

Delaware State University
Fixed Asset and Inventory Management RFP
Preliminary Questions and Answers
June 12, 2012

Black=Questions

Red=Answers

Blue= From RFP

Question 1. Are you anticipating the selected vendor provide hardware - the handheld barcode readers?

Answer: Yes, as indicated in the RFP page 4 of 36 and 5 of 36. See the following sections:

In Section I B. first paragraph: The Contractor will supply recommended software, barcode scanners to input the information, and training for specific personnel that will manage the system;

Section I B. third paragraph: The contract will also cover the purchase of vendor recommended hand held portable computing devices with bar code scanning capability, extended batteries with rapid chargers, and USB connectivity capability to USB ports on both Desktops and Laptops, extra extended batteries with bulk charger able to charge multiple batteries at a time, holsters for the hand held computers, etc. **and**

Section III. 1.1 B. recommends a compatible barcode scanner to use with the software system.

Question 2. Would it be possible you would select one vendor for the fixed asset inventory services and another vendor for the hardware and software/training components of the RFP? Can we quote separately so the University can choose?

Answer: In RFP Section I. B, last paragraph, page 4 of 6:

A single vendor may submit only one proposal with both quotes as long as the parent company is responsible for subcontractor and the subcontractor is disclosed to Delaware State University and meet all RFP requirements.

I.B. The University expects to award the contract(s) and expect the completion of the project as scheduled in RFP timeline.

Question 3. Can you provide the gross square footage of all building locations included in the scope of the engagement?

Answer: The buildings square footage is 1,886,591. The selected vendor will receive square footage of each building.

Question 4. We must photograph ALL assets? Individual photos?

Answer: Section III. 1.1, page 5 of 36 **(Photograph ONLY ASSETS \$5,000 AND UP - to exclude assets below \$5,000)**

- E. propose a schedule and project timeline that will be the most cost-efficient solution to retag, optically scan, and photograph all assets;
- F. retag, optically scan, and photograph all assets and upload same into the database;

Question 5. Are you requesting a full reconciliation of the fixed asset records?

Answer: Section III. 2.7, page 7 of 36 **(ONLY ASSETS \$5,000 AND UP - to exclude assets below \$5,000)**

Milestone 2 - physical inventory is completed. All assets are reconciled to the newly installed database. Assets physically located during the inventory that were not uploaded into the database were added and identified as “additions”. Assets that were included in the database but not physically located during the inventory were located and returned to original location or the database was updated to reflect actual location.

Question 6. Your current fixed asset file seems to be in excel format; can you provide a copy now for our review?

Answer: In RFP Section I. B, second paragraph:

Since the entire fixed asset excel spreadsheet is a large document, we are providing the last three years for review. Contact names have been removed from the excel spreadsheet due to privacy laws. See the attached copy. The selected vendor will receive existing database in excel.

I.B. The University has a partial **(incomplete)** listing of items currently maintained in MS Excel spreadsheet, but needs to complete a full inventory of all items that can be recounted each year and updated as necessary.

Question 7. There is mention of \$5, 000 capitalization threshold for software. Is this the cap threshold for all assets to be included in the scope of this project?

Answer: See RFP Policy, page 15 of 36:

The federal threshold for asset tracking is \$5,000 and up. The threshold to capitalize assets purchased with federal and state funds is \$25,000 and up.

RFP, page 17 of 36 no. 9:

All computer software with a useful life of one year or more and purchased with a cost

of \$5,000 or more must be tracked in the Fixed Asset and Inventory system for reporting purposes.

Question 8. There is mention assets less than \$5,000 to be inventory items. How much under \$5,000 are we including? Just designated assets such as computers, printers, offices machines...or everything? Is there a lower inventory threshold that you will provide?

Answer: Section III. 2.1, page 5 of 36 (**ONLY ASSETS \$5,000 AND UP - to exclude assets below \$5,000 for RFP**)

B. Inventory items that have an original value of less than the threshold of \$5,000.00 with an anticipated useful life of more than one year shall also be classified as an Inventory Item if it is particularly subject to loss or theft. Examples include small office equipment, laptops, printers, etc.

Question 9. We need to capture: fund, name of contractor supplying the asset, purchase price, purchase order. The University will have to supply this information to American Appraisal, how will you do this? Would this be for all assets or selected assets?

Answer: Section III, last paragraph, page 5 of 36:

The University will supply the fund type, name of contractor from which the property was acquired, purchase price, and purchase order number for selected assets. We will supply an excel spreadsheet "Capital Asset Roll forward".

20. Fund type (federal, state, etc.)

8. Name of contractor from which the property was acquired

10. Purchase cost

11. Purchase order number

Question 10. What level of background check is the University requiring from the vendor? Is this going to be done by the University or by the vendor?

Answer: Section III. 2.5, page 7 of 36

Delaware State University requires a standard background report (Statewide Crimes, County Criminal (Felony/Misdemeanor-for seven years); Statewide Criminal Record Searches per state in which potential employee lived; Federal Criminal, Sex Offender, Social Security Trace, and Motor Vehicle.

The background check is the responsibility of the vendor.

2.5 Contractor employees who will participate in any on-site work at the University may undergo and pass a full background check as a requirement of this contract. All costs associated with the background checks must be included in the vendor's cost proposal.

Vendor employees will not be granted access without a background check on file with the University.

Additionally, the University personnel will escort Contractor employees for all on-site work conducted by the Contractor. Contractor employees must be in the presence and line of sight of the University's escort at all times while work is being performed. Three to five University-designated escorts may be provided at any given time throughout the duration of this contract. It is the Contractor's responsibility to coordinate all personnel accordingly to complete the items outlined in this Scope of Work according to Contractor's proposed schedule.

Question 11. Are the vendors expected to reference DSU's tag # to the new number they will be referencing or will they be starting from scratch with new tag numbers?

Answer: Section I, B., second paragraph, page 4 of 36; and Section III, 1.1 .C. page 5 of 36; Section III, 2.4, page 6 of 36; and 2.7, page 7 of 36

Some of Delaware State University fixed asset items will be tagged and some will not be tagged. You will retag currently tagged items; however, for items not tagged, Delaware State University could provide a sequence of tag numbers. We would expect the vendor to reference DSU tag numbers to any new proposed numbering sequence.

I.B. second paragraph: The University has an **incomplete** listing of items currently maintained in MS Excel spreadsheet, but needs to complete a full inventory of all items that can be recounted each year and updated as necessary. This will entail retagging items already asset-tagged, as well as tagging items not already tagged.

C. recommend the appropriate size and durability of asset tags as well as the best location for each tag on each asset/group of assets;

2.4 Some furniture configurations are arranged with individual pieces including a pedestal and file drawers, two desk top pieces, and a corner brace. As part of this project, Contractor is expected to recommend the most efficient tagging/inventory of these pieces, i.e. count the configuration as one asset with a tag placed on one of the pieces in a defined location or count and tag each individual piece.

2.7 Milestone 1 - all assets are uploaded into the asset tracking software. 100% of assets are retagged, optically scanned, and photographed with these images uploaded into the system.

Question 12. Could you specify required structure of a proposal?

Answer: The structure for the proposal is as follows

Section A

1. Introduction
2. Statement of Qualifications

Section B

Total Lump Sum Price

Section C

1. Proposed Approach and Estimated Schedule for Completion
2. Description of Work
3. Project Deliverables and Schedule

Section D

1. Experience
2. Customer Satisfaction
3. Sampling of Clients (Scope of Work, Key Personnel, and Dates of Service)
4. Recent Work History (2008 to present)

Section E

Organizational Structure

Section F

Safety Requirements

Section G

Optional Pricing

Question 13. *RFP, page 4: "The University is also seeking a qualified vendor to supply services to inventory all the University assets and upload same information into the asset tracking software".* Should one company provide the software, scanners, training of staff and services of physical inventory? Or is it two different companies?

Answer: Section I, B., first and second paragraphs, page 4 of 36.

We expect only one parent company to provide the scanning technology, training services and perform physical inventory. A single vendor may submit only one proposal with both quotes as long as the parent company is responsible for subcontractor and the subcontractor is disclosed to Delaware State University and meet all RFP requirements. Please see Question 2.

I.B first paragraph. The Contractor will supply recommended software, barcode scanners to input the information, and training for specific personnel that will manage the system.

I.B second paragraph. The University is also seeking a qualified vendor to supply services to inventory all the University assets and upload same information into the asset tracking software.

Question 14. Please, describe the structure and size (in MB and in table/record numbers) of the data, which must be migrated from excel database?

Answer: The file must be in a csv format. There are no other limitations.

RFP, page 4: "The chosen software must be compatible and interface seamlessly with the University's existing financial software system, Ellucian's Banner (for higher education) fixed asset and inventory management system". Our system can interact with other systems through the intermediate files (XML, XLS). Is it possible to export these files from the University's existing financial software system, Ellucian's Banner (for higher education) fixed asset and inventory management system? Could you specify a list of documents or entities which should be included in exchange process between systems?

Answer: The file must be in a csv format. There are no other limitations.

Question 15. What is the approximate square footage for each of the 68 buildings specified in the RFP that will be included in the on-site physical inventory portion of the project?

Answer: The buildings square footage is 1,886,591. The selected vendor will receive square footage of each building. Please see Question 3.

Question 16. Please confirm the vendor will tag, optically scan and photograph fixed assets with a value of \$5,000.00 and above to include "sensitive" items (i.e. those subject to loss or theft). Also, can the University please list all the "sensitive" items to be included in this inventory aside from laptops and printers as stated in the RFP?

Answer: Section III, 1.1 .C. page 5 of 36; and Section III, 2.7, page 7 of 36 confirms vendor's question.

All sensitive and non-sensitive assets with an acquisition cost of \$5000 or more will be tagged, optically scanned and photographed.

- E. propose a schedule and project timeline that will be the most cost-efficient solution to retag, optically scan, and photograph all assets in addition to conducting an actual physical inventory at about 68 University buildings (see Attachment D);
- F. retag, optically scan, and photograph all assets and upload same into the database;

2.7 Milestone 1 - all assets are uploaded into the asset tracking software. 100% of assets are retagged, optically scanned, and photographed with these images uploaded into the system. (The data must be up loadable from the vendor and must be confirmed functional and working properly in the University Banner Fixed Asset System).

Question 17. For items that will not be tagged (assets that are valued under \$5,000.00 and not considered sensitive items), will the University require a group count and location of these non-tagged assets?

Answer: No

Question 18. During the on-site physical inventory project, will the vendor be able to use similar photos taken of one specific item for other exact models of the same item? For example, the photo for one Dell computer, Inspiron 620 model in Room A can be used for another Dell computer, Inspiron 620 (same model) in Room B.

Answer: Section III, 1.1 .C. page 5 of 36; and Section III, 2.7, page 7 of 36.

No, we would like actual photos for each piece so we can see the condition of the item(s) being inventoried.

E. propose a schedule and project timeline that will be the most cost-efficient solution to retag, optically scan, and photograph all assets in addition to conducting an actual physical inventory at about 68 University buildings (see Attachment D);

G. retag, optically scan, and photograph all assets and upload same into the database; **2.7 Milestone 1 - all assets are uploaded into the asset tracking software.** 100% of assets are retagged, optically scanned, and photographed with these images uploaded into the system. **(The data must be up loadable from the vendor and must be confirmed functional and working properly in the University Banner Fixed Asset System).**

Question 19. Regarding the University's database of assets, please provide an estimated number of current assets that the University is tracking?

Answer: In RFP Section I. B, second paragraph:

Since the entire fixed asset excel spreadsheet is a large document, we are providing the last three years for review. Contact names have been removed from the excel spreadsheet due to privacy laws. *See the attached copy and refer to Question 6.*

I. B. The University has a partial (**incomplete**) listing of items currently maintained in MS Excel spreadsheet, but needs to complete a full inventory of all items that can be recounted each year and updated as necessary.

Question 20. Will the existing database in Excel be made available to the vendor?

Answer: In RFP Section I. B, second paragraph: See Question 6.

The selected vendor will receive existing database in excel.

I. B. The University has a partial (**incomplete**) listing of items currently maintained in MS Excel spreadsheet, but needs to complete a full inventory of all items that can be recounted each year and updated as necessary.

Question 21. On page 5 of the RFP (section III, Part 1.1, Items F and G), can these action items be completed at the same time during the on-site inventory project? Please clarify.

Answer: Section III, Part 1.1, F and G

Yes, these action items can be completed at the same time during the on-site inventory project.

- F. retag, optically scan, and photograph all assets and upload same into the database;
- G. conduct a physical inventory of all items as an audit of the now existing database to ensure all assets and respective information are included; and

Question 22. Will the University provide a listing of the artwork that is required to be tracked and the estimated value of each piece?

Answer: In RFP Section I. B, second paragraph: Please reference Question 6 and 20.

Since the entire fixed asset excel spreadsheet is a large document, we are providing the last three years for review. Contact names have been removed from the excel spreadsheet due to privacy laws. See the attached copy. The selected vendor will receive existing database in excel.

I.B. The University has a partial (incomplete) listing of items currently maintained in MS Excel spreadsheet, but needs to complete a full inventory of all items that can be recounted each year and updated as necessary.

Question 23. Is the University requesting actual historical cost data on buildings, land and land improvements for GASB #34/35 purposes?

Answer: Yes

Question 24. When was the last time a physical inventory was completed for the University?

Answer: Unknown

Question 25. Is there an incumbent vendor? If so, who?

Answer: No

Question 26. If a vendor hosted solution is proposed, what are the University's requirements for data security, protection, and disaster recover?

Answer: The vendor will need to maintain a 99.99% SLA and maintain the confidentiality and security of any protected information. The vendor will need to provide their SLA and disaster recovery policies for review.

Question 27. Can the University please detail the data exchange you foresee between the new Asset Management software and Banner? Are flat file exchanges what is needed?

Answer: Flat file exchanges between the inventory management system to Banner will work perfectly. The files should be in csv format.

Question 28. Does the University need an asset management software solution that records and keeps all historical data of individual assets, or will that only be handled by Banner?

Answer: No, the institution needs an inventory management system that will allow for flagging those items considered to be true fixed assets. The fixed asset data will be migrated from the inventory management system to Banner.

Question 29. Will the new software/hardware system be used for simply conducting physical inventories, or will asset data need to be housed within the system for historical asset records and reporting?

Answer: Yes, the system will need to handle conducting physical inventories. The tracking of the assets will be handled inside of Banner.

Question 30. Is the University seeking an asset tracking system to track assets from acquisition to disposition, and to be used in conjunction with a module, in said asset tracking system, for conducting physical inventories?

Answer: No, as indicated in the RFP page 4 of 36 and 5 of 36. See the following sections:

In Section I B. first paragraph: The Contractor will supply recommended software, barcode scanners to input the information, and training for specific personnel that will manage the system;

Section I B. third paragraph: The contract will also cover the purchase of vendor recommended hand held portable computing devices with bar code scanning capability, extended batteries with rapid chargers, and USB connectivity capability to USB ports on both Desktops and Laptops, extra extended batteries with bulk charger able to charge multiple batteries at a time, holsters for the hand held computers, etc. and

Section III. 1.1 B. recommends a compatible barcode scanner to use with the software system.

Question 31. Can you please provide a property list with square footage in Excel?

Answer: The buildings square footage is 1,886,591. The selected vendor will received detail information of each building square footage. See Questions 3 and 15.

Question 32. The University may have up to 68 buildings. Is there a requirement to “tag” each building?

Answer: Section III, 2.7, page 7 of 36

Yes, assigning tag numbers by means of physical or virtual tagging is required.

Milestone 1 - all assets are uploaded into the asset tracking software. 100% of assets are retagged, optically scanned, and photographed with these images uploaded into the system.

Question 33. Will a “partial” list or sample of what the University currently has identified be available?

Answer: In RFP Section I. B, second paragraph: Please reference Questions 6, 19, 20, and 22.

Since the entire fixed asset excel spreadsheet is a large document, we are providing the last three years for review. Contact names have been removed from the excel spreadsheet due to privacy laws. See the attached copy. The selected vendor will receive existing database in excel.

I.B. The University has a partial (**incomplete**) listing of items currently maintained in MS Excel spreadsheet, but needs to complete a full inventory of all items that can be recounted each year and updated as necessary.

Question 34. How many bar code scanners does the University desire? If the desired number is 5 (five) with rapid chargers, should we spec out an extra (spare) as well as one extra battery for each handheld.

This “extra” battery will be charging in the rapid charger.

Answer: Sections I.B first and second paragraphs - page 4 of 36; III 1.1 B and H page 5 of 36, 2.6 and Milestone 3, page 7 of 36

Only three scanners and batteries are desired.

I.B. The Contractor will supply recommended software, barcode scanners to input the information, and training for specific personnel that will manage the system.

I.B. The contract will also cover the purchase of vendor recommended hand held portable computing devices with bar code scanning capability, extended batteries with rapid chargers, and USB connectivity capability to USB ports on both Desktops and

Laptops, extra extended batteries with bulk charger able to charge multiple batteries at a time, holsters for the hand held computers, etc.

III I.I. B. - recommend a compatible barcode scanner to use with the software system;

III I.I H. - train appropriate University personnel in the operation of the barcode scanners and management of the database.

2.6 The asset management software will be set up on a PC or server, and Contractor will provide training for appropriate personnel in both the operation of the bar code scanner and the asset management software.

Milestone 3 - training is complete. Contractor provided scanner operation and database management to appropriate personnel.

Question 35. Section 1.1 references an “optical scanner” is this customer furnished?

Answer: Section III 1.1 B., E., F, and H. page 5 of 36

No, the scanners are not furnished by the University.

1.1 The University seeks the services of a person or entity with expertise in asset tagging, inventory performance and asset tracking database management. The awarded Contractor(s) will:

B. recommends a compatible barcode scanner to use with the software system;

E. propose a schedule and project timeline that will be the most cost-efficient solution to retag, optically scan, and photograph all assets in addition to conducting an actual physical inventory at about 68 University buildings (see Attachment D);

F. retag, optically scan, and photograph all assets and upload same into the database;

H. train appropriate University personnel in the operation of the barcode scanners and management of the database.

Question 36. 2.1 states that “classified into appropriate categories...” Who is responsible for this...? DSU or the vendor? What are the categories? (Vendor does not have historical/ financial asset data)

Answer: 2.1 on page 5 of 36

Vendor must provide categories based on RFP Policy and Procedures.

2.1 Pursuant to the University's asset capitalization policy (Attachment B), all items that are loaded into the asset tracking software are to be classified into appropriate categories and tracked separately in the asset tracking software.

Question 37. 2.5 references "background check". From which agency does DSU want these from?

Answer: Section III. 2.5, page 7 of 36. Also see Question 10.

Delaware State University requires a standard background report (Statewide Crimes, County Criminal (Felony/Misdemeanor-for seven years); Statewide Criminal Record Searches per state in which potential employee lived; Federal Criminal, Sex Offender, Social Security Trace, and Motor Vehicle.

The background check is the responsibility of the vendor. The vendor can obtain from an agency that can meet Delaware State University standard background report requirements.

2.5 Contractor employees who will participate in any on-site work at the University may undergo and pass a full background check as a requirement of this contract. All costs associated with the background checks must be included in the vendor's cost proposal. Vendor employees will not be granted access without a background check on file with the University.

Additionally, the University personnel will escort Contractor employees for all on-site work conducted by the Contractor. Contractor employees must be in the presence and line of sight of the University's escort at all times while work is being performed. Three to five University-designated escorts may be provided at any given time throughout the duration of this contract. It is the Contractor's responsibility to coordinate all personnel accordingly to complete the items outlined in this Scope of Work according to Contractor's proposed schedule.

Question 38. Attachments B & C define in detail aspects of "Fixed Assets" such as Buildings, Building Improvements, Infrastructure, Land Improvements, and Leasehold Improvements etc. Which of these does DSU want "tagged"? Garages? HVAC? Wi-Fi? Parking lots? Vehicles?

Answer: Section III, 2.7, page 7 of 36. Also see Question 32.

All will be assigned tag numbers by means of physical or virtual tagging.

Milestone 1 - all assets are uploaded into the asset tracking software. 100% of assets are retagged, optically scanned, and photographed with these images uploaded into the system.

Question 39. Page 4 of 36 – Introduction, Paragraph 1; The RFP indicates that the software must be compatible and integrate seamlessly with . . . Banner." Compatibility in terms of

common fields is relatively straight forward. What is unclear is seamless integration? Normally that means passage of data between two systems, but the RFP provides no guidance on what data, which direction(s) it passes, and when data is to pass.

Can the University describe in more detail how it wants the interface to work?

Answer: The data transfer will be a one-way transfer from the inventory system to Banner. The only data that will migrate from the inventory system to Banner will be those items that are identified as fixed assets. The inventory system will need to deliver a csv file to a secure share or sftp site so that the file can be picked up by Banner and downloaded to the system. See the attached spreadsheet.

Question 40. Page 4 of 36 – Paragraph II Timelines and Schedules; the time schedule does not indicate the date of contract award, but it does indicate the date of “expected completion.” The selection of “finalists” is only eight weeks prior to expected completion. If final selection and contract award take a month, that only leaves four weeks to complete the entire project. If our assumptions are correct, the time schedule would be unrealistic.

Can the University extend the completion date to permit a time schedule that will allow for a quality inventory and reconciliation?

Answer: Sections II page 4 of 36; III. 1.1 E. page 5 of 36; 2.3 page 6 of 36; and IV. Rights of Delaware State University D. page 8 of 36.

Delaware State University will use its discretion. All dates are subject to change.

II. **TIMELINES AND SCHEDULES**

RFP Timeline *

* Each date subject to change

III. 1.1. E. propose a schedule and project timeline that will be the most cost-efficient solution to retag, optically scan, and photograph all assets in addition to conducting an actual physical inventory at about 68 University buildings (see Attachment D);

2.3 Contractor will propose a time schedule to complete all required tasks within the normal business hours of the University: 8:30 a.m. to 4:30 p.m. (EDST). If the most cost-efficient timeline is not within the normal business hours, Contractor will propose an alternate schedule without including any costs. The cost of each of the two alternatives will be discussed in the **Cost Proposal** and will not appear in the Technical proposal.

IV. Rights of Delaware State University

D. RFP Events and Timing

The timing and sequence of events from this RFP will be determined by the University. The schedule is detailed in Section II “Timelines and Schedules”. Vendor contacts will be notified of any amendment to this schedule during the RFP Process.

Question 41. In our experience doing inventories for HE, we have encountered several areas that are not a big issue is unproductive “travel”) time and wait time schedule

Answer: The above question is incomplete therefore cannot be answered.

Question 42. Page 5 of 36 – Paragraph 2.1; The RFP indicates that software must be inventoried with a value in excess of \$5,000.

Does the University keep the custom and non-custom software program discs in a centralized location, where it is easily accessible?

Answer: No.

Question 43. Certain types of assets under the \$5,000 capitalization threshold are to be part of the inventory. Can the university provide a list of items under the \$5,000 threshold that will be classified as an Inventory Item?

Answer: Assets under the \$5000 threshold are not part of the RFP.

Question 44. Page 7 of 36; The RFP indicates that inventory takers will be escorted by one of three to five escorts. Is the number of escorts dependent upon the vendor's needs or the University's ability to provide personnel?

Answer: Section III, 2.5 second paragraph, page 7 of 36.

Three to five University-designated escorts may be provided at any given time throughout the duration of this contract.

Additionally, the University personnel will escort Contractor employees for all on-site work conducted by the Contractor. Contractor employees must be in the presence and line of sight of the University's escort at all times while work is being performed. Three to five University-designated escorts may be provided at any given time throughout the duration of this contract. It is the Contractor's responsibility to coordinate all personnel accordingly to complete the items outlined in this Scope of Work according to Contractor's proposed schedule.

Question 45. The contractor will have "responsibility to coordinate all personnel accordingly to complete" the inventory/what resources can the contractor expect from the University to help schedule access to all areas to be inventoried?

Answer: Section III, 2.5 second paragraph, page 7 of 36.

It is the Contractor's responsibility to coordinate all personnel accordingly to complete the items outlined in this Scope of Work according to Contractor's proposed schedule.

Additionally, the University personnel will escort Contractor employees for all on-site work conducted by the Contractor. Contractor employees must be in the presence and line of sight of the University's escort at all times while work is being performed. Three to five

University-designated escorts may be provided at any given time throughout the duration of this contract. It is the Contractor's responsibility to coordinate all personnel accordingly to complete the items outlined in this Scope of Work according to Contractor's proposed schedule.

Question 46. In our experience with higher education, we have found that there is faculty resistance to inventory takers, in the extreme private padlocks on offices. This causes time consuming delays and/or a revisit to that area later. Will the inventory takers be empowered to enter all areas when scheduled?

Answer: The vendor and/or vendor employees will be escorted as stated in the RFP. Also see Questions 44 and 45. The schedule depends upon agreement between the selected vendor and Delaware State University.

Question 47. Can the University indicate what fields and what type of database is used to store its current Asset Management Database? (Milestone 1)

Answer: Fixed assets are not currently managed in the Fixed Assets and Inventory Module in Banner. See Question 39 and the related attachment.

Question 48. If an item is found in an incorrect location: Who makes the determination to either keep the asset in its current location or move it to the location listed in the database?

Answer: Delaware State University at the completion of the inventory.

Question 49. If the item is to be moved back to its correct location will the University provide both the man-power to move the item in question and will the University provide the transportation?

Answer: Not applicable

Question 50. Page 16 of 36 Definitions; is it the University's intention to enter plant and property into the system and inventory them?

Answer: Policy, first and second paragraphs, page 16 of 36.

The system will maintain detailed records of all land, buildings, improvements to land, betterments, equipment, software and vehicles, etc. owned by DSU.

It is the responsibility of management to carry out physical verification of property, plant and equipment annually in order to ensure that assets are in existence.

Question 51. If so is that data in the current electronic records and is there a source for finding data to inventory them?

Answer: In RFP Section I. B, second paragraph: Please reference Questions 6, 19, 20, 22 and 33.

Since the entire fixed asset excel spreadsheet is a large document, we are providing the last three years for review. Contact names have been removed from the excel spreadsheet due to privacy laws. See the attached copy. The selected vendor will receive existing database in excel.

I.B. The University has a partial (**incomplete**) listing of items currently maintained in MS Excel spreadsheet, but needs to complete a full inventory of all items that can be recounted each year and updated as necessary.