



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



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Borich

Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

Bureau of Mechanical Services
November 18, 2016

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

REQUESTED ACTION

- 1. Authorize the Department of Transportation to amend SOLE SOURCE contract #4002006 with Assetworks, LLC, Wayne, PA (Vendor 175682), to increase the contract amount by \$176,044.05 from \$514,166.91 to \$690,210.96 to provide continued software maintenance as well as expanding functionalities to the Fleet Management System. This amendment is effective upon Governor and Council approval or January 1, 2017, whichever is later. The original contract was approved by Governor and Council on May 26, 2010, Item 109 and the first amendment was approved by Governor and Council on March 26, 2014, Item #74. 100% Highway Funds.
2. Further, authorize to amend the contract's completion date from December 31, 2016 to December 31, 2019, effective upon Governor and Council approval or January 1, 2017, whichever is later.

Funding is available as follows for FY 2017 and contingent upon the availability and continued appropriation for FY 2018, FY 2019 and FY 2020:

Table with 5 columns: ID, FY 2017, FY 2018, FY 2019, FY 2020. 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.

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.

Currently, M5 is integrated with the Material and Asset Tracking System (MATS), Fleet Inventory Management System (FIMS), Construction Audit Management System (CAMS) and New Hampshire First Financial system referred to as "LAWSON" through passage of M5 data to these systems. FIMS and CAMS receive vehicle usage data directly from M5 either through a live connection to the M5 tables or a database link.

Lawson downloads M5 parts and labor data to track Mechanical Services charges to Turnpikes and Highway. MATS receive billing, cost and payroll data directly from M5. M5 data is combined with MATS and VUA data in reports to Administrative Services.

Projects currently underway for enhanced integration of these systems with M5 include:

- Implementation of a new billing code and categorization system between M5 and MATS that allows M5 to store more detailed fleet unit specifications and rates which will, in turn, deliver more precise billing data to MATS;
- Improved synchronization of MATS vehicle rental codes with M5 state-owned vehicle codes to allow better comparison of owned vs rented costs;
- Implementation of new DoIT developed database views, based on M5 tables, to allow FIMS to extract unit usage and cost data directly from M5;
- Scheduled replacement of the CAMS application with ("Exevision's) integrated Project Development (iPD) application which will continue to receive M5 data via the data warehouse.

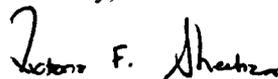
This contract amendment includes continued software maintenance of the existing system and contingency funding to assist in refining the reporting ability of the system. The requested amendment also funds contractor training and provisions to have the vendor install service patches and upgrades required 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 \$176,044.05. The hourly rates, software upgrades & patches, annual software maintenance support and contingency 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,



Victoria F. Sheehan
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

Denis Goulet
Commissioner

October 18, 2016

Victoria F. Sheehan
Commissioner
Department of Transportation
State of New Hampshire
7 Hazen Drive
Concord, NH 03302

Dear Commissioner Sheehan,

This letter represents formal notification that the Department of Information Technology (DoIT) has approved your agency's request to enter into a **Sole Source** contract amendment, contract # 2010-034, with Assetworks, Inc., (Vendor #175682) of Wayne Pennsylvania, as described below and referenced as DoIT No. 2010-034B.

The purpose of this sole source amendment is for Assetworks, Inc., to extend software licensing, provide software support, maintenance and professional services for the existing FleetFocus M5 Management Software System. The request also extends the completion date an additional three years.

The contract amendment increases the contract price limitation by \$176,044.05 from \$514,166.91 to \$690,210.96 effective upon the date of Governor and Council approval through December 31, 2019.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Denis Goulet", with a large, stylized flourish at the end.

Denis Goulet

DG/ik
2010-034B

cc: Gail Hambleton, Dane Prescott, Michael Walsh

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

WHEREAS, pursuant to an Agreement approved by Governor and Council, on May 26, 2010, Item #109, and amended on March 26, 2014, Item # 74, (herein after referred to as the "Agreement"), AssetWorks, LLC (f/k/a 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, 2016 to December 31, 2019

WHEREAS, the Department wishes to increase the Contract price by \$ 176,044.05 to bring the total contract price to \$690,210.96

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 \$176,044.05 from \$514,166.91 to \$690,210.96
2. Amend General Provision 1.7 of the agreement by changing the end date from December 31, 2016 to December 31, 2019.
3. The Agreement is further amended by adding section A2.2 Amendment B Implementation Schedule – Activities / Deliverables / Milestones as described below:

A 2.2 Amendment B 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.

Reference Number	Activity, Deliverable, or Milestone	Projected Delivery Date
1	Provide Maintenance support – January 1, 2017 through December 31, 2017.	Jan 2017-Dec 2017
2	Provide Maintenance support – January 1, 2018 through December 31, 2018.	Jan 2018-Dec 2018
3	Provide Maintenance support – January 1, 2019 through December 31, 2019.	Jan 2019-Dec 2019

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

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

1.1 Not to Exceed

This is a Not to Exceed (NTE) Contract totaling \$690,210.96 for the period between the Effective Date through December 31, 2019. AssetWorks LLC 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.

The Agreement is further amended by Adding Table B1A to Exhibit B paragraph 1.1 as described below:

Professional Services	Estimated Hours	Hourly Rates	Projected Payment Schedule	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.	20	\$210.00 / Hour	1/1/2017 – 12/31/2017	\$4,200.00
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.	40	\$215.00/ Hour	1/1/2018 – 12/31/2018	\$8,600.00
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.	40	\$220.00/ Hour	1/1/2019 – 12/31/2019	\$8,800.00
Contingent Funding Total				\$21,600.00
Professional Services	Cost per Training		Projected Payment Schedule	Total
Contractor Training - Funding to provide 2 Bureau individuals (2 different people each year) to attend the Contractors System training to stay current on new processes and best practices.	\$7,000.00		March 2018	\$7,000.00
Contractor Training - Funding to provide 2 Bureau individuals (2 different people each year) to attend the Contractors System training to stay current on new processes and best practices.	\$7,000.00		March 2019	\$7,000.00
Contractor Training Total				\$14,000.00
Professional Services			Grand Total	\$35,600.00

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

5. The Agreement is further amended by Adding Table B1B to Exhibit B Paragraph 1.1 as described below:

Table B1B – Amendment B Activity, Deliverable, Milestone Payment Table			
Reference Number	Activity, Deliverable, or Milestone	Projected Delivery Date	Projected Payment Schedule
1	Provide Remote Upgrades & Patches - 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. Asset Works will not be responsible for additional database administration services such as export and import functions nor backup and recovery processes.	January 2017 December 2017	\$7,749.00
2	Provide Remote Upgrades & Patches - 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. Asset Works will not be responsible for additional database administration services such as export and import functions nor backup and recovery processes.	January 2018 December 2018	\$7,942.75
3	Provide Remote Upgrades & Patches - 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. Asset Works will not be responsible for additional database administration services such as export and import functions nor backup and recovery processes.	January 2019 December 2019	\$8,141.30
	Activity, Deliverable, or Milestone Pricing	TOTAL	\$23,833.05
4	Provide Maintenance support –January 1, 2017 through December 31, 2017	Jan 2017- Dec 2017	\$36,355.60
5	Provide Maintenance support –January 1, 2018 through December 31, 2018	Jan 2018- Dec 2018	\$38,173.40
6	Provide Maintenance support –January 1, 2019 through December 31, 2019	Jan 2019- Dec 2019	\$42,082.00
	Maintenance – Extension Period	TOTAL	116,611.00

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

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
	Original Total	\$286,221.61
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 A Total	\$227,945.30
AMENDMENT B SUMMARY TABLE		
Professional Services		\$35,600.00
Deliverables and Pricing		\$23,833.05
	Subtotal	\$59,433.05
Maintenance- Extension Period		\$116,611.00
	Amendment B Total	\$176,044.05
	GRAND TOTAL	\$690,210.96

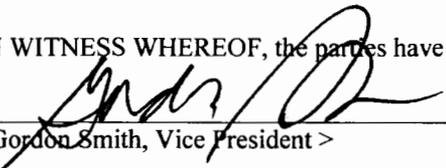
Table 2 Contract 2010-034 – FLEETFOCUS M5

CONTRACT AND AMENDMENT NUMBER	AMENDMENT TYPE	G & C APPROVAL DATE	END DATE	CONTRACT AMOUNT
2001-034		May 26, 2010 Item #109	December 31, 2013	\$ 286,221.61
2010-034 Amendment A	Extension of maintenance and addition of functionality	March 26, 2014 Item #74	December 31, 2016	\$227,945.30
2010-034 Amendment B	Extension of maintenance	November 26, 2016 #	December 31, 2019	\$176,044.05
		CONTRACT TOTAL		\$690,210.96

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

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.



<Gordon Smith, Vice President >

AssetWorks LLC

<COMPANY NAME>

Date: October 13, 2016

Corporate Signature Notarized:

STATE OF Pennsylvania

COUNTY OF Chester

On this the 13th day of October, 2016, before me,

Gordon Smith, the undersigned Officer, personally

Appeared and acknowledged her/him to be the Vice President, of

AssetWorks LLC, a corporation, and that she/he, as such

Vice President being authorized to do so, executed the foregoing instrument for the purposes

Therein contained, by signing the name of the corporation by her/himself as Gordon Smith.

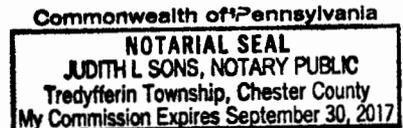
IN WITNESS WHEREOF I hereunto set my hand and official seal.



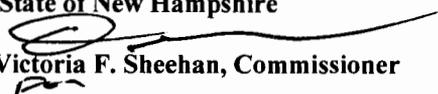
Notary Public/Justice of the Peace

My Commission Expires: Sept 30, 2017

(SEAL)



State of New Hampshire

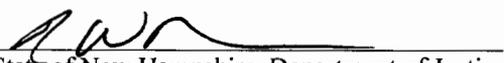


Victoria F. Sheehan, Commissioner

Date: 12/2/16

State of New Hampshire
Department Of Transportation

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



State of New Hampshire, Department of Justice

Date: 12/6/16

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

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 _____, 2016.

OFFICE OF THE SECRETARY OF STATE

By: _____

Title: _____

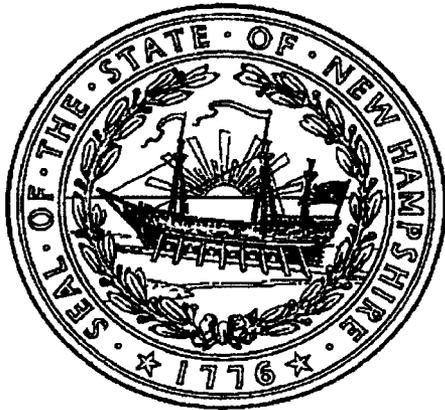
State of New Hampshire

Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that ASSETWORKS LLC is a Delaware Limited Liability Company registered to transact business in New Hampshire on March 20, 2009. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 610494



IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 21st day of October A.D. 2016.

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

William M. Gardner
Secretary of State

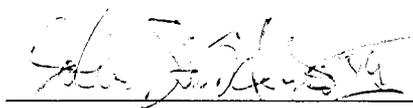
AssetWORKS

CERTIFICATE OF AUTHORITY

I do hereby certify that by authority of the Directors of AssetWorks LLC that Gordon Smith, Vice President of AssetWorks, is authorized and empowered to make, enter into, sign, seal and deliver on behalf of AssetWorks LLC 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 Gordon Smith is duly elected Vice President of AssetWorks LLC.

Attest:



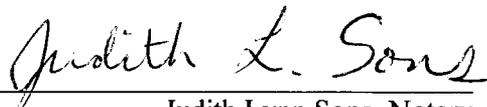
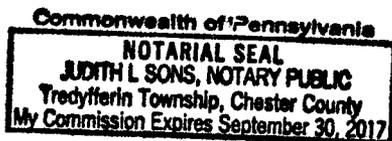
John Hines
President of AssetWorks LLC

Oct. 13, 2016

Date Signed

Commonwealth of Pennsylvania
County of Chester

The foregoing instrument was acknowledged before me this 13th day of October 2016 by John Hines, President of AssetWorks LLC, a Delaware limited liability company, on behalf of the company. He is personally known to me.



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

CERTIFICATE OF INSURANCE

NAMED INSURED

ASSETWORKS LLC
 FLEET DIVISION
 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 # 085095, Rating A+)
COMPANY B Travelers Indemnity Company of Connecticut (AM Best # 004461, Rating A++)
COMPANY C
COMPANY D
COMPANY E Zurich American Insurance Company (AM Best # 002563, Rating A+)

CERTIFICATE HOLDER

NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION
 JOHN O. MORTON BUILDING
 P.O. BOX 483 - 7 HAZEN DRIVE
 CONCORD, NEW HAMPSHIRE 03302-0483

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	2016/09/27	2017/09/27	\$ 1,000,000	EACH OCCURRENCE
					\$ 10,000,000	GENERAL AGGREGATE
					\$ 1,000,000	PRODUCTS - COMPLETED OPERATIONS AGGREGATE
AUTOMOBILE LIABILITY - NON-OWNED & HIRED	E	BAP8249865	2016/09/27	2017/09/27	\$ 1,000,000	EACH OCCURRENCE
UMBRELLA LIABILITY	A	8838706	2016/09/27	2017/09/27	\$ 14,000,000	PER OCCURRENCE & IN THE AGGREGATE
NOT APPLICABLE						
NOT APPLICABLE						
NOT APPLICABLE						
NOT APPLICABLE						
WORKERS COMPENSATION & EMPLOYER'S LIABILITY WC - STATUTORY LIMITS INCLUDING WAIVER OF SUBROGATION WHERE REQUIRED BY WRITTEN CONTRACT EXCEPT WHERE PROHIBITED BY LAW	B	HE-UB-6H10458-1-16	2016/09/27	2017/09/27	\$ 1,000,000	E.L.: -EACH ACCIDENT -EACH DISEASE/ EMPLOYEE -DISEASE POLICY LIMIT

DESCRIPTION OF OPERATIONS / LOCATIONS / SPECIAL PROVISIONS:

RE: SOFTWARE LICENSE AGREEMENT, NUMBER NH09-09-1

BROKER

Arthur J. Gallagher Canada Limited
 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

SIGNATURE OF AUTHORIZED REPRESENTATIVE



PRINT NAME

JULIE ROGERS

DATE (YYYY/MM/DD)

2016/09/20



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



74

CHRISTOPHER D. CLEMENT, SR.
COMMISSIONER

Approved by G & C
03/26/2014

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

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:

	<u>FY 2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>
04-096-096-960515-3005 Mechanical Services				
038-509038 Technology-Software	\$69,452.66	\$77, 680.46	\$52, 219.99	\$28,592.19

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.

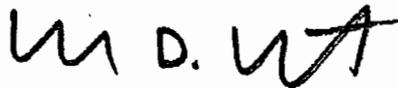
Assetworks, Inc. will furnish the required services, including 3 years of software support, for a total amount not to exceed \$227,945.30. The hourly rates, software, annual software maintenance and technical support expenses are commensurate with the complexity and scope of the professional services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



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



GEORGE N. CAMPBELL, JR.
COMMISSIONER

JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER

*entered
4/22/10*

Bureau of Mechanical Services
May 12, 2010

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

*Approved by G&C
05/26/2010*

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.

*13 1/2 yr
Contract*

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

1/2

2007?

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.

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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.

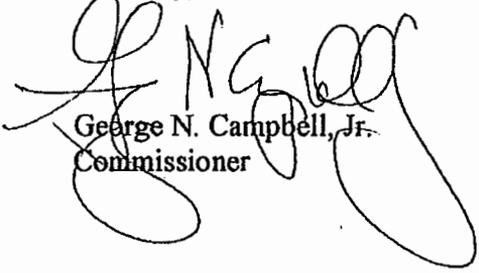
The upgrade from M4 to M5 will minimize the need for data conversion and ensure data integrity, while increasing both efficiency and productivity. Additionally, DOT's Tri-State partners, Maine and Vermont, are currently using AssetWorks M5 Fleet Management System, providing yet another collaboration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

Dave Murray
Barbara Todd

Sincerely,



George N. Campbell, Jr.
Commissioner