



**State of Oklahoma
Office of Management and Enterprise
Services
Central Purchasing**

**Notice of Statewide Contract
Award**

Official signed contract documents are on file with OMES-Central Purchasing.

Contract Title: Automated Fleet Fueling Management System

Contract Issuance Date: October 17, 2013

Statewide Contract #: SW101

Total Number of Vendors: 1 (For details see: Vendor Information Sheet)

Contract Period: November 1, 2013 through October 31, 2014

Agreement Period: November 1, 2013 through October 31, 2018

Authorized Users: All State Departments, Boards, Commissions, Agencies and Institutions, in addition to Counties, School Districts and Municipalities may avail themselves of the contract.

Contract Priority: This is a Mandatory Contract

Type of Contract: Indefinite Quantity

OMES-CP Contact: Theresa Johnson
Contracting Officer

Phone: 1-405-521-2289

Fax: 1-405-522-1077

Email: Theresa.Johnson@omes.ok.gov



**State of Oklahoma
Office of Management & Enterprise
Services
Central Purchasing Division**

Awarded Vendor Information

PAGE 2 OF

Vendor Name: Comdata Network, Inc

Vendor Address: Address: 5301 Maryland Way

City: Brentwood

State: TN

Zip Code: 37027

Contact Person Name: Randy Morgan

Phone #: 615-376-6902

Title: EVP

Fax #: 615-376-6960

Email: rmorgan@comdata.com

Website:

Authorized Location: ☐ Locations list attached as *(attachment title)*

☐ Address:

City:

State:

Zip Code:

Contract ID #: 3626

Delivery: Delivery shall be as ordered by agency **Minimum Order:** NONE

P/Card Accepted: Yes X No

Other:

SPECIAL PROVISIONS

Introduction

The Central Purchasing Division of the Office of Management and Enterprises Services (OMES) has established a statewide contract for the purpose of procurement of fuel, maintenance, and management of the fleet fueling program through a fleet fuel card. The fleet fuel card is universally accepted and will provide a secure reporting environment offering full transparency, user hierarchical management access and the ability to electronically capture all transactions and provide required reports to control and dispense motor fuels of all octane and cetane ratings, alternative fuels, and including but not limited to automotive repairs/service, preventative maintenance, emergency repairs and towing that interfaces with existing agency software.

Oral Agreements

No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the contract. All modifications to the contract will be made in writing by the Central Purchasing Division.

Extension of Contract

The State may extend the term of this contract up to 90 days if mutually agreed upon by both parties in writing.

Ordering.

Any supplies and/or services to be furnished under this contract shall be ordered by issuance of written purchase orders by state agencies and authorized entities. There is no limit on the number that may be issued. Delivery to multiple destinations may be required. All orders are subject to the terms and conditions of this contract. Any order dated prior to expiration of this contract shall be performed. In the event of conflict between a purchase order and this contract, the contract shall have precedence.

State and Federal Taxes.

Purchases by the State are not subject to any sales tax or Federal excise tax. Exemption certificates will be furnished upon request.

Contractor Invoices

(a) The vendor shall be paid upon submission of proper certified invoices to the ordering agency at the prices stipulated on the contract. Invoices shall contain the contract number and purchase order number. Failure to follow these instructions may result in delay of processing invoices for payment. The Company or Corporation submitting a proposal shall be the only office authorized to receive orders, invoice and receive payment. If the Vendor wishes to ship or provide service from a point other than the address listed on the face of the RFP, the Vendor will furnish a list of these locations. No ordering or invoicing will be done at these locations.

(b) Invoicing shall be made in accordance with instructions by agency or division issuing the purchase order.

(c) If you are paid more than 45 days after submitting a proper invoice, you may be entitled to claim an interest penalty. Contact the Office of State Finance for a copy of the regulations.

(d) In cases of partial delivery the state agency may make partial payment, dependent on the dollar value, or hold all invoices for final delivery to be completed.

Monitoring and Financial Compliance Review

OMES, through any authorized representative, has the authority, at reasonable times, to inspect, investigate or otherwise evaluate the services performed under the Contract and financial transactions related thereto. Such inspections, investigations or evaluations may be conducted on the premises where the services are being performed. If any inspection, investigation or evaluation is conducted by OMES, Contractor shall provide all reasonable assistance necessary. All inspections, investigations or evaluations shall be performed in such manner as will not unduly interfere with the Contractor's performance of the services. OMES shall have access to and the authority to examine and copy all records related to the Contract and the services to be provided under it at any time during the period such records are required to be maintained or retained by Contractor. OMES will not impose an unreasonable administrative burden on Contractor. Contractor shall establish and maintain confidential files or otherwise make such files available at the service delivery site for all program personnel and service recipients.

OMES will complete a performance evaluation at the end of the contract period, evaluating the quality and appropriateness of the services provided, as required by 74 O.S. § 85.41B.

Patents and Royalties

The Vendor, without exception, shall indemnify and save harmless the State of Oklahoma and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract including its use by the State of Oklahoma. If the vendor uses any design, device or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the pricing shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

Statement of Work

FUEL CARDS

Fuel cards will be provided to the agencies on an as needed basis, allowing fuel and maintenance, fuel only, with one time overrides
Profiles by groups allowing various limits set by administration
CNG purchasing and tracking
Universal acceptance
Discount network at various locations
Mobile application providing low cost retail
(Smart Buy Fuel Locator, available thru www.iconnectdata.com)
Point of sale capture of odometer readings
On-site fuel delivery with transaction validation and capture (card reader required)
24/7 Customer service
Pay at the pump controls allows pump to shut off at card level limits

ADMINISTRATION

Administrators will have access to the following either from our website or directly through their customer service representative:

Administrators will have the capability to view real-time history thru Comdata's IConnectdata
Reporting will be provided to individual agencies for tracking of purchases either from our IConnectdata portal or provided thru a scheduler directly to email
Real-time Management thru Comdata portal
Create and management groups and subgroups
Change limits, block or unblock cards
Add and delete card holder IDs used for vehicle cards
Make corrections while the cardholder is at the point-of-sale
Assign GL codes to specific purchases, cards or a group of cards
Custom reports are available by request of each agency
Additional dashboards can be provided by Comdata
Exception reporting available as deemed by individual groups
Variety of standard reports from summaries to detail
Ability to view and download transaction detail for analysis
Ability to schedule delivery of customized reports
Option to track purchasing exceptions and decline transactions
IRIS fraud alerts provided as outlined with our fraud department
Override of suspected compromised cards can be authorized by the State with our fraud department allowing after hours purchase
Monthly billing will be provided by Comdata, net of state tax and federal excise taxes as is allowable

Fuel management tools to drive savings including but not limited to:
Comdata Fuel Consortium - Discounts at various locations within the State of Oklahoma. Lists and locations will be provided and updated monthly to the administrators. Average, 02 cents per gallon discount reflected on the statement
Additional discount negotiations will be reviewed by our fuel management department quarterly

COSTS—REBATES

100 basis points (1%) will be rebated back to the State of Oklahoma either monthly or quarterly in the form of a check, for net purchases thru the MasterCard network

No fees will be incurred for card orders No fees for custom reports from Comdata
No additional fees will be charged by Comdata for the integration with AssetWorks

INTEGRATION

Integration of data into AssetWorks/FleetFocus will be provided thru our partnership With AssetWorks

PHASE I

Asset works will deliver an initial integration from completed "Comdata transactions, including a reject process such that the State could review any transaction that does not pass standard validations within FleetFocus. This would process daily or more often depending on Comdata timing. FleetFocus will handle the communication between the Comdata system including completed transaction retrieval and processing. Odometer readings can be required at point of purchase and will be integrated into FleetFocus as long as the merchant has the POS equipment to capture this information. (Merchants control any point of purchase prompting) Comdata will continue to work with AssetWorks in identifying the best way to integrate any additional information, such as work order numbers, that is currently not available at merchant level. All fuel card configurations must occur in the Comdata system. The capability to create dashboards using this data currently exists within FleetFocus M5. AssetWorks can assist the State in setting up these dashboards. FleetFocus currently has several reports for fuel data that will use the data provided with this integration. Additional reports can be provided by Comdata as deemed necessary by the State.

Projected date: November 1, 2013

PHASE II

AssetWorks will deliver a real-time integration of the Pre-authorization transactions from Comdata. This integration will include a new FleetFocus screen for viewing of the pre-authorization transactions complete with a status. Depending on the information received from Comdata a hyperlink to the IConnect Data may be included for those rejected pre-authorization transactions. All pre-authorization transactions will be marked as completed once an associated completed fuel transaction has been processed

Projected date: May 1, 2014

PHASE III

Enhanced functionality to manage the fuel card capabilities from within FleetFocus will be provided, including ability to request a new card or disable an existing card associated with either a vehicle or an employee. Functional capabilities will be limited to those for which Comdata provides services. New notifications will be added within Fleetfocus for declined authorizations. Comdata currently has notifications available through their existing fraud protection program, Projected date: May 1, 2014

PHASE IV

AssetWorks will deliver enhanced transaction posting dependent on the capabilities (and development timing) provided by Comdata. As individual transactions complete the final approval. AssetWorks will post these in "near real-time" integration service into FleetFocus. Work order integration will be assessed and further defined, as the merchant controls This prompted information. Projected date: TBD—Please note that his Phase may be Implemented before Phase III dependent upon Comdata development.

FEES FOR INTEGRATION WITH ASSETWORKS

M5 Custom Fleet Card Integration Module	\$30,000
License discount	(15,000)
Total license fee	\$15,000
Annual Support	
50% of license fee (\$7500) due upon initial integration Balance (\$7500) due upon installation of final phase	
M5 custom Fleet Card Integration Module due upon initial installation	\$ 6,000 20% of gross license fees
Total license and Maintenance year 1	\$21,000
Subsequent years support and maintenance only.	\$ 6,000 5% increase each year

**NOTE: NO ADDITIONAL FEES WILL BE INCURRED DURING THE PHASES OF IMPLEMENTATION
ASSETWORKS WILL BILL AND COLLECT INTEGRATION FEES DIRECTLY WITH THE STATE OF OKLAHOMA**

