Beaufort County School District

Addendum 1

Solicitation Number:	23-020
Date Printed:	June 5, 2023
Date Issued:	June 5, 2023
Procurement Officer:	Kaylee Yinger, NIGP-CPP, CPPB
Phone:	843-322-2349
Email:	Kaylee.Yinger@beaufort.k12.sc.us

Request for Proposal (RFP)

DESCRIPTION: **Total Asset Management Solution**
SUBMIT OFFER BY (Opening Date & Time): **June 12, 2023, at 4:00 PM EST**
QUESTIONS MUST BE RECEIVED BY: **June 5, 2023**
NUMBER OF COPIES TO BE SUBMITTED: **One (1) Original Signed; Six (6) Signed Copies and One (1) Redacted Version on USB**

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:	PHYSICAL ADDRESS:
Beaufort County School District	Beaufort County School District
Procurement Office	Procurement Office
P.O. Drawer 309	2900 Mink Point Blvd
Beaufort, SC 29901-0309	Beaufort, SC 29902

AWARDS & AMENDMENTS:
Award will be posted at the Physical Address stated above on or after June 12, 2023. The award, this solicitation, and any amendments will be posted at the following web address:
https://www.beaufortschools.net/community/working-with-the-district/finance.

You must submit a signed copy of this form with Your Offer. By submitting a proposal or bid, you agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of ninety (90) calendar days after the Opening Date.

NAME OF OFFEROR: (Full legal name of business submitting the offer)   ENTITY TYPE:

_____   _____

_____
AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above)

_____   _____
PRINTED NAME   TITLE

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror above. An offer may be submitted by only one legal entity. The entity named as the Offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

HOME OFFICE ADDRESS (Address for Offeror's home office/ Principal place of business):	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent):

PHONE NUMBER:

EMAIL ADDRESS:

PAYMENT ADDRESS (Address to which payments will be sent):	ORDER ADDRESS (Address to which all purchase orders will be sent):
☐ Payment Address Same as Home Office Address	☐ Payment Address Same as Home Office Address
☐ Payment Address Same as Home Notice Address	☐ Payment Address Same as Notice Address
(Check one only)	(check one only)

ACKNOWLEDGEMENT OF AMENDMENTS:

Amendment Number   Amendment Issue Date

Offeror acknowledges
receipt of amendments by
indicating amendment number
and its date of issue.

MINORITY PARTICIPATION- Are you a Minority Business Enterprise: Yes ☐ No ☐
If yes, please include a copy of your certification.

Beaufort County School District – Questions for RFP# 23-020 - Total Asset Management Solution

1. Does the School District have a defined budget for this project? If there is not a defined budget, please provide a budget range?

   BCSD is asking potential vendors to propose the best solution and price for the scope of work. BCSD is not disclosing a budget for this project.

2. On a cloud-based solution, are you looking for a standard SaaS deployment or open to a self-hosted model? (In a self-hosted model, the county will provide the servers and manage the servers).

   The district would prefer a cloud-based solution. SAAS is preferred. As part of this, the vendor would need to be able to accept Azure AD authentication.

3. What is the volume of data that needs to be migrated from the current system?

   Quite a bit from multiple existing solutions in various formats. Unsure of the true volume since most of the data is coming from other cloud-based solutions.

4. As part of the migration process, do you have any documents that need to be migrated to the new system? If so, could you please provide us with an estimate of the number of documents, their file formats, and their current location?

   Some potentially in a .dbf format. Some data exists in a GIS solution so that would be in a geodatabase format that could be exported to EXCEL – losing the location-based data. We also have facilities related documents stored on Dropbox which could remain in its current location and linked to the appropriate folder for a particular facility, or it could be completely migrated (pdf, images, etc.).

5. What is the form and format of existing asset data to be migrated into the new platform and would you be able to provide the data in the format that we recommend?

   We cannot completely answer this question without knowing the type of format that you are recommending. Again, the data will be in multiple formats depending upon the type and origin, and district staff may be able to assist in the migration.

6. Does the initial data migration need to be included in the Estimate? Or will the School District migrate it?

   Data migration needs to be included as part of the Estimate although various district staff may be able to provide assistance, depending upon your software's ability for staff to upload data.

7. What is the expected number of users that are going to use the application? Please provide the count different user categories and total number of users using the system:
   Total number of users using the system? Less than >1,000 (ability to increase user capacity to all BCSD staff for work order requests)
   a. Number of System Administrators? 1-2 (Comptroller 1/Administrator 32/Site Administrator 31 for work order system only)

b. Number of self-service users? Minimum of 2 per facility location to submit work orders. At some locations such as high schools it could be 3-5. All total > 1,000.
c. Number of Managers? 10
d. Number of users submitting requests? See b.
e. Number of service technicians? 250 (based on work order system only)
f. Number of service supervisors? 75 (based on work order system only)
g. Number of Room reservation Requesters? Minimum 2 per facility, all total > 1,000
h. Number of Room reservation administrators? 3-5
i. Number of other users? (Specify their role) in total we believe there would be > 1,000 users during the initial migration with the ability to increase user capacity for all BCSD staff

8. Are you looking to integrate AutoCAD files into the system to be able to see the entirety of the floorplans? If so, how many AutoCAD files need to be migrated?

Floorplan data currently is in a geodatabase platform. If this is not easily converted, we do have CAD and Revit files with that information. We have 41 buildings that would need to be migrated with multiple floors and/or mechanical mezzanines.

9. Could you please provide details about the system that needs to be integrated and specify the type of integration required (Inbound/Outbound/Both)?

Separate work order management systems for maintenance request and IT Technology Helpdesk requests (both), Facility management GIS system which houses facility condition / asset data (both), technology inventory and management (both), maintenance management systems for facilities rentals, utility tracking, preventative maintenance work order requests and inventory management for warehouse assets (both).

10. Page 22 says, "If inventory asset management system must be outsourced, ability to integrate with other related software such as:…." Please explain what you refer to as "Inventory asset management system must be outsourced"? If the proposed system has inventory management functionality, then is this outsourcing applicable? If the solution does not include inventory asset management, then this portion will have to be outsourced but must have the availability to be integrated with current systems in place such as Tyler Technologies Munis, Microsoft Office Suite, and Google Suite.

11. Please provide further details about the specific data that needs to be integrated from the following systems mentioned in the RFP: It is preferred for a user list to auto-populate from users listed in Google and O365. BCSD would use this integration to be able to get data from WebHelpdesk. BCSD would like to avoid manually entering data from our other database and would prefer most data be imported into the new solution.

i) Tyler Technologies – Munis (BCSD ERP System)
ii) Microsoft Office Suite
iii) Google Suite

12. Please confirm whether FedRAMP or State RAMP certification is Required/Mandatory?
FedRAMP and StateRAMP are not required, however our agreeing and following our Data Services Agreement is required to be abided by.

13. What companies have BCSD seen demos from in the past twelve (12) months?- BCSD has not had any scheduled demos.

14. Did the District work with any vendors to build the RFP requirements?
BCSD did the market research to build the requirements based on our needs and our current system.

15. What is driving the change from the District's current system?
BCSD's current system will no longer be supported by the current contractor.

16. Is the District looking for the solution to provide lifecycle management and project selection?
This would be considered if part of the proposed solution by the vendor.

17. Would the district consider a 2-week deadline extension?
Not at this time.