Request for Proposal
RFP No. 250318

Mobile Inventory Solution for Asset Tracking

Q&A Addendum No. 1

This document provides question and answer information pertaining to the above captioned RFP.

REMINDER: It is the Respondent's responsibility to thoroughly read and examine the entire RFP and any addenda to the RFP.

1. Is it the intent for the awarded contractor to perform the inventory of the designated assets, or solely to provide scanning devices as specified on Page 17 of the RFP?

    Answer: Solely to provide scanning software to perform the inventory of the designated assets.

2. If a physical inventory is requested/considered, what is the Institutions Capitalization Threshold for inclusion of the Moveable Equipment assets (i.e.: assets with a historical cost of $5,000 and greater)? If so, when was the last inventory performed? How many assets are presently populated in each of the University of Arkansas Campus Locations Fixed Asset System(s)?

    Answer:

    a) The capitalization threshold is $5,000 or greater. However, we track moveable (high risk) equipment at lower values that are not capitalized.

    b) The last inventory performed would be June 30, 2022.

    c) Currently there are 160,000+ assets in aggregate.

3. If moveable equipment inventory is required, please provide a listing of each campus building, identifying gross square footage, predominant use (library, office, research, etc.) and number if (sic) assets per building.

    Answer: The requested information is currently unavailable.

4. If the assets were previously tagged, please provide a picture of sample tags in use at each University of Arkansas Campus Location.

Answer: The requested information is currently unavailable.

5. In addition to Asset Management, is the purpose of the requested study for Financial Reporting, Facilities & Administrative Cost Proposal Submission, Insurance Placement, and the like?

    Answer: No.

6. Are other asset classifications to be included in the scope of the requested study, such as: Land, Land Improvements, Buildings/Building Improvements, and the like?

    Answer: No.

7. How many mobile computers do you require?

    Answer: 20+ mobile scanning devices.

8. How many users need access to the Asset Tracking System?

    Answer: The requested information is currently unavailable.

9. Please describe the team / department that intends to use these scanning & reporting features on a day to day basis.

    Answer: It varies by campus. Details by campus are currently unavailable.

10. Please describe their experience with ITAM principles.

    Answer: The requested information is currently unavailable.

11. Please describe any previous experience with ServiceNow Platform.

    Answer: Only one institution out of 20 currently uses ServiceNow.

12. How many people are expected to be using the scanners or reports on a regular basis?

    Answer: Approximately 20+ users/devices in aggregate.

13. Is there a dedicated Asset Management team in place?

    Answer: Yes.

14. How many buildings / locations are you needing to do scanning activities?

    Answer: The total number of buildings/locations at all of the campuses is currently unavailable.

15. Are there specific types of locations in the University that are considered exempt? i.e. Datacenter or athletic facilities?

    Answer: Land and buildings are not expected to be scanned.

16. Are their stockrooms/warehouses in other locations not included in the list of expected use locations?

    Answer: The requested information is currently unavailable.

17. Are you expecting the respondents to include the scanner devices in the RFP?

    Answer: Please refer to section 1 of the RFP: DESCRIPTION AND OVERVIEW OF RFP.

18. What is your current ITSM tool?

    Answer: Our ERP system is Workday. Asset software systems vary per campus.

19. How many assets are you expecting to scan into the inventory CMDB on a consistent basis?

    Answer: We currently have 160,000+ assets in aggregate.

20. Describe the type of assets that you intend to leverage scanning & asset management for.

    Answer: Includes, but is not limited to, fixed assets, computer equipment, vehicles, etc.

21. What IT system management tools are available to leverage in building out a comprehensive picture of what the assets that the University has? i.e. do you use MS SCCM/MECUM or JAMF for computers, or perhaps Cisco or Juniper tools to help manage network switches &routers?

    Answer: The requested information is currently unavailable.

22. Are you considering integrating your procurement system into the asset management processes?

    Answer: Not at this time.

23. What Scanner technology is in place now?

    Answer: It varies by campus. Details by campus are currently unavailable.

24. What is your RFID tag vendor?

    Answer: The requested information is currently unavailable.

25. What is your GPS Active Tag vendor?

    Answer: It varies by campus. Details by campus are currently unavailable.

26. Number of Users submitting requests for Purchases (Approx).

    Answer: One company would submit a PO for the awarded RFP.

27. Number of Users submitting Remittance payments (Approx)

    Answer: One Company would provide payment.

28. How many approved vendors for centralized procurement and for campus specific procurement? (Approx)

    Answer: We have 50,000+ vendors in aggregate.

29. Source Version of Current ERP system?

    Answer: Unknown.

30. Current Procurement System?

    Answer: Workday.

31. Current Asset Tracking Tool Used?

    Answer: It varies by campus.

32. Regions in Scope?

    All 20 campus locations.

33. Is the University seeking a solution that is centralized for all locations or per location (each campus).

    Answer: Per location.

34. Any Other third-party tools used currently which need integration?

    Answer: Not at this point in time for trackable assets.

35. Tools currently used for integration of these third party solutions?

Answer: Not applicable.

36. What is the type of support and maintenance efforts expected?

Answer: An annual support contract would be optimal.

37. What ticketing is tool (sic) used for support?

Answer: JIRA.

38. Quote needed for Hardware Scanners?

Answer: If available, yes, but not required. Quote for hardware should be separate from software.

39. Any specific technology requirements? E.g., Database/Java Script.

Answer: Please reference section 14 of RFP, "SPECIFICATIONS / GOALS AND DELIVERABLES".

40. What is the plan for Change Management and Training?

Answer: The software provider will be responsible for providing training tools and resources.

41. Support expected post implementation?

Answer: Yes.

42. Delivery/Timeline for Implementation?

Answer: Please reference section 7 of RFP, "PROJECTED TIMETABLE OF ACTIVITIES". Additionally, Section 14 of the RFP requests each proposal submit the proposed implementation timeline and detailed project plan.

43. Can delivery happen from offsite and offshore model?

Answer: Yes.

44. How currently inventory is managed in the UOA? Is inventory information currently manually processed and uploaded to UOA ERP system?

Answer: It varies per campus. All campuses have the ability to manually upload inventory information to the ERP System (Workday).

45. Any other challenge faced by current inventory solution or procurement solution?

    Answer: Campuses are using outdated software and it has become difficult to find scanning hardware that is compatible.

46. Are there any storage locations currently at UOA campuses?

    Answer: Yes.

47. Currently how do you track your material movements for each campus?

    Answer: Inventory tracking software varies per campus. However, the system of record is Workday.

48. What is your current physical inventory and the methodology used by each campus/location/facility? E.g., Cyclic Counting.

    Answer: The requested information is currently unavailable.

49. Please clarify division of inventory items and confirm the approx current total number of inventory items?

    Answer: Classifications include, but are not limited to: fixed assets, computer equipment, vehicles, etc. There are approximately 160,000+ trackable items in aggregate.

50. Currently are you using any scanning equipment for inventory, for example-RFID?

    Answer: It varies by campus. However, per Section 14 of the RFP, the mobile device solution should have the ability to read 1-D and 2-D barcodes, GPS-enabled active tags, and RFID tags.

51. Currently how the (sic) inventory is integrated with asset management and workday?

    Answer: Manually via electronic file uploads.

52. Currently what is your current asset life cycle management process in UOA?

    Answer: It varies by campus.

53. What are your specific needs for inventory visibility and control?

    Answer: Please reference section 14 of the RFP, "SPECIFICATIONS / GOALS AND DELIVERABLES."

54. Do you have specific requirements for batch tracking, serial number tracking, or expiration date management?

Answer: Please reference section 14 of the RFP, "SPECIFICATIONS / GOALS AND DELIVERABLES."

55. What is the current process for requests for inventory at each campus location?

Answer: Procurement of assets are handled within Workday (including but not limited to Internal Service Deliver, Order Requisitions, etc.)

56. Any threshold for inventory quantity requests?

Answer: Unknown.

57. Current workflow approval process for purchases above threshold?

Answer: Not applicable.

58. For asset tracking capability, what is the proximity of an asset?

Answer: Unknown.

59. Current analytical tool used?

Answer: Unknown.

60. Reporting tools used currently?

Answer: Unknown.

61. What is current total spend volume for the University of Arkansas system?

Answer: Total aggregated spend for the University of Arkansas System is around $1B.