

The Procurement Division of Knox County Tennessee will receive sealed proposals for the provision of an **Asset Management System** as specified herein. Proposals must be received by **2:00 p.m.** on **July 11, 2019**. Late proposals will neither be considered nor returned.

Deliver Proposal To:

**Proposal Number 2868
Knox County Procurement Division
Suite 100
1000 North Central Street
Knoxville, Tennessee 37917**

The Proposal Envelope must show the Proposal Number, Proposal Name & Proposal Closing Date.

SECTION I GENERAL TERMS AND CONDITIONS

- 1.1 **ADDITIONAL INFORMATION:** Knox County wants requests for additional information routed to Ben Sharbel, CPPO, CPPB, Supervisor of Property Development and Asset Management, at 865.215.5765. Questions may be emailed to ben.sharbel@knoxcounty.org. Information about the Knox County Procurement Division and current solicitations may be obtained on the internet at www.knoxcounty.org/procurement.
- 1.2 **ACCEPTANCE:** Vendors shall hold their proposal firm and subject to acceptance by Knox County for a period of ninety (90) business days from the date of the proposal closing, unless otherwise indicated in their proposal.
- 1.3 **ALTERNATIVE PROPOSALS:** Knox County will not accept alternate proposals. Proposers must strictly adhere to the proposal format.
- 1.4 **AUDIT HOTLINE:** Knox County has established an Audit Hotline to report potential fraud and waste. To report potential fraud, waste or abuse, please call 1-866-858-4443 (toll-free). You can also file a report online by accessing <http://www.knoxcounty.org/hotline/index.php>.

Vendors are hereby cautioned that this Audit Hotline does not replace the Award Protest Procedures found in Section VI, Item M of the Knox County Procurement Regulations.

- 1.5 **AWARD:** Award will be made to the most responsive, responsible proposer meeting specifications, who presents the product and/or service that is in the best interest of Knox County. Knox County reserves the right to award this proposal on an all-or-none basis or by multiple award. **Knox County reserves the right to not award this proposal.** Award will be made in accordance with the evaluation criteria specified herein.
- 1.6 **BUSINESS OUTREACH PROGRAM:** Knox County has established a Business Outreach Program, which has the responsibility of increasing opportunity for small, minority and women owned businesses. This is being accomplished through community education programs, policy edification, active recruitment of interested businesses and process re-engineering.

Knox County is committed to ensuring full and equitable participation for all disadvantaged businesses. Knox County welcomes submittals from those disadvantaged businesses who have an interest in providing goods and/or services listed herein. In addition, Knox County strongly encourages the inclusion of disadvantaged businesses by non-disadvantaged contractors who may wish to partner or subcontract portions of this agreement in order to accomplish the successful delivery of goods and/or services. If you are a disadvantaged business and would like additional information about our Business Outreach Program please contact:

Diane Woods, Business Outreach Administrator
Knox County Procurement
Telephone: 865.215.5760
Fax: 865.215.5778
E-Mail: diane.woods@knoxcounty.org

Lori Holmann, Business Outreach Coordinator
Knox County Procurement
Telephone: 865.215.5757
Fax: 865.215.5778
E-Mail: lori.holmann@knoxcounty.org

- 1.7 **CONFLICT OF INTEREST:** Vendors must have read and complied with the “non-conflict of interest” statement provided in the vendor registration process prior to the closing of this solicitation.
- 1.8 **COPIES:** Knox County **requires** that all proposals be submitted with one (1) **marked original** and seven (7) exact copies. Proposers must also scan their entire response into one (1) .pdf file and submit on a CD/DVD or flash drive.
- 1.9 **DECLARATIVE STATEMENT:** Any statement or words (e.g.: must, shall, will) are declarative statements and the vendor **must** comply with the condition. Failure to comply with any such condition may result in their proposal being non-responsive and disqualified.
- 1.10 **DEFAULT:** Knox County reserves the right, in case of Contractor default, to terminate the Contract and hold the defaulting Contractor responsible for any excess costs occasioned thereby. Should the Contractor default be due to a failure to perform Knox County reserves the right to remove the Contractor from the County's bidder's list for twenty-four (24) months.
- 1.11 **DESTINATION AND DELIVERY:** Proposers must include all destination and delivery charges in their price. **There will be no extra hidden charges. Delivery must be “free on board” to the County department.**
- 1.12 **ELECTRONIC TRANSMISSION OF PROPOSALS:** Due to the nature of this proposal, Knox County's Procurement Division will **NOT** accept electronically transmitted proposals through the County's On-Line Procurement System. Facsimile submission is strictly prohibited. All proposals must be submitted in hard copy format to the address listed in this solicitation.
- 1.13 **HOW TO DO BUSINESS:** Knox County utilizes a web-based procurement software system, “Knox Purchasing On-Line.” The system provides our clients (vendors, county departments and the citizens of Knox County) with a more enhanced and end-user friendly means of accessing our services. The system allows for on-line vendor registration and maintenance, electronic receipt of purchase orders, on-line retrieval and submittal of quotes, proposals and proposals for our vendor-clients and on-line requisitioning and receiving for our county departments. In order for the County to maximize its investment and minimize the cost associated with office operations we need your help. When doing business with Knox County we are urging you to please go to our website at www.knoxcounty.org/procurement, register as a vendor in our on-line Procurement system, “Knox Procurement On-Line,” if you have not done so and whenever possible to conduct your business with the County through this site. If you have any questions please contact the Procurement Division Representative listed in subsection 1.1 of this document.
- 1.14 **INCLEMENT WEATHER:** During periods of inclement weather in Knox County, the Procurement Division will enact the following procedures in regards to solicitations and weather delays:
- If the Mayor closes the Administrative offices prior to the time set for solicitation opening of any business day, all solicitations due that same day will be moved to the next operational business day.
 - Other weather issues shall be at the sole discretion of the Procurement Director.
 - Knox County shall not be liable for any commercial carrier's decision regarding deliveries during inclement weather.
- 1.15 **INCURRED COSTS:** Knox County will not be liable in any way for costs incurred by any proposer in the preparation and submission of its proposal in response to this RFP, nor for the presentation of its proposal and/or participation in any required meetings, discussions or negotiations. If any oral presentations are required, Knox County advises vendors to be thorough and complete in submission of information.
- 1.16 **NO CONTACT POLICY:** After the vendor receives this RFP, any contact initiated by any vendor with any Knox County representative, other than the Procurement Division representative listed herein, concerning this Request for Proposal **is strictly prohibited**. Any such unauthorized contact may cause the disqualification of the vendor from this process.
- 1.17 **NON-COLLUSION:** Vendors, by submitting a signed proposal, certify that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Tennessee or United States law.

1.18 PAYMENT METHOD: Knox County utilizes two (2) methods of placing orders for products/services. The first is the use of Purchase Orders. These Purchase Orders will be issued from Knox County Procurement Division via the method selected by the vendor during registration. The Purchase Order will detail the quantity, specific item(s) and the contracted price for each item.

The second method is the use of the Knox County Credit Card (VISA). Orders placed on the credit card will list the same information as the Purchase Order. Vendors will be given the card information and approval to process the transaction for the requesting department. Vendors must indicate in their Proposal if the Vendor will accept the Knox County Credit Card (VISA) as form of payment. Bidders are prohibited to charge Knox County any type of merchant fee from their financial institution to accept this type of payment.

1.19 POSSESSION OF WEAPONS: All vendors and their employees and their agents are prohibited from possessing any weapons on Knox County property without prior written consent from the County. In the case of a vendor whose contract requires possession of firearms or other weapons to successfully complete their contract, vendor must provide personnel who are bonded to bear said weaponry.

1.20 PROCESSING TIME FOR PAYMENT: Vendors are advised that a minimum of thirty (30) days may be required to process invoices for payment.

1.21 PROOF OF FINANCIAL AND BUSINESS CAPABILITY: Vendors must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. Knox County will make the final determination as to the vendor's ability.

1.22 PROPOSAL DELIVERY: Knox County **requires** proposers, when hand delivering proposals, to time and date stamp the envelope before depositing it in the proposal box. Knox County will not be responsible for any lost or misdirected mail. The time clock in the Procurement Division shall serve as the official record of time. Knox County shall not be responsible for deliveries of proposals to addresses other than address listed in this solicitation.

Solicitations must be in a sealed envelope/box prior to entering the Procurement Division office. Procurement Division personnel are not allowed to see the submittal nor assist in placing documents in an envelope/box. Additionally, the Procurement Division is not responsible for providing materials (e.g.: envelopes, boxes, tape) for submittals.

1.23 RECYCLING: Knox County, in its continuing efforts to lessen the amount of landfill waste and to further recycling efforts, requests that proposals being submitted on paper shall:

- Be submitted on recycled paper
- Not include pages of unnecessary advertising
- Be made on both sides of each sheet of paper

1.24 RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS: It is the responsibility of the prospective proposer to review the entire Request for Proposal (RFP) packet and to notify the Procurement Division if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or proposal procedures must be received in the Procurement Division by **June 25, 2019 at 4:30 p.m.** local time. These requirements also apply to specifications that are ambiguous.

1.25 SIGNING OF PROPOSALS: When submitting your proposal, in order to be considered, all proposals **must** be signed. Please sign the original in blue ink.

1.26 TAXES: Knox County purchases are not subject to taxation. Tax exemption certificates will be provided upon request.

1.27 TITLE VI OF THE 1964 CIVIL RIGHTS ACT: "Non-discrimination in Federally Assisted Programs" - "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." 42 U.S.C. section 2000 et seq. It is the policy of Knox County Government that all its services and activities be administered in conformance with the requirements of Title VI.

- 1.28 **VENDOR REGISTRATION:** Prior to the closing of this proposal, **ALL PROPOSERS** must be registered with the Procurement Division. A vendor application may be submitted online at www.knoxcounty.org/procurement. Select the On-Line Vendor Registration link and complete the forms. Vendors must be registered with the Procurement Division **prior** to submitting their proposal.
- 1.29 **WAIVING OF INFORMALITIES:** Knox County reserves the right to waive minor informalities or technicalities when it is in the best interest of Knox County.

SECTION II OBLIGATIONS, RIGHTS AND REMEDIES

These terms and conditions shall be part of the contract. Knox County reserves the right to negotiate other terms and conditions it deems appropriate and necessary under the circumstances to protect the public's trust.

- 2.1 **ALTERATIONS OR AMENDMENTS:** No alterations, amendments, changes, modifications or additions to this Contract shall be binding on Knox County without the prior written approval of the County.
- 2.2 **APPROPRIATION:** In the event no funds are appropriated by Knox County for the goods or services in any fiscal year or insufficient funds exist to purchase the goods or services, then the Contract shall expire upon the expenditure of previously appropriated funds or the end of the current fiscal year, whichever occurs first, with no further obligations owed to or by either party.
- 2.3 **ASSIGNMENT:** Contractor shall not assign or sub-contract this agreement, its obligations or rights hereunder to any party, company, partnership, incorporation or person without the prior written specific consent of Knox County.
- 2.4 **BOOKS AND RECORDS:** Contractor shall maintain all books, documents, accounting records and other evidence pertaining to the goods and services provided under this Contract and make such materials available at its offices at all reasonable times during the contract period and for three (3) years from the date of the final payment under this agreement for inspection by County or by any other governmental entity or agency participating in the funding of this agreement, or any authorized agents thereof; copies of said records to be furnished if requested. Such records shall not include those books, documents and accounting records that represent the Contractor's costs of manufacturing, acquiring or delivering the products and services governed by this agreement.
- 2.5 **CHILD LABOR:** Contractor agrees that no products or services will be provided or performed under this Contract that have been manufactured or assembled by child labor.
- 2.6 **COMPLIANCE WITH ALL LAWS:** Contractor is assumed to be familiar with and agrees to observe and comply with all federal, state, and local laws, statutes, ordinances, and regulations in any manner affecting the provision of goods and/or services, and all instructions and prohibitive orders issued regarding this work and shall obtain all necessary permits.
- 2.7 **CRIMINAL HISTORY CHECK:** Any and all successful vendors, vendor employees, and any vendor sub-contractors and its employees that perform services at Knox County Schools must submit to a criminal history records check at vendor's expense. This is conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to permitting the employee to have contact with students or enter school grounds when students are present. Reference Tennessee Code Annotated Section 49-5-413.
- 2.8 **DEFAULT:** If Contractor fails to perform or comply with any provision of this Contract or the terms or conditions of any documents referenced and made a part hereof, Knox County may terminate this Contract, in whole or in part, and may consider such failure or noncompliance a breach of contract.

Knox County expressly retains all its rights and remedies provided by law in case of such breach, and no action by Knox County shall constitute a waiver of any such rights or remedies. In the event of termination for default, Knox County reserves the right to purchase its requirements elsewhere, with or without competitive solicitation.

- 2.9 **GOVERNING LAW:** The laws of the State of Tennessee shall govern this Contract, and all obligations of the parties are performable in Knox County, Tennessee. The Chancery Court and/or the Circuit Court of Knox County, Tennessee, shall have exclusive and concurrent jurisdiction of any disputes, which arise hereunder.

- 2.10 INCORPORATION:** All specifications, drawings, technical information, Request for Proposal, Proposal, Award and similar items referred to or attached or which are the basis for this Contract are deemed incorporated by reference as if set out fully herein.
- 2.11 INDEMNIFICATION/HOLD HARMLESS:** Contractor shall indemnify, defend, save and hold harmless Knox County, its officers, agents and employees from all suits, claims, actions or damages of any nature brought because of, arising out of, or due to breach of the agreement by Contractor, its subcontractors, suppliers, agents, or employees or due to any negligent act or occurrence or any omission or commission of Contractor, its subcontractors, suppliers, agents or employees.
- 2.12 INDEPENDENT CONTRACTOR:** Contractor shall acknowledge that it and its employees serve as independent contractors and that Knox County shall not be responsible for any payment, insurance or incurred liability.
- 2.13 INSPECTION AND ACCEPTANCE:** Warranty periods shall not commence until Knox County inspects and formally accepts the goods and/or services. The terms, conditions and timing of acceptance shall be determined by Knox County. Knox County reserves the right to reject any or all items or services not in conformance with applicable specifications, and Contractor assumes the costs associated with such nonconformance. Acceptance of goods or services does not constitute a waiver of latent or hidden defects or defects not readily detectable by a reasonable person under the circumstances.
- 2.14 IRAN DIVESTMENT ACT:** By submission of this RFP, each respondent and each person signing on behalf of any respondent certifies, and in the case of a joint submittal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each respondent is not on the list created pursuant to Tennessee Code Annotated § 12-12-106. All respondents must complete and submit with their response the Affidavit of Compliance with Iran Divestment Act, attached to the RFP as Exhibit B.
- 2.15 LIMITATIONS OF LIABILITY:** In no event shall Knox County be liable for any indirect, incidental, consequential, special or exemplary damages or lost profits, even if Knox County has been advised of the possibility of such damages.
- 2.16 NON-DISCRIMINATION AND NON-CONFLICT STATEMENT:** Contractor agrees that no person on the grounds of handicap, age, race, color, religion, sex or national origin, shall be excluded from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the performance of this agreement, or in the employment practices of vendor. Contractor shall upon request show proof of such non-discrimination, and shall post in conspicuous places available to all employees and applicants notices of non-discrimination. Contractor covenants that it complies with the Fair Wage and Hour Laws, the National Labor Relations Act, and other federal and state employment laws as applicable. Contractor covenants that it does not engage in any illegal employment practices.
- Contractor covenants that it has no public or private interest, and shall not acquire directly or indirectly any interest which would conflict, in any manner, with the provision of its goods or performance of its services. Contractor warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of Knox County as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor or consultant to Contractor in connection with any goods provided or work contemplated or performed relative to the agreement.
- 2.17 ORDER OF PRECEDENCE:** In the event of inconsistent or conflicting provision of this Contract and referenced documents, the following descending order of precedence shall prevail: (1) Contract, (2) Request for Proposal (3) Contractor's Response, (4) Award, (5) Special Terms and Conditions, (6) General Terms and Conditions, (7) Specifications, (8) Drawings.
- 2.18 REMEDIES:** Knox County shall have all rights and remedies afforded under the U.C.C. and Tennessee law in contract and in tort, including but not limited to rejection of goods, rescission, right of offset, refund, incidental, consequential and compensatory damages and reasonable attorney's fees.
- 2.19 RECORDS:** Contractor will maintain records of products and/or services provided to Knox County and make them available on request.

- 2.20** **RIGHT TO INSPECT:** Knox County reserves the right to make periodic inspections of the manner and means the service is performed or the goods are supplied.
- 2.21** **SEVERABILITY:** If any provision of this Contract is declared illegal, void or unenforceable, the remaining provisions shall not be affected but shall remain in force and in effect.
- 2.22** **TAX COMPLIANCE:** Pursuant to Resolution R-07-1-903 passed by the Commission of Knox County, Tennessee, Contractor hereby acknowledges by submission of their signed bid or proposal that they are current in its respective Federal, State, County and City taxes of whatever kind or nature and is not delinquent in any way. Delinquent status must be disclosed or risk debarment by the Knox County Procurement Division.
- 2.23** **TERMINATION:** Knox County may terminate this agreement with or without cause at any time. In the event of termination by either party, fees due for services satisfactorily performed or goods accepted prior to the termination date shall be paid.
- 2.24** **WARRANTY:** Contractor warrants to Knox County that all items delivered and all services rendered shall conform to the specifications, drawings, proposal and/or other descriptions furnished and/or incorporated by reference, and will be fit for the particular purpose purchased, of merchantable quality, good workmanship, and free from defects. Contractor extends to Knox County all warranties allowed under the U.C.C. Contractor shall provide copies of warranties to the County. Return of merchandise not meeting warranties shall be at contractor's expense.

SECTION III SPECIAL TERMS AND CONDITIONS

- 3.1** **INTENT:** The intent of this proposal is to set forth and convey to prospective proposers the general requirements for vendor(s) to provide Knox County Schools (hereafter referred to as KCS) a state of the art and comprehensive Asset Management System (hereafter referred to as an AMS). The AMS will be used to inventory, track, and manage assets in and around each school in the district, the central office, warehouses, and all other properties and campuses belonging to KCS. Award will be based on Best Value. Best Value means more than low cost. It includes initial cost, service quality, and other factors detailed herein.
- 3.2** **ACCEPTANCE:** Proposers are advised that the payment of an invoice does not necessarily constitute as an acceptance of services that are provided. Acceptance requires a specific written action by Knox County so stating.
- 3.3** **ADDITIONS/DELETIONS:** Knox County reserves the right to add services or locations to this agreement or delete services or locations that have become obsolete in demand.
- 3.4** **AWARD STATUS:** Knox County intends to issue a three (3) year award. Upon the mutual agreement of the awarded firm and Knox County, the contract may be extended for two (2) additional three (3) year terms. This may result in a total of nine (9) years. Should Knox County desire not to renew, no reason needs to be given. Knox County reserves the right to purchase these items/services from other sources if the need arises. Knox County reserves the right to revoke the award if a pattern of unavailability arises with the successful vendor.
- 3.5** **CHANGES AFTER AWARD:** It is possible that after award, Knox County/KCS might change its needs or requirements. Knox County/KCS reserves the right to make such changes after consultation with the vendor. Should additional costs arise, Knox County/KCS reserves the right to consider accepting these charges provided the vendor can document the increased costs. Knox County/KCS also reserves the right to accept proposed service changes from the vendor if they will lower the cost to Knox County/KCS and/or provide improved service.
- 3.6** **COMPLIANCE WITH ALL APPLICABLE REGULATIONS:** Successful proposer agrees and covenants that the company, its agents and employees will comply with all City, County, State and Federal codes, laws, ordinances, rules and regulations applicable to the business to be conducted under this Contract. If the vendor performs any work knowing it to be contrary to such codes, laws, ordinances, rules and regulations, the vendor shall bear all costs arising from them.

3.7 CONTACT PERSONNEL: It shall be essential to the success of this Contract to develop a good working relationship with the Contractor. It is imperative that the Knox County/KCS account be handled efficiently and professionally. Knox County/KCS should be assigned no more than two (2) Contractor contacts to handle billing inquiries and service related issues. In the event one (1) or both contacts leave the Knox County/KCS account, the Contractor shall formally introduce the new contacts to County/KCS personnel. These contacts must be knowledgeable of the Knox County/KCS account to avoid any interruption of service.

3.8 CONTRACT EXECUTION: The award of this proposal may result in a Contract between Knox County and the successful vendor. The Contract must be voted on by the Knox County Board of Education and Knox County Commission and receive a majority vote. The successful vendor may be required to be present at the Board of Education and Knox County Commission Meetings to answer questions relating to the services performed. Adequate notification will be given by the Knox County Procurement Division if the vendor will need to attend the meetings. The Knox County Procurement Division will draft the Contract. Knox County **will not** accept any vendor's contract. If these types of Master Agreements, Service Agreements, Terms of Agreements, or other submitted contract agreements/forms are submitted they **will not** be accepted. Vendors are hereby cautioned that the Knox County Mayor is the only individual who can legally bind Knox County to a contractual agreement.

3.9 EVALUATION CRITERIA: This proposal will be evaluated using the following criteria:

System Capabilities	40 Points
Qualifications & Experience	20 Points
Maintenance/Support Services/Implementation Plan	20 Points
Cost	20 Points

3.10 EVALUATION PROCEDURES: Knox County will incorporate the following review procedures in the evaluation of the submitted proposals.

3.10.1 Knox County reserves the right to eliminate proposals that are clearly non-responsive to the stated requirements.

3.10.2 Each proposal received will be evaluated to determine if the vendor meets the minimum criteria and the degree to which the proposal is responsive to the requirements of this document. Therefore, proposers must exercise particular care in reviewing the Proposal Format required for this Request for Proposal.

3.10.3 The detailed evaluation that follows the initial examination may result in more than one finalist. At this point, Knox County may request additional information or presentations by proposers, and carry out contract negotiations.

3.10.4 Knox County reserves the right to conduct site visits to review a vendor's proposed system.

3.10.5 Knox County reserves the right to withdraw this Request for Proposals at any time and for any reason, and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.

3.11 EVALUATION REVIEW: Knox County reserves the right to use all pertinent information that might affect the County's judgment as to the appropriateness of an award to the best evaluated proposer. This information may be appended to the proposal evaluation process results. Information on a service provider from reliable sources, and not within the service provider's proposal, may also be noted and made part of the evaluation file. Knox County shall have sole responsibility for determining a reliable source. Knox County reserves the right to conduct written and/or oral discussions/interviews/site visits after the proposal closing. The purpose of such discussions/interviews/site visits is to provide clarification and/or additional information to make an award that is in the best interest of Knox County.

3.12 EXCEPTIONS TO SPECIFICATIONS: Vendors taking exception to any part or section of these specifications shall indicate such exceptions in their proposal response. Failure to indicate any exceptions shall be interpreted as the vendor's intent to fully comply with the specifications as written. Conditional or qualified offers are subject to rejection in whole or in part. Any exceptions shall be included in Section V, Part IX of the submittal.

- 3.13 GRATUITIES AND KICKBACKS:** It shall be a breach of ethical standards for any person or company to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim, or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore.
- 3.14 INSURANCE:** The successful Proposer(s) must carry the insurance as indicated on the Insurance Attachment, Exhibit A. As proof of the vendor's willingness to obtain and maintain the insurance, the proposer must complete, sign and have its insurance agent sign the attachment and submit it with their proposal. Upon receipt of the Notification of Intent to Award, the successful proposer will be required to submit a Certificate of Insurance showing the specified coverage and naming Knox County as additional insured.
- 3.15 NEGOTIATION:** Knox County may select a successful Proposer on the basis of initial offers received without discussions. Therefore, each proposal shall contain the Proposer's best terms from a service and cost standpoint. Knox County reserves the right to enter into Contract negotiations with the highest-rated proposer. If Knox County and the selected Proposer cannot negotiate a successful agreement, Knox County may terminate said negotiations and begin negotiations with the next highest-rated Proposer. This process will continue until a Contract has been executed or all proposals have been rejected. No Proposer shall have any rights against Knox County arising from such negotiations.
- 3.16 NEWS RELEASES BY VENDORS:** As a matter of policy, Knox County/KCS does not endorse the services of a Contractor. A Contractor will not make news releases concerning any resultant contract from this solicitation without the prior written approval of Knox County/KCS.
- 3.17 PROHIBITION AGAINST DISSEMINATING INFORMATION:** Contractor shall not sell, disburse, disseminate or in any other way provide information to any outside party without the expressed written consent of Knox County/KCS.
- 3.18 PROPOSAL CONTENT:** The Proposer's response must contain a thorough description of the background of the Proposer and sufficient evidence showing that the Proposer is capable of providing the services. The Proposer's response must thoroughly expound on the Proposer's understanding of how the proposed services will meet Knox County's needs. The proposal must also contain an explanation of the implementation plan and the Proposer's ongoing commitment to service.
- 3.19 PROPOSAL EVALUATION:** In evaluating the proposals, Knox County reserves the right to use any or all of the ideas from the proposals submitted without limitation and to accept any part or all, of the successful proposal in selecting an operation which is judged to be in the best interest of the Knox County. All material submitted becomes the property of Knox County.
- 3.20 PROPOSER INTERVIEWS/SITE VISITS:** Knox County reserves the right to request proposers to demonstrate their capabilities from those displaying a thorough knowledge of the intent of this RFP. The purpose of these interviews and/or site visits is to gain additional insight into the capabilities and features of the proposed services and to ask questions regarding any portion of same.
- 3.21 PROPOSAL FORMAT:** This solicitation is in the Request for Proposal (RFP) format. At the specified date and time, each Proposer's name will be publicly read aloud. No further information will be given at that time. Evaluation of the proposals will proceed as expeditiously as possible and successful, as well as unsuccessful, notification will be given.
- 3.22 PUBLIC RECORDS ACT:** Knox County is subject to the Tennessee Public Records Act 10-7-503 et seq. Proposers are cautioned that all documents submitted on behalf of this Request for Proposal (RFP) shall be open to the public for viewing and inspection, and Knox County will comply with all legitimate requests.

- 3.23 QUALIFICATION OF PROPOSERS:** Each Proposer may be required, before the award of any contract, to show to the complete satisfaction of the Procurement Director that it has the necessary facilities, ability, and financial resources to furnish the service specified herein in a satisfactory manner, and the proposer may also be required to show past history and references which will enable the Procurement Director to be satisfied as to the proposer's qualifications. Failure to qualify according to the foregoing requirements will justify rejection.
- 3.24 REFERENCES:** Vendors must submit a list of three (3) references for whom you have provided an Asset Management System within the past five (5) years. Government agencies and School Districts, if possible, are preferred. Show the name of the agency or institution, person to contact, their telephone number, their current email address and the nature and size of the contract. Do not list Knox County Government as a reference.
- 3.25 REJECTION OF PROPOSALS:** Knox County reserves the right to reject any and all proposals received as a result of this request and to waive any informality, technical, defect or clerical error in any proposal, as the interests of the County may require. Non-acceptance of any proposal will be devoid of any criticism of the proposal and of any implication that the proposal is deficient in any manner. Non-acceptance of any proposal shall be construed as meaning simply that the County does not deem the proposal to be acceptable or that another proposal was deemed to be more advantageous to Knox County for the particular services proposed.
- 3.26 REMOVAL OF VENDOR'S EMPLOYEES:** The successful Contractor agrees to utilize only experienced, responsible and capable people in the performance of the work. Knox County/KCS may require that the successful Contractor remove from the job covered by this contract, employees who endanger persons or property or whose continued association under this contract is inconsistent with the interest of Knox County/KCS.
- 3.27 SUBMIT QUESTIONS:** Prospective proposers may submit questions concerning this solicitation until **June 25, 2019 @ 4:30 p.m. local time**. Submit questions as noted in Section 1.1.
- 3.28 THIRD PARTY CONTRACTORS:** Contractors whom submit a proposal and plan on using a third party for providing any service for their proposal, must have expressed written approval from Knox County/KCS before proceeding with the service. Contractors and their third party must adhere to all terms and conditions set forth for this proposal. Knox County/KCS will not have any contractual liability for any third party Contractors. List all third party contractors that may be used for providing services.

SECTION IV SPECIFICATIONS

- 4.1 SCOPE OF WORK:** Knox County Schools (KCS) desires a state of the art, comprehensive Asset Management System that will be used to inventory, track, and manage assets in and around each school in the district, the central office, warehouses, and all other properties and campuses belonging to KCS. The system should be accessible using web-based technologies and run over the district's existing Wide Area Network (WAN). The software package should address, at a minimum, the following base functions:
- Reporting capabilities that satisfy the specifications of the Tennessee Department of Education, Federal Acquisition Regulation 52.245-1, Education Department General Administrative Regulations, and CFR §74.34
 - To include (but not limited to):
 - Asset / Item number (Alphanumeric)
 - Description / Name
 - Asset group / Category
 - Department / School
 - Location / Room / Person
 - Manufacturer
 - Model / Serial number
 - Purchase order number
 - Price / Value
 - Condition
 - Funding source
 - Date placed into service
 - Date inventoried

- Date transferred
- Date and method of disposal
- Notes
- Barcoding system to uniquely identify assets
- User defined fields that allow each department to customize the information captured
- Ability to capture, edit, and sort by identifying characteristics of assets
- Tiered levels of user access with varying permissions

The departments of KCS currently use a variety of inventory management systems and they reserve the right to continue to utilize these systems during the evaluation period and in the future.

4.2 TECHNICAL SPECIFICATIONS: Proposers must complete the detailed checklist in Exhibit D to indicate the capabilities of the Asset Management System (AMS) using the coding system below. Failure to use the coding system may lead to the proposal being considered non-responsive.

CODE EXPLANATION

- Y** Available: Feature is currently available.
- V** Available with Variance: Feature is currently available but differs slightly. Explain.
- D** In Development: Feature is currently being developed for release. State expected date of release.
- P** Planned: Feature will be added but is not yet in development. State expected date of release.
- N** Not Planned: Feature is not currently available and is not expected to be added to the system

SECTION V PROPOSAL FORMAT

Proposers shall use the following format for the preparation and submission of their proposals. Failure to follow this format may be just cause for rejection of proposals. Cost of preparation of proposals is the sole responsibility of the proposer. Knox County requires that proposals being submitted be one (1) marked original and seven (7) exact copies. An electronic copy on CD/DVD or flash drive, in one complete file, is also required.

Part I SIGNED (in blue ink) TRANSMITTAL LETTER AUTHORIZING THE PROPOSAL

Part II PROPOSER INFORMATION

- Company Name, Address, and telephone/fax numbers
- Contact name(s), telephone number(s), and current email address
- Proposers Vendor Number as assigned by Knox County Procurement Division
- Proposer's Knox County Business License (if applicable)
- Proposer's Employer Identification Number (EIN)
- Copies of all licenses, permits and professional certifications for company and employees
- Acknowledgment of Addenda (if applicable)

Part III SYSTEM CAPABILITIES

Proposers must complete the Technical Specifications checklist, Exhibit D using the coding system detailed in Section 4.2. Each specification item listed must be accompanied by a code, narrative description of the feature, and screen shot (if applicable) from the actual software and/or report. Proposers may attach additional pages as necessary to fully describe each item and the full capabilities of the proposed system.

Part IV QUALIFICATIONS AND EXPERIENCE

- Proposers must provide a brief description of the agency, organization, firm, or individual submitting the proposal.
- Proposers must provide number of years providing services, as the submitting entity, similar to those requested in the RFP.
- Proposers are to detail the capability and relevant experience of the personnel to perform the required scope of work described in Section IV. Identify staff who will be working on each task or element of the project and provide one-page resumes for each.
- Proposers are to provide a comprehensive record of all public sector Asset Management System clients, highlighting School District clients.
- Proposers are to provide references per Section 3.26 for whom Asset Management Systems have been provided and are currently being used. References should be public sector clients with at least one School District (Or Government including School District) similar in size and scope to Knox County. References are preferred to have been clients for longer than two (2) years and must not be compensated by the Proposer.

Part V MAINTENANCE/SUPPORT SERVICES/IMPLEMENTATION PLAN

Proposers are to provide a detailed narrative describing the firm's plan for system maintenance and support services offered. Include support hours availability and procedures for contacting. Proposers must also include a detailed implementation plan and timeline.

Part VI TOTAL COST

Proposers must submit all costs as Year 1, Year 2, Year 3, and total three (3) year cost. Total cost must include all applicable costs and fees for a comprehensive Asset Management System including:

- Software licensing and/or cloud based platform
- Required hardware and materials
- Implementation, training, and set-up services
- Annual maintenance fees
- Data conversion fees
- Custom programming cost
- Other fees

Part VII **REQUIRED ATTACHMENTS**

- Submit the completed Insurance Checklist (Exhibit A) per Section 3.15
- Submit the Affidavit of Compliance with the Iran Divestment Act (Exhibit B) per Section 2.14.
- Submit the Affidavit of Compliance with Tennessee Criminal History Records Check (Exhibit C) per Section 2.7.

Part VIII **ADDITIONAL INFORMATION**

Proposers may submit additional information that may add value to their proposal.

Part IX **EXCEPTIONS**

Proposers are to include any and all exceptions taken to this solicitation under this part. Do not mark through or otherwise alter the language of this RFP in your response

Failure to include any of the above information or any other information requested may result in the proposer being disqualified.

**EXHIBIT A
KNOX COUNTY PROCUREMENT DIVISION
INSURANCE CHECKLIST
RFP NUMBER 2868**

THE CERTIFICATE OF INSURANCE MUST SHOW ALL COVERAGES & ENDORSEMENTS WITH "YES" AND ITEMS 20 TO 24.

REQUIRED:	NUMBER	TYPE OF COVERAGE	COVERAGE LIMITS																																												
YES	1.	WORKERS COMPENSATION	STATUTORY LIMITS OF TENNESSEE																																												
YES	2.	EMPLOYERS LIABILITY	\$100,000 PER ACCIDENT \$100,000 PER DISEASE \$500,000 DISEASE POLICY LIMIT																																												
YES	3.	<p style="text-align: center;">AUTOMOBILE LIABILITY</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>ANY AUTO-SYMBOL (1)</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>	<input checked="" type="checkbox"/>	ANY AUTO-SYMBOL (1)																			<table border="1" style="width: 100%;"> <tr> <td>COMBINE SINGLE LIMIT (Per -Accident)</td> <td style="text-align: center;">\$1,000,000</td> </tr> <tr> <td>BODY INJURY (Per -Person)</td> <td></td> </tr> <tr> <td>BODY INJURY (Per-Accident)</td> <td></td> </tr> <tr> <td>PROPERTY DAMAGE (Per-Accident)</td> <td></td> </tr> </table>	COMBINE SINGLE LIMIT (Per -Accident)	\$1,000,000	BODY INJURY (Per -Person)		BODY INJURY (Per-Accident)		PROPERTY DAMAGE (Per-Accident)																	
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PROPERTY DAMAGE (Per-Accident)																																															
YES	4.	<p style="text-align: center;">COMMERCIAL GENERAL LIABILITY</p> <table border="1" style="width: 100%;"> <tr> <td></td> <td>CLAIM MADE</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>OCCUR</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="6" style="text-align: center;">GEN'L AGGREGATE LIMITS APPLIES PER</td> </tr> <tr> <td></td> <td>POLICY</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>PROJECT</td> <td></td> <td>LOC</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		CLAIM MADE	<input checked="" type="checkbox"/>	OCCUR									GEN'L AGGREGATE LIMITS APPLIES PER							POLICY	<input checked="" type="checkbox"/>	PROJECT		LOC							<table border="1" style="width: 100%;"> <tr> <td></td> <td style="text-align: center;">LIMITS</td> </tr> <tr> <td>EACH OCCURRENCE</td> <td style="text-align: center;">\$ 1,000,000</td> </tr> <tr> <td>FIRE LEGAL LIABILITY</td> <td style="text-align: center;">\$ 100,000</td> </tr> <tr> <td>MED EXP (Per person)</td> <td style="text-align: center;">\$ 5,000</td> </tr> <tr> <td>PERSONAL & ADV INJURY</td> <td style="text-align: center;">\$ 1,000,000</td> </tr> <tr> <td>GENERAL AGGREGATE</td> <td style="text-align: center;">\$ 2,000,000</td> </tr> <tr> <td>PRODUCTS-COMPLETED OPERATIONS/AGGREGATE</td> <td style="text-align: center;">\$ 2,000,000</td> </tr> </table>		LIMITS	EACH OCCURRENCE	\$ 1,000,000	FIRE LEGAL LIABILITY	\$ 100,000	MED EXP (Per person)	\$ 5,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS-COMPLETED OPERATIONS/AGGREGATE	\$ 2,000,000
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GENERAL AGGREGATE	\$ 2,000,000																																														
PRODUCTS-COMPLETED OPERATIONS/AGGREGATE	\$ 2,000,000																																														
YES	5.	PREMISES/OPERATIONS	\$1,000,000 CSL BI/PD EACH OCCURRENCE \$2,000,000 ANNUAL AGGREGATE																																												
YES	6.	INDEPENDENT CONTRACTOR	\$1,000,000 CSL BI/PD EACH OCCURRENCE \$1,000,000 ANNUAL AGGREGATE																																												
YES	7.	CONTRACTUAL LIABILITY (MUST BE SHOWN ON CERTIFICATE)	\$1,000,000 CSL BI/PD EACH OCCURRENCE \$1,000,000 ANNUAL AGGREGATE																																												
NO	8.	XCU COVERAGE	NOT TO BE EXCLUDED																																												
YES	9.	UMBRELLA LIABILITY COVERAGE	\$1,000,000.00																																												
		PROFESSIONAL LIABILITY																																													
NO	10.	ARCHITECTS & ENGINEERS	\$1,000,000 PER OCCURRENCE/CLAIM																																												
NO		ASBESTOS & REMOVAL LIABILITY	\$2,000,000 PER OCCURRENCE/CLAIM																																												
NO		MEDICAL MALPRACTICE	\$1,000,000 PER OCCURRENCE/CLAIM																																												
NO		MEDICAL PROFESSIONAL LIABILITY	\$1,000,000 PER OCCURRENCE/CLAIM																																												
NO	11.	MISCELLANEOUS E & O	\$500,000 PER OCCURRENCE/CLAIM																																												
NO	12.	MOTOR CARRIER ACT ENDORSEMENT	\$1,000,000 BI/PD EACH OCCURRENCE UNINSURED MOTORIST (MCS-90)																																												
NO	13.	MOTOR CARGO INSURANCE																																													
NO	14.	GARAGE LIABILITY	\$1,000,000 BODILY INJURY, PROPERTY DAMAGE PER OCCURRENCE																																												
NO	15.	GARAGEKEEPER'S LIABILITY	\$500,000 COMPREHENSIVE \$500,000 COLLISION																																												
NO	16.	INLAND MARINE BAILEE'S INSURANCE	\$																																												
NO	17.	DISHONESTY BOND	\$																																												
NO	18.	BUILDERS RISK	PROVIDE COVERAGE IN THE FULL AMOUNT OF THE CONTRACT UNLESS PROVIDED BY OWNER.																																												
NO	19.	USL&H	FEDERAL STATUTORY LIMITS																																												

20. CARRIER RATING SHALL BE BEST'S RATING OF A-VII OR BETTER OR ITS EQUIVALENT.

21. NOTICE OF CANCELLATION OR NON-RENEWAL OF ANY OR ALL OF THE ABOVE REQUIRED POLICIES SHALL BE PROVIDED TO COUNTY IN ACCORDANCE WITH THE POLICY PROVISIONS. A COPY OF THE CURRENT CANCELLATION ENDORSEMENT FOR THE ABOVE REQUIRED POLICIES SHALL BE ATTACHED TO THIS COMPLETED INSURANCE CHECKLIST.

- 22. THE COUNTY SHALL BE NAMED AS AN ADDITIONAL INSURED ON ALL COMMERCIAL, GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND UMBRELLA LIABILITY POLICIES.
- 23. CERTIFICATE OF INSURANCE SHALL SHOW THE RFP NUMBER AND TITLE.
- 24. OTHER INSURANCE REQUIRED _____.

INSURANCE AGENT'S STATEMENT AND CERTIFICATION: I HAVE REVIEWED THE ABOVE REQUIREMENTS WITH THE PROPOSER NAMED BELOW.

AGENCY NAME: _____ **AUTHORIZING SIGNATURE:** _____

PROPOSER'S STATEMENT AND CERTIFICATION: IF AWARDED THE CONTRACT, I WILL COMPLY WITH THE CONTRACT INSURANCE REQUIREMENTS.

PROPOSER NAME: _____ **AUTHORIZING SIGNATURE:** _____

**EXHIBIT B
RFP 2868**

**AFFIDAVIT OF COMPLIANCE WITH
IRAN DIVESTMENT ACT**

TENNESSEE CODE ANNOTATED, SECTION 12-12-106

Comes _____, for and on behalf of
(*Printed name of Principal Officer of Company*)

_____, (the "Company") and, after being duly authorized by the
Company so to do, makes oath that:

By submission of this solicitation, each person signing on behalf of any offeror certifies, and in the case of a joint partnership, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each offeror is not on the list created pursuant to the Iran Divestment Act, Tenn. Code Ann. § 12-12-106.

Signature

Title

Sworn to and subscribed before me, a Notary Public, this ____ day of _____, 20____.

Signature of Notary Public

Notary Public
My Commission Expires:

**EXHIBIT C
RFP #2868
AFFIDAVIT OF COMPLIANCE**

WITH

TENNESSEE CRIMINAL HISTORY RECORDS CHECK

TENNESSEE CODE ANNOTATED, SECTION 49-5-413

(To be submitted with bid by contractor)

I, _____, president or other principal

Officer of _____, swear or affirm that the

Name of Company

Company is in compliance with Public Chapter 587 of 2007, codified at Tennessee Code Annotated 49-5-413, in effect at the time of this bid submission at least to the extent required of governmental entities. I further swear or affirm that the company is in compliance with Tennessee Code Annotated, § 49-5-413.

President or Principal Officer

For: _____
Name of Company

STATE OF TENNESSEE}
COUNTY OF _____ }

Subscribed and sworn before me by _____,

President or Principal Officer of _____,

On this _____ day of _____ 2_____.

Notary Public

My Commission expires: _____

EXHIBIT D
RFP 2868
TECHNICAL SPECIFICATIONS

Instructions: Complete the detailed checklist in Exhibit C to indicate the capabilities of the Asset Management System (AMS) using the coding system below. Failure to use the coding system may lead to the proposal being considered non-responsive. Each item may be accompanied by a code, narrative description of the feature, and screen shot from the actual software and/or report. Proposers may attach additional pages as necessary to fully describe each item and the capabilities of the proposed system.

- | | |
|-------------|---|
| <u>CODE</u> | <u>EXPLANATION</u> |
| Y | Available: Feature is currently available. |
| V | Available with Variance: Feature is currently available but differs slightly. Explain. |
| D | In Development: Feature is currently being developed for release. State expected date of release. |
| P | Planned: Feature will be added but is not yet in development. State expected date of release. |
| N | Not Planned: Feature is not currently available and is not expected to be added to the system. |

1. TECHNICAL REQUIREMENTS

#	Description	Code	Vendor Response/Example of Feature
Technical Requirements			
1	The AMS must provide a consistent user interface. This includes screen layouts, report layouts, field labels, and user display.		
2	The AMS must allow for user-friendly navigation throughout, allowing users to easily find locations necessary to accomplish tasks.		
3	The AMS must have on-line help throughout the system. The help should include examples, warnings, and graphics.		
4	The online help must be regularly updated and kept current.		
5	Demonstrate the AMS's ability to maintain existing logins, usernames, and employee id numbers.		
6	Both vendor hosted ("cloud") or district hosted solutions will be considered. Please attach all system requirements for either proposed solution. Include Server and database requirements (if required) and minimum supported client workstation and browser requirements. If utilizing a third-party public cloud provider for hosting, please list the provider (E.g. Amazon AWS, Microsoft Azure)		
7	The AMS must integrate with SAML 2.0 Single-Sign on provider or Microsoft Azure Active Directory. List all supported authentication methods. (E.g. Active Directory, SAML 2.0 SSO, oAuth, Local)		
8	The AMS must NOT require any third-party plugins (Flash, Java, etc.) for full product functionality.		

9	Data integration and exchange must be facilitated through an SFTP file transfer, or other secure delivery method, directly with the vendor. No additional 3 rd party vendor will be required to facilitate data transfer.		
10	Data Integration must be scheduled and/or automated to require no manual updates or processes to maintain.		
11	The AMS must integrate seamlessly with the district's Student Information System: Aspen		
12	The AMS can accept data in the OneRoster standard.		
13	The AMS can integrate with Lexicon's IncidentIQ IT Help Desk Software.		
14	The AMS offers an Application Programming Interface (API) that is accessible to the district for system integrations.		
15	The AMS <i>must</i> support basic use from mobile devices such as iPad or iPhones.		
16	The AMS <i>can</i> support advanced use, such as barcode scanning and auditing, from mobile devices such as iPad or iPhones.		
17	The AMS allows for import/export of detailed asset and purchase information from our current ERP: Tyler Technologies MUNIS.		

2. ASSET MANAGEMENT

#	Description	Code	Vendor Response/Example of Feature
Asset Management			
1	The AMS must allow for an asset to be added, transferred, amended, and/or deleted/retired while maintaining a history of this activity.		
2	The AMS should allow users to query an asset or group of assets by selecting criteria from various data elements (including user defined data fields).		
3	The sort order of displayed lists must be quickly and easily changed in both ascending and descending order.		
4	The AMS should allow users to search by multiple fields at the same time.		
5	The AMS must track any action taken by any and all users.		
6	The AMS should have an efficient means of copying common data tables for each asset without repetitive data entry.		
7	Default values should exist wherever possible to make entry easier.		
8	Table-validated fields must allow users to see a list of possible values.		
9	The AMS should allow for expedited asset addition with only basic information and the flexibility to require certain key fields.		

10	The AMS must have the ability to show, hide, validate, or make required any asset attribute fields.		
11	The district should have the ability to designate which fields are required per asset group/category.		
12	The AMS must provide a method of insuring that an asset is not duplicated in the database.		
13	The AMS should have the ability to track requests to transfer an asset to another location in the district.		
14	The AMS must support multiple users to view the same record simultaneously.		
15	The AMS must have the ability to assign assets to specific employees or work groups.		
16	The AMS should allow an asset to be temporarily assigned or checked out to individuals/departments.		
17	The AMS should allow for an asset to be recovered after disposal.		
18	The vendor should demonstrate how the product will meet district standards and expectations for year-end reporting.		
19	Fully detail and demonstrate how to conduct an audit per location and per funding source.		
20	The AMS must support wireless barcode scanners and/or smartphone-based tools for asset management.		
21	The AMS should have the ability to track and/or attach manufacturer's warranty information to an asset.		
22	The AMS should have the ability to attach and store digital photographs of all assets.		
23	The AMS should have the ability to attach comments to transactions.		
24	The AMS should provide intelligent spell checking of text fields.		
25	The AMS should have the ability to directly export data to Excel.		
26	The AMS should have the ability to send message alerts to any or all users.		
27	The AMS should not have limitations governing the number of assets or users allowed.		
28	The AMS should allow grouping, bundling, or containerization of multiple assets into a single object.		
29	The AMS should allow each department to view/edit their assets (including location, condition, etc.) without seeing the assets of other departments.		

3. TEXTBOOK MANAGEMENT

#	Description	Code	Vendor Response/Example of Feature
Textbook Management			
1	The system must allow users to search and sort the textbook catalog by ISBN, title (including partial title searches), SLC (State List Code also known as Multiple List Code or textbook group code), vendor, publisher, edition, expiration date, subject area, material type (student edition, consumable, etc.), and custom (user-defined) fields.		
2	The system should identify whether the instructional materials were purchased with state, district, or general (other) funds.		
3	The system should allow the user to manually add additional textbooks to the master catalog.		
4	The system should allow for entry of both physical and digital materials. In the case of a digital material, the system should add product, website, and usage type (subscription, license) as data points.		
5	The system should display textbook quantity statuses: available, destroyed, paid for, lost, issued to schools, in transit to schools, etc.		
6	The system should allow admin users to differentiate between classrooms/schools that are assigned one book per student and classrooms/schools that are assigned one set per teacher.		
7	The system should display how many books are in storage, lost, destroyed, paid for, partially paid for, in transfer, and distributed to students/teachers (viewable per campus).		
8	The system must track instructional material components (such as multi-book sets and kits) and allow designated users to create, edit, and delete components.		
9	The system should allow a single textbook to be assigned to more than one user.		
10	The system should allow admin users to approve (or un-approve) textbooks for use at specific schools (only approved books should display in that school's textbook list).		
11	The system should provide a list of books assigned to any student including ISBN, title, and ID number (when applicable).		
12	The system should allow users to easily assign a textbook to a student from the list of students.		
13	The system should allow users to collect books from students and record them as being returned to a specific teacher or storage location.		

14	The system should allow users to assess charges for fees and damages to textbooks along with corresponding payments.		
15	The system should display historical transaction data for each student and teacher including all instances when books were distributed to or collected from the student/teacher.		
16	The system should allow users to display/print a form letter to parents regarding books lost by a student.		
17	The system should allow users to transfer books from teachers to other teachers or to students.		
18	The system must allow users to assign/unassign textbooks to specific courses.		
19	The system must allow campuses to order books from the district.		
20	The system should allow users to create a requisition by selecting titles from a searchable list and indicating how many copies they need.		
21	The system should allow requisitions to be searchable by requisition name, date created, and status.		
22	The system will assign a status to school requisitions based on whether it has been requested, fulfilled, shipped (in transit), or if the books have been received by the school.		
23	The system must display availability of each title, student enrollment, copies owned, and copies needed as an aid to determining how many textbooks to order.		
24	Textbooks that are "in transit" should continue to be part of the district's overall inventory in the system. They should not be available to fulfill other orders.		
25	The system will not allow campus users to distribute textbooks from an order that has not been marked as "received."		
26	The system should allow for easy printing of a requisition at any time during the creation, editing, and submission of the requisition.		
27	The system should allow admin users to edit the contents of a campus requisition on an item-by-item basis.		
28	The system should produce pick tickets for warehouse orders.		
29	The system should allow admin level users to convert a campus request to a school-to-school transfer.		
30	The system must allow users to print their own ISBN and ID number bar code labels (when applicable).		
31	The system should allow admin users to specify field entry types in the textbook catalog (dropdown, free text, radio button, etc.).		

32	The system must communicate with our Student Information System (Aspen) to show textbooks assigned to each student and teacher.		
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4. WORKFLOW MANAGEMENT

#	Description	Code	Vendor Response/Example of Feature
Workflow Management			
1	The system must automate invoice processing and disbursement for both purchase order and non-purchase order based invoices as well as check request (including employee reimbursement requests).		
2	The system must electronically route invoices/requests based on pre-set rules for approval and exceptions handling.		
3	The system must be a configurable system that would allow KCS to tie workflow to unique needs.		
4	The system must incorporate human decision points into process execution.		
5	The system must include a notification system that includes messaging to individuals.		
6	The system must support changing participants in a group role without changing the business process.		
7	The system must include a single site for end users and administrators.		
8	The system must include the ability to enable/disable access to different levels of process based on user defined roles.		
9	The system must provide the ability to view and analyze transaction history.		
10	The system has the ability to monitor spend.		
11	The system generates dashboard that provides visibility across the entire spend platform.		
12	The system is a highly configurable system that would allow KCS to embed rules/regulations with the system (ie: travel reimbursement rates/mileage rates).		
13	The system provides the ability for the employee to book travel.		
14	The system provides the ability to run reports that flag anomalies in expense reimbursements.		

5. INVENTORY MANAGEMENT

#	Description	Code	Vendor Response/Example of Feature
Inventory Management			
1	The system must be able to track inventory assigned to an individual, truck, classroom, department, or other location.		
2	The system should have the ability to receive stock at multiple warehouses and multiple stock areas within each warehouse.		
3	The system must allow inventory to be transferred between stock areas.		
4	The system must support wireless barcode scanners and/or smartphone-based tools for inventory management.		
5	The system must alert users when stock has fallen below user defined minimums.		
6	The system should support automatic and user generated reports of stock levels/quantities.		
7	The system should capture and flag stock expiration dates (when applicable).		
8	The system should support user-defined units of measure for materials in addition to system defined unit of measure.		
9	The system should have the ability to attach digital photos or other documents to each item type.		
10	The system should have the ability to attach comments/notes to transactions.		