

Memorandum



CITY OF DALLAS

DATE September 7, 2012

TO Honorable Members of the Transportation and Environment Committee:
Linda L. Koop (Chair), Sheffie Kadane (Vice Chair), Sandy Greyson,
Delia Jasso, Vonciel Jones Hill, Pauline Medrano

SUBJECT **Upcoming Agenda Item #28 on September 12, 2012 Council Agenda**

Authorize an amendment to the contract with Maximus, Inc., NKA AssetWorks, for the citywide upgrade of the M5 FleetFocus System through the General Services Administration – Not to exceed \$839,182.00 – Financing: Municipal Lease Agreement Funds and Current Funds.

Equipment and Building Services (EBS) has utilized AssetWorks' M5 FleetFocus system and previous versions of the system since 1987 for the administration and management of fleet operations and maintenance for a majority of the City's vehicles and equipment. The M5 FleetFocus System is the software choice of over 400 fleet organizations, including over 200 government agencies.

An evaluation of the City's utilization of the M5 FleetFocus application was undertaken jointly by EBS, CIS, and AssetWorks to identify opportunities for better system utilization. Evaluation of the study findings strongly suggested that an upgrade of the system was necessary in order to address most of the study's recommendations. The study found that only 30% of the available functionality in the M5 software was being used.

The upgrade of the M5 FleetFocus System will include the current users of the software (DPD, DFR, EBS, PKR and SAN) and additional departments (Aviation (AVI), Communication and Information Services (CIS), Dallas Water Utilities (DWU), Street Services (STS) and Trinity Watershed Manager (TWM)). These added departments have vehicle / equipment assets which they utilize in their operations and independently maintain at service locations other than those presently operated by EBS. Activities involved in this upgrade include: (a) Migration of all current user data in M5 into a single citywide database; (b) Migration of new user data from systems other than M5 into the single citywide database; (c) Configuration and set-up of the new system functionality; (d) Set-up of appropriate reporting, dashboards, automatic notifications, etc.; (e) Training of all end users of M5 in all system functionality; and (f) Use of bar code scanners and printers with parts inventory management labor on maintenance work orders.

The purpose of this fixed price contract is to provide for the necessary professional services, and technology hardware and software from AssetWorks required to deliver the above itemized deliverables.

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Authorize an amendment to the contract with Asset Works, Inc.

Please contact me should you have additional questions.



Jill A. Jordan, P.E.
Assistant City Manager

- c: The Honorable Mayor and Members of the City Council
 Mary K. Suhm, City Manager
 Thomas P. Perkins, Jr. City Attorney
 Rosa Rios, City Secretary
 Craig Kinton, City Auditor
 A.C. Gonzalez, First Assistant City Manager
 Ryan S. Evans, Assistant City Manager
 Forest Turner, Assistant City Manager
 Joey Zapata, Assistant City Manager
 Jeanne Chipperfield, Chief Financial Officer
 Edward Scott, Director, Controller's Office
 Frank Libro, Public Information Office
 William Finch, Chief information Officer
 Errick Thompson, Director, Equipment and Building Services
 Stephanie Cooper, Assistant to the City Manager – Council Office