



RFP 23-023 Facilities Management Software Questions/Answers

Addendum #1

- If we pass a certain threshold, is the team anticipating a demonstration?

Page 3 of the RFP States, "During the selection process, the District will rank all statements of professional qualifications submitted. Interviews/presentations may be requested from selected vendors. The most qualified Vendor(s) will be recommended to the Board of Trustees'."

The determination for a presentation has not been decided at this point.

- What are the exact requirements for fleet management capabilities?

Unlimited work order accessibility

Work order tracking

Down time tracking

Labor tracking

Inventory

Preventive maintenance scheduling

Cost tracking

Access to system via phone, tablet, computer

- Has the School District had any demonstrations of facility management software prior to the release of the RFP, and if yes, can you tell us which ones?

No vendors have provided any presentations or demonstrations prior to the RFP being released.

- Will the School District clarify if the estimated contract budget is \$85,000 for all five years combined or \$85,000 per year?

The estimated budget is for the life of the contract over 5 years. This equates to approximately \$17,000 per year with the expectation year one will be the most expensive of the contract terms.

- Can you provide more details on the "Scheduling transportation requests with driver and field trip plan details" requirement, to determine if customization is necessary?

Trip times
Dates
Type of trip
Double booking oversight
Unlimited licenses for users and requesters
Billing
Multi-level approvals
Specialized Trip Sheets
Printable Schedules

- Could you provide more specifics on your reporting needs, especially regarding financials?

Financial reporting needed would pertain to WO expenditures. Supply cost and labor costs, inventory cost.

- Is there an existing GIS system in place that this solution needs to be compatible with?

We do not currently utilize GIS

- Are there any specific existing infrastructure and systems with which the Facility Management Software needs to integrate?
- What are your training and support requirements for the new Facility Management Software?

Site visit training with implementation of system. Continuous customer support for additional training as needed. Also, to include help desk support for day-to-day issues.

- For the requirement “Provide streamlined Ticketing Capability for multiple departments with multiple workflows.”, what departments do you want the ticketing system to be utilized for? We have a few different request modules and want to ensure we propose the right ones for pricing purposes.

BISD Operations, Transportation, and Technology Departments will need the ticketing capability.

- Is a performance bond required for this response?

No

- Does the District have any technical specifications about the required document other than the items listed in Part 7 - Attachment A and the requirements on Page 8?

No, the vendor should include in their proposal the full capabilities of their product. The specifications listed are areas of interest for the District.

- The District mentions the Technology department intends to use the new system. Do they plan on tracking IT assets? If so, what types?

No. We use a separate software for tracking IT assets.

- Has the District seen any demos of potential solutions prior to release of this RFP? If so, who?

No

- Does the \$85k budget include year 1 implementation costs or only the recurring software subscription?

The budget includes the total value of the contract.