



**Solicitation Number: 020221**

## **CONTRACT**

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and Ron Turley Associates, Inc., 17437 N. 71<sup>st</sup> Drive, Suite 110, Glendale, AZ 85308 (Vendor).

Sourcewell is a State of Minnesota local government agency and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. Sourcewell issued a public solicitation for Fleet Management Technologies with Related Software Solutions from which Vendor was awarded a contract.

Vendor desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

### **1. TERM OF CONTRACT**

- A. **EFFECTIVE DATE.** This Contract is effective upon the date of the final signature below.
- B. **EXPIRATION DATE AND EXTENSION.** This Contract expires March 26, 2025, unless it is cancelled sooner pursuant to Article 22. This Contract may be extended up to one additional one-year period upon request of Sourcewell and with written agreement by Vendor.
- C. **SURVIVAL OF TERMS.** Articles 11 through 14 survive the expiration or cancellation of this Contract.

### **2. EQUIPMENT, PRODUCTS, OR SERVICES**

- A. **EQUIPMENT, PRODUCTS, OR SERVICES.** Vendor will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above. Vendor's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract.

All Equipment and Products provided under this Contract must be new/current model. Vendor may offer close-out or refurbished Equipment or Products if they are clearly indicated in Vendor's product and pricing list. Unless agreed to by the Participating Entities in advance, Equipment or Products must be delivered as operational to the Participating Entity's site.

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. **WARRANTY.** Vendor warrants that all Equipment, Products, and Services furnished are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Vendor warrants the Equipment, Products, and Services are suitable for and will perform in accordance with the ordinary use for which they are intended. Vendor's dealers and distributors must agree to assist the Participating Entity in reaching a resolution in any dispute over warranty terms with the manufacturer. Any manufacturer's warranty that is effective past the expiration of the Vendor's warranty will be passed on to the Participating Entity.

C. **DEALERS, DISTRIBUTORS, AND/OR RESELLERS.** Upon Contract execution, Vendor will make available to Sourcewell a means to validate or authenticate Vendor's authorized dealers, distributors, and/or resellers relative to the Equipment, Products, and Services related to this Contract. This list may be updated from time-to-time and is incorporated into this Contract by reference. It is the Vendor's responsibility to ensure Sourcewell receives the most current version of this list.

### **3. PRICING**

All Equipment, Products, or Services under this Contract will be priced as stated in Vendor's Proposal.

When providing pricing quotes to Participating Entities, all pricing quoted must reflect a Participating Entity's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose, and includes all costs to the Participating Entity's requested delivery location.

Regardless of the payment method chosen by the Participating Entity, the total cost associated with any purchase option of the Equipment, Products, or Services must always be disclosed in the pricing quote to the applicable Participating Entity at the time of purchase.

A. **SHIPPING AND SHIPPING COSTS.** All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. If the damage is not readily apparent at the time of delivery, Vendor must permit the Equipment and Products to be returned within a reasonable time at no cost to Sourcewell or its Participating Entities. Participating Entities reserve the right to inspect the Equipment and Products at a reasonable

time after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery.

Vendor must arrange for and pay for the return shipment on Equipment and Products that arrive in a defective or inoperable condition.

Sourcwell may declare the Vendor in breach of this Contract if the Vendor intentionally delivers substandard or inferior Equipment or Products. In the event of the delivery of nonconforming Equipment and Products, the Participating Entity will notify the Vendor as soon as possible and the Vendor will replace nonconforming Equipment and Products with conforming Equipment and Products that are acceptable to the Participating Entity.

B. SALES TAX. Each Participating Entity is responsible for supplying the Vendor with valid tax-exemption certification(s). When ordering, a Participating Entity must indicate if it is a tax-exempt entity.

C. HOT LIST PRICING. At any time during this Contract, Vendor may offer a specific selection of Equipment, Products, or Services at discounts greater than those listed in the Contract. When Vendor determines it will offer Hot List Pricing, it must be submitted electronically to Sourcwell in a line-item format. Equipment, Products, or Services may be added or removed from the Hot List at any time through a Sourcwell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Equipment and Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Participating Entities.

#### **4. PRODUCT AND PRICING CHANGE REQUESTS**

Vendor may request Equipment, Product, or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcwell Price and Product Change Request Form to the assigned Sourcwell Contract Administrator. This form is available from the assigned Sourcwell Contract Administrator. At a minimum, the request must:

- Identify the applicable Sourcwell contract number;
- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;
- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing

restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Request Form will become an amendment to this Contract and be incorporated by reference.

## **5. PARTICIPATION, CONTRACT ACCESS, AND PARTICIPATING ENTITY REQUIREMENTS**

A. PARTICIPATION. Sourcewell's cooperative contracts are available and open to public and nonprofit entities across the United States and Canada; such as federal, state/province, municipal, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Participating Entities that can legally access the Equipment, Products, or Services under this Contract. A Participating Entity's authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcewell during such time of access. Vendor understands that a Participating Entity's use of this Contract is at the Participating Entity's sole convenience and Participating Entities reserve the right to obtain like Equipment, Products, or Services from any other source.

Vendor is responsible for familiarizing its sales and service forces with Sourcewell contract use eligibility requirements and documentation and will encourage potential participating entities to join Sourcewell. Sourcewell reserves the right to add and remove Participating Entities to its roster during the term of this Contract.

B. PUBLIC FACILITIES. Vendor's employees may be required to perform work at government-owned facilities, including schools. Vendor's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Participating Entity policies and procedures, and all applicable laws.

## **6. PARTICIPATING ENTITY USE AND PURCHASING**

A. ORDERS AND PAYMENT. To access the contracted Equipment, Products, or Services under this Contract, a Participating Entity must clearly indicate to Vendor that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcewell and Vendor. Typically, a Participating Entity will issue an order directly to Vendor. If a Participating Entity issues a purchase order, it may use its own forms, but the purchase order should clearly note the applicable Sourcewell contract number. All Participating Entity orders under this Contract must be issued prior to expiration of this Contract; however, Vendor performance, Participating Entity payment, and any applicable warranty periods or other Vendor or Participating Entity obligations may extend beyond the term of this Contract.



Vendor's acceptable forms of payment are included in Attachment A. Participating Entities will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

B. **ADDITIONAL TERMS AND CONDITIONS/PARTICIPATING ADDENDUM.** Additional terms and conditions to a purchase order, or other required transaction documentation, may be negotiated between a Participating Entity and Vendor, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements. Vendor may require use of Vendor's then-current Terms of Service or Service Level Agreement forms, as applicable for the respective products or services. To the extent that Vendor's Terms of Service or Service Level Agreement forms conflict with the Contract, the Contract will take precedence. Some Participating Entities may require the use of a Participating Addendum; the terms of which will be worked out directly between the Participating Entity and the Vendor. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract.

C. **SPECIALIZED SERVICE REQUIREMENTS.** In the event that the Participating Entity requires service or specialized performance requirements (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements) not addressed in this Contract, the Participating Entity and the Vendor may enter into a separate, standalone agreement, apart from this Contract. Sourcewell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

D. **TERMINATION OF ORDERS.** Participating Entities may terminate an order, in whole or in part, immediately upon notice to Vendor in the event of any of the following events:

1. The Participating Entity fails to receive funding or appropriation from its governing body at levels sufficient to pay for the goods to be purchased;
2. Federal, state, or provincial laws or regulations prohibit the purchase or change the Participating Entity's requirements; or
3. Vendor commits any material breach of this Contract or the additional terms agreed to between the Vendor and a Participating Entity.

E. **GOVERNING LAW AND VENUE.** The governing law and venue for any action related to a Participating Entity's order will be determined by the Participating Entity making the purchase.

## **7. CUSTOMER SERVICE**

A. **PRIMARY ACCOUNT REPRESENTATIVE.** Vendor will assign an Account Representative to Sourcewell for this Contract and must provide prompt notice to Sourcewell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;
- Timely response to all Sourcwell and Participating Entity inquiries; and
- Business reviews to Sourcwell and Participating Entities, if applicable.

B. BUSINESS REVIEWS. Vendor must perform a minimum of one business review with Sourcwell per contract year. The business review will cover sales to Participating Entities, pricing and contract terms, administrative fees, supply issues, customer issues, and any other necessary information.

## **8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT**

A. CONTRACT SALES ACTIVITY REPORT. Each calendar quarter, Vendor must provide a contract sales activity report (Report) to the Sourcwell Contract Administrator assigned to this Contract. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Vendor must submit a report indicating no sales were made).

The Report must contain the following fields:

- Customer Name (e.g., City of Staples Highway Department);
- Customer Physical Street Address;
- Customer City;
- Customer State/Province;
- Customer Zip Code;
- Customer Contact Name;
- Customer Contact Email Address;
- Customer Contact Telephone Number;
- Sourcwell Assigned Entity/Participating Entity Number;
- Item Purchased Description;
- Item Purchased Price;
- Sourcwell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Vendor.

B. ADMINISTRATIVE FEE. In consideration for the support and services provided by Sourcwell, the Vendor will pay an administrative fee to Sourcwell on all Equipment, Products, and Services provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing. Vendor may not charge Participating Entities more than the contracted price to offset the Administrative Fee.

The Vendor will submit payment to Sourcwell for the percentage of administrative fee stated in the Proposal multiplied by the total sales of all Equipment, Products, and Services purchased by Participating Entities under this Contract during each calendar quarter. Payments should note the Vendor's name and Sourcwell-assigned contract number in the memo; and must be

mailed to the address above "Attn: Accounts Receivable" or remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions. Payments must be received no later than 45 calendar days after the end of each calendar quarter.

Vendor agrees to cooperate with Sourcewell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract.

In the event the Vendor is delinquent in any undisputed administrative fees, Sourcewell reserves the right to cancel this Contract and reject any proposal submitted by the Vendor in any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than 30 days from the cancellation date.

## **9. AUTHORIZED REPRESENTATIVE**

Sourcewell's Authorized Representative is its Chief Procurement Officer.

Vendor's Authorized Representative is the person named in the Vendor's Proposal. If Vendor's Authorized Representative changes at any time during this Contract, Vendor must promptly notify Sourcewell in writing.

## **10. AUDIT, ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE**

A. **AUDIT.** Pursuant to Minnesota Statutes Section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant this Agreement are subject to examination by Sourcewell or the Minnesota State Auditor for a minimum of six years from the end of this Contract. This clause extends to Participating Entities as it relates to business conducted by that Participating Entity under this Contract.

B. **ASSIGNMENT.** Neither the Vendor nor Sourcewell may assign or transfer any rights or obligations under this Contract without the prior consent of the parties and a fully executed assignment agreement. Such consent will not be unreasonably withheld.

C. **AMENDMENTS.** Any amendment to this Contract must be in writing and will not be effective until it has been fully executed by the parties.

D. **WAIVER.** If either party fails to enforce any provision of this Contract, that failure does not waive the provision or the right to enforce it.

E. **CONTRACT COMPLETE.** This Contract contains all negotiations and agreements between Sourcewell and Vendor. No other understanding regarding this Contract, whether written or oral, may be used to bind either party. For any conflict between the attached Proposal and the terms set out in Articles 1-22, the terms of Articles 1-22 will govern.

F. **RELATIONSHIP OF THE PARTIES.** The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. This Contract does not create a partnership, joint venture, or any other relationship such as master-servant, or principal-agent.

## **11. LIABILITY**

Vendor must indemnify, save, and hold Sourcewell and its Participating Entities, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees, arising out of the performance of this Contract by the Vendor or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in the Equipment, Products, or Services under this Contract to the extent the Equipment, Product, or Service has been used according to its specifications.

## **12. GOVERNMENT DATA PRACTICES**

Vendor and Sourcewell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcewell under this Contract and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Vendor under this Contract.

If the Vendor receives a request to release the data referred to in this article, the Vendor must immediately notify Sourcewell and Sourcewell will assist with how the Vendor should respond to the request.

## **13. INTELLECTUAL PROPERTY, PUBLICITY, MARKETING, AND ENDORSEMENT**

### **A. INTELLECTUAL PROPERTY**

#### **1. *Grant of License.*** During the term of this Contract:

- a. Sourcewell grants to Vendor a royalty-free, worldwide, non-exclusive right and license to use the Trademark(s) provided to Vendor by Sourcewell in advertising and promotional materials for the purpose of marketing Sourcewell's relationship with Vendor.
- b. Vendor grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Vendor's Trademarks in advertising and promotional materials for the purpose of marketing Vendor's relationship with Sourcewell.

#### **2. *Limited Right of Sublicense.*** The right and license granted herein includes a limited right of each party to grant sublicenses to its and their respective distributors, marketing representatives, and agents (collectively "Permitted Sublicensees") in advertising and promotional materials for the purpose of marketing the Parties' relationship to Participating Entities. Any sublicense granted will be subject to the terms and conditions of this Article.

Each party will be responsible for any breach of this Article by any of their respective sublicensees.

**3. *Use; Quality Control.***

- a. Sourcewell must not alter Vendor's Trademarks from the form provided by Vendor and must comply with Vendor's removal requests as to specific uses of its trademarks or logos.
- b. Vendor must not alter Sourcewell's Trademarks from the form provided by Sourcewell and must comply with Sourcewell's removal requests as to specific uses of its trademarks or logos.
- c. Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party's Trademarks only in good faith and in a dignified manner consistent with such party's use of the Trademarks. Upon written notice to the breaching party, the breaching party has 30 days of the date of the written notice to cure the breach or the license will be terminated.

4. As applicable, Vendor agrees to indemnify and hold harmless Sourcewell and its Participating Entities against any and all suits, claims, judgments, and costs instituted or recovered against Sourcewell or Participating Entities by any person on account of the use of any Equipment or Products by Sourcewell or its Participating Entities supplied by Vendor in violation of applicable patent or copyright laws.

5. *Termination.* Upon the termination of this Contract for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party's name or logo (excepting Sourcewell's pre-printed catalog of vendors which may be used until the next printing). Vendor must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell's written directions.

B. **PUBLICITY.** Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Vendor individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

C. **MARKETING.** Any direct advertising, marketing, or offers with Participating Entities must be approved by Sourcewell. Materials should be sent to the Sourcewell Contract Administrator assigned to this Contract.

D. **ENDORSEMENT.** The Vendor must not claim that Sourcewell endorses its Equipment, Products, or Services.

#### **14. GOVERNING LAW, JURISDICTION, AND VENUE**

Minnesota law governs this Contract. Venue for all legal proceedings out of this Contract, or its breach, must be in the appropriate state court in Todd County or federal court in Fergus Falls, Minnesota.

#### **15. FORCE MAJEURE**

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

#### **16. SEVERABILITY**

If any provision of this Contract is found to be illegal, unenforceable, or void then both Sourcewell and Vendor will be relieved of all obligations arising under such provisions. If the remainder of this Contract is capable of performance, it will not be affected by such declaration or finding and must be fully performed.

#### **17. PERFORMANCE, DEFAULT, AND REMEDIES**

A. **PERFORMANCE.** During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Vendor will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Vendor may escalate the resolution of the issue to a higher level of management. The Vendor will have 30 calendar days to cure an outstanding issue.
3. *Performance while Dispute is Pending.* Notwithstanding the existence of a dispute, the Vendor must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute. If the Vendor fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, any additional costs incurred by Sourcewell and/or its Participating Entities as a result of such failure to proceed will be borne by the Vendor.

B. **DEFAULT AND REMEDIES.** Either of the following constitutes cause to declare this Contract, or any Participating Entity order under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.



Written notice of default and a reasonable opportunity to cure must be issued by the party claiming default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any orders issued against the Contract.

## 18. INSURANCE

A. REQUIREMENTS. At its own expense, Vendor must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers' Compensation and Employer's Liability.*

Workers' Compensation: As required by any applicable law or regulation.

Employer's Liability Insurance: must be provided in amounts not less than listed below:

Minimum limits:

\$500,000 each accident for bodily injury by accident

\$500,000 policy limit for bodily injury by disease

\$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Vendor will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.

Minimum Limits:

\$1,000,000 each occurrence Bodily Injury and Property Damage

\$1,000,000 Personal and Advertising Injury

\$2,000,000 aggregate for Products-Completed operations

\$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Vendor will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms no less

broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer), or equivalent.

Minimum Limits:

\$1,000,000 each accident, combined single limit

4. *Umbrella Insurance*. During the term of this Contract, Vendor will maintain umbrella coverage over Workers' Compensation, Commercial General Liability, and Commercial Automobile.

Minimum Limits:

\$2,000,000

5. *Network Security and Privacy Liability Insurance*. During the term of this Contract, Vendor will maintain coverage for network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Vendor's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:

\$2,000,000 per occurrence

\$2,000,000 annual aggregate

Failure of Vendor to maintain the required insurance will constitute a material breach entitling Sourcewell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Vendor must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcewell Contract Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf.

Failure to request certificates of insurance by Sourcewell, or failure of Vendor to provide certificates of insurance, in no way limits or relieves Vendor of its duties and responsibilities in this Contract.

C. ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE. Vendor agrees to list Sourcewell and its Participating Entities, including their officers, agents, and employees, as an additional insured under the Vendor's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Vendor, and products and completed operations of Vendor. The policy provision(s) or endorsement(s) must further provide that coverage is

primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. **WAIVER OF SUBROGATION.** Vendor waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other insurance applicable to the Vendor or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Vendor or its subcontractors. Where permitted by law, Vendor must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. **UMBRELLA/EXCESS LIABILITY/SELF-INSURED RETENTION.** The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

## **19. COMPLIANCE**

A. **LAWS AND REGULATIONS.** All Equipment, Products, or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Equipment, Products, or Services are sold.

B. **LICENSES.** Vendor must maintain a valid and current status on all required federal, state/provincial, and local licenses, bonds, and permits required for the operation of the business that the Vendor conducts with Sourcewell and Participating Entities.

## **20. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION**

Vendor certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcewell related to bankruptcy actions. If at any time during this Contract Vendor declares bankruptcy, Vendor must immediately notify Sourcewell in writing.

Vendor certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Vendor further warrants that it will provide immediate written notice to Sourcewell if this certification changes at any time.

## **21. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS**

Participating Entities that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may also require additional requirements based on specific funding specifications. Within this Article, all references to “federal” should be interpreted to mean the United States federal government. The following list only applies when a Participating Entity accesses Vendor’s Equipment, Products, or Services with United States federal funds.

A. **EQUAL EMPLOYMENT OPPORTUNITY.** Except as otherwise provided under 41 C.F.R. § 60, all contracts that meet the definition of “federally assisted construction contract” in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 C.F.R. § 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.” The equal opportunity clause is incorporated herein by reference.

B. **DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148).** When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Vendor must be in compliance with all applicable Davis-Bacon Act provisions.

C. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Contract. Vendor certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Vendor must comply with applicable requirements as referenced above.

D. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency. Vendor certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Vendor must comply with applicable requirements as referenced above.

E. CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387). Contracts and subgrants of amounts in excess of \$150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Vendor certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. §180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names



of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Vendor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Vendors must file any required certifications. Vendors must not have used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Vendors must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Vendors must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. RECORD RETENTION REQUIREMENTS. To the extent applicable, Vendor must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Vendor further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

I. ENERGY POLICY AND CONSERVATION ACT COMPLIANCE. To the extent applicable, Vendor must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. BUY AMERICAN PROVISIONS COMPLIANCE. To the extent applicable, Vendor must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

K. ACCESS TO RECORDS (2 C.F.R. § 200.336). Vendor agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Vendor that are directly pertinent to Vendor's discharge of its obligations under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Vendor's personnel for the purpose of interview and discussion relating to such documents.

L. PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322). A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation



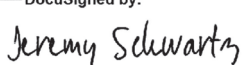
and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

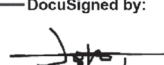
## 22. CANCELLATION

Sourcewell or Vendor may cancel this Contract at any time, with or without cause, upon 60 days' written notice to the other party. However, Sourcewell may cancel this Contract immediately upon discovery of a material defect in any certification made in Vendor's Proposal. Cancellation of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to cancellation.


Sourcewell

Ron Turley Associates, Inc.

DocuSigned by:  
  
By: C0FD2A139D06489...  
Jeremy Schwartz  
Title: Chief Procurement Officer  
Date: 3/24/2021 | 1:58 PM CDT

DocuSigned by:  
  
By: F8CC5DB4AA1041E...  
Josh Turley  
Title: CEO  
Date: 3/24/2021 | 11:29 PM PDT

Approved:

DocuSigned by:  
  
By: 7E42B8F817A64CC...  
Chad Coauette  
Title: Executive Director/CEO  
Date: 3/25/2021 | 6:26 AM CDT

# RFP 020221 - Fleet Management Technologies with Related Software Solutions

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## Vendor Details

Company Name:	Ron Turley Associates
Does your company conduct business under any other name? If yes, please state:	RTA Fleet Management Software
Address:	17437 N. 71st Drive, Suite 110 GLENDALE, AZ 85308
Contact:	Josh Turley
Email:	joshturley@rtafleet.com
Phone:	623-581-2447
Fax:	623-581-2447
HST#:	86-0621688

## Submission Details

Created On:	Friday January 15, 2021 10:18:27
Submitted On:	Tuesday February 02, 2021 16:26:43
Submitted By:	Josh Turley
Email:	joshturley@rtafleet.com
Transaction #:	6165351c-3195-468c-a406-dd5f04ea3a1d
Submitter's IP Address:	75.167.102.221

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## Specifications

**Table 1: Proposer Identity & Authorized Representatives**

**General Instructions** (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Please do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; mark "NA" if the question does not apply to you (preferably with an explanation).

Line Item	Question	Response *	
1	Proposer Legal Name (and applicable d/b/a, if any):	Ron Turley Associates, Inc.	*
2	Proposer Address:	17437 N. 71st Drive Suite 110 Glendale, AZ 85308	*
3	Proposer website address:	www.rtafleet.com	*
4	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	Josh Turley, CEO 17437 N 71st Drive Suite 110, Glendale, AZ 85308 joshturley@rtafleet.com 623-581-2447	*
5	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Josh Turley, CEO 17437 N 71st Drive Suite 110, Glendale, AZ 85308 joshturley@rtafleet.com 623-581-2447	*
6	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Steve Saltzgiver, Director of Strategic Innovation, 17437 N 71st Drive Suite 110, Glendale, AZ 85308, ssaltzgiver@rtafleet.com, 623-581-2447 Mary Gerard, Marketing, 17437 N 71st Drive Suite 110, Glendale, AZ 85308, marketing@rtafleet.com, 623-581-2447 Josh Turley, Sales, 17437 N 71st Drive Suite 110, Glendale, AZ 85308, sales@rtafleet.com, 623-581-2447 Doug Perkes, CTO, 17437 N 71st Drive Suite 110, Glendale, AZ 85308, dperkes@rtafleet.com, 623-581-2447	

**Table 2: Company Information and Financial Strength**

Line Item	Question	Response *	
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7	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.	<p>RTA was started in 1979 by Ron Turley as a consulting company, right after retiring as the fleet manager for UPS. He had saved them close to \$100 million over the course of his tenure there, and many other fleets were eager to implement similar best practices.</p> <p>RTA is currently in it's 3rd generation of family leadership, being owned and operated by Ron's Grandson Josh, and Josh's wife Anjuli. Under their leadership, RTA has revamped both its product and its culture with the shift to a SaaS offering starting in 2018, the addition of a mobile app primarily geared towards managers and technicians. RTA ships updates frequently in two-month development cycles.</p> <p>On the culture front, RTA has defined the core values of its team members as hungry, humble, and smart. The entire company reviews our purpose, values, and mission every month, and we use it as the foundation for all our hiring decisions.</p> <p>Humble: We think of ourselves less without thinking less of ourselves. We have an attitude of gratitude, can admit to our own mistakes, and ask others for help. We are quick to forgive, and quick to seek forgiveness. We are willing to sweep floors, wash dishes; whatever it takes to get the job done.</p> <p>Hungry: We are driven by a "More" mentality: More things to do. More to learn. More responsibility to take on. We rise to tackle the big challenges and embrace failure on the way to success. We are entitlement free and believe that no one owes us anything. If we want something, we leave the cave, kill it, and drag it back.</p> <p>Smart: We exhibit a high Emotional IQ by showing empathy, being perceptive to the needs and feelings of others, while speaking the kind truth with clear and caring candor. We know how to connect with other people, personally and in group settings, by understanding the power and impact of our words.</p> <p>Our purpose: We Help Fleets Succeed. It is really that simple. Everything this company has ever stood for or done has been centered around the fleets that keep the world moving. Cities, School Districts, Tractor/Trailers, First Responders, Mass Transit. We help the people at these organizations keep their fleets operational, efficient, and safe, and its ultimately why RTA exists. We give them clarity, confidence, and peace of mind in the middle of what is a very chaotic job, and when we do that well, we help them save time, decrease cost, and make our roadways safer.</p>	*
8	What are your company's expectations in the event of an award?	We anticipate being able to help prospects speed up the RFP process by using Sourcewell's contract, shortening the time they are able to get solutions implemented. We are also eager to blend the RTA and Sourcewell brands to increase exposure for both organizations with entities that aren't aware of the resources available from both of us.	*
9	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.	2020 Attached.	*
10	What is your US market share for the solutions that you are proposing?	RTA ranks as one of the Top 5 fleet management information systems within the US and Canadian markets, specializing in Government, Transit, School Districts, Trucking, among others. Additionally, RTA has several clients located in various parts of the globe outside of North America.	*
11	What is your Canadian market share for the solutions that you are proposing?	We have several dozen clients in Canada, with presence in most of the southern provinces.	*
12	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	No.	*
13	<p>How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization.</p> <p>a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned?</p> <p>b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?</p>	We are an independent software vendor for Fleet Management Information Systems. We develop, support, sell, and market our software product with in-house employees. We are also a reseller for GPS Insight Telematic Devices using those same in-house employees to sell, support, and distribute GPS Insight Telematics and Cameras.	*

14	If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.	N/A, none required	*
15	Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years.	RTA has not had any Suspension or Debarment.	*

**Table 3: Industry Recognition & Marketplace Success**

Line Item	Question	Response *	
16	Describe any relevant industry awards or recognition that your company has received in the past five years	The RTA team has been recognized for the following industry awards: -Government Fleet Hall of Fame, 2017 -Government Fleet Legendary Lifetime Achievement Award, 2017 -Most Sustainable Fleet Award, 2015	*
17	What percentage of your sales are to the governmental sector in the past three years	~48% of sales were to the Government sector.	*
18	What percentage of your sales are to the education sector in the past three years	~11% the past 3 years to the Education sector	*
19	List any state, provincial, or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	RTA currently does not have any current Cooperative purchasing contracts.	*
20	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	RTA currently does not have any Cooperative purchasing contracts. The contract with GSA expired in 2017.	*

**Table 4: References/Testimonials**

Line Item 21. Supply reference information from three customers who are eligible to be Sourcwell participating entities.

Entity Name *	Contact Name *	Phone Number *	
City of Vancouver, Washington - Public Works/Fleet Services	Dan Zenger, Fleet Services Superintendent	360-487-8205	*
Yavapai County Fleet Management	Angie Davis, Assistant Director	928-771-3160	*
Indiana University Fleet Services	Amanda Wilson, Director	812-855-3301	*
Island Transit	Ken Riley, Maintenance & Facilities Manager	360-678-9570	
City of South Salt Lake, UT	Mont Roosendaal, Director of Public Assets	801-412-3240	

Table 5: Top Five Government or Education Customers

Line Item 22. Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *	
County of Kern Fleet Services	Government	California - CA	SaaS FMIS	35100	105300	*
Clark County School District	Education	Nevada - NV	SaaS FMIS	33600	62350	*
Ocean County DMV	Government	New Jersey - NJ	SaaS FMIS	27500	61251	*
Arizona Department of Correctons	Government	Arizona - AZ	SaaS FMIS	26928	68261	*
City of Clarksville	Government	Tennessee - TN	SaaS FMIS	25500	39000	*



**Table 6: Ability to Sell and Deliver Service**

Describe your company's capability to meet the needs of Sourcewell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *	
23	Sales force.	RTA currently has 5 full-time software specialists located through out the USA, supported by a sales subject matter expert who is a retired county fleet manager.	*
24	Dealer network or other distribution methods.	RTA's current business model does not include other distribution channels.	*
25	Service force.	RTA has 39 full-time employees that work to support our customers throughout the USA, Canada and Globally.	*
26	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	<p>Telephone support: 5:00 A.M. to 5:00 P.M. MST Monday – Friday  Calls received out of office hours will be handled on the next business day  Calls received on holidays will be handled on the next business day  Email support: Monitored 5:00 A.M. to 5:00 P.M. MST Monday – Friday  Emails received outside of office hours handled on the next business day  All communication to support within business hours have a SLA time of response of 4 hours.</p> <p>During business hours, calls are answered by live support/admin staff, with no automated phone system to navigate. All cases are logged as tickets in JIRA support desk, which also monitors wait times. If all techs are currently busy, we create your case with a call back status, so that you don't have to stay on hold waiting for a tech. Once a tech resolves the case, clients are sent a one question satisfaction survey, which when received can not be changed or deleted, so our 5 star average is earned with each review.</p> <p>If the tech can't answer the question, we have escalation channels built into the process for more technical computer related questions, or more specific fleet best practice related questions.</p> <p>If clients ever feel they need to escalate their own issue, or don't feel they are being taken care of, they all are given the contact information for our CEO Josh Turley. It's extremely rare that this is used, but knowing this option is there is comforting to clients.</p>	*
27	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	RTA currently delivers products and services to the USA market. RTA is willing and capable of delivering our products in the USA through Sourcewell.	*
28	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	RTA currently delivers products and services to the Canadian market. RTA is willing and capable of delivering our products in Canada through Sourcewell.	*
29	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	Any areas of Canada that require services to be provided specifically in French.	*
30	Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	RTA will service all groups fully through Sourcewell in the USA and Canada.	*
31	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	No restrictions. RTA currently has customers in these areas (Hawaii, Alaska, Guam).	*

**Table 7: Marketing Plan**

Line Item	Question	Response *	
32	Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	Our marketing strategy for promoting this contract opportunity will be focused on creating a successful sales and communication strategy. We will utilize all of the material provided by Sourcewell, including completing contract training, ensuring our company is familiar with all aspects of the contract and RFP submission, develop a Sourcewell-specific sales plan and pipeline with a breakdown of customer verticals, specifically government prospects. We will also develop a business plan to convert current customers to Sourcewell members, and we will have dedicated resources on our team, including members of marketing, sales, and customer relationships, to work together to promote this contract. We will nurture and educate our clients and prospective clients. This will be done through trade shows, webinars, advertising in industry publications, and publishing our own material to showcase the awarded contract. We'll utilize multiple channels, including email marketing, social and paid campaigns, and optimizing our website for a better user experience targeted to government clients. We'll also reference our vendor landing page, the Sourcewell Advantage video and marketing materials, and we'll create a Sourcewell marketing and sales packet to provide directly to our clients to better understand the value of the Sourcewell contract.	*
33	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	As part of our marketing strategy, we'll launch a social media and paid media campaign to reach our clients and prospective clients, to help educate them on the benefits of the Sourcewell contract. In addition, we'll complete analysis of keywords and optimize our content to increase more traffic to our website. We'll also perform best practices of Search Engine Optimization to increase our search engine rankings among competitors.	*
34	In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process?	In our view, we appreciate the resources that Sourcewell provides in terms of promotion to their members. If awarded this contract, we will integrate a Sourcewell-specific sales plan and create a specific Sourcewell pipeline in our CRM to track and nurture our clients and prospective clients through the customer journey and convert to a Sourcewell member.	*
35	Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	We currently have an online procurement ordering process for training, education, and event registration for our clients. We are also in the process of implementing an e-commerce platform on our website to provide our clients the option to purchase hardware, etc.	*

**Table 8: Value-Added Attributes**

Line Item	Question	Response *
36	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	<ul style="list-style-type: none"> <li>• RTA SaaS (Silver, Gold, Platinum Tiers, feature/training breakdown attached)</li> <li>• For Gold/Platinum Tiers: Basic/Advanced training (In person and on-line) are included, provided by RTA instructors. Also included are passes to our annual users' conference (RTA Connect, both live and virtual). Clients would still be responsible for travel/lodging.</li> <li>• For Silver Tiers: In person and online training is available per the pricing schedule. A 5% discount will be provided for RTA Connect passes purchased by Sourcewell entities.</li> <li>• Live customized 1-on-1 online instruction, \$950 per day. Topics can range from end user training on the software to fleet management best practices and consulting.</li> <li>• RTA Onsite Custom Training is available at 5% off list price.</li> <li>• Premium Fleet Management Consulting for RTA Clients is available at 5% off list price.</li> <li>• Professional Services for customizing the RTA software (pricing varies by scope and scale of project).</li> <li>• GPSInsight Telematic products and services</li> <li>• Barcode Hardware and Mobile Devices</li> </ul>
37	Describe any technological advances that your proposed products or services offer.	Software as a Service system access. RTA Mobile Application for both Android and Apple. RTA Mobile Inspection App (eDVIR) for both Android and Apple. Leveraging Cloud computing capabilities through AWS.
38	Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	N/A
39	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	None.
40	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	No formal certification. RTA is family owned, and our Chairwoman of the board is a woman. The CEO, Josh Turley, reports to her.
41	What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?	Dynamic Preventive Maintenance scheduling using Telematic data captured from the vehicle Electronic Control Module. We are one of the few fleet technology companies that has been operating for over 40 years. The system was designed by fleet managers for fleet managers, and comes with a personal touch that is unique to the industry. Our CEO is accessible, and is frequently in communication with all of his clients, not just the largest ones. As a family owned entity, our company gets to focus on our customer's voices, instead of listening to investors. Our customer service team has averaged 5 out of 5 stars on their satisfaction surveys for the past year, and averages 4.9 out of 5 stars for the past 3 years.

**Table 9: Warranty**

**Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response in addition to responding to the questions below.**

Line Item	Question	Response *	
42	Do your warranties cover all products, parts, and labor?	Tablets and scanners are warrantied for full replacement within 3 years. Printers are warrantied for replacement within 1 year. RTA SaaS is covered by the sla found here: <a href="https://www.rtafleet.com/customer-support/#sla">https://www.rtafleet.com/customer-support/#sla</a>	*
43	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	Tablets and Scanners - No. Printers-If product was dropped or abused in anyway will void the warranty. Service: Covered by the SLA and Terms of Service: <a href="https://www.rtafleet.com/customer-support/#sla">https://www.rtafleet.com/customer-support/#sla</a> <a href="https://www.rtafleet.com/customer-support/#tos">https://www.rtafleet.com/customer-support/#tos</a>	*
44	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	No.	*
45	Are there any geographic regions of the United States or Canada (as applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell participating entities in these regions be provided service for warranty repair?	We cover all United States and Canada. The warranty replacement or repair will be sent (shipping carrier) into the main headquarters of RTA Software.	*
46	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?	For Hardware, we will handle all warranty claims, and will deal with OEMs as needed on behalf of the client, so that they have one point of contact.	*
47	What are your proposed exchange and return programs and policies?	Tablets and scanners are warrantied for full replacement within 3 years. A return label will be sent with the replacement to return the item to RTA. Any items not returned to RTA will be charged to the purchaser at full price. Printers are warrantied for replacement within 1 year.	*
48	Describe any service contract options for the items included in your proposal.	Service: Covered by the SLA and Terms of Service: <a href="https://www.rtafleet.com/customer-support/#sla">https://www.rtafleet.com/customer-support/#sla</a> <a href="https://www.rtafleet.com/customer-support/#tos">https://www.rtafleet.com/customer-support/#tos</a>	*

**Table 10: Payment Terms and Financing Options**

Line Item	Question	Response *	
49	What are your payment terms (e.g., net 10, net 30)?	Payment terms are net 30.	*
50	Describe any leasing or financing options available for use by educational or governmental entities.	Currently we have no leasing or financing options available for hardware. GPS Insight devices have a 24 month financing option. RTA SaaS can be billed quarterly or annually for no extra charge.	*
51	Briefly describe your proposed order process. Include enough detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template. For example, indicate whether your dealer network is included in your response and whether each dealer (or some other entity) will process the Sourcewell participating entities' purchase orders.	The orders that are generated from Sourcewell will be identified during our sales lead generation. Once the Sourcewell lead is identified we will track it through our sales cycle. When the sale is won, RTA will process the identified order in our sales order system. That will flow over to our billing system and our accounting system. We will be able to report on contract sales activity and generate the administrative fee payment.	*
52	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell participating entities for using this process?	We accept the P-card procurement and payment process. There are no additional costs to Sourcewell participating entities for using this process.	*

**Table 11: Pricing and Delivery**

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract as described in the RFP, the template Contract, and the Sourcewell Price and Product Change Request Form.

Line Item	Question	Response *	
53	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	We will provide line item discounts based on the attached pricing proposal.	*
54	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	RTA is offering a 5% discount off our MSRP represented in the pricing schedules.	*
55	Describe any quantity or volume discounts or rebate programs that you offer.	RTA has price breaks built into the pricing structure that lowers the per user or per asset charge the more users or asset they add.	*
56	Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "nonstandard options". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.	RTA will supply a quote for any "open market" items that includes 5% off list price for any Sourcewell entities.	*
57	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	All cost outside of freight, shipping and sales tax (if applicable) are included. RTA does not have hidden charges.	*
58	If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.	RTA ships all hardware orders through UPS. We offer overnight, 2 day, 3 day delivery as well as standard delivery. We will provide a 5% discount to this line item when added to invoice.	*
59	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	RTA ships all hardware orders through UPS. We offer overnight, 2 day, 3 day delivery as well as standard delivery. We will provide a 5% discount to this line item when added to invoice.	*
60	Describe any unique distribution and/or delivery methods or options offered in your proposal.	Software is delivered through secure web ports. RTA will provide training and instructions to access and sign into the application, and its mobile counterpart.	*

**Table 12: Pricing Offered**

Line Item	The Pricing Offered in this Proposal is: *	Comments
61	c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.	



Table 13: Audit and Administrative Fee

Line Item	Question	Response *	
62	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell.	RTA has a team of dedicated employees in our Sales and Administration divisions who will specifically monitor the Sourcewell contract purchases and calculate the administrative service fees due to remit quarterly. The Administration team is over pricing, auditing, financials and budgeting. RTA's Administrative team utilizes both QuickBooks, SaaSOptics and HubSpot software solutions to track all details related to customer sales and purchases. Periodic audits will be performed to ensure the Sale Team is complying with Sourcewell preferred pricing, comparing sourcewells contractually obligated pricing, vs the pricing given to the clients, and ensuring that all sourcewell invoices and purchase orders reference the sourcewell contract number.	*
63	Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.)	RTA proposes an administrative fee of 3 percent of the sale amount for any products/services purchased leveraging Sourcewell's agreements.	*

Table 14A: Depth and Breadth of Offered Equipment Products and Services

Line Item	Question	Response *	
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64	Provide a detailed description of the equipment, products, and services that you are offering in your proposal.	<p>RTA provides fleet management information system software that contains the following features and more:</p> <ul style="list-style-type: none"> <li>-Vehicle/Asset information/birth certificate information</li> <li>-PM Scheduling by Interval</li> <li>-Dynamic PM Triggering through Telematics Diagnostics</li> <li>-PM On-Time Compliance Reporting</li> <li>-PM Notification System for Drivers and dispatch</li> <li>-Replacement Planning and Scoring</li> <li>-Depreciation tracking</li> <li>-Vehicle Motorpool Reservation tracking/billing</li> <li>-Standardized NAFA Class Coding</li> <li>-Brake and Tire life remaining reporting and auditing</li> <li>-Vehicle Availability Status Tracking</li> <li>-Vehicle Accident Cost Reporting</li> <li>-Daily Vehicle Inspections</li> <li>-OEM Warranty Tracking</li> <li>-Vehicle TCO analysis reporting</li> <li>-Parts Record Keeping</li> <li>-Inventory audits</li> <li>-Parts Kitting</li> <li>-Part Core Tracking</li> <li>-Automatic Reorder Notifications utilizing safety stock, economic order quantity</li> <li>-Part Warranty Tracking</li> <li>-Part Failure Rate Analysis</li> <li>-Purchase Order System</li> <li>-Purchase Order Approval controls</li> <li>-Sales Tax and Freight Charge tracking</li> <li>-Bulk ordering</li> <li>-Receipt/Invoice lookup</li> <li>-Back Ordering</li> <li>-Tire inventory management</li> <li>-Tire casing tracking for retread utilization</li> <li>-Tire comparison cost analysis</li> <li>-Fuel Integrations with all major fuel providers</li> <li>-Fuel inventory controls</li> <li>-Pump/Tank Calibration Reports</li> <li>-Fuel cost tracking</li> <li>-Employee information</li> <li>-Technician Certification tracking</li> <li>-Technician productivity tracking (Direct vs indirect time)</li> <li>-Technician efficiency tracking (Hours worked vs standard repair times)</li> <li>-VMRS based work order system</li> <li>-Work Order Management system to track parts, labor, tire, outside/sublet, and warranty costs.</li> <li>-Billing by Customer or Department</li> <li>-Warranty Claims module to track claims submitted vs claims received</li> <li>-Streamlined technician work flow for work order time tracking</li> <li>-Tool inventory management</li> <li>-Non-vehicle equipment management for accessories and auxiliary equipment</li> <li>-Ad-hoc report creation capabilities</li> <li>-Searchable, exportable, customizable listing and lookup capabilities</li> </ul> <p>RTA Inspect:</p> <ul style="list-style-type: none"> <li>- Mobile App</li> <li>- Template Inspection Forms</li> <li>- Signature Capture</li> <li>- User/Vehicle Group Assignments</li> <li>- 2-way FMIS integration w/ RTA SaaS</li> <li>- Syncs odometer info, defect notes, defect status, repair status, repair closed</li> <li>- Streamlines DOT compliant prior defect review into inspection forms</li> </ul> <p>Peripheral equipment (e.g., industrial label printers, barcode scanners, tablets, rugged smartphone devices);</p> <p>Telematics and integrated video solutions partnering with GPSInsight and Driveri;</p> <p>RTA provides system training, fleet management consulting, and data analysis for it's clients.</p>	*
65	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	<p>Fleet Management Information System (RTA SaaS)</p> <p>Fleet technology related hardware solutions (Barcoding, Rugged Mobile devices, Tablets)</p> <p>Fleet related software solutions (RTA Inspect - eDVIR)</p> <p>Telematics, fleet monitoring, asset tracking, and geofencing solutions (GPS Insight)</p> <p>Motor pool and fleet sharing solutions (RTA SaaS)</p> <p>Integrated video solutions (Driveri through GPS Insight)</p>	*

**Table 14B: Depth and Breadth of Offered Equipment Products and Services**

Indicate below if the listed types or classes of equipment, products, and services are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Line Item	Category or Type	Offered *	Comments	
66	Fleet management information systems	<input checked="" type="radio"/> Yes <input type="radio"/> No	RTA SaaS (Silver, Gold, Platinum Tiers)	*
67	Fleet technology related hardware solutions	<input checked="" type="radio"/> Yes <input type="radio"/> No	Barcode equipment (e.g., printers, scanners, pad devices, forms, etc.); Handheld mobile devices (tablets, smartphones, rugged inventory devices).	*
68	Fleet related software solutions	<input checked="" type="radio"/> Yes <input type="radio"/> No	RTA Inspect (eDVIR) driver/dispatch centric fleet application that integrates with RTA SaaS, but can be used independently.	*
69	Telematics, fleet monitoring, asset tracking, and geofencing solutions	<input checked="" type="radio"/> Yes <input type="radio"/> No	RTA is a Reseller for GPS Insight, which offers 3 levels of service plans, allowing for fleet location tracking, diagnostic reporting, alerts, and geofencing.	*
70	Motor pool and fleet sharing solutions	<input checked="" type="radio"/> Yes <input type="radio"/> No	RTA SaaS includes a motor pool reservation and billing system that is fully integrated within the FMIS.	*
71	Integrated video solutions	<input checked="" type="radio"/> Yes <input type="radio"/> No	RTA is a reseller for GPS Insight, which offers Driveri integrated video solutions for in cab predictive alerting and monitoring.	*

**Table 15: Industry Specific Questions**

Line Item	Question	Response *
72	If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.	RTA will develop internal metrics to measure the number of sourcewell related deals that are closing, the total number of sales closed compared to years past, and the number of leads that are sourcewell leads or purchasing off the sourcewell contract.
73	Describe your approach to data privacy in regard to your proposed solution(s).	<p>Data Privacy Policy (<a href="https://www.rtafleet.com/privacy-policy/">https://www.rtafleet.com/privacy-policy/</a>)</p> <p>Use of Communication Services The website may contain forums, calendars, and/or other message or communication boards designed to enable you to communicate with the public at large or within a group. You agree to use this type of service to post, send, and receive messages and material that is proper and related to the particular communication topic.</p> <p>RTA reserves the right at all times to disclose any information as necessary to satisfy any applicable law, regulation, legal process or governmental request, or to edit, refuse to post or to remove any information or materials, in whole or in part.</p> <p>Data Collected At any time, the following information may be requested or collected while visiting our website: name, job title, company name, address, phone, email, website, fleet size, comments, IP address, web browser type and version, operating system, URL list, as well as your website activity and your geo-location.</p> <p>Use of Data Data you submit may be retained by RTA. Unless we are permitted by law or obliged to do so, your data will not be disclosed to third parties. Data is securely stored. Data RTA requests from you may be used by us from time-to-time in order that we may provide you with the best possible service while using the website. Data may be used for record keeping, improvement of products and services, as well as transmission of emails that we feel may be of interest to you.</p> <p>Electronic Communications Utilizing RTA's website, submitting forms, or sending emails to any @rtafleet.com email address constitutes electronic communication. You consent to receive electronic communications and agree that all agreements, notices, disclosures and other communication that RTA provides to you electronically via email and/or via the website, satisfy any legal requirement that such communications be in writing.</p> <p>Right to Withhold Information You may access certain areas of the website without providing requested data. However to use all services available on this website, you may need to submit required data which has been requested. You may restrict your internet browser's use of Cookies.</p> <p>Third Party Sites Certain services made available via the website may be delivered by third party sites and organizations. By using any product, service, or functionality originating from the www.rtafleet.com domain, you hereby acknowledge and consent that RTA may share such information and data with any third party with whom RTA has a contractual relationship with to provide the requested product, service, or functionality on behalf of RTA users and customers.</p> <p>International Users The service is controlled, operated, and administered by RTA from our offices within the United States of America. If you access the website from a location outside of the United States, you are responsible for compliance with all applicable laws. You agree that you will not use the website's content accessed through www.rtafleet.com in any country or in any manner prohibited by any applicable laws, restrictions, or regulations.</p> <p>Terms of Use Your use of the website is subject to RTA's Terms of Use. Review RTA's Terms of Use which also governs the site.</p>

**Exceptions to Terms, Conditions, or Specifications Form**

Only those Proposer Exceptions to Terms, Conditions, or Specifications that have been accepted by Sourcewell have been incorporated into the contract text.

## Proposer's Affidavit

### **PROPOSER AFFIDAVIT AND ASSURANCE OF COMPLIANCE**

I certify that I am the authorized representative of the Proposer submitting the foregoing Proposal with the legal authority to bind the Proposer to this Affidavit and Assurance of Compliance:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.
2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for contract award.
3. The Proposer, including any person assisting with the creation of this Proposal, has arrived at this Proposal independently and the Proposal has been created without colluding with any other person, company, or parties that have or will submit a proposal under this solicitation; and the Proposal has in all respects been created fairly without any fraud or dishonesty. The Proposer has not directly or indirectly entered into any agreement or arrangement with any person or business in an effort to influence any part of this solicitation or operations of a resulting contract; and the Proposer has not taken any action in restraint of free trade or competitiveness in connection with this solicitation. Additionally, if Proposer has worked with a consultant on the Proposal, the consultant (an individual or a company) has not assisted any other entity that has submitted or will submit a proposal for this solicitation.
4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when a vendor has an unfair competitive advantage or the vendor's objectivity in performing the contract is, or might be, impaired.
5. The contents of the Proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or legally authorized agent of the Proposer and will not be communicated to any such persons prior to Due Date of this solicitation.
6. If awarded a contract, the Proposer will provide to Sourcewell Participating Entities the equipment, products, and services in accordance with the terms, conditions, and scope of a resulting contract.
7. The Proposer possesses, or will possess before delivering any equipment, products, or services, all applicable licenses or certifications necessary to deliver such equipment, products, or services under any resulting contract.
8. The Proposer agrees to deliver equipment, products, and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.
9. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
10. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statutes Section 13.591, subdivision 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals become public data. Minnesota Statutes Section 13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.
11. Proposer its employees, agents, and subcontractors are not:
  - a. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>;
  - b. Included on the government-wide exclusions lists in the United States System for Award Management found at: <https://sam.gov/SAM/>; or

- c. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

☒ By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Josh Turley, CEO, Ron Turley Associates, Inc.

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the bid.

☒ Yes ☐ No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "**I have reviewed this addendum**" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
<b>Addendum_10_Fleet_Mgmt_Tech_RFP_020221</b> Tue January 26 2021 04:32 PM	<input checked="" type="checkbox"/>	2
<b>Addendum_9_Fleet_Mgmt_Tech_RFP_020221</b> Mon January 25 2021 05:09 PM	<input checked="" type="checkbox"/>	2
<b>Addendum_8_Fleet_Mgmt_Tech_RFP_020221</b> Wed January 20 2021 04:19 PM	<input checked="" type="checkbox"/>	1
<b>Addendum_7_Fleet_Mgmt_Tech_RFP_020221</b> Tue January 19 2021 12:21 PM	<input checked="" type="checkbox"/>	1
<b>Addendum_6_Fleet_Mgmt_Tech_RFP_020221</b> Mon January 18 2021 01:39 PM	<input checked="" type="checkbox"/>	1
<b>Addendum_5_Fleet_Mgmt_Tech_RFP_020221</b> Thu January 14 2021 01:16 PM	<input checked="" type="checkbox"/>	2
<b>Addendum_4_Fleet_Mgmt_Tech_RFP_020221</b> Thu January 14 2021 01:12 PM	<input checked="" type="checkbox"/>	3
<b>Addendum_3_Fleet_Mgmt_Tech_RFP_020221</b> Thu January 14 2021 01:05 PM	<input checked="" type="checkbox"/>	1
<b>Addendum_2_Fleet_Mgmt_Tech_RFP_020221</b> Fri January 8 2021 01:17 PM	<input checked="" type="checkbox"/>	1
<b>Addendum_1_Fleet_Mgmt_Tech_RFP_020221</b> Fri January 8 2021 01:17 PM	<input checked="" type="checkbox"/>	1