Request for Proposal
Asset and Work Order Management System

ADDENDUM 01

TO ALL OFFERORS:

The following items shall be incorporated as a part of the RFP for the services requested and shall be honored as such in your Proposal.

ITEM 01: **PROPOSAL DUE DATE - EXTENSION**

Offerors should refer to the Cover Page of the RFP. <u>The Proposal Due Date has been extended</u>.

Proposals will now be received on **APRIL 14, 2023, at 12:00 PM EST.**

ITEM 02: **LAST DAY FOR QUESTIONS - EXTENSION**

Offerors should refer to the Cover Page and the Uniform Instruction to Offerors Section 1.C. of the RFP. <u>The Last Day for Questions has been extended</u>.

The last day for questions will now be **APRIL 05, 2023, at 12:00 PM EST.**

ITEM 03: **RFP RESPONSES AND ADDENDA - EXTENSION**

Offerors should refer to the Uniform Instruction to Offerors Section 1.C. of the RFP.

Responses and addenda to this RFP are now scheduled to be issued by **APRIL 06, 2023, at 12:00 PM EST.**

ITEM 04: **ANSWERS TO QUESTIONS RECIEVED**

Question 01: " [I discovered that PPS] is actually a TIPS customer! Would it be of interest to [PPS] to purchase with the TIPS contract, so you can receive an additional discount? "

Answer 01: Please refer to the Special Terms and Conditions section of the RFP. In this section items 12 – 18 pertain to this question. Please also note the first paragraph of the Evaluation Criteria section.

Question 02: " Does the District currently have GIS data? "

Answer 02: No

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Question 03: " Is the District currently using a GIS system? If so, which one and what version? "

Answer 03: We do not currently use a GIS system.

However, the District is interested in reviewing information and pricing regarding the implementation and utilization of GIS software. Offerors should include this capability, and those similar, as instructed in the Additional Services section (section 12 of the Scope of Work) of the RFP.

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Question 04: " Does the District have a budget threshold you are looking to stay within? "

Answer 04: Yes. The District has allocated a portion of ESSER funding for this contract. Accordingly, each offeror is reminded to review Section 8 of the Uniform Terms and Conditions of the RFP.

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Question 05: " Would the District consider a 1-week deadline extension to allow vendors time to adjust responses if addenda is released on or after March 28th? This will provide vendors necessary time to adjust our responses (if needed) before shipping our responses prior to the March 31st deadline.? "

Answer 05: An extension to the submission deadline was provided in Item 01 of this Addendum.

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Question 06: " What's the total square footage of the facilities using the CMMS? "

Answer 06: The total district building square footage is 6,852,551.

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Question 07: " Would you please share how many concurrent named users would need access to the Enterprise Asset Maintenance / Performance modules are needed? These would be users in the system to create work orders and not necessarily the users requesting the Work Order. "

Answer 07: A high end estimate of the number of primary users within the system would be approximated at 220 persons. The breakdown of anticipated users would be 60 head custodians, 60 assistant custodians, 60 tradesmen, 10 labor landscape, 10 maintenance admin, 10 design/construction admin, 10 custodial admin.

Head and assistant custodians create and submit the work orders, which are then routed amongst the tradesman and labor landscape. The admins in each department oversee the daily activity and provide reports.

The 30 admins across the three departments would access the system most frequently, for verification, review, and reporting.

Offerors are reminded to clarify potential software licensing per user in Proposal Tab 2 – COST.

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Question 08:   " Why is PPS seeking to replace its current Asset and Work Order Management System? "

Answer 08:   Currently, PPS only utilizes a work order management system. Our goal is to obtain a comprehensive system that provides asset and work order management, supporting our decision making for capital planning and expenditure. The Scope of Work section of the RFP describes details of the system we are interested in.

Offerors are reminded to include any other available system modules whose features and functionalities were not specifically mentioned in Scope of Work, but that may enhance and add value to the overall system experience in Scope of Work, Section 12 Additional Services.

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Question 09:   " Will you please provide a breakdown of system users by type as follows? A) number of in-house facilities department staff (excluding technicians and custodians). B) number of technicians and trades people employed by PPS (excluding custodians) "

Answer 09:   The essence of this question was answered previously in Question 07 above.
A) 30 persons (the admin staff)
B) 70 persons (the tradesman and labor landscape)

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Question 10:   " How many field technicians will use a mobile app to manage their work orders on devices such as smart phones or tablets? "

Answer 10:   Mobile app access would be beneficial to all users in the system. However, in terms of managing work orders, the 70 tradesman and labor landscape individuals would need mobile access. It would be beneficial for several admin users across the three departments to have mobile access as well. Please estimate half of the admin amount. This yields approximately 85 persons with mobile access. Offerors are reminded to include a breakdown of pricing associated with mobile usage and access.

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Question 11:   " How many mobile users will have an Apple iPad specifically and the need for additional features and functions such as scheduling work orders to technicians directly on the iPad device? "

Answer 11:   Currently no users are equipped with an Apple iPad or tablet. If the District were to purchase these devices for use in the field, please estimate 50 devices (10 admin and 40 field devices). Offerors are encouraged to describe the unit price associated with the utilization of their software on these devices.

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Question 12:   " Do you want your vendors/contractors to be able to log into your Work Order Management System to complete work orders? "

Answer 12:   Work order routing to external vendors/contractors would be preferred. Offerors should identify whether their solution provides this functionality and the unit cost associated. Price breaks for number of users should also be included.

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Question 13:   " Do you want your vendors/contractors to be assigned mobile user licenses to complete work orders? If yes, how many of these vendor/contractor users do you envision? "

Answer 13:   If there is cost associated with a mobile user application versus accessibility though a web browser, this cost should be identified clearly in the proposal as a unit price. Price breaks for number of mobile application licenses should be included. Estimate 50 external users with mobile access for this discussion.

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Question 14:   " Is there a defined budget for this project that you can share? "

Answer 14:   Please refer to Question/Answer 04 above.

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Question 15:   " As part of the turnkey solution, does PPS require facilities data collection services? "

Answer 15:   PPS is interested is facility data collection services as well as condition assessment services. Please refer to Addendum Item 05 below for additional details.

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Question 16:   " Please provide an estimate number for the following types of users in the new system:

A) Total Users
B) Maintenance Technicians
C) Maintenance Supervisors
D) Capital Project Managers
E) Other Capital Project Users
F) Inventory Managers
G) Self Service Request Users
H) Executives who need access to the new solution "

Answer 16:   Please refer to Question/Answer 07 above. 220 persons should be used as a basis for users within the environment, as this value was overestimated.

A) 220
B) 60
C) 10
D) 10
E) Included in D, 4 of 10
F) Included in A, 5 of 220
G) 120 (head and assistant custodians)
H) Included in A, 1 of 220

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Question 17:   " How much legacy data do you intend to migrate from your existing systems? What formats are the data in currently? Please provide an estimated total number of records and number of database tables. "

Answer 17:   PPS currently has no intention to migrate the existing work order data. The current data can be exported in .CSV format, should we desire to have the data migrated.

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Question 18:   " As part of the migration process, are there any documents that need to be migrated to the new system? If so, please provide an estimate of the number of documents, their file formats, and current locations. "

Answer 18:   No documents would be migrated from the current work order management system.

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Question 19:   " Is there any integration identified, what level of integration is required? (For example, real time API or flat file transfer) "

Answer 19:   In most cases flat file transfer should suffice across platforms. According to Section 4 of the Scope of Work, offerors are required to submit their capabilities of integrating with other software. It is recommended that the cost differentiation between flat file transfer and real time API be clearly identified in this section.

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Question 20:   " As floor plans/CAD drawings need to be migrated to the proposed solution? If so, please provide an estimate of the number of CAD files. "

Answer 20:   For the sake of discussion, please estimate 700 PDF files or 70 CAD files for floor plans to be imported. Offerors are encouraged to include unit pricing for uploading files.

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Question 21:   " Will one non-production and one production environment meet your requirement? "

Answer 21:   Yes. A sandbox environment would be beneficial to test features before pushing changes out to the production environment.

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Question 22:   " Are you using ServiceNow in any capacity? "

Answer 22:   No

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Question 23:   " What solutions are in your current Facilities technology stack? "

Answer 23:   PPS currently utilizes School Dude for work order management. We currently do not have an asset management software. We partner with a 3rd party for energy management reporting. We utilize Incident IQ for our support ticketing.

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Question 24:   " Are you looking for a standard SaaS deployment or is the PPS open to a self-hosted model? "

Answer 24:   We are looking for a standard SaaS development.

ITEM 05:   FACILITY DATA COLLECTION AND ASSESSMENT SERVICES

In Section 12 Additional Services of the Scope of Work, offerors should include a scope statement with associated pricing regarding their capabilities to perform facility data collection and assessment services.

This scope statement should include, but is not limited to, services such as:

-   facility condition assessment.
-   identifying and locating assets.
-   classification of assets by system and type.
-   recording of assets manufacturer, model, and serial number.
-   recording of asset life cycle.
-   estimated asset replacement date base on condition assessment.
-   estimated replacement cost per unit.
-   asset barcoding.
-   digital placement of assets on floor plans.

Offerors should use the total district building square footage of 6,852,551, as the basis for pricing.

Costs and capabilities associated with this response will be evaluated separately from the evaluation criteria described in the proposal and will not be weighted with the evaluation of the asset and work order management solution.

ALL OTHER ITEMS OF THE RFP REMAIN UNCHANGED.