



**STATE OF TENNESSEE  
[DEPARTMENT OF GENERAL SERVICES]**

**REQUEST FOR INFORMATION  
FOR  
UNIVERSAL FLEET CARD**

**RFI # 32101-16300  
[9/30/2015]**

**1. STATEMENT OF PURPOSE:**

The State of Tennessee, Department of General Services issues this Request for Information (“RFI”) for the purpose of identifying vendors which have the appropriate resources, expertise, and experience required to facilitate a statewide fleet card for the purchase of fuel and minor repairs/services for State-owned vehicles. We appreciate your input and participation in this process.

**2. BACKGROUND:**

The State intends to secure a contract for provision of Universal Card services for the purchase of gasoline and minor maintenance and repairs at retail locations. The State requires that the Universal Card will have ‘pay-at-the-pump’ functionality and widespread acceptance throughout the State and nationwide.

Most fuel purchases will be made directly from retail outlets, and will include unleaded regular, plus, and premium, Number 2 diesel fuel (low & ultra low sulfur), as well as E85 and B20. Some purchases will be made at the 35 state-owned fueling facilities. Of those, 29 are managed by the Tennessee Department of Transportation (TDOT); two by the Department of Correction; three by Department of Safety; and one by Tennessee State University. TDOT’s current bulk fuel contractor has installed card readers (owned by the fuel supplier) at those locations.

The primary purpose of this procurement is to facilitate a more efficient means of purchasing fuels and service, including Level 3 or higher data reporting and greater geographic access than is currently available. Therefore, the Universal Card must be usable in the card readers located at the State’s 35 current fueling facilities, as well as any future facilities the State should open. The awarded Contractor will be required to negotiate the necessary arrangements with:

- The current owner of the card readers;
- The current or new owner of the card readers, if and when the State opens new fueling facilities.

**3. COMMUNICATIONS:**

3.1. Please submit your response to this RFI to:

Chris Romaine, Sourcing Analyst  
Department of General Services  
Central Procurement Office  
312 Rosa L. Parks Ave  
Nashville, TN 37243  
615-253-5613  
Christopher.Romaine@tn.gov

3.2. Please feel free to contact the Department of General Services, Motor Vehicle Management with any questions regarding this RFI. The main point of contact will be:

Bob Williams  
Department of General Services, MVM  
Davy Crockett Bldg-3rd floor  
615-253-4866

3.3. Please reference RFI # [32101-16300] with all communications to this RFI.

**4. RFI SCHEDULE OF EVENTS:**

EVENT		TIME (Central Time Zone)	DATE (all dates are State business days)
1.	RFI Issued		9/30/2015
2.	Submission of RFI Questions Deadline	2:00 PM	10/6/2015
3.	Agency Response to Questions		10/9/2015
4.	RFI Response Deadline		10/16/2015

**5. GENERAL INFORMATION:**

5.1. Please note that responding to this RFI is not a prerequisite for responding to any future solicitations related to this project and a response to this RFI will not create any contract rights. Responses to this RFI will become property of the State.

5.2. The information gathered during this RFI is part of an ongoing procurement. In order to prevent an unfair advantage among potential respondents, the RFI responses will not be available until after the completion of evaluation of any responses, proposals, or bids resulting from a Request for Qualifications, Request for Proposals, Invitation to Bid or other procurement method. In the event that the state chooses not to go further in the

procurement process and responses are never evaluated, the responses to the procurement including the responses to the RFI, will be considered confidential by the State.

5.3. The State will not pay for any costs associated with responding to this RFI.

**6. INFORMATIONAL FORMS:**

The State is requesting the following information from all interested parties. Please fill out the following forms:

<b>RFI #32101-16300</b>	
<b>TECHNICAL INFORMATIONAL FORM</b>	
1.	RESPONDENT LEGAL ENTITY NAME:
2.	RESPONDENT CONTACT PERSON: Name, Title: Address: Phone Number: Email:
3.	Provide a brief description of experience providing similar scope of services/products
4.	How many years of experience does your company have in providing fuel card services?
5.	Provide a description of your company, including number of employees, annual revenues, locations, years in existence, and similar pertinent information.
6.	Give a brief description of the software that will be used with the provided fuel card services.
7.	Do you have a proprietary phone app that works in conjunction with your fuel card?
8.	Please describe the reporting functions available and the types of information that can be reported. The Authorized Entities would prefer to be provided with Level 3 Data whenever possible and Contractor shall work with vendors to encourage them to adopt Level 3 data reporting capability.  Level 3 Data: Line-item detail on transactions that provides information similar to an itemized invoice. The detail can include, but is not limited to, item description, item quantity, item unit of measure, item total cost, item commodity code, item product code, item unit cost, and item VAT tax amount/rate.
9.	What is an estimated percentage of retail fuel locations where your fuel card is accepted?
10.	What kind of purchasing controls do you have to limit fuel card purchases to their intended purpose?
11.	Give a brief description of how the storage and management of data is backed up and protected.
12.	Do you have a disaster recovery plan? Please detail.
13.	Give a brief description of how you approach internal controls and security of your network systems.
14.	Please outline estimated time frames for transition and implementation of a new contract. Does

your company provide implementation services or do you use a third party? Describe the expected timeframe to implement the solution.
15. Describe 2 - 4 key lessons learned from your fuel card experience in similar states.

The final section of this RFI requests general price ranges. The State is NOT requesting specific pricing for any components or services addressed in this RFI. Instead, the State is seeking price ranges, in order to determine, for budgetary purposes, approximately what the services sought by the State will cost. Do NOT provide specific pricing amounts in response to this RFI.

<b>COST INFORMATIONAL FORM</b>
1. Describe what pricing units you typically utilize for similar services or goods (e.g., per hour, each, etc.):
2. Describe the typical price range for similar services or goods

<b>ADDITIONAL CONSIDERATIONS</b>
1. Please provide input on alternative approaches or additional things to consider that might benefit the State: