REQUEST FOR PROPOSAL

Asset Tracking Solution ATS RFP#0124

ISSUED: **01/23/2023**
Responses Due: **02/03/2023**

LIFEPATH SYSTEMS
1515 HERITAGE DR.
MCKINNEY, TX 75069
972-562-0190

For RFP Questions:
Willy Villavicencio
Purchasing Manager
wvillavicencio@lifepathsystems.org

REQUEST FOR PROPOSAL (RFP) ATS #0124

Asset Tracking Solution

Background Information

Collin County Mental Health Mental Retardation Center d/b/a LifePath Systems (“Center”) was founded in 1986. It is the Local Behavioral Health Authority (LBHA) and the Local Intellectual and Developmental Disabilities Authority (LIDDA) for Collin County, Texas as authorized by the Texas Health and Human Services Commission (HHSC). In addition to its role as Authority, the Center is a provider of behavioral health services and a provider of services for individuals with intellectual or developmental disabilities.

Throughout this RFP, reference to “Center” is assumed to define and include LifePath Systems. Reference to the “vendor” is assumed to include the vendor and any other vendors and/or personnel with which the vendor has elected to partner for purposes of this RFP.

The Center currently does not have a solution to track center assets. Instead, inventory and asset tracking has been done manually. The Center currently estimates to have upwards of 50,000 assets inventoried.

The Center is seeking proposals from a qualified vendor capable of assessing, designing, and fully staffing the implementation of their recommended asset tracking solution. This includes, but not limited to, providing ongoing technical support and maintenance for all software and hardware products and services procured under this RFP.

Scope of Services

The Center seeks a vendor to provide a single solution for asset tracking that the Center can evaluate and determine best value for an asset tracking solution. Management’s goal is to implement a unified system that will have all assets, as broadly defined, into a centralized database. The Center shall work with the awarded vendor’s implementation services team for configuration of items listed in **“EXHIBIT-A-LPS Asset Tracking Business and System Requirements-Vendor- Response”,** which must be submitted with all proposals.

The Center’s ideal solution will:

A. Allow the Center to control asset distribution, assignment, and lifecycles via web and/or mobile application.
B. Allow aggregate reporting that results in improved allocation of Center resources and more effective tracking of all company assets.
C. Provide a documented audit trail of asset tag number, asset make, model, assigned location, assignee, date in-service, warranty data, and EOL date.
D. Have a well-designed workflow to ensure distribution and retirement of assets.
E. Efficiently manage transitions in asset assignments.
F. Integrate with the Center’s HR system (TBD), financial system (Blackbaud Financial Edge NXT) and ticket system (Manage Engine Service Desk Plus).

At a **minimum**, the proposed Asset Tracking solution must have:

A. Central Repository for Asset Information

A system that serves as a central repository with the ability to track, scan, deploy assets, and have search and retrieval for all asset description information including photos and all related attachments.

B. Allow scanning of assets by either Bar Code or QR Code asset tags

A system that facilitates the use of mobile devices to scan Bar Code or QR Code asset tags to input asset into the Asset Management system.

C. Customizable manually created fields.

A system that allows for the manual creation and editing of at least 10 custom fields

D. Support and Security

A system that provides adequate security and user authentication. Specific system features related to security include:

a. online multi-factor authentication via SAML
b. role-based access and security to view/update information
c. ability to audit status, access, and usage of system resources
d. audit trail of all transactions
e. data encryption at rest and in transit; and data storage, including 3rd party data, be US based only
f. restore process for lost/corrupted data
g. documented SLAs requirements for incidents requiring support
h. documented SLA for provider incidents that affect the SaaS environment's accessibility and usage

E. Report Generation

Reporting capabilities that enable performance assessment and risk analysis while providing management with dashboard views of key performance indicators (KPIs), including (but not limited to):

a. total number of assets in use or prepared for disposal.
b. the dollar value of assets in use and prepared for disposal.
c. asset by Cost Center.
d. assets by company division.
e. identification of assets coming up for refresh.
f. date put into service
g. warranty expiration date

Term

The Center anticipates a 3-year contract for services with option of extension for up to five years without price increase. As you evaluate your approach to provide services, you are encouraged to recommend contract options and address the relative advantages and disadvantages of your recommendations. Contract duration must allow early termination without penalties to LifePath Systems in the event the Texas Health and Human Services Commission terminates revenue contracts to the Center. The contract can also be terminated for cause.

Fee

The following is a guide for splitting the fee into sections that clearly identify the acquisition/start-up costs versus ongoing solution fees. Although it is not intended to be absolute, significant deviations should be closely reviewed.

A. Fee Matrix

Having examined specifications and requirements of this RFP (including any attachments and published answers to questions), the undersigned proposes to furnish Work upon the pricing terms quoted below:

Deliverable Description	**Costs**	**Comments**
Software License or Subscription		
Software Maintenance/Support (specify pricing/coverage levels offered)		
Hardware (scanners, device, asset tags, etc)		
Implementation Services		
Training & Materials		
Third Party Software		
Third Party Software Support		
Total Year 1 Price		

B. Maintenance Fees

Responses must clearly articulate the anticipated LifePath Systems internal resources necessary for a successful project. Responses must distinguish between implementation and ongoing support after implementation.

Description	Estimated Costs	Comments
Year 1 – Maintenance & Subscription Fees		
Year 2 – Maintenance & Subscription Fees		
Year 3 – Maintenance & Subscription Fees		

Submittal Schedule

Task	Date
RFP Issued	01/23/2023
Questions are due	01/26/2023
Questions answered via addenda	01/27/2023
RFP Submittal Deadline	02/03/2023
Proposal Review	02/06-10/2023
Tentative Presentation/Demonstration by selected vendors (3 finalists)	02/13-15/2023
Final Vendor Discussions	02/16/2023
Evaluation Team FINAL RECOMMENDATION to Board of Trustees	02/23/2023
Board of Trustees Approval	02/23/2023
Contract Signed	02/24/2023
Project Start (*available project team members*)	02/27/2023 (TENTATIVE)

Proposal Deadline

Request for proposal packets may be obtained on the Center's website, www.lifepathsystem.org/contractingopportinities. Responses to the Request for Proposal (RFP) must be received by the Center by 10:00 am CDT. If you are submitting an electric copy via email, your attachment must include the RFP number, your company and the date it was sent. If you mail your proposal, it must be postmarked prior to the submission deadline. Mail to:

LifePath Systems
ATTN: Willy Villavicencio
1515 Heritage Dr.
McKinney, TX 75069

Proposal Instructions and Format

Along with a copy of your standard contract, which will be subject to review, negotiation, and possible revision, please include the following items in any Proposal submitted in response to this RFP:

1. Company name, address, phone, and email address.
2. Describe your company's background, ownership of your company and list its principal shareholders.
3. Describe your company and how it is organized including its overall size in numbers ofemployees.
4. Describe the practicing ideas or themes that serve as the central organizing elements of your company's practice as related to the asset tracking software.
5. Provide names and titles of key personnel who would be directly responsible for the work.
6. Please submit key reference contact information including telephone numbers, fax numbers and email addresses.
7. Submit an organizational chart for the entire recommended Team for this project as referenced in item 3 above.
8. Describe the process by which you will develop implementation and deployment services for a typical project.
9. Describe your approach to maintenance services that will assure the functional, technical and requirements are satisfactorily addressed.
10. Explain the management tools, techniques, and procedures your team uses to maintain the project schedule between implementation and go live date.
11. Explain your team's procedures for documenting quality control and coordination of the various disciplines of work amongst your company.
12. Describe the company's support services and the advantages to each tier and /or level, ifany.
13. Explain, in detail the services provided by your company regarding software education and ongoing training. What methods does your company use.
14. Explain the hosting services, if any, available from your company.
15. Explain why you believe your team is the most qualified firm to provide the requested services for this Project.

Proposals are expected to provide complete and detailed descriptions of the vendors' abilities to meet the requirements of this RFP and must be submitted in either MS Word or PDF format.

Questions regarding this RFP must be sent by email prior to close of business (5:00 pm CDT) on 01/26/2023 to: Willy Villavicencio wvillavicencio@lifepathsystems.org. Answers to all submitted questions will be posted on the LifePath Systems web site: https://www.lifepathsystems.org/connectwithus/contracting

Proposals which do not meet the criteria below will not be evaluated by LifePath Systems.

The proposal must include a cover letter that provides:

a. RFP Title;
b. Confirmation that proposed fees are firm and guaranteed for 90 days from the proposal due date
c. A STATEMENT CONFIRMING THAT YOU HAVE READ, UNDERSTAND, AND AGREE TO THE GENERAL AFFIRMATIONS LOCATED AT: https://www.lifepathsystems.org/wp-content/uploads/2021/05/General-Affirmations.pdf
d. Signed by a representative authorized to commit to the terms of the proposal.

The selected vendor will be required to adhere to all Texas contract and confidentiality requirements.

Your response may also contain any narrative, charts, tables, diagrams, or other materials in addition to those called herein; to the extent such additions are useful for clarity or completeness of the response. Attachments should clearly indicate on each page the paragraph in the RFP to which they pertain. The Center will not be liable for any errors in your proposals.

No modifications to your proposal will be accepted except during negotiations initiated by the Center.

The request for proposals and potential inclusion into the demonstration process shall in no way be deemed to create a binding contract or agreement between the respondent and the Center. Upon recommendation of the vendor, the Center will enter into an agreement. If the Center and successful respondent are unable to reach agreement upon a contract, the Center reserves the right to immediately enter into negotiation and agreement with another respondent.

Any verbal communication will be considered unofficial and non-binding regarding this RFP and subsequent award.

Each respondent submitting a Proposal in response to this RFP acknowledges and agrees that the preparation of all materials for submittal to the Center and all presentation, related costs, and travel expenses are the respondents' sole expense as the Center shall not, under any circumstances, be responsible for any cost or expense by the respondent.

The Center shall be allowed to keep any and all materials submitted by the respondents in regard to this RFP. Each respondent agrees to hold the Center harmless against any expenses, damages, and claims arising from or connected with your proposal, including patent, trademarks, copyright, or other intellectual property infringement or misappropriation.

Any media request of the respondents shall be concurrently directed to the Center during the receipt, analysis, selection, and subsequent contract negotiation until said contract is signed and delivered by the Center.

The Center reserves the right to accept or reject any or all proposals, to alter the selection process in anyway, to postpone the selection process for either party's own convenience at any time, and to waive any defects in proposals submitted. The Center reserves the right to issue addenda to this RFP at any time due to the need for clarification, change in schedule, or other reasons the parties so decide. The Center reserves the right to accept or reject any individual sub-consultants that the successful respondent proposes to use.

Your proposal constitutes an offer that remains open and irrevocable for a period of no less than 90 days unless your proposal states otherwise. Proposals after the award are public documents.

Selection Criteria

The selection and approval of the Proposer will be made in accordance with the Center's competitive bidding and selection process. An evaluation team will evaluate proposals based on the guidelines set forth in this RFP and will present its findings to the Center's Management. The Center reserves the right to request additional information and clarification of any information submitted, including any omission from the original proposal. All proposals will be treated equally regarding this item.

The Center intends to solicit, evaluate, and negotiate proposed terms from qualified Proposers to determine which proposal will serve the best interests of the organization by providing the best value[1]. Once it is determined that a proposal meets the requirements, the Center's evaluation team will score each proposal. In determining best value for the organization, the Center will consider:

1. The purchase price.
2. The reputation of the proposer and of the proposer's goods or services.
3. The quality of the proposer's goods or services.
4. The extent to which the goods or services meet the Center's needs.
5. The proposers past relationship with the Center.
6. The impact on the ability of the Center to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities.
7. The total long-term cost to the Center to acquire the bidder's goods or services; and any relevant criteria specifically listed in the request for proposals.

The Center will review and create a short list of the number of vendors to provide a demonstration their solution. Those vendors that are invited to demonstrate will be expected to have the key project personnel available for demonstration between 02/13-15/2023. Times for individual demonstrations will be announced later but respondents will tentatively be provided a block of 60 minutes for presentation and questions. Representatives for the Center will be in attendance for the demonstrations. Demonstrations will be conducted virtually via Microsoft Teams, unless otherwise stated by the Center.

[1] Texas Local Government Code §252.043(a)(b) Award of Contract

Assurances, Certifications, Exhibits and Attachments

Vendor must submit the Assurance and Certifications and all Attachments requested, to include:

Vendor will submit a copy of their standard contract, along with proposal and **"EXHIBIT-A- Asset Tracking Requirements-Vendor-Response".** Label this **(Attachment A)**
Signature Page **(Attachment B)**
Resident/Non-Resident Certification **(Attachment C)**
Assurances Document **(Attachment D)**
Conflict of Interest Questionnaire **(Attachment E)**
Vendor shall review **Texas Administrative Code §412.54(c) and** provide a written response signed by Authorized Individual **(Attachment F)**
Vendor shall review **Texas Health and Safety Code §250.006** and provide a written response signed by Authorized Individual **(Attachment G)**
Form W-9 **(Attachment H)**
Lobbying Certification **(Attachment I)**
Deviation Form **(Attachment J)**

Questions or Inquires

All questions must be submitted electronically no later than 5:00 pm CDT on 01/26/2023.

LifePath Systems
Willy Villavicencio, Purchasing Manager
Email: wvillavicencio@lifepathsystems.org

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ATTACHEMENT B
SIGNATURE PAGE

The attached proposal application is being submitted in response to the ASSET TRACKING SOLUTON (ATS) RFP #0124. The proposal is a firm offer and shall remain an open offer, valid ninety (90) days from the date of this document.

LifePath in its sole and absolute discretion shall have the right to award contracts for any or all materials listed in each proposal, shall have the right to reject any and all proposals and shall not be bound to accept the lowest proposal and shall be allowed to accept the total proposal of any one vendor. I understand that this proposal will be reviewed and evaluated according to the procedures indicated in this RFP.

Authorized Signature	Company Name
Typed or Printed Name	Street Address
Title	City, State, Zip Code
Telephone Number	Fax Number
Email	

ATTACHMENT C
RESIDENT/NON- RESIDENT CERTIFICATION

Contractor must answer the following questions in accordance with the **Texas Government Code §2252.002**, as amended:

A. Is the Contractor that is making and submitting this bid a "resident Contractor" or a "non-resident Contractor"?

Answer:__________Resident Contractor ________________Non-resident Contractor

(1) Texas Resident Contractor - A Contractor whose principal place of business is in Texas and includes a Contractor whose ultimate parent company or majority owner has its principal place of business in Texas.

B. If the Contractor is a "Non-resident Contractor", does the state in which the Nonresident Contractor's principal place of business is located have a law requiring a Nonresident Contractor of that state to bid a certain amount or percentage under the bid of a Resident Contractor of that state in order for the nonresident Contractor of that state to be awarded a contract on his bid in such state?

Answer:_______Yes_______No Which state? _________________________________

C. If the answer to Question B is "yes", then what amount or percentage must a Texas Resident Contractor bid under the bid price of a Resident Contractor of that state in order to be awarded a contract on such bid in said state?

Answer: ____

ATTACHEMENT D
ASSURANCES DOCUMENT

The vendor assures the following:

1. All addenda and attachments to the RFP as distributed by the Local Authority and designated by the checklist have been received.
2. No attempt has been or will be made by the vendor to induce any person or vendor to submit or not to submit a Proposal, unless so described in its Proposal.
3. The vendor does not discriminate in its services or employment practices based on race, color, genetic information, religion, sex, national origin, disability, veteran status, or age.
4. All cost and pricing information is reflected in the RFP response documents or attachments.
5. The vendor accepts the terms, conditions, criteria, and requirements set forth in the RFP.
6. The vendor accepts the Center's right to cancel the RFP at any time prior to Contract award.
7. The vendor accepts the Local Authority's right to alter the timetables for procurement that are set forth in the RFP.
8. The Proposal submitted by the vendor has been arrived at independently without consultation, communication, or agreement for the purpose of restricting competition.
9. Unless otherwise required by law, the information in the Proposal submitted by the vendor has not been knowingly disclosed by the vendor to any other vendor prior to the notice of intent to award.
10. No claim will be made for payment to cover costs incurred in the preparation of the submission of the Proposal or any other associated costs.
11. Local Authority has the right to complete background checks and verify information.
12. The individual(s) signing this document and any Contract awarded to vendor is authorized to legally bind the vendor.
13. No employee of the Local Authority and no member of the Local Authority's Board will directly or indirectly receive any pecuniary interest from an award of the proposed Contract to vendor. If the vendor is unable to make the affirmation, then the vendor must disclose any knowledge of such interests. See Attachment F.
14. The vendor is not currently held in abeyance or barred from the award of a federal or state contract.
15. The vendor is not currently delinquent in its payments of any franchise tax or state tax owed to the state of Texas, pursuant to Texas Business Corporation Act, Texas Civil Statutes) Article 2.45.
16. The vendor shall disclose whether any of the directors or personnel of Proposer has either been an employee or a trustee of Local Authority within the past two (2) years preceding the date of submission of the Proposal. If such employment has existed, or at term of office served, the Proposal shall state in an attached writing the nature and time of the affiliations as defined. See Attachment F.
17. The vendor shall identify in an attached writing any trustee or employee of Local Authority who has a financial interest in the vendor or who is related within the second degree by consanguinity or affinity to a person having such financial interest. Such disclosure shall include a complete statement of the nature of such financial interest and the relationship, if applicable. See Attachment F.
18. No former employee or officer of the Local Authority directly or indirectly aided or attempted to aid in procurement of vendor's service.
19. The vendor shall disclose in an attached writing the name of every Local Authority employee and/or member of Local Authority's board with whom the vendor is doing business or has done business during the 365-day period immediately prior to the date on which the Proposal is due. Failure to include such a disclosure will be a binding representation by vendor that the natural person executing the Proposal has

20. no knowledge of any key persons with whom the vendor is doing business or has done business during the 365-day period prior to the immediate date on which the Proposal is due. See Attachment F.

21. **Under Section 231.006**, Family Code, the vendor, or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated, and payment may be withheld if this certification is inaccurate. For purposes of the foregoing sentence, "vendor or applicant" shall mean vendor; contract, bid or application shall mean the Proposal; and 'this contract" shall mean any Contract awarded to the Successful vendor(s).

____ ____________________

Signature of Applicant or Applicant's Authorized Representative Date

____

Printed Name

____

Title (if applicable)

ATTACHMENT E
CONFLICT OF INTEREST QUESTIONNAIRE

Please retrieve CIQ Form from the following website:
https://www.ethics.state.tx.us/data/forms/conflict/CIQ.pdf
(Attach completed CIQ Form as part of your proposal)

A signature is required in Box 7 regardless of any other entry on the form.

ATTACHMENT F
DISCLOSURE OF KINSHIP

Pursuant to the Texas Administrative Code §412.54(c)

ATTACHMENT G
NOTICE OF FELONY CONVICTION

Pursuant to the Texas Health and Safety Code §250.006

ATTACHMENT H
FORM W-9
REQUEST FOR TAXPAYER INDENTIFICATION NUMBER AND CERTIFICATION

Vendors are to complete a W-9 Form and submit with Proposal Documents.
http://www.irs.gov/pub/irs-pdf/fw9.pdf

LIFEPATH SYSTEMS

ATTACHMENT I
LOBBYING CERTIFICATION

The undersigned certifies, to the best of his or her knowledge and belief that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress an officer or employee of Congress or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

______________________________________ ______________________________

Signature **Date**

____

Print name of Authorized Individual

____

Title of Authorized Individual

____

Organization Name

ATTACHMENT J
DEVIATION FORM

All deviations to this RFP must be noted on this sheet. In the absence of any entry on this Deviation Form, the prospective vendor assures LifePath of their full agreement and compliance with the Specifications and Terms and Conditions.

Each response to this RFP shall contain a Deviation Form, which states the prospective Vendor's commitment to the provisions of the RFP. An individual authorized to execute contracts must sign the Deviation Form. Any exceptions taken to the terms and conditions identified in this Proposal must be expressly stated in the Deviation Form. Use an additional copy or page if needed.

THIS DEVIATION FORM MUST BE SIGNED AND SUBMITTED WITH THE RFP BY EACH PROSPECTIVE VENDOR/CONTRACTOR WHETHER THERE ARE DEVIATIONS LISTED OR NOT. IF NO DEVIATIONS, NOTE: NONE

Reference Specifications, Terms and Conditions and Page Number	Deviation

____
Company Name

____
Authorized Signature

____
Date

LIFEPATH SYSTEMS

NOTICE "NOT TO PARTICIPATE" FORM

Dear Vendor:

Please check the appropriate box below, complete the remainder of this form and return it PRIOR to the scheduled due date and time on the Proposal.

□ Our Company cannot provide the products, supplies and/or services listed in this request. Please MOVE our name and address to the following services so that we may submit bids/proposal at a later date:

Services:

____

□ Our Company has chosen NOT to submit a Proposal at this time but would like to remain on your list for this Proposal category. We did not submit a Proposal because:

Reason:

____

□ Please REMOVE our Company name from all LifePath Systems lists until further notice.

Company Name: ____

Representative:____Title:___________________________

Address:____ Phone: ____________________________

Email:____Other: ____________________________

Authorized Signature: ____

Title:____Date:____________________________

Exhibit A-Business and System Requirements Response From

#	Requirement	Included in Base Solution	Requires Additional Modules	Requires Customization	3rd Party Solution	Not Available	Answer / Comments / Further Information:
1.0 Asset Management Activities							
1.1 Plan / Install / inventory and track warranty information for new assets							
	Ability to have a user-defined ID structure for all asset classes, and to generate new ID numbers based on a pre-defined standard.						
	Ability to track multiple classes of assets in different work groups.						
	Ability to Create / Plan future assets.						
	Ability to create user defined classes of assets not pre-packaged with the system.						
	Ability to track a user-defined set of attributes on each asset class and have these fields display on the data entry form.						
	Ability to show, hide, validate, or make required any asset attribute information. (fields)						
	Ability to create a workflow for new asset creation that may involve multiple steps with checks, balances, and alerts with multiple work groups.						
	Ability to group like assets into user-defined groups or projects for tracking information related to projects or work lists.						

	Ability to link assets directly with GIS functionality in the system using a key field to be determined at implementation.						
	Ability to track warranty and/or performance bond information on each asset, asset class, or asset group by time or usage.						
	Ability for warranty / performance bond information to trigger inspections or work activities based on date or usage.						
	Ability to attach and store digital photographs of all assets for inventory purposes.						
	Ability to attach hyperlinks to documents stored in an external document imaging system.						
	For transient assets, such as equipment / vehicles, the ability to assign assets to specific employees or work groups.						
	Ability to interface asset data collection with industry-standard GPS data collection systems.						
	Ability to assign roles and responsibilities to group or individuals for asset management defined activities.						
	1.2 Replace / Remove end-of-life assets						
	Record asset removal activities in the asset history.						
	Expire or flag assets as end of life without affecting history on assets, asset groups, or asset classes.						
	Support renaming/renumbering of assets without affecting history on assets, asset groups, or asset classes.						
	Ability to trigger workflows to for asset removal processes.						
	1.3 Reporting (Asset Management)						
	Built-in reporting for:						
	List of assets in any asset class, filtered by any attribute.						
	Compliance reporting to determine if all assets in a group have been inspected in a given timeframe.						
	Condition by asset class using custom scoring formulas.						
	1.4 GIS (Asset Management)						
	Ability to filter assets by attribute and display filtered data on the map.						
	Ability to filter assets by inspection status and display filtered data on the map.						
	Ability to click on the map and open the asset record.						
	Ability to click on the map and open the inspection record.						
	Ability to define groups of assets by selecting data from the map.						

	Ability to visualize asset condition on the map.						
	Ability to launch user-defined hyperlinks from the map.						
	The ability to create assets in GIS through the map.						
	Allows for one system of Record.						
	GIS viewer to support advance geometry, lineal referencing, geometric networks and topologies. ***Desired*** – The ability to support external routing services.						
2.0 Warehouse Inventory Management Activities							
2.1 Inventory Management							
	Ability to implement multiple warehouses and multiple stock areas within each warehouse.						
	Ability to add unlimited parts or materials type to each stock area.						
	Ability to support user-defined units of measure for materials in addition to system defined unit of measures						
	Ability to associate part definitions with attributes stored on asset records (i.e. manufacturer)						
	Ability to attach digital photos or other documents to each part/material type.						
	Ability to support stock and non-stock inventory processes and be able to transfer parts between stock and non-stock status.						
	Ability to assign budget codes to stock locations/warehouses/stock areas						
	Ability to support LIFO (Last In First Out) parts costing						
	Ability to record audit information for all transactions occurring in the inventory system by employee/date time						
	Ability to support the following transaction types:						
	1.) Receive						
	2.) Return to Vendor						
	3.) Issue						
	4.) Return from Issue						
	5.) Transfer between stock areas						
	6.) Dispose (scrap or sale)						
	7.) Order (custom PO number from Finance system)						
	Ability to attach comments to transactions						
	Support industry standard barcode technology and provide this functionality in the system or via a named vendor.						

	Support wireless barcode scanners and/or smart device-based tools for inventory management.						
	Ability to implement a "self-serve" warehouse concept where employees could issue their own materials.						
	Ability to track non-work order consumable items and issue them to individual employees. (Safety equipment, etc.)						
	Ability to alert users when stock has fallen below expected minimums.						
	Support automatic ordering functionality that would generate orders based on re-order quantities, etc.						
	Support cyclic inventory auditing functionality and provide a function to create multiple audit schedules for different warehouses, stock areas, part/materials type, or other attribute, i.e. audit high-use parts monthly and low use parts annually.						
2.2 Reporting (Inventory)							
	Built-in reporting for:						
	1.) Transaction logs reporting part, stock area, date, cost, budget code, quantity, and employee.						
	2.) Quantity on hand with minimum quantity and cost						
	3.) Cyclic auditing reports						
3.0 Core Technical Requirements							
3.1 Security							
	Support all Center mandated security protocols and standards that apply.						
	Support centralized system administration user management (add, delete, change, access levels/groups)						
	Support system password management						
	Support Windows Active Directory single-sign-on methods						
	Support SAML-Compliant login methods						
	Support automated logout of users based on specified inactivity and idle timeout periods.						
	Support complete system and data audit capability and features for all transactions in all applications and modules of the system.						
	Standardized audit-tracking reports for user access and usage logs.						
	Tracking of all logins and login failures.						
	Transaction logs to record executed functions to facilitate diagnosis and reconciliation of system errors.						

	Complete audit trail of every contact and contact history, including individual and summary of screen/data is accessed, modified, by whom, when and where.						
	Support Virtual Private Networks (VPN) for increased security						
	Support secure communications utilizing, TLS, SSL, or HTTPS for web-based communications.						
	Provide application-level security, including user or group security access configuration and enforcement for the following areas:						
	Row/field level on data elements in databases						
	Mandatory data fields based on specified/defined workflow or information.						
	Administrative and/or customization/design features						
	Access to system modules or functionality						
	Access to specific fields, workflows, screens, or reports in the user interface.						
	GIS UI including tools / widgets						
3.2 General							
	System shall be an enterprise-wide, mission critical, 24/7-available web-based (n-tier) client server-based application that cost-effectively supports asset management activities for the Center						
	Support (preferable) real time access and/or batch update processing of information.						
	Provide data field level edit checks for transactions during data entry and provide immediate user feedback, including error messages and possible corrective measures (warnings about invalid data entered and next step directions to the user).						
	Provide ability to design a preferred sequence for data entry fields match the order of source information documents and forms.						
	Provide optional auto-fill capability for data entry throughout the						
	system.						

	Support the option for users to add notes to records and attach documents and images.							
	Tools to restrict free form entry where possible e.g. defaulted to today's date or calendar drop down for date field.							
	Provide intelligent spell checking of text fields.							
	Provide on-line help system to aid users in describing tasks or functions that a selected field or action performs.							
	Provide customizable user interfaces, including ability to customize menus and forms by authorized users.							
		Row/field level on data elements in databases						
		Mandatory data fields based on specified/defined workflow or information.						
		Administrative and/or customization/design features						
		Access to system modules or functionality						
		Access to specific fields, workflow, screens or reports in the user interface.						
		GIS UI including tools / widgets						
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	Provide intelligent spell checking of text fields.						
	Provide on-line help system to aid users in describing tasks or functions that a selected field or action performs.						
	Provide customizable user interfaces, including ability to customize menus and forms by authorized users.						
	Provide automatic job scheduling (i.e., PM scheduling, data synchronization) and automatically send alerts to specified users for job failures.						
	Configuration of the workflow engine is accomplished on site using built-in management tools without requiring extensive database modification, database triggers, vendor-supplied customizations, or custom code compilation.						
	Support effective audit/date and username stamps for transactions and table updates, including both future and retroactive changes.						
	Ability to directly export data to Excel/CSV from user interface.						
	Ability for end users to define queries/filters, re-order fields, and set sort values and have those customizations persist between user sessions.						
	Ability to add fields to tables, change labeling on default forms, and show/hide UI elements via workflow configuration						
	Provide customizable online documentation and training materials for technical and functional queries, with context specific help, search capability and specific business process documentation.						
	Ability to prevent record deletions and/or facilitate "expiration" of records as to not affect history.						
	Supports standard accessibility standards which are based on both Federal Board’s Section 508 and W3C Web Content Accessibility Guidelines.						
	Ability to provide standard telephone and remote screen-sharing support (during business hours) and resolve issues by a mutually agreed-upon delivery date						
	Ability for the customer to submit a Priority One support call and to provide Priority One support with a 24-hour support window, working continuously until Priority One problems areresolved.						

	Ability to provide a web support portal that contains metrics and status of all current support calls placed by staff, and supply customer service reports upon request.						
3.3 System Architecture / Database							
	Operate within the existing Center network and communications environment.						
	Support industry standard network protocols (e.g. TCP/ IP)						
	Require and support the implementation of Center-wide DNS policies and standards to facilitate Center wide connectivity.						
	Support the development and maintenance of multiple operating environments for development, test, training, and production.						
	Support Windows client operating systems, specifically Windows 10						
	Support Microsoft SQL Server						
	Support virtualization technologies (VMWare/Hyper-V)						
	Provide the ability to deploy the application in a SaaS model.						
	Simplified upgrade process to future operating systems, database and third-party software and utilities.						
	Support open architecture for user and system interfaces based on current and industry-accepted standards, methods, and protocols such as HTTP, XML, SOAP, FTP, etc.						
	Support one or more standard reporting engines, such as Crystal Reports or SQL Server Reporting Services						
	Provide an entity relationship diagram						
	Provide a data element dictionary						
	Provide appropriate documentation for customer-accessible APIs						
3.4 Performance, Scalability, and Business Continuity							
	Support multiple users to view the same record simultaneously						
	Support multiple users to query and run reports simultaneously						
	Support flexible and fixed locks at the record level to ensure accurate updating of data.						
	Support the ability to send message alerts to all users						
	Support the average transaction load with an average CPU utilization of no more than 35%- 40% of the CPU on recommended configuration.						
	Provide an average transaction on the server to occur on average less than one second response time; not to exceed 3 seconds.						

	System will maintain a 99% availability rate- including planned maintenance.						
	Maintain consistent throughput with increased transaction rates.						
	Avoid/prevent high levels of persistent disk I/O.						
	Minimize network traffic between the client application and the server.						
	Optimize database indexing techniques.						
	Support multi-server configurations that distribute server workload between presentation, business logic and data tiers.						
	Support incremental, differential, and full backups and restore of database, configuration, customizations, and user preferences.						
	Support an efficient identification process of the existence of the program and/or system discrepancies						
	System hardware and client software required to maintain integrity in the event of power failures, and or abrupt shutdowns.						
	Support restarting and recovering after system failures with no loss of data or software components.						
3.5 Mapping/GIS							
	GIS browser/viewer to support basic GIS display functions such as: pan, zoom, display scale, on/off layer controls, measure, search, and print identify features and associated attributes.						
	GIS browser/viewer to support buffer analysis, overlay analysis, search / select features by locations or attributes.						
	GIS browser/viewer to be accessed or launched directly from within system.						
	Graphical User Interface (GUI) of GIS browser/viewer to be user friendly and have an intuitive interface.						
	Ability to create and save standard and user personalized views, symbiology, scale control, labels, and display attributes to be set for specific data layers.						
	Ability for records in the Asset Management system to be directly queried and displayed in the GUI interface.						
	GIS browser/viewer to support user permissions and security settings by role and/or user account.						
	GIS browser/viewer to support the direct printing, exporting, and saving of a map or view using a predefined set layouts.						
	System supports ESRI data formats and architecture.						

	System provides a way to synchronize attributes between the asset management system and the GIS system.						
	GIS features available on small-form-factor devices, such as smartphones.						
	GIS viewer to support multiple base maps including orthographic photography, topographic, and custom ESRI base maps.						
	GIS system supports placing of X/Y coordinates for tasks and events not currently associated with a GIS feature.						
3.6 Mobility							
	Support seamless access and service request activity information from wireless devices operating on high-latency connections						
	Synchronize data with the system based on a system-defined time value, to ensure users real-time access.						
	Support restarting and recovering after device failures with no loss of data or software components.						
	Support for security (roles/groups) on mobile device						
	GIS features available on mobile client						
	Support for the following mobile platforms:						
	HTML5-based client (optimized for laptop)						
	HTML5-based client (optimized for phone screen)						
	Windows 8+ native (Windows Store/UWP)						
	iOS 10+ iPhone native app						
	iOS 10+ iPad native app						
	Android Phone 7+ native app						
	Android 7+ Tablet native app						
	Support for the following mobile device features:						
	Geolocation (GPS)						
	Device camera (photo/video)						
	Speech-To-Text						
	Phone (dial phone numbers)						
	Barcode/QR Code recognition (inventory control)						
	Push-based alerting						
3.7 System Administration							

	Provide administration tools and procedures for the ongoing support, maintenance, and customization of the proposed system application including any third-party software.						
	Provide UI for configurable workflow engine designer						
	Provide ongoing interface and systems updates and any related documentation as necessary.						
	Provide a forms designer to customize UI elements.						
	Provide UI to manage external interfaces, data sources and their connections with internal tables/fields						