

Responses to Questions re **RFP 12-0209-FAM**

The following questions were presented on or before the Questions/Clarifications deadline of January 23 and are answered below.

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**Section 8.1 (g) (2) (Proof of good standing) is hereby REMOVED from the Proposal requirement.** The contract for Services will contain a representation and warranty that the contractor is in good standing and qualified to do business in California – and will remain so during the term of the contract. This requirement is not applicable to the Goods portion of the proposal and will not be included in that resulting contract.

Q. By the term ‘barcode scanner’ does the Court mean Mobile Computers with an application program, memory and integrated scan capability that are capable of capturing all inventory.

A. Whatever resource will scan the barcode on the asset tag and input the necessary information into the software program.

Q. What is the number of hand held scanners or mobile computers that the Court is interested in purchasing?

A. The initial need is two units. Please include any proposed quantity discounts in the cost proposal.

Q. The Court’s IT equipment is not specifically mentioned. Are these assets in the Scope for inventory?

A. Yes.

Q. The Court is asking for label recommendations and mentions “retag”. Does this mean that existing asset labels are to be removed and replaced with the recommended labels?

A. Yes.

Q. The Court mentions “optically scan” and “photograph”. Do these two terms refer to taking a digital photograph of assets and incorporating the photo into the database? If not, what does “optically scan” mean?

A. The terms are not interchangeable. The Court requires digital photographs of the assets to be taken and incorporated into the database. Optically scanning refers to the process of scanning asset-related documents such as packing slips and invoices which will be uploaded into the database. The desired result is that the Court would have an image of the asset and all supporting documents specific to that asset. The Court has the following listed document scanners in-house and did not request any units in the RFP: Fujitsu FI-06130, Lexmark X466, and Xerox WorkCentre 5687.

Please include any compatibility concerns and recommendations in the technical and cost proposals if an alternate scanner would be required.

Q. May like assets be represented by one digital image or does each asset have to be individually photographed?

A. Identical assets may be represented by one digital image but if there are any differences between similar assets, however slight, a separate image would be required.

Q. Is there any existing database or spreadsheet of items or assets? If so, will these be required to be reconciled?

A. The project will start from scratch.

Q. Who will determine the original value, date of acquisition, salvage value and other information that cannot be determined by the physical inventory?

A. The Court will provide that information.

Q. Billing and payment for the software and associated hardware is not delineated in the payment terms. How will payment be made for these items?

A. They must be included in the cost proposal and invoiced as part of the project costs.

Q. Section 2.2 states that "Databases(s) used ... on a remote Microsoft SQL Server". Please clarify the term "remote" (does this mean a vendor hosted application?).

A. Any database needed for the software to function should be able to be hosted on a separate (remote) SQL server within the court's network, but not on the same server as the Asset Management Software. The goal is to not have a SQL instance on the Asset Management Software server.

Q. How many client/user access desktop licenses are required?

A. Three.

Q: "The court will supply its own support and maintenance..." Please clarify what this means.

A. The Court can perform routine support and maintenance on the server operating system, including patching, monitoring, and backups. We would rely on the vendor to perform updates on the asset management software and keep the court current with the latest released and stable versions as part of an annual support cost.

Q: How does the Court intend the provider to barcode tag "software licenses on file"?

A: All Court owned software needs to be tracked in the asset software program. The Court intends the vendor to barcode tag the actual software license document on file so that it can be uploaded and inventoried as an asset. If the vendor has a more efficient recommendation such as that listed in section 2.0, bullet 4, then the Court is willing to hear it.

Q: Please clarify exactly what is expected by "Interface seamlessly with SAP".

A: The system must, at least, be able to export the data contained in the database to an Excel file or other intermediate source so that this information could be uploaded into our finance system. A fixed asset module is currently under development. Software programmers have provided us the list of tables for the module, created an entity relationship diagram, and

compiled the table metadata for any potential vendor's software development team to review. The purpose of this information would be for a custom software solution to be developed by a vendor that could be created from these tables and diagrams to actually upload data directly into our existing finance software.

The Court is expecting, at a minimum, that an intermediate file export would be created such as an Excel spreadsheet; however, our preference would be a complete interface utilizing the table metadata and relationship diagrams we have from the finance system software development team.

**Q: Does "key staff member" as it relates to resumes, include data collectors or is this reserved for project management?**

A: Project management; the court is interested to know the experience the vendor has with this type and size of project.

**Q: What does "A material exception to a Minimum Term will render a proposal non-responsive" mean exactly?**

A: Minimum Terms are listed in Attachment C, Statement of Acceptance of Terms and Conditions. An exception to any of these Minimum Terms would drop the vendor from consideration as not properly responding to the RFP.

**Q: Can the Court identify the approximate number of computer software, inventory items, and fixed assets that the contractor can expect to encounter and tag while onsite?**

A: There is not a list of assets existing with which to estimate, even remotely, a count. The Court has approximately 661,354 square feet of space that will need to be covered.

**Q: Specifically, what proof is needed for the contractor to show they are certified to do business in CA?**

A: This information is no longer a requirement of the proposal; it remains, however, a requirement of the contract for services. See note above re Section 8.1 (g) (2). The proof will be required at time of contract execution.

**Q: Are all the software licenses to be inventoried in one, central location...are they easily accessible?**

A: The Court will provide all of the software license keys for the vendor to tag and inventory.

**Q: If the provider submits a preparation milestone invoice, to include, but not limited to, Schedule preparation, project planning, database organization and preparation, will they be eliminated from consideration?**

A: No. While a vendor may invoice at the end of the preparation stage, and be paid, it would not necessarily be considered a "milestone".

Q: Is the Court interested in getting complete solutions only or may an organization address one critical section – goods only or services only - in their response?

A: Pursuant to section 1.0 – multiple contracts may result from the RFP. Pursuant to section 7.2 responses must be sent in two parts – Goods, and Services. The Court expects the project to be broken into separate sections – whether a vendor chooses to respond to both portions is completely up to the vendor.

Please keep in mind ALL responses to this RFP – one or both sections –  
are due

**Thursday, February 9, by 4:00 p.m.**

Thank you.