting utilizes a separate report friendly database schema allowing users to build simple reports on-line. Using drop-down boxes and simple interface, users select the fields to be displayed in the report. Groups, summaries and grand-totals can be added to the reports. Charts can be easily added to display results graphically. Reports can be saved and exported to Excel, PDF, or XML</p>	Software	June 2014
3	<p><u>Fleet Focus M5 Management Review</u></p> <p>The review shall provide a high level overview utilizing "best practices" of the currently utilized Fleet Focus M5 software. This evaluation shall provide enhancements and refinements of current work process to optimize efficiency & productivity. Efficiencies may be realized in hard and soft cost savings, Improvements to fleet service reporting and achieving current best practices of the functionality of the software.</p>	Written	June 2014
4	Provide Maintenance support –January 1, 2014 through December 31, 2014.		Jan 2014-Dec 2014
5	Provide Maintenance support –January 1, 2015 through December 31, 2015.		Jan 2015-Dec 2015
6	Provide Maintenance support –January 1, 2016 through December 31, 2016.		Jan 2016-Dec 2016

4. The Agreement is further amended by replacing Exhibit B Paragraph 1.1 as described below:

1.1 Not to Exceed

This is a Not to Exceed (NTE) Contract totaling **\$514,166.90** for the period between the retroactive date of 1/1/2014 through December 31, 2016. Assetworks Inc. shall be responsible for performing its obligations in accordance with the Contract. This Contract will allow Assetworks to invoice the State for the following Activities, Deliverables, or Milestones at pricing/rates appearing in the price and payment tables below, based on the Exhibit B below.

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION
FLEETFOCUS M5
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CONTRACT AMENDMENT A**

The Agreement is further amended by Adding Table A1A to Exhibit B paragraph 1.1 as described below:

Table A1A – Amendment A Professional Services		
Professional Services	Estimated Hours	Total
Contingent Funding - for unforeseen needs during the contract extension period as determined by the State. Further software deliverables must be approved by the Department of Information Technology.	195	\$40,000.00
Contractor Training - Funding to provide 2 Bureau individuals (2 different people each year) to attend the Contractors annual training Conference to expand the system training and stay current on new processes and best practices.	ANNUAL TRAINING	\$6,000.00
Fleet Focus M5 Management Review – funding to implement corrections and best practices from Administrative Review.	82	\$16,400.00
Contractor Training – funding to provide module training for the Ad - Hoc Reporting Module	24	\$4,800.00
Professional Services	TOTAL	\$67,200.00
Rates:		
1/1/2014 – 12/31/2014 = \$200.00 per hour		
1/1/2015 – 12/31/2015 = \$205.00 per hour		
1/1/2016 – 12/31/2016 = \$210.00 per hour		

5. The Agreement is further amended by Adding Table A1B to Exhibit B Paragraph 1.1 as described below:

Table A1B – Amendment A Activity, Deliverable, Milestone Payment Table			
Reference Number	Activity, Deliverable, or Milestone	Projected Delivery Date	Projected Payment Schedule
1	Ad-Hoc Reporting - Ad-hoc reporting utilizes a separate report friendly database schema allowing users to build simple reports on-line. Using drop-down boxes and simple interface, users select the fields to be displayed in the report. Groups, summaries and grand-totals can be added to the reports. Charts can be easily added to display results graphically. Reports can be saved and exported to Excel, PDF, or XML	June 2014	\$6,000.00

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION
FLEETFOCUS M5
CONTRACT 2010-034
CONTRACT AMENDMENT A**

2	<p><u>Fleet Focus M5 Management Review</u> - The review shall provide a high level overview utilizing "best practices" of the currently utilized Fleet Focus M5 software. This evaluation shall provide enhancements and refinements of current work process to optimize efficiency & productivity. Efficiencies may be realized in hard and soft cost savings, Improvements to fleet service reporting and achieving current best practices of the functionality of the software. Work to be performed is described in the attached Statement of Work dated July 17, 2013.</p>	June 2014	\$24,000.00
3	<p><u>Provide Remote Upgrades & Patches</u> - Contractor shall perform 1 version upgrade & any patch release required to correct issues between version upgrades made available by Contractor per contract year. AssetWorks will provide remote technical assistance to upgrade one test environment and one production environment of the FleetFocusM5 application inclusive of one version upgrade per year and patches as needed to correct deviations to the software that are documented to impact Customer operations. This includes the upgrade of components, pages and reports as well as the Oracle database. State staff must provide appropriate access to the test and production environments. AssetWorks will not be responsible for additional database administration services such as export and import functions nor backup and recovery processes.</p>	Jan 2014- Dec 2014	\$7,200.00
4	<p><u>Provide Remote Upgrades & Patches</u> - Contractor shall perform 1 version upgrade any patch release required to correct issues between version upgrades made available by Contractor per contract year. Asset Works will provide remote technical assistance to upgrade one test environment and one production environment of the FleetFocusM5 application inclusive of one version upgrade per year and patches as needed to correct deviations to the software that are documented to impact Customer operations. This includes the upgrade of components, pages and reports as well as the Oracle database. Customer IT staff must provide appropriate access to the test and production environments. AssetWorks will not be responsible for additional database administration services such as export and import functions nor backup and recovery processes.</p>	Jan 2015- Dec 2015	\$7,380.00
5	<p><u>Provide Remote Upgrades & Patches</u> - Contractor shall perform 1 version upgrade & any patch release required to correct issues between version upgrades made available by Contractor per contract year. AssetWorks will provide remote technical assistance to upgrade one test environment and one production environment of the FleetFocusM5 application inclusive of one version upgrade per year and patches as needed to correct deviations to the software that are documented to impact Customer operations. This includes the upgrade of components, pages and reports as well as the Oracle database. Customer IT staff must provide appropriate access to the test and production environments. AssetWorks will not be responsible for additional database administration services such as export and import functions nor backup and recovery processes.</p>	Jan 2016- Dec 2016	\$7,560.00

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6	Contractor Travel Cost - January 1, 2014 through December 31, 2014.	Jan 2014- Dec 2014	\$6,700.00
7	Contractor Travel Cost - January 1, 2015 through December 31, 2015	Jan 2015- Dec 2015	\$2,900.00
	Deliverables & Pricing	TOTAL	\$61,740.00
8	Provide Maintenance support –January 1, 2014 through December 31, 2014	Jan 2014- Dec 2014	\$31,405.33
9	Provide Maintenance support –January 1, 2015 through December 31, 2015	Jan 2015- Dec 2015	\$32,975.60
10	Provide Maintenance support –January 1, 2016 through December 31, 2016	Jan 2016- Dec 2016	\$34,624.38
	Maintenance – Extension Period	TOTAL	\$99,005.30

6. The Agreement is further amended by Replacing Exhibit B Summary Table as described below:

ORIGINAL SUMMARY TABLE	
Subtotal Professional Services Deliverables and Pricing	\$ 100,340.00
Detailed License Deliverables and Pricing.	\$ 94,000.00
Subtotal	\$ 194,340.00
Maintenance- post warranty period	\$ 91,881.61
AMENDMENT A SUMMARY TABLE	
Professional Services	\$67,200.00
Deliverables and Pricing	\$61,740.00
Subtotal	\$128,940.00
Maintenance- Extension Period	\$99,005.30
Amendment Subtotal	\$227,945.30
GRAND TOTAL	\$514,166.91

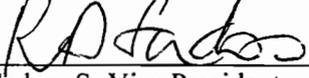
Table 2 Contract 2010-034 – FLEETFOCUS M5

CONTRACT AND AMENDMENT NUMBER	AMENDMENT TYPE	END DATE	CONTRACT AMOUNT
2001-034		December 31, 2013	\$ 286,221.61
2010-034 Amendment A	Extension of maintenance and addition of functionality	December 31, 2016	\$227,945.30
	CONTRACT TOTAL		\$514,166.91

STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION
FLEETFOCUS M5
CONTRACT 2010-034
CONTRACT AMENDMENT A

Except as provided herein, all provisions of the Agreement shall remain in full force and effect. This modification shall take effect upon the approval date from the Governor and the Executive Council.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the day and year first above written.



<R. David Sadoo, Sr Vice President

Assetworks Inc.
<COMPANY NAME>

Date: 11 DEC 2013

Corporate Signature Notarized:

STATE OF Pennsylvania

COUNTY OF Chester

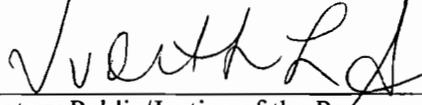
On this the 11 day of DEC, 2013, before me,

R. David Sadoo, the undersigned Officer personally

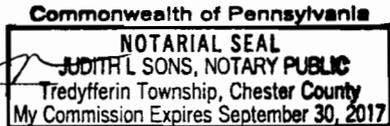
Appeared and acknowledged her/him to be the Senior Vice President, of AssetWorks, a Delaware corporation, and that he, as such Senior Vice President being authorized to do so, executed the foregoing instrument for the purposes

Therein contained, by signing the name of the corporation by himself as R. David Sadoo.

IN WITNESS WHEREOF I hereunto set my hand and official seal.

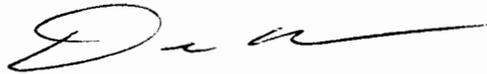


Notary Public/Justice of the Peace

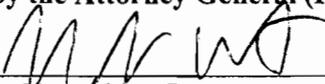


My Commission Expires: 30 Sept 2017

(SEAL)

State of New Hampshire 
For
Christopher D. Clement, Sr. Commissioner Date: 3/7/14

State of New Hampshire
Department Of Transportation

Approved by the Attorney General (Form, Substance and Execution)


State of New Hampshire, Department of Justice Date: 3/11/14

STATE OF NEW HAMPSHIRE
DEPARTMENT OF INFORMATION TECHNOLOGY
FLEETFOCUS M5
CONTRACT 2010-034
CONTRACT AMENDMENT A

I hereby certify that the foregoing contract was approved by the Governor and

Council of the State of New Hampshire at the Meeting held on _____, 2014.

OFFICE OF THE SECRETARY OF STATE

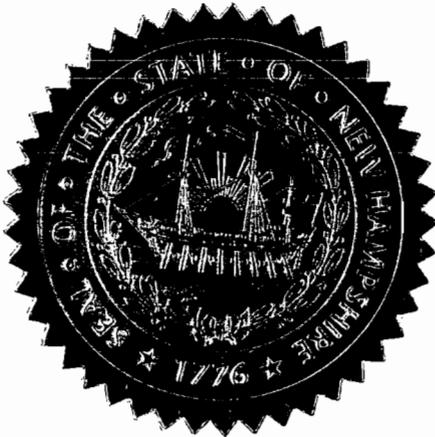
By: _____

Title: _____

State of New Hampshire Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that Assetworks Inc. a(n) Delaware corporation, is authorized to transact business in New Hampshire and qualified on March 20, 2009. I further certify that all fees and annual reports required by the Secretary of State's office have been received.



In TESTIMONY WHEREOF, I hereto
set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 11th day of December, A.D. 2013

A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State

AssetWORKS

CERTIFICATE OF AUTHORITY

I do hereby certify that by authority of the Directors of AssetWorks Inc. that R. David Sadoo, Senior Vice President of AssetWorks, is authorized and empowered to make, enter into, sign, seal and deliver on behalf of AssetWorks Inc contracts for the sale and license of AssetWorks products and services.

I do hereby further certify that said authority has not been amended or repealed and is in full force and effect as of this date and that R. David Sadoo is duly elected Senior Vice President of AssetWorks Inc.

Attest:

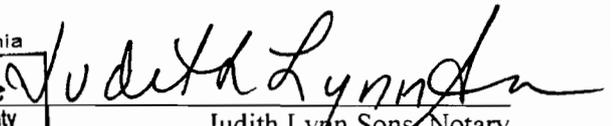
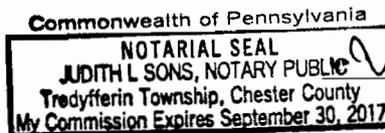


Brian Beatty
Secretary of AssetWorks Inc

____ 11 Dec 2013 _____
Date Signed

Commonwealth Of Pennsylvania
County Of Chester

The foregoing instrument was acknowledged before me this 11 December 2013 by Brian Beattie, Chief Financial Officer of AssetWorks Inc, a Delaware corporation, on behalf of the corporation. He is personally known to me.



Judith Lynn Sons, Notary
My commission Expires on 9/30/2017

CERTIFICATE OF INSURANCE

NAMED INSURED

CONSTELLATION SOFTWARE INC. and
ASSETWORKS LLC
998 OLD EAGLE SCHOOL RD.
WAYNE, PA 19087

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies below.

INSURANCE COMPANIES AFFORDING COVERAGE

COMPANY A Zurich Insurance Company Ltd. (AM Best rating A+)
COMPANY B Liberty Mutual Fire Insurance Company (AM Best rating A)
COMPANY C
COMPANY D
COMPANY E Zurich American Insurance Company (AM Best rating A+)

CERTIFICATE HOLDER

STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION
BUREAU OF MECHANICAL SERVICES
P.O. BOX 456
CONCORD, NH 03301

COVERAGES

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.
LIMITS ARE IN U.S. DOLLARS UNLESS INDICATED OTHERWISE.
LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	CO LTR	POLICY NUMBER	POLICY EFFECTIVE DATE (YYYY/MM/DD)	POLICY EXPIRATION DATE (YYYY/MM/DD)	LIMITS OF LIABILITY	
COMMERCIAL GENERAL LIABILITY OCCURRENCE BASIS INCLUDING: PRODUCTS AND COMPLETED OPERATIONS CROSS LIABILITY / SEVERABILITY OF INTERESTS / BLANKET CONTRACTUAL LIABILITY PERSONAL INJURY \$1,000,000 LIMIT, ADVERTISING LIABILITY \$1,000,000 LIMIT TENANT'S LEGAL LIABILITY \$1,000,000 LIMIT, MEDICAL EXPENSES \$25,000 LIMIT WAIVER OF SUBROGATION WHERE REQUIRED BY WRITTEN CONTRACT	E	GLO8249874	2013/09/27	2014/09/27	\$ 1,000,000	EACH OCCURRENCE
					\$ 10,000,000	GENERAL AGGREGATE
					\$ 1,000,000	PRODUCTS - COMPLETED OPERATIONS AGGREGATE

ADDITIONAL INSURED: STATE OF NEW HAMPSHIRE, ITS OFFICERS AND EMPLOYEES, but only with respect to liability arising out of the operations of the Named Insured.
Such insurance as is afforded by the Commercial General Liability coverage on this policy will be considered as primary insurance, not contributory and not excess of any other insurance.

AUTOMOBILE LIABILITY - NON-OWNED & HIRED	E	BAP8249865	2013/09/27	2014/09/27	\$ 1,000,000	EACH OCCURRENCE
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UMBRELLA LIABILITY	A	8838706	2013/09/27	2014/09/27	\$ 14,000,000	PER OCCURRENCE & IN THE AGGREGATE
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NOT APPLICABLE						
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PROFESSIONAL LIABILITY AND TECHNOLOGY ERRORS & OMISSIONS CLAIMS MADE BASIS \$500,000 DEDUCTIBLE	E	IPR0435933200	2013/09/27	2014/09/27	\$ 5,000,000	PER CLAIM & IN THE AGGREGATE
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NOT APPLICABLE						
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NOT APPLICABLE						
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NOT APPLICABLE						
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WORKERS COMPENSATION & EMPLOYER'S LIABILITY WC - STATUTORY LIMITS INCLUDING WAIVER OF SUBROGATION WHERE REQUIRED BY WRITTEN CONTRACT EXCLUDING THE STATES OF KENTUCKY, NEW HAMPSHIRE, NEW JERSEY	B	WC2-B71-170802	2013/09/27	2014/09/27	\$ 1,000,000	E.L.: EACH ACCIDENT EACH DISEASE/ EMPLOYEE DISEASE POLICY LIMIT
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DESCRIPTION OF OPERATIONS / LOCATIONS / SPECIAL PROVISIONS:

RE: CONTRACT 2010 - 34

BROKER The CG&B Group Inc. 120 South Town Centre Blvd. Markham, ON L6G 1C3	CANCELLATION Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavour to mail 30 days written notice to the certificate holder named above. Failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives
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SIGNATURE OF AUTHORIZED REPRESENTATIVE 	PRINT NAME BRENDA POWRIE	DATE (YYYY/MM/DD) 2014/02/12
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New Hampshire

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Department of Transportation

GEORGE N. CAMPBELL, JR.
COMMISSIONER

G+C # 09
5/26/10

JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER

Bureau of Mechanical Services
May 12, 2010

His Excellency, Governor John H. Lynch
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Transportation to enter into an Sole Source Contract agreement with AssetWorks, Incorporated (Vendor #175682), Wayne, Pennsylvania for a fee not to exceed \$286,221.61 from Governor and Council approval through December 31, 2013 to upgrade the current M4 Fleet Management System to a web-based, enterprise wide FleetFocus M5 Management Software System, including all software installation services, system setup, configuration, training and support. Funding is 100% Highway Funds.

Funding is available as follows: FY 2010 and 2011 Department of Transportation account, Bureau of Mechanical Services. Funding for Fiscal Years 2012, 2013, and 2014 is contingent upon the availability and continued appropriation of funds.

Account#	Description	State FY	Amount
04-96-96-960515-3005-020-500235	Software upgrade, professional services and Crystal maintenance	SFY2010 Jul 2009-Jun 2010	\$ 190,839.99
04-96-96-960515-3005-020-500220	Professional services, M5 and Crystal software maintenance	SFY2011 Jul 2010-Jun 2011	\$ 25,171.25
04-96-96-960515-3005-020-500220	M5 and Crystal software maintenance	SFY2012 Jul 2011-Jun 2012	\$ 27,744.82
04-96-96-960515-3005-020-500220	M5 and Crystal software maintenance	SFY2013 Jul 2012-Jun 2013	\$ 28,082.06
04-96-96-960515-3005-020-500220	M5 and Crystal software maintenance	SFY2014 Jul 2013-Dec 2013	\$ 14,383.49
TOTAL			\$ 286,221.61

EXPLANATION

In September 2008, the Office of Legislative Budget Assistant (LBA) issued a Fleet Management Performance Audit. The LBA audit recommended the implementation of a fleet management system and establishment of motor pools within the State. Since October of 1997, the Department of Transportation's Bureau of Mechanical Services has successfully used AssetWorks' M4 Fleet Management Software (FMS), formerly Maximus, Inc., to manage their vehicle fleet. Although the M4 FMS is adequate for a single fleet application, upgrading to AssetWorks' M5 Fleet Management System will enable the implementation of an enterprise-wide (statewide), web-based system. During this contract, the Department of Environmental Services will participate in a pilot effort with DOT taking the lead position to leverage its existing expertise and knowledge in the area of fleet management.

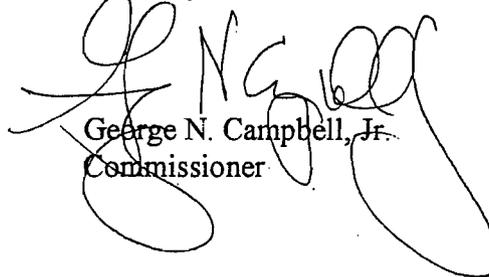
The sole source request is necessary as AssetWorks' formerly Maximus, software is proprietary. Continuing with AssetWorks for the upgrade is the most efficient method to expand the Fleet Management System.

The upgrade from M4 to M5 will minimize the need for data conversion and ensure data integrity, while increasing both efficiency and productivity. Additionally, DOT's Tri-State partners, Maine and Vermont, are currently using AssetWorks M5 Fleet Management System, providing yet another collaboration tool with these states in the future.

The contract has been approved by the Attorney General as to form and execution. The Department has verified funding for Fiscal Year 2010 and 2011. Copies of the fully executed contract are on file at the Secretary of State's Office and the Department of Administrative Service's Office, and subsequent to Governor and Council approval will be on file at the Department of Transportation.

The Department of Transportation respectfully requests Governor and Council approval of this contract.

Sincerely,



George N. Campbell, Jr.
Commissioner