



Req # 17160

33 04901

VanGo – Vanpool Management System ENHANCEMENTS
Project Description and Scope of Work
Submitted On 07/30/2003

Project Description:

The VanGo - Vanpool Management system that is currently being used by VANGO requires some enhancements that will allow users to export vanpooler information that can be imported into QuickBooks. Also the system needs to accept couple attributes about vanpoolers and vehicles.

Scope of Work:

TASKS

1. **Analysis & Design** (4 hours)
2. **Database Changes** (8 hours)
 - Add new column to vanpooler table
 - Vanpooler email address
 - Vanpooler work phone extension number
 - Add new columns to vehicle table
 - Vehicle activation date
 - Make
 - Model
 - Year
 - Color
 - VIN
 - Vehicle Expense Type Reference Table
 - Vehicle Operating Costs Table
 - VMT Tracking Table
3. **Application** (102 hours)
 1. Change Vanpooler form to accept email address
 2. Change Vehicle form to accept the following
 - o Vehicle activation date
 - o Make
 - o Model
 - o Year
 - o Color
 - o VIN
 3. Van Listing Report that prints the van attributes (Make, Model, Year, Color, Vin)
 4. Provide capability to add new company details from Vanpooler screen.
 5. Change Van Ridership report to include the following columns
 - Email Address
 - Work Phone Extension Number
 - Other Phone Number
 6. "Vehicle Revenue" Report
 7. "How Heard" Report
 8. "Subsidy Type" Report
 9. "Length of Participation" Report
 10. Vehicle Operating Cost Report

11. Report selection criteria from for the following report
 - "Vehicle Revenue" Report
 - "How Heard" Report
 - "Subsidy Type" Report
 - "Length Of Participation" Report
12. Vehicle Operating Cost Tracking
While entering operating cost for the vehicle, the user will be allowed to enter the month's revenue. Since we are not capturing payments received from the participants, we can arrive at this number internally.
13. VMT Tracking
4. **Testing (32 hours)**
 - Unit testing
 - Integrated System testing
 - Installation testing
5. **Deployment & Training (4 hours)**

Total estimated hours – 150

Deliverables

1. Updated Application
2. Database

Cost

The cost will be computed at \$45/hr and in conformance with the City of Fort Collins Award for CCSA. This is a time and material engagement. Any changes to the scope (new forms, reports, queries, business rules) or new complexities will have to be approved and purchase order modified accordingly.

No.	Deliverable	Cost
1	Updated Application	\$6,750.00
Travel Hours & Milcage (Estimated 2 trips during the project)		Cost
2	trips @ 3 hours (roundtrip)	\$270.00
2	trips @ 150 miles (roundtrip) and at \$0.36 per mile	\$108.00
Total		\$7,128.00

Timeline

CCSA will begin work on this within ten working days upon receipt of notice to proceed. The application will be delivered within 6 weeks from the time CCSA receives notification to proceed.

Billing

CCSA will be paid on a cost reimbursement basis (i.e. stated rate of \$45 per hour). Invoices will be submitted monthly, with the final invoice to be submitted no later than September 30, 2003. Maximum fee will not exceed \$7,128.00

If you have any questions call on me at 303-300-1024 x11. Again, Thanks for providing us with this opportunity to serve you and your department.

Sincerely,

Shekar Jayaraman