

Village of Orland Park

Competitive Analysis Worksheet

Project Title and Brief Description
CFA v8 software upgrade
Lead Department
Director: John J. Ingram
Department: Public Works/5006
Division: Vehicles & Equipment
Program/Service: Fleet Management
Strategic Analysis
What Strategic Pillar does this expenditure support?
What is the desired outcome of making this expenditure? 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.
How does this expenditure enable the Village to serve residents at current or improved service levels? Minimize downtime of Village vehicles and equipment to provide all services offered to the residents by the Village departments.

Alternatives Analysis
Is this a replacement of an existing product/service or a proposal for new product/service? Replacement X New ☐
Describe the impact if the proposed new/replacement product/service is not made? Desktop software updates/new computers will not support the CFA v7 program we currently operate with.
Is there an alternative to purchasing this product/service, such as leasing, outsourcing, etc.? If yes, please provide a detailed description of alternatives. Yes X ☐ No ☐ Staff has never researched a competitive version of the software.
Is there a competitor that offers the same product/service that can deliver the same expected outcome? If yes, please provide an explanation as to why this competitor is not being considered. Yes X No ☐ Computerized Fleet Analysis has been in place within the Village of Orland Park for more than twenty years. Staff is trained with data entry and inventory control.
Is a Total Cost of Ownership (TCO) Analysis applicable to this proposed expenditure? Yes ☐ No X The Village owns/administers the software package level. No reoccurring fees annually. If yes, please attach TCO Analysis to this worksheet. If no, please provide an explanation as to why a TCO Analysis does not apply.
Additional Comments/Background Information
CFA has been utilized by the Village for over 20 years. In addition, the Chicago area Municipal Fleet Managers Association has independently researched and tested several other Fleet Management software packages. The results clearly show that CFA has the best overall features, functions and stability over the other packages.
Attach additional documentation if necessary.