

Below are the questions that have been received to date for the Space Management System – BGSU RFP #5454.

1. Question: There is no mention of Work Orders, Preventative Maintenance, Projects and other Work Order Management items within this RFP. Is this functionality going to be handled by a different application or are they going to be integrated into the Space Management System?

A. This function is handled by another department on campus and their application is already in place.

2. Question: If Work Order Management functionality is a part of this RFP, can you please provide the desired functionality for this portion of the project?

A. NA

3. Question: Page 1 – “The solution also needs to be completely compatible and provide a seamless electronic transfer of data to State of Ohio Board of Regents....” What is BGSU’s current method of accomplishing this? For example, sent to them in a spreadsheet or flat file.

A. True text files are uploaded through HEI’s website

4. Question: Page 8 – Please clarify the statement “Ability to perform ad hoc queries, **independent of the database**, on basic space information...” Is the wish to be able to use another reporting tool such as Crystal Reports?

A. The desired outcome is to be able to run, print and save simple queries. For example by department or room type.

5. Question: Page 9 - Is the PeopleSoft integration required for this RFP or in the future?

A. Required now.

6. Question: Page 11 – What data is to be extracted from PeopleSoft and Resource 25?

A. Data from Peoplesoft is course information, class time, and room assignments. Data from Resource 25 is room utilization.

7. Question: Page 12 – What is BGSU’s current MAC system?

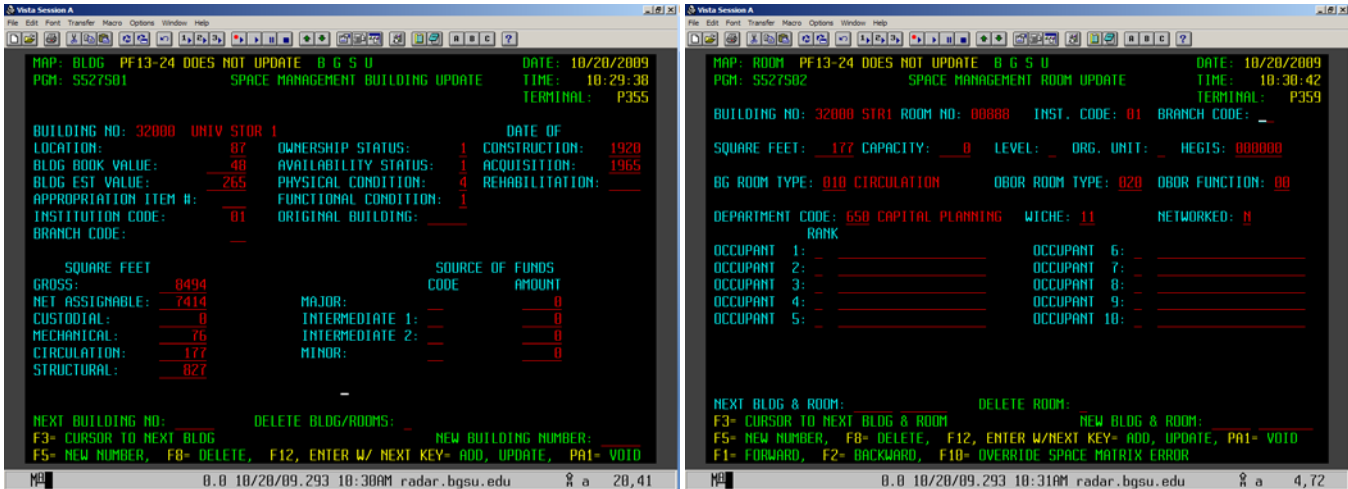
A. For the most current versions used, please go to:

<http://www.bgsu.edu/its/hardware/desktop-allocation/page10400.html>

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8. Question: Can we get a copy of the database?

A. Below are screen shots of the 2 databases:



The selected vendor will receive the data in either Access or text-form.

9. Question: Upon review of the document, the term of contract has been noted several times, however we are not able to find the actual duration of the contract. Could we please get clarification on the duration of the contract.

A. See page 21 “Contract Term” The contract term will commence on the date of award and continue for a period of three (3) years, with the potential of three (3), one (1) year renewable terms.

10. Question: Within Attachment C, Consortium Sales Authorization it has been requested to describe regional or geographical restrictions? We are not quite sure what this pertains to. Could we please ask for clarification on this requirement.

A. Inter University Council and Ohio College Association are consortia located within the state of Ohio and Educational and Institutional Cooperative is a national consortia. We would like to know if you have restrictions that would prohibit you from offering this agreement to any members of these consortia.

11. Question: I have gone to the Ohio Homeland Security website as instructed and printed a copy of the Terrorist Exclusion List as noted. Upon searching the site I could not find a link to review all the forms to make sure we have the correct form. When I click on DMS forms it comes up that page cannot be found. Could we please request clarification to ensure we have the correct form to submit.

A. Use Attachment D that is provided with the RFP (pages 26-28).

12. Question: Reporting Interface: Does BGSU currently use a standard reporting tool (e.g., Discoverer, Crystal, Cognos, etc.) and if so, what is that standard?

A. No, there is no standard. However, it would be favorable if the product could publish data through Microsoft Office products.

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13. Question: Data Requirements – Integration to PeopleSoft Student Administration, Resource 25, etc.: Can you clarify for each system whether the data exchange is to be one-way to the new system, one-way from the new system, or bi-directional? Real-time or batch?

A. Currently, R25 does not interface with the space management database but we are interested in exploring the possibility. The desired option is for the exchange with both is to be bi-directional. Real-time will require XML web service transactions.

14. Question: Data Requirements – Integration to PeopleSoft Student Administration, Resource 25, etc.: Can you provide details on the quantity and type of data fields to be interfaced?

A. One database contains 11,000 room records each which contain 25 data fields. The other has 165 records each with 25 data fields.

15. Question: Data Editing Rules for Room Data: The extensive data editing rules appear to be specific to the design of the legacy mainframe system. Is BGSU open to alternate editing approaches for the data based on the design of the new system? If not, do the edits need to be provided at the time of entry or would exception reports be sufficient? Our intent is to minimize customizations while still meeting the reporting requirements.

A. The edits need to be provided at the time of entry. These rules prevent entry of inaccurate/incompatible information.

16. Question: User Hierarchy Requirements: BGSU indicated the numbers of anticipated users of the new space management system are three (3) full use, one (1) full use for IT, and three (3) for read and query access. Do you anticipate having any self service users?

A. Not at this time.

17. Question: Additional Requirements - Data Migration: Can you provide information regarding the quantity and type of data to be migrated from the current space management database?

A. See Page 7, Background

18. Question: Additional Requirements – Be prepared to address the capability of your system with MAC systems: Do you want to know if users of the Macintosh operating system for PCs can access the new system?

A. Yes.

19. Question: Future Directions – Expandable for the Future: What version of AutoCAD is currently used by BGSU? Is it likely to be the version in use at the time linked drawings are implemented or does BGSU have plans to upgrade?

A. BGSU has a site license for AutoCAD software so we are able to upgrade to the newest version as soon as it is available to us. Currently we do not do upgrades for all users when a new version comes out so users are on various versions. Prior to linking the drawings we would propose upgrading all users to the latest version available at that time and then doing upgrades for all users every 2 years.

20. Question: Future Directions – Expandable for the Future: Does BGSU have plans to expand into new energy management, preventive maintenance, and/or classroom and event scheduling functionality?

A. These functions are currently handled by other departments on campus.

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21. Question: Method of Evaluation - Planning 'What if' Scenarios: Are your requirements for move/re-configuration planning or capital budget planning purposes?

A. Both.

22. Question: The Response Format instructions on page 5 state "...(1) electronic format of your response... shall be provided (8 total)..." while the Proposal Preparation and Submissions Requirements instructions on page 15 state "... one (1) electronic format of each proposal (total 6) must be submitted...": How many CDs (or flash/thumb/travel drives) must be submitted?

A. Provide one original, seven copies and one electronic format of your response.

23. Question: Are there monies budgeted for this project and, if so, can dollar amount be disclosed?

A. Yes, no.

24. Question: Please provide additional description around required integrations including PeopleSoft's Student Administration module.

A. We are interested in knowing if there are systems that have this capability already in place. Also, see Q/A #13

25. Question: Please define HEI and provide an example of the HEI report.

A. Higher Education Information System. See HEI website: <http://regents.ohio.gov/hei/index.php> - see Primary Data Areas: Facilities

26. Question: Please describe the required user roles and anticipated number of users in each role.

A. See Page 11, User Hierarchy Requirements

27. Question: Will you need to restrict data access rights for various user groups?

A. Not at this time, but potentially in the future.

28. Question: Page 12 of the RFP specifies "Be prepared to address the capability of your system with MAC systems". Does this refer to Apple Macintosh computers?

A. Yes.

29. Question: Page 12 of the RFP indicates an interest in investigating the AutoCAD integration. Assuming that the drawings are polylined to an appropriate standard, does the University desire pricing for a full "turnkey" integration of the drawings or would the University prefer that the vendor integrate a limited pilot set of drawings and train one or more University users in the mechanics of CAD drawing integration and maintenance?

A. We would be interested in seeing both options.

30. Question: Can the University provide a representative sample AutoCAD drawing for inspection? This will enable us to assess the degree to which we would be able to automate the drawing integrations, which will potentially enable us to offer better pricing on CAD drawing integration.

A. See Document A – small scale sample

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31. Question: Page 11 of the RFP indicates a need for “Tracking of leased spaces for rental income purposes”. Does the university require full lease/cost administration capabilities or is it looking only to identify spaces which are leased and their associated square footages?

A. We are looking to identify leased spaces and their square footage.

32. Question: P. 7: Scope of RFP: Can you provide a sample of the current data that is to be converted? Would you also be able to indicate the number of records/fields/tables that would be involved in this conversion?

A. See Q/A #8, See Page 7, Background

33. Question: P. 7: Background:

A. What space inventory system do you currently have?

A. See Page 7, Background

B. Would you provide the format and a sample of the submission to the State of Ohio Board of Regents?

A. See Q/A #25

34. Question: P. 8: Database Interface: How many TOTAL users will need access to the system, broken down by role? How many of these users will be concurrently using the system?

A. See Page 11, User Hierarchy Requirements. All could be using system concurrently.

35. Question: P. 8: Reporting Interface: Are there reports you currently use that you wish to have with the new system? Do you have samples of what you use now?

A. Yes. Reports are currently delivered in paper form only.

36. Question: P9: HEI Data Requirements:

A. Area Inventory: Can you please provide further definition of the function, requirement and use of the Area Inventory?

A. See Q/A #25

B. Would you provide the definition and calculation of the Custodial and Mechanical Square Feet, or are these fields where only the result is entered manually?

A. Result is entered manually.

37. Question: P10 Room: What is the definition and function of the Branch Code on page 10?

A. Branch code is used for satellite campus locations.

38. Question: P.10. Data Editing Rules for Room Data: We wish to determine if these are interface specifications currently in place or not. Are these editing rules required as specific code functioning, or are these be business rules and reports in the current system?

A. They are currently in place and used to cross reference data entered for accuracy.

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39. Question: P. 11 First sentence regarding the ability to extract data from PeopleSoft SIS and Resource 25 to complete required state reporting:

A. Are interfaces/data extracts from these programs currently in place?

A. Yes

B. If so, do you have a sample of the data and its format?

A. Information is extracted into a true text file

40. Question: P. 11: Inventory of Facilities – Buildings: Regarding "Store any number of costs for each facility over time attributed to user-defined cost categories." Would you please describe how you currently get cost data into the database?

A. Data is entered manually.

41. Question: P. 11: Inventory of Facilities – Space (Rooms)

A. Regarding "Use a scheme that allows for the subdivision of a room into suites or ancillary rooms." Do you have a system currently in place to track this subdivision?

A. Yes, suites are divided using the room number and an alpha character

B. Regarding "Tracking of leased spaces for rental income purposes." Do you intend to track leases, lease payments/revenues and occupancy as a formal leasing function?

A. We are looking to identify leased spaces and their square footage.

42. Question: P. 11: Support Information – Organization Structure: Would you describe your departmental hierarchy? This question is in regard to "departments at any level."

A. Individual departments could be within a school/center, schools/centers are part of a college, and the colleges report to the Provost.

43. Question: P. 12: Support Information – Sponsored Research Activities: "Track building costs and prorate allowable indirect costs to the research activities in those buildings based on Federal Regulations." Where do these costs come from and how are they entered into your current system?

A. Costs are figured and entered manually in the current system.

44. Question: P. 12: Additional Requirements: Migrate the data: Can you estimate the number of records, fields and tables that would be candidates for data migration from the existing system?

A. See Q/A #8, See Page 7, Background