

**Request for Proposal  
RFP No. 240110**

**REBID  
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. How are assets currently tracked and reported?

ANSWER: Assets are currently tracked and reported using Workday. The annual auditing process is currently a manual process and methods currently vary between institutions.

2. Which “business operations” is UAR interested in streamlining with the new AMS (Asset Management Software)?

ANSWER: Asset tracking and reporting. The Asset Software should assist in the annual inventory process, location verification, and then integrate data back to Workday.

3. What are the “compliance” measures or goals that UAR is interested in achieving with this RFP (i.e., warranty expectations, Preventative Maintenance Management, hazardous materials in laboratories or research centers, consistent audit scheduling, etc.)?

ANSWER: This detail will be discussed during the Discovery phase of implementation after the RFP is awarded. If the company has offerings that speak to these details, they should include it in the proposal.

4. What are some of the main reasons the University did not select an awardee for the first release of this RFP?

ANSWER: We wanted to be sure that suppliers understood that we needed asset inventory rather than having a focus on inventory picking. We further defined our needs which were necessary for auditing requirements.

5. What, if anything, has changed in the scope of the RFP since the first release?

ANSWER: A specification has been added to Section 14 of the RFP requesting that a proposed implementation timeline and detailed project plan be included with each proposal.

6. What is UAR looking for that was not provided in the previously submitted proposals (i.e., technology, budget, implementation plan, etc.)?

ANSWER: We wanted to be sure that suppliers understood that we needed asset inventory rather than having a focus on inventory picking. We further defined our needs which were necessary for auditing requirements.

7. Is there anything specific that you would like proposers to go into detail about (i.e., Workday API integration, standard reports, customized reports, etc.)?

ANSWER: Yes, we would like suppliers to explain the offerings on those items listed. We also are wanting to hear how the supplier has provided solutions for higher education asset tracking previously. Please reference the RFP for all needs the supplier should address.

8. Does UAR prefer to use barcode, RFID, or a mix of both technologies?

ANSWER: Currently, barcodes are being used on campuses.

9. How many users will require access to the software?

ANSWER: We estimate 41 Administrator licenses, and 430 User licenses will be needed.

10. How many assets are being tracked?

ANSWER: We estimate 75000+ assets.

11. What asset reports are most important to the University (i.e., asset history report)?

ANSWER: This detail will be discussed during the Discovery phase of implementation after the RFP is awarded.

12. Is a 'check-in/ check-out' station needed?

ANSWER: Unknown. This detail will be discussed during the Discovery phase of implementation after the RFP is awarded. We would be interested in hearing details on this capability in the proposal.

13. Are consumables being tracked?

ANSWER: No.

14. Where are these assets located (e.g., Buildings 1 – 35)?

ANSWER: Assets are located in several buildings, across several campuses, across multiple institutions.

15. Could you please provide a map of the area on campus where these assets will be stored?

ANSWER: We have about 15 institutions who have multiple campuses. Assets will be located throughout entire campus areas. Information on the institutions in the University of Arkansas System can be found at: <https://www.uasys.edu/campuses-units/>.

16. Is UAR conducting cycle counts on the assets? If so, how often?

ANSWER: Current state, inventory scanning must be completed annually at a minimum.

17. What are the main metric(s) that UAR wants to track (i.e., circulation of assets above \$10k value throughout the campus, end of year asset inventory count, number of assets that went missing this year, etc.)?

ANSWER: Inventory count, date of last scan, location of asset, person/identifier who scanned, and an inventory of assets not scanned. UAS also has interest in the additional example provided in this question. Suppliers should put forward details of their solutions in the proposal.

18. Will UAR personnel use handheld RFID/ barcode devices to conduct inventory?

ANSWER: Yes. A scanner or mobile device solution will be used. Please refer to the RFP for details.

19. What are the main categories of assets? For instance,

- *Locations such as buildings, laboratories, residence halls, sports facilities, libraries, and other physical structures on your campus; tracking locations enables you to know which assets are at which locations.*
- *Equipment, either general, such as computers and office equipment, to specialty equipment for labs, arts, and engineering*
- *Campus vehicles, including buses, maintenance trucks, delivery vehicles, and more*

ANSWER: General Equipment, lab equipment, vehicles, art, etc. The examples above represent many of our needs.

20. What is the budget for this project?

ANSWER: Budget is to be determined.

21. Does UAS want pricing to include RFID handheld scanners and RFID tags? If yes, please provide specific make/model and quantities of desired scanners and tags to price.

ANSWER: Currently, barcodes, rather than RFID's, are being used on campuses.

22. Please elaborate with more details on required workflow regarding Page 17, section 14 (Specifications / Goals and Deliverables), which states that "Scanner software should have ability to allow for approval and/or review process to validate inventory data before integrating with Workday."

ANSWER: After inventory process, the asset manager should have the capability to approve or deny any changes to assets such as ownership, location, missing, etc., prior to Workday integration.

23. Please clarify “GPS-enabled active tags” functionality required that is referred to on Page 17, section 14, item 10, which states “Proposed scanners or mobile device solution should have ability to read 1-D and 2-D barcodes, GPS-enabled active tags, and RFID tags.” Are there specific “GPS-enabled active tags” that UAS is already using or wants to implement? If so, please provide specific make/model.

ANSWER: Currently, no campuses report using GPS-enabled active tags. However, we would be interested in seeing software functionality that can accommodate this technology for future growth purposes.

24. Are the answers that were provided in Q&A Addendum # 1 (from RFP 250318) still current?

ANSWER: Respondents should prepare proposals based on this Q&A Addendum posted for this RFP.

25. How many users will need access to the system?

ANSWER: We estimate 41 Administrator licenses, and 430 User licenses will be needed.

26. Our software licensing is based on how many RFID scanners are used. For purposes of this RFP, how many scanners should we budget for?

ANSWER: Currently, barcodes, rather than RFID's, are being used on campuses. System-wide we will need approximately 116 barcode scanners; however, each institution will vary on amount from 1 to 24.

27. Should the proposed implementation timeline and detailed project plan be based on deploying the solution to all 20 campuses simultaneously, or would UAS prefer a phased approach? If a phased approach is preferred, please provide some guidance on how many campuses, users, RFID scanners, and tags would be required for each phase? If the campuses are going to be implemented in phases, should our bid include pricing for just the initial phase or all phases?

ANSWER: The deployment approach will vary depending on the scope of the project and the resources needed to implement. However, the proposal should include pricing under the assumption that all campuses will share the same implementation timeline.

28. Will training need to be provided at all 20 campuses, or should “train the trainer” training be provided at one (1) campus, and then those UAS personnel will train users at other campuses?

ANSWER: This detail will be discussed during the negotiation phase as it depends on the complexity of the system being offered. If the company has experience that speaks to these details, they should put that forward in the proposal.

29. Do any UAS campuses already utilize RFID, and if so, are they using passive or active RFID?

ANSWER: Currently no campuses have self-identified as using RFID.

30. If UAS campuses already utilize RFID, is the preference to allow those campuses to continue to use their existing RFID scanners and tags?

ANSWER: Currently no campuses have self-identified as using RFID.

31. If the preference is to allow existing UAS campuses to continue to utilize their existing RFID scanners and tags, please provide a list of the campuses along with the make/model of RFID scanners and tags being used.

ANSWER: Currently no campuses have self-identified as using RFID. However, campuses using barcodes want to continue utilizing existing tags. Scanners are needed.

32. Is UAS planning to implement one centralized RFID system for all 20 campuses to share?

ANSWER: Each campus will manage their own asset management.

33. Do you currently track all fixed assets uniquely in Workday?

ANSWER: Each campus will manage their own asset tracking and management using Workday and new integrated software from this RFP.

34. Is Workday the fixed asset financial system of record?

ANSWER: Yes.

35. What is the organizational hierarchy in Workday? Does Workday separate each campus which are broken down into further organizations? What are these organizations called, departments?

ANSWER: Workday has a “Company” organizational structure for each institution. Additionally, Assets have “Worktags” to further identify the cost center, program, gift, etc. that has ownership of the asset.

36. Do all campuses within UAS use Workday and will all campuses use this new solution?

ANSWER: All institutions use Workday. Not all institutions will uptake this solution.

37. Is Workday the asset management system of record?

- a. Do users in Workday perform daily asset management tasks such as organizational transfers, location transfers, and/or edits to the asset details?

ANSWER: Yes

- b. If not does each campus manage its assets in various systems?

ANSWER: N/A.

38. What is the current process for asset tracking of the fixed assets? What system(s) and processes are this RFP looking to replace?

ANSWER: Asset tracking and reporting is utilized using Workday. The new Asset Software should assist in the annual inventory process, location verification and then integrate data back to Workday.

39. Is the new solution meant to be a historical asset management system of record or a system to conduct physical inventories of the fixed assets from Workday?

ANSWER: The new system should be a system to conduct physical inventories of the fixed assets from Workday utilizing an inbound and outbound integration.

40. Do you currently scan assets to conduct inventory or for any other reasons?

ANSWER: Trackable assets must be accounted for on an annual basis at a minimum for each institution. Not all campuses currently are able to scan their assets.

41. Because the intention is for the new scanner software to interface with Workday, please describe the intended interface in terms of what actions will trigger the interface.

- a. Is this a one-way or two-way interface?

ANSWER: Two-way.

- b. Would UAS prefer an interface through web services or flat-file exchanges?
  - i. If web services, does Workday have APIs the new system should call, or will these need to be designed?

ANSWER: Workday does have Web Service that utilizes APIs, and this is the preferred solution. As an alternative, flat-file exchanges are also supported.

- c. At what interval does the interface need to happen; manually (on-demand), “real-

time”, nightly, weekly, etc.?

ANSWER: This detail will be discussed during the Discovery phase of implementation after the RFP is awarded.

42. How do you break down and conduct the asset inventory, by campus, business unit, department, location, etc.? Is there more than 1 level of breakdown?

ANSWER: This will vary by institution but there will be more than 1 level of breakdown as each campus will be responsible for their own inventory management.

43. Is UAS seeking a solution that is centralized for all campuses or a system per campus?  
a. Does each campus conduct, manage, and approve its inventory individually or is inventory conducted centrally for all campuses?

ANSWER: Each campus will manage their own asset tracking and management using Workday and new integrated software from this RFP.

44. In Section 14. Specifications, #1 states that the “Scanner software must track assets for compliance, analysis, reporting, operational planning and more.”  
a. Please provide further details regarding what is meant by “track assets for compliance”. Is there a standard the new solution must maintain?

ANSWER: The Legislative Audit for the state of Arkansas audits us annually to verify assets are being tracked and accountable for.

b. Please provide further details regarding what is meant by “track assets for analysis”. What types of analysis are you looking for within the system?

ANSWER: Assets not scanned.

c. Please provide further details regarding what is meant by “track assets for operational planning”. Is this meant as physical inventory planning?

ANSWER: Yes.

45. In Section 14. Specifications, #2 states that the scanner software should report on inventory count. Can you please describe “inventory count”? Will there be non-fixed assets (consumable items) with a quantity greater than 1 or is this referring to?

ANSWER: We only track fixed assets.

46. In Section 14. Specifications, #6 states that the software should be able to upload and download data in Excel. Is this for an interface to another system or Workday?
- a. Is a .CSV format for uploading and downloading acceptable?

ANSWER: Yes.

47. How many users will be using the scanner software on scanners or mobile devices?

ANSWER: We estimate 41 Administrator licenses, and 430 User licenses will be needed.

48. How many users will need access to a web-based cloud application for inventory reporting and review?

ANSWER: We estimate 41 Administrator licenses.

49. How many system administrators will there be accessing the solution? Would there be one per campus or more than 1 per campus?

ANSWER: We estimate 41 Administrator licenses. The number of licenses per campus will vary.

50. Does UAS issue mobile devices (cell phones) to the employees who will be scanning, and if so, what type of devices? Would UAS look to bring their own mobile devices to be used with the new system?

ANSWER: This detail will be discussed during the Discovery phase of implementation after the RFP is awarded but the proposal is for both hardware and software.

51. What types of tags are on the assets? Does UAS currently use RFID or GPS-enabled active tags? If not, is there an initiative to retag assets with either or both of these tag types?

ANSWER: Currently, barcodes, rather than RFID's, are being used on campuses.

52. How many scanners or mobile devices will be purchased? Is this decision up to UAS or left to each campus?

ANSWER: System-wide we will need approximately 116 barcode scanners; however, each institution will vary on amount from 1 to 24 in which each campus will determine.

53. There are numerous options for scanners or mobile devices based on the tagging methodology UAS has, how can the respondent list these within the pricing sheet to provide this information? Should this be detailed in an additional spreadsheet to show detailed pricing?



ANSWER: An additional spreadsheet can be provided. Pricing will be determined by the per unit cost. Respondents should only put forward options that match the RFP.

54. Within the Official Price Sheet, should quantities be denoted within the Description field?

ANSWER: Yes.

55. Is there a budget initiative for this project, and if so, what is it?

ANSWER: Budget is to be determined.

56. Can you provide more detailed specifications for the required mobile inventory solution, especially in terms of features and functionalities?

ANSWER: Reference Section 14 of the RFP for the required minimum specifications.

57. Are there any specific hardware or software requirements for the mobile inventory solution?

ANSWER: Reference Section 14 of the RFP for the required minimum specifications.

58. Can you provide more details on how the University envisions the integration of the mobile inventory solution with Workday?

ANSWER: The University envisions integrating the mobile inventory solution with Workday to streamline and enhance inventory management processes. This integration aims to improve efficiency by enabling automatic updates, accurate tracking of assets, and seamless communication between the mobile inventory system and Workday. This collaboration is expected to optimize resource utilization, reduce manual efforts, and provide a comprehensive overview of inventory-related data within the Workday platform.

59. Are there any specific APIs or protocols that the solution needs to support for?

ANSWER: Workday does have Web Service that utilizes APIs, and this is the preferred solution. As an alternative, flat-file exchanges are also supported.

60. Can you elaborate on the projected timetable for activities, especially the milestones related to the presentation day and the overall evaluation process?

ANSWER: The Projected Timetable of Activities provides information for respondents to prepare their proposals. The proposals will be reviewed by an evaluation committee and will determine whether presentations will be required. The projected timetable may change in accordance with the needs of the evaluation committee.

61. What compliance standards or regulations should the mobile inventory solution adhere to?

ANSWER: The Legislative Audit for the state of Arkansas audits us annually to verify assets are being tracked and accountable for.

62. What security measures are expected to be in place to protect sensitive asset tracking information?

ANSWER: The following measures include, but are not limited to:

- **Strict Data Encryption:** All sensitive information, including asset tracking data, must be encrypted both in transit and at rest. This is non-negotiable to ensure that data remains secure and inaccessible to unauthorized parties.
- **Robust Access Control:** We expect you to implement comprehensive access control measures. This includes implementing role-based access control (RBAC) systems to ensure only authorized individuals have access to sensitive information. Multi-factor authentication (MFA) should be a standard practice for accessing our data.
- **Advanced Network Security Protocols:** Your network should be fortified with state-of-the-art firewalls, intrusion detection, and prevention systems. Regular security assessments should be conducted to identify and address vulnerabilities promptly.
- **Compliance and Regular Audits:** Adherence to relevant industry standards and regulations such as NIST 800-171, GLBA, FERPA, etc. We expect regular audits of your systems and compliance checks to be part of your routine. We would also like to see the latest releasable audit reports such as SOC 2, etc.
- **Employee Security Training:** Your employees should be well-trained in handling sensitive data and aware of the latest cybersecurity threats and best practices. This is critical to prevent data breaches resulting from human error.
- **Incident Response and Management:** A clearly defined and tested incident response plan must be in place. This should detail procedures for quick and effective action in the event of a data breach or security incident.
- **Rigorous Vendor Risk Management:** If you subcontract any services that handle our data, those vendors must also comply with our security requirements. Regular risk assessments and audits of these third parties are expected.
- **Physical Security Measures:** Adequate physical security controls must be in place to protect the servers and devices where our data is stored or processed, including surveillance and controlled access.
- **Consistent Software Updates and Patch Management:** It's essential to maintain all systems with the latest security patches and updates. This minimizes vulnerabilities and protects against emerging threats.
- **Data Backup and Disaster Recovery:** We require regular, secure backups of our data and a solid disaster recovery plan to ensure data availability and integrity under all circumstances.

63. Can you provide more specific details on how the selected respondent is expected to achieve the goals outlined, such as modernizing asset tracking and streamlining business operations?

ANSWER: The Asset Software should assist in the annual inventory process, location verification and then integrate data back to Workday.

64. Are there specific reasons for the four-year contract duration, and is there a possibility of contract extension beyond this period?

ANSWER: Arkansas Procurement Law allows for a contract to be entered into for up to a maximum period of seven (7) years with the option of the initial term to be up to four (4) years.

65. Has an asset inventory solution been previously implemented at the UAS?

ANSWER: Assets are currently tracked and reported using Workday. The annual auditing process is currently a manual process and methods currently vary between institutions.

66. Are there requirements regarding system authentication, for example single-sign-on? If so, what type (Shibboleth)?

ANSWER: Yes. It can vary between institutions such as CAS, SAML, etc.

67. How many unique institutions will manage their data?

ANSWER: 15+.

68. Will all of the unique institutions data roll up as one file and integrate with WorkDay?

ANSWER: Each campus will manage their own asset tracking and management using Workday and new integrated software from this RFP.

69. Approximately how many assets will be tracked via the inventory software?

ANSWER: We estimate 75,000+ assets.

70. What is the threshold for assets to be tracked?

- a. Capitalized Equipment  $\geq$  \$5,000
- b. Low Value Equipment: \$2,500 - 4,999.99
- c. Low Value High Risk: \$500 - 2,499.99
- d. Low Value Collective: Awaiting guidance due to recent GASB regulations

71. Will sensitive assets such as tablets and laptops be tracked or potentially added later?

ANSWER: Sensitive assets such as laptops are and will be tracked.

72. How many administrative users will need full access to the program and data?

ANSWER: We estimate 41 Administrator +.

73. How many end users will be scanning the assets for inventory purposes?

ANSWER: We estimate 430 User licenses will be needed.

74. Are the assets currently tagged with property identification labels?

If Yes, what type of tags are currently in use?

ANSWER: Campuses who have tags are currently using Linear, 1-D, and UPC-A standard labels.

75. How frequent is your inventory cycle completed?

ANSWER: Annually.

76. How many scanners do you anticipate being deployed at one time?

ANSWER: System-wide we will need approximately 116 barcode scanners; however, each institution will vary on amount from 1 to 24 in which each campus will determine.