

Buyers Guide

Vehicle Booking and Fleet Management Solution (VBFMS)

Ministry of Social Development (MSD) Led Syndicated Agreement

1. What is this agreement for?

This agreement is intended for use by in house fleet operators to provide information and controls that enable them to manage and reduce fleet related costs through increased utilisation, better servicing, decreased fuel consumption and increased compliance. It also supports corporate responsibility in fleet operations.

This agreement is for an integrated Vehicle Booking and Fleet Management Solution (VBFMS). Smartrak Limited is the sole supplier for this agreement, providing VBFMS services to any eligible agency joining this agreement.

The Smartrak product is called Smartrak Fleet Management System (FMS). Under this syndicated agreement, the product is an integrated vehicle booking tool and fleet management solution; options include GPS and Satellite tracking hardware and a range of personal safety devices.

Smartrak FMS is a commercially available, off-the-shelf product (COTS) delivered over the internet as Software as a Service (SaaS).

Note: A number of the functionality described below requires active GPS (AVL)

2. Vehicle Booking (Pool Booking Tool)

Enables staff to book vehicles and make changes to, or cancel their bookings and enables booking of trips on behalf of others (this allows support staff to make bookings on behalf of their team members or managers). Users will only be able to amend or delete bookings that they have made, or where they have authorised delegations.

Recurring bookings can be enabled according to system-defined rules.

Allows booking of a driver (if this resource is added to the system) and allows passengers to book a seat on a trip, with drivers able to decline passenger requests with an explanation.

An online questionnaire guides the user through the booking process. Once the questionnaire is completed the system will show available cars and core information about the vehicles to users (automatic/manual, # of seats). If the selected car is accepted, the booking is confirmed.

The minimum details captured in the Booking Module are:

- Start date and time
- End date and time
- Journey start location
- Journey end location (Can be same as start location or different)
- Overnight use
- Names of passengers
- Additional notes/requirements

Additional Features include:

- Manages the requisition, approval and use of vehicles and other mobile assets
- Ensures drivers have appropriate licences
- Assists with managing fringe benefit tax
- Provides reporting about bookings made

3. Fleet Management Solution

Allows for easy update of vehicle information, and notes about vehicles to be made. All vehicles can be managed individually – create, modify and delete options are available. Smartrak retains deleted data to support future reporting needs. All vehicle information can be updated through bulk spread sheet imports as required.

The FMS enables the 20+ fields, enabling the following items to be recorded about vehicles

Model.	No. of seats.	Fuel type.	Colour.	Base location.
Make.	Odometer at	Hourly charge	Vehicle type.	Lease period.
Registration.	start of lease.	rate.	Transmission.	Fuel usage
Fleet number.	Energy costs.	Daily charge	Mileage.	and energy
Vehicle group	Maintenance	rate.	Servicing	costs.
(e.g. pool 1).	costs.	Weekly rate.	details.	Purchase
Purchase	Value.	Per Km rate.	Purchase	dates.
date.	VIN number.	Lease	price.	FBT
Delivery date.		particulars.	Comments.	compliant.
Disposal date.				

Smartrak FMS is integrated with the NZTA MOTOCHek database and automatically checks WOF, COF, Registration and RUC licences for updated versions when they come due.

The system automatically updates with the new information so the information about these requirements is current in the system. The checks only occur when the service is close to coming due or overdue and occur on a nightly basis. The FMS system will update the details automatically when WOF/COF, Registration or RUC are purchased or completed.

4. Reporting:

Enables 20+ standard reports to be fully utilised, including:

- Daily Usage Report
- Vehicle Behaviour Report
- Emergency Log Report
- Geofence Report
- Messaging Export Report
- Total Usage Report
- Fuel Usage Report
- Trip Report
- Vehicle Stops Report
- Zone Report
- Distance Travelled Report
- Engine Idle Time Report
- Auxiliary Motor Uptime Report
- Speed Report
- G-Force Report
- Graphical Reports (Graphical reports displayed as a 'dashboard' or as graphs and charts)
 - Distance Travelled
 - Engine Idle Time
 - Auxiliary Motor Uptime
 - Speed
 - G-Force

5. Optional GPS Telematics (AVL) & Satellite Capability

AVL unit:

- Able to integrate with satellite
- Wired under the dash in a concealed location

General unit specifications

- Compatible with all standard power sources (6 –32V)
- Buffering of up to 55,000 events when out of coverage
- On board motion sensor (accelerometer)
- GPS unit device includes an A-GPS SRIF-IV receiver, an accelerometer, on-board configurable firmware and software

Different configuration options are available, managed remotely by Smartrak. The configuration and functions of the GPS units are controlled by the on-board software (firmware). The software and the configuration can be updated remotely over the cellular communications channel at any time.

- Obtains accurate and real time usage information
- Includes maps to visualise and track the real-time location of your fleet
- GPS telematics tracking hardware - concealed units with advanced input and logic function
Driver safety features - enhances the safety of your personnel when working in remote or challenging situations

Optional satellite modem (including antenna, harness, connections) enables transferral of critical data through satellite network when installed alongside AVL GPS unit.

6. Driver Safety Features: A range of optional safety devices that enhance the safety of your staff, when they are working in remote or challenging situations are included, such as Smartrak Lone Worker Communications Hub and Duress Pendant.

7. Features, Other:

- Implementation and training – to configure the service and equip your people with the knowledge and skills to get the most value from our solution
- Integration - interfaces and services to make Smartrak FMS an integral part of your enterprise systems, working seamlessly with job dispatch, finance, GIS, asset management and other applications (Each joining agency will need to work with Smartrak to finalise a solution)
- Hosted solution – with comprehensive service management and support
- National support and customer service – to sustain your solution for the long term

8. How long is the agreement for?

The initial term of the agreement is for five (5) years from April 2016 to April 2021 with rights of renewal at MSD's sole discretion for a further two terms of one year each (5+1+1) to April 2023.

If your agency joins the agreement part way through then your agreement will still terminate in line with these dates.

9. How does the pricing work?

The pricing schedule in the agreement is for any eligible agency wishing to join this syndicated contract.

MSD has negotiated a flat rate monthly USER Licensing fee, which reflects that this is a Government Syndicated Agreement and the best rates have been negotiated for participating agencies.

MSD has negotiated a FLAT rate monthly VEHICLE Licensing fee for NON GPS (AVL) vehicles.

MSD has negotiated a MAXIMUM monthly VEHICLE Licensing fee for GPS installed (AVL) vehicles, The rate will depend on the total number of AVL and services provided. Pricing will be provided to each agency during the creation of the Statement of Work.

The Installation rates in the pricing schedule rates are fixed daily rates, however the installation time and effort required will vary for each Agency, dependant on the final solution chosen, number of users and configuration required.

Installation & uninstall of the AVL& Satellite units are fixed irrespective of the volumes.

You will need to get specific pricing from Smartrak Limited if the services you require are customised for your agencies chosen solution.

There are 2 licencing components to the Smartrak solution:

1. Monthly software User Licencing fee - Standard base fee, plus tiered pricing in increments of 500 users within each agency.
2. Monthly Vehicle Licencing fee is fixed per vehicle for all participating Agencies, Irrespective of the size participating Agencies fleet.

10. Is there any discount and how is it calculated?

User licensing fees will be waived for any agency billing more than \$3,000 per month for any combination of services.

11. Will the pricing change?

Variations to the rates must be agreed by the Lead Agency and Smartrak in writing. Notifications of any price variations agreed will be published by the Lead Agency to Participating Agencies.

12. What if we have current contracts with a range of suppliers that finish at different times?

You can join the agreement with a staggered transition of sites. Smartrak Limited will assist you to develop a transition plan.

It remains your responsibility to communicate with and give notice to your current suppliers according to your current contractual arrangements.

13. What's out of scope?

Outsourcing /External Management

In car navigational maps and street directories are not offered as part of this solution.

14. Who can join?

You can join if your agency is eligible:

- (a) Each Public Service department, as defined in section 27 of the State Sector Act 1988;
- (b) the New Zealand Defence Force, the New Zealand Police, the New Zealand Security Intelligence Service, the Parliamentary Counsel Office, the Office of the Clerk of the House of Representatives and the Parliamentary Service;
- (c) Each Crown Entity, as defined in section 7 of the Crown Entities Act 2004;
- (d) Each organisation listed in the fourth schedule to the Public Finance Act 1989;
- (e) The Reserve Bank of New Zealand;
- (f) The Office of the Controller and Auditor-General, the Office of the Ombudsmen, and the Office of the Parliamentary Commissioner for the Environment;
- (g) Each corporation listed in the first schedule to the State Owned Enterprises Act 1986;
- (h) Each local authority, as defined in section 5 of the Local Government Act 2002; and
- (i) any other organisation, agency or person that does not fall within the above categories but which the [Ministry of Business, Innovation and Employment](#) determines should be treated as an eligible agency for the purposes of this Services Agreement.

15. How do we join?

If it sounds like this syndicated agreement could meet your business needs, then follow these steps:

- (a) Complete the Pre-Joining Letter (see Appendix 1), scan and email it to the MSD Procurement procurement@msd.govt.nz
- (b) You will then be given access to the contract document , rates and joining letter
- (c) Read the contract to confirm that it meets your business needs
- (d) Contact Smartrak Limited to start a conversation about your Vehicle Booking and Fleet Management Solution (VBFMS) needs
- (e) Your will need to work with Smartrak Limited to prepare a Statement of Work (SOW) , which will include rates schedule and transition plan tailored to your agencies size and requirements
- (f) Agree Statement of Work (SOW) & transition plan
- (g) Sign with Smartrak Limited, who will commence providing services

16. What else do I need to know about this agreement?

Syndicated Meetings

You will have a direct relationship with Smartrak Limited but you may also be invited to provide feedback and to send a representative to an annual syndication meeting with Smartrak Limited.

Appendix 1

PRE-JOINING LETTER

Pre-Joining Letter

To: Manager Procurement Solutions, Ministry of Social Development (MSD)

From:

Agency:

Joining the Syndicated Vehicle Booking and Fleet Management Solution and Associated Services Agreement

Dear Sir,

_____ is considering joining MSD's syndicated Vehicle Booking and Fleet Management Solution and Associated Services Agreement. To inform its decision, my agency requests a copy of the Agreement.

I acknowledge such information will be sensitive to the supplier; Smartrak Limited.

_____ agrees to keep all information provided by MSD, or the supplier directly, related to the Agreement strictly confidential, subject to law and Parliamentary and Select Committee requirement or convention. Any information disclosed in connection with the Agreement will be used for the sole purpose of enabling my agency to decide whether to join the Department's Agreement.

I have authority to write this letter on behalf of

Yours sincerely,

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Note: Please print and sign this form before you scan and send a copy to MSD Procurement at procurement@msd.govt.nz