

**CAPITAL IMPROVEMENT PROGRAM**  
**City of Missoula CIP Project Request Form FY 2016-2020**

<b>Program Category:</b>	<b>Project Title:</b>	<b>14 Project #</b>	<b>15 Project #</b>	<b>16 Project #</b>
Public Safety	Fleet Management Software			PS-05

**Description and justification of project and funding sources:**

Our Maintenance Division currently lacks an appropriate fleet and facility maintenance/tracking software. The fire department has grown in the recent years to where the fleet and facilities software being used is inadequate for the amount of maintenance being completed. We would like to purchase the same software that Jack Stucky is using for the City. There are cost savings and benefits with respect to purchasing the same software that the city is using. This software also has an inventory control component which we would use for the Maintenance Division as well as our EMS Division. The initial software cost is approximately \$ 19,000.00 with an ongoing licensing cost of \$1700/year.

**Is this equipment prioritized on an equipment replacement schedule?**

Yes

No

NA

x

**Are there any site requirements:**

N/A

**How is this project going to be funded:**

REVENUE	Funding Source	Accounting Code	FY16	FY17	FY18	FY19	FY20	Funded in Prior Years
	General Fund		19,085					
			19,085	-	-	-	-	-

**How is this project going to be spent:**

EXPENSE	Budgeted Funds	Accounting Code	FY16	FY17	FY18	FY19	FY20	Spent in Prior Years
	A. Land Cost							
B. Construction Cost								
C. Contingencies (10% of B)								
D. Design & Engineering (15% of B)								
E. Percent for Art (1% of B)								
F. Equipment Costs			19,085					
G. Other								
			19,085	-	-	-	-	-

**Does this project have any additional impact on the operating budget:**

OPERATING BUDGET COSTS	Expense Object	Accounting Code	FY16	FY17	FY18	FY19	FY20	Spent in Prior Years
	Personnel							
Supplies								
Purchased Services				1,700	1,700	1,700	1,700	
Fixed Charges								
Capital Outlay								
Debt Service								
			-	1,700	1,700	1,700	1,700	-

Description of additional operating budget impact:

**Responsible Person:**

**Responsible Department:**

**Date Submitted to Finance**

**Today's Date and Time**

**Preparer's Initials**

**Total Score**

Jason Diehl

Fire

cs

48

## CAPITAL IMPROVEMENT PROGRAM

### Project Rating

(See C.I.P. Instructions For Explanation of Criteria)

Program Category:	Project Title:				10 Project #
Public Safety	Fleet Management Software				PS-05
Qualitative Analysis		Yes	No	Comments	
1. Is the project necessary to meet federal, state, or local legal requirements? This criterion includes projects mandated by Court Order to meet requirements of law or other requirements. Of special concern is that the project be accessible to the handicapped.		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
2. Is the project necessary to fulfill a contractual requirement? This criterion includes Federal or State grants which require local participation. Indicate the Grant name and number in the comment column.		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
3. Is this project urgently required? Will delay result in curtailment of an essential service? This statement should be checked "Yes" only if an emergency is clearly indicated; otherwise, answer "No". If "Yes", be sure to give full justification.		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
4. Does the project provide for and/or improve public health and/or public safety? This criterion should be answered "No" unless public health and/or safety can be shown to be an urgent or critical factor.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Software would better ensure emergency fire apparatus are properly maintained in safe and road-ready condition.	
Quantitative Analysis		Raw Score Range	Comments	Weight	Total Score
5. Does the project result in maximum benefit to the community from the investment dollar?		(0-3) 3	Improves efficiency, equipment longevity, and safety.	5	15
6. Does the project require speedy implementation in order to assure its maximum effectiveness?		(0-3) 2	The sooner the better.	4	8
7. Does the project conserve energy, cultural or natural resources, or reduce pollution?		(0-3) 3	Improved maintenance and repair tracking will make more efficient use of personnel time and allow for fewer cross-town vehicle trips to carry out repairs. Ensuring regular and timely maintenance of apparatus emission systems will reduce pollution as well.	3	9
8. Does the project improve or expand upon essential City services where such services are recognized and accepted as being necessary and effective?		(0-2) 2	Yes. Improves upon necessary and recognized fire department maintenance and repair services.	4	8
9. Does the project specifically relate to the City's strategic planning priorities or other plans?		(0-3) 2	Aids in the efficiency of government operations, conserves energy, reduces pollution, and improves firefighter and public safety.	4	8
<b>Total Score</b>				<b>48</b>	



**Optimize Fleet Productivity**

**CFA Software**

1020 West Fullerton Avenue, Suite A  
Addison, Illinois 60101

**Proposal IDs:** CFAProposal\_01607.pdf  
CFAProposal\_01629.pdf

**Proposal Date:** December 18, 2014

***CFAWin8 Proposal***

***City of Missoula Fire Dept.***

***Mr. Brad Davis***

*(via e-mail)*

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**contact:** Tracy Rulo

**tel:** 800-437-6001 or 630-543-1410 **ext:** 107  
**email:** [tracy.rulo@cfasoftware.com](mailto:tracy.rulo@cfasoftware.com)

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### Company Information

Computerized Fleet Analysis, Inc. (CFA) has been providing equipment fleets of all sizes with maintenance and inventory software applications and reporting services since 1969.

In 1983 the application design was ported to the PC environment and ran under the MS-DOS operating system. With the wide adoption of Microsoft's Windows95 starting in the mid 1990s, CFA was ready with its first Windows-based application. In 2001, CFA came out with its second Windows-based version designed for use with Windows 2000 and Windows XP.

In 2008, CFA released applications for use under the Windows operating system and through the Internet or your local intranet. These applications use MS-SQL Server as the database.

The data you collect with CFA's Equipment Maintenance and Inventory Control software products can be...

- Made available through your local intranet or the Internet to other people in your organization.
- Viewed and edited on other devices such as; PDAs, telematics, and smart-phones.
- Put into OLAP Cubes/Pivot Tables for 3D data graphic presentation and output.
- Shared with other software applications such as your accounting system.

CFA offers add-on modules targeted at specific tasks and job functions: ShopFloor, e-Service Request, Purchase Order, Electronic Data Exchange, and Enterprise Reporting.

The following pages provide a brief overview of CFA's product offerings.

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## Product Information

### I. CFAWin

**CFAWin** is core software application of CFA's Equipment Maintenance and Inventory Control software products. The product contains the full set of data collection tools (create master records, enter repair orders, enter fuel transactions, record and post purchase orders, perform physical inventories, etc.) and reporting operations required by public and private Fleet/Equipment Maintenance operations.

The user access security, system preferences and control tables are established and maintained. Master records are created for each Equipment#, Part#, and Vendor. PM Checklists and additional Equipment Specification Notes are maintained. Repair (direct and indirect), fuel, and inventory transactions are entered and posted. Over 80 reports are standard to CFAWin. The data that appears on these reports can be filtered and sorted as defined by the end-user. These filters and sorts can then be saved for future use.

PMs due and Repairs To-Do items can be electronically assigned to repair orders and your technicians. Parts that are at or below the minimum quantity can be added to the parts purchasing/order screen. Items to be counted in an upcoming cycle-count or physical inventory can be added to the physical inventory entry screen.

In helping you move to a paperless shop, CFAWin is designed to allow data entry of repair, fuel, and inventory transactions in realtime (i.e. as the transactions occur). The Snapshot screens allow look-up of previous transactions without going to a filing cabinet. Data can be entered through the keyboard, bar-code readers, and electronic record import.

With CFAWin you can keep inventory at optimal levels by effectively tracking all purchases, disbursements, and physical adjustments. You manage your equipment fleet, and display the data needed to make intelligent equipment replacement decisions.

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### Product Information

#### II. ShopFloor – Must have the Inventory Control module

The **ShopFloor** software module allows for total repair shop work flow and management.

Repair orders are created and assigned to a technician. Each technician's labor time on each job is automatically captured. Parts used on the repair can be assigned through; job standards, parts kits, entered through the keyboard, and bar code scanning upon disbursement from the parts room.

In the event of an emergency or non-scheduled repair, parts can be entered or scanned and assigned to a piece of Equipment for later attachment to a repair order.

As with the core product (CFAWin), previous repair transactions each piece of equipment can be displayed without sifting through paper repair orders.

**ShopFloor** can be configured for a single technician's workstation and PDA and multi-technician kiosk workstation. If your parts are disbursed at the parts room counter, the parts person can scan or otherwise assign the parts to the repair transaction.

A management mode of **ShopFloor** allows shop management to see the progress of work happening within the shop from any client computer on the network.

Downtime should be reduced because there is always a way to communicate the progress of the repair work and keep the customer informed.

At the end of the work-day, ALL of the direct and indirect labor time and the parts used will be recorded and available for use by other CFA's products and reporting tools.

#### III. e-Service Request

The **e-Service Request** module allows you to eliminate paper, telephone calls, and unstructured e-mails by allowing repair service requests to be submitted through your private Intranet or public Internet portal.

An e-mail notifies the shop management and/or technicians of the submission. A Repair To-Do job is created within your CFA database for review and assignment to a repair order by the shop management or a technician.

Your customers can use **e-Service Request** to view the status of their repair service requests through private Intranet or public Internet portal.

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#### IV. Purchase Order – For Customers with the Inventory Control Module

The **Purchase Order** allows you submit and record ALL purchases, receipts, and invoices made by your operation. Selected information of these data can then be uploaded into the accounting system for accrual or payment.

For items that you inventory, the prices and quantities will be updated upon receipt posting. Keyboard entry, bar-code scanning, or electronic upload of the parts received is available for recording the data into your database.

Vendor IDs and Account Codes (e.g. General Ledger) can be validated using the IDs and codes from your accounting system so you can maintain one list.

#### V. Electronic Data Exchange

CFA has provided **Electronic Data Exchange** for fuel systems since its first MS-DOS system.

Over the years more vendors and systems started recording their data electronically and can provide these data records (physical inventories, parts receipts, outside fuel, outside repairs, GPS, etc.) to CFA for loading into your CFA data.

CFA can communicate with other software applications or devices that ...

- Publishes the format of the data
- Offers a software development kit (SDK)
- Publishes an application programming interface (API)

Your data can be sent from the CFA system to these applications/devices and/or read from these applications/devices into the CFA system.

In addition to accuracy of data collection, Electronic Data Exchange eliminates redundant data entry efforts.

#### VI. Enterprise and Custom Reporting

Many third party reporting tools can make your CFA data available to websites on your private Intranet or on the public Internet portal.

CFA provides the filtering and sorting application to display your reports and provide on-demand information to your customers. Secure access can be provided to these reports so that only the targeted customers can see things such as a PM Due Calendar, a Department Fuel Cost Graph, and other reports that help you

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### **Product Information**

better communicate with your customers.

These report tools can be configured to deliver these reports on a schedule to be e-mailed or otherwise viewed to your customers through hyperlinks.

### **VII. Clients and Hardware**

The client operating systems for CFA's software products can be Windows XP Pro, Windows Tablet OS, Windows Vista, Windows 7 Pro, and Windows Mobile.

The desktop client hardware should have a CPU and RAM that can effectively run database applications.

Portable client hardware (e.g. PDA) should be ruggedized and have a CPU and RAM that can effectively run database applications and wireless networking (e.g. Wi-Fi).

### **VIII. Support, Maintenance and Licensing**

CFA's current product support has several options viewable at <http://www.cfasoftware.com/support/>

The **CFAWin** software is licensed using Client Access Licenses (CALs) for concurrent user access.

The **ShopFloor** and **Purchase Order** add-on modules are licensed Client Access Licenses (CALs) for the hardware device.

The **e-Service** add-on module is license to the Web-Server.

Each **Electronic Data Exchange** module has a one-time fee based on the interface specifications and is licensed based on the specifications.

**Enterprise and Custom Reporting** has a one-time fee based on the project specifications and is licensed based on the specifications.

CFA's products are also available on a software-as-a-service (SaaS) subscription. The subscription fee covers access the subscribed applications, product support, and system maintenance (updates, backups, etc.).

Licenses granted for CFA products are non-transferable.

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**CFA Software, Inc.**  
P.O. Box 1309  
Addison, IL 60101

# On-Premise Proposal

**Proposal Date:** 12/18/2014  
**Proposal #:** 1607  
**Project:** v8 New\_Missoula...  
**Valid Until:** 3/18/2014  
**Representative:** TLR

**Prepared For:**  
Missoula Fire Department  
Brad Davis  
625 E Pine Street  
Missoula, MT 59802

Item	Description	Quantity	U/M	Rate	Total
Customer-Hosted	CFAWin8 On-Premise Server License (If co-located using City of Missoula's CFAWin8 Server License)	0	server	15,995.00	0.00
CAL-New	New. Client Access License for CFAWin8	2	CAL	1,295.00	2,590.00
v8-Platinum	Platinum Service Level for CFAWin8	1	ea	2,995.00	2,995.00
_v8_OnPremise-Im...	Implementation and Training for CFAWin8				6,500.00
<b>Total</b>					<b>\$12,085.00</b>

- 1) Please note that all prices are in US Dollars and are good for 90 days from the Proposal Date. All payments are in US Funds.
- 2) MS-SQL Server licensing, as applicable, is provided by the Client
- 3) Travel and related expenses will be charged as applicable to on-premise services.
- 4) Prices shown do not include taxes, duties, and the like. Payment of any such items is the responsibility of the Client.



**CFA Software, Inc.**  
P.O. Box 1309  
Addison, IL 60101

# On-Premise Proposal

**Proposal Date:** 12/18/2014  
**Proposal #:** 1629  
**Project:** v8 New\_Missoula...  
**Valid Until:** 3/18/2015  
**Representative:** TLR

**Prepared For:**  
Missoula Fire Department  
Brad Davis  
625 E Pine Street  
Missoula, MT 59802

Item	Description	Quantity	U/M	Rate	Total
eService	Optional Module: e-Service Request module (Licensed for one database)	1	lic-server	7,000.00	7,000.00
<b>Total</b>					<b>\$7,000.00</b>

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- 2) MS-SQL Server licensing, as applicable, is provided by the Client
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