

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT**  
**RFP DISTRICT WIDE EQUIPMENT & ASSET INVENTORY**  
**RESPONSES TO CONTRACTOR INQUIRIES**

1. Can you provide a spreadsheet listing your existing inventory?

**Yes. An inventory list will be provided to the vendors on record for receiving the RFP. Vendors that are interested in providing a proposal, but have not received the PVUSD inventory sheet should request a copy via email: [richard\\_arellano@pvusd.net](mailto:richard_arellano@pvusd.net)**

2. Can you provide a sample of existing asset tags applied to district assets?

**Yes. See Attachment #1 to this response summary.**

3. Will 1-to-1 assets assigned to students/teachers (tablets/chromebooks, etc.) be included in the inventory and will they be available on campus during the inventory for tagging/scanning and do any special arrangements need to be made to include these assets? ...or will be including this data from your list/IT list? What is the approximate number of these 1-to-1 assets and what percent are in protective cases?

**Only items with an original purchase price of \$500.00 are to be included. Student chromebooks are not part of this project.**

4. When was the last physical inventory performed and who performed the inventory?

**April - June 2019, CPRS**

5. Can you confirm that historical cost research for Land, Improvements, and Buildings is not included in this scope?

**Land, improvements and buildings are NOT part of this RFP.**

6. Can on-site work be performed after hours to include Saturdays?

**The work for this project can be performed Monday through Friday, from 7:00 am to 7:00 pm. NO SATURDAYS**

7. Will vehicles be physically counted/inspected/tagged or will we be working from a list? ...or will the vendor be tagging titles?

**Yes. Vehicles will be part of the project. Asset tags to be placed on physical vehicles and reconciled with titles on hand. All titles are centrally located at the Purchasing Department.**

8. Will band instruments be provided from a listing of physically counted?

**Some band instruments have been tagged. Some instruments will need to be found and tagged as part of this project.**

9. The district refers to an “online database for district assets”. Is the district intending to purchase a fixed asset management software system to manage their own assets?

**The District intends to evaluate proposed software system solutions. Management of assets would ideally be a combination of District staff providing info to a contractor to keep assets updated (new, disposal, movement).**

10. In the Scope of Work is requesting “on going support for adding, removing, editing and moving assets between district locations.”  
Is this referring to traditional software hosting, maintenance, and support where the awarded vendor will ensure that the software solution is available and supported through a software maintenance or SaaS agreement?

**Yes.**

11. Will the district be performing these functions themselves in a fixed asset software system where the district can log into the solution to add, manage, transfer, dispose, and run reports on their fixed assets?

**No. The District’s preference is to contract with a vendor to provide this service. The District will accept proposals for either solution as part of this RFP (District staff manages or contractor manages assets)**

12. Or is the district looking for the awarded vendor to perform these functions within an online system which is accessible by the district?

**Yes. This is the preferred method. The District will accept and review proposals for both types of solutions.**

13. How many users will the district have within the new “online database for district assets” (the fixed asset management solution)?

**25 - 40 users**

14. Will an interface to any other software solution be necessary with the new fixed asset software solution? If so, what is the other system(s), what is the purpose of the interface, and will this be a 1 way or 2 way interface? Also, does the College desire a flat file exchange or a more advanced API utilizing web services, and upon what frequency will the interface need to run; i.e. nightly, weekly, etc.?

**ESCAPE (Frontline Education) hosts PVUSD’s financial system. While not a requirement, integration with ESCAPE would be desirable. ESCAPE would contain Purchase Order, item description, price and quantity information. ESCAPE has an asset management function that is currently not being utilized by PVUSD.**

15. Is there an estimated budget in place for this initiative? If so, what is that budget?

**The budget for this project is dependent on the services proposed. A specific dollar amount will not be provided at this time.**

16. Are all fixed assets tracked in an Excel workbook on one tab?  
a. If there are multiple tabs within one workbook, are these tabs uniformly tracking the same data elements?

**There are multiple tabs. All sheets contain uniform information.**

b. If there are multiple tabs within one workbook, will the district be combining these tabs into a consolidated list for the purpose of data conversion into the new fixed asset management system, or will the selected vendor need to consolidate the tabs?

**The same data will be provided to the vendors of record for the purpose of responding to this RFP. Proposals should respond with the method for how to best move forward with the District provided information.**

c. If there are multiple workbooks, are these workbooks uniformly tracking the same data elements?

**One workbook with multiple tabs will be provided.**

d. If there are multiple workbooks, will the district be combining these workbooks into a consolidated list for the purpose of data conversion into the new fixed asset management system, or will the selected vendor need to consolidate the Workbooks?

**One workbook with asset information will be provided to vendors of record.**

17. If the response is a joint venture between two companies underneath the same corporate structure, is the district expecting one proposal submitted referencing both companies and the responsibilities of each? Or would the district rather receive separate responses detailing the part of the work that would fall under their purview?

**Either submission scenario will be accepted.**

18. What format is the most current District provided asset inventory in? Electronic?

**Current inventory will be provided to vendors of record in Microsoft Excel format.**

19. Can a sample file of the District provided asset inventory be provided in the format to be used on the project?

**Yes. An inventory list will be provided to the vendors on record for receiving the RFP. Vendors that are interested in providing a proposal, but have not received the PVUSD inventory sheet should request a copy via email:**

**[richard\\_arellano@pvusd.net](mailto:richard_arellano@pvusd.net)**

20. What data fields are in the district provided asset inventory source which need to be updated during the project?

**Location, Building, Room, Category, Type, Description, Serial Number, Asset Tag Number, Purchase Order Number, Date Purchased, Cost**

21. Does the district provided asset inventory source need to be updated with the results of the inventory. We understand the inventory needs to be reconciled. However, does the district inventory source need to be updated? Or will that come out of the platform the district inventory will be reconciled against?

**The District is seeking a solution to update all District asset information. This could be uploaded to the current inventory database, or established in a new platform.**

22. What format is the district provided database in?

**Microsoft Excel**

23. What data fields are required in the logging of assets?

**Location, Building, Room, Category, Type, Description, Serial Number, Asset Tag Number, Purchase Order Number, Date Purchased, Cost**

24. Many computers, Laptops and iPads can be below \$500. Would these be included in the inventory, even though they are below \$500?

**No. Items with an initial purchase price less than \$500.00 are not part of this project.**

25. Does the district want their musical instruments inventoried? Some musical instruments are over \$2,000.

**Yes.**

26. Does the district want their SPED equipment inventoried?

**Yes. All individual items over \$500.00 are part of this RFP.**

27. By including SPED and Musical Instruments, will this still leave the asset count at 11,000?

**The asset count will be made available to vendors of record. At this time, the exact amount of SPED and Musical Instruments is not known.**

28. By including Laptops, iPads and computers which are under \$500, will the asset count remain at 11,000?

**Individual items with a purchase price less than \$500.00 are not part of this project.**

29. Are there any other reports the district is requesting?

**Contractors should include samples or descriptions of reports that may be of interest to the District as part of their proposed services.**

30. Can a sample barcode be provided, or a description of the barcode symbology?  
Or is this still yet to be determined?

**Yes. See Attachment #1 for current District barcodes.**

**ATTACHMENT #1  
PVUSD SAMPLE BARCODES**

