REQUEST FOR INFORMATION (RFI)

Issue Date: June 23, 2006      RFI # 214 - 1

Title: CMMS Management System

Issuing Agency: Commonwealth of Virginia
Longwood University
Farmville, Virginia 23909

Using Agency And/Or Facilities Management
Bristow Building, Room #218
Longwood University
Farmville, Virginia 23909

Information Will Be Received Until 2:00 pm July 19, 2006 For Furnishing the Information Requested.
Time and Date

Please submit your information to Mr. James E. Simpson, CPPB, VCO, Director of Materiel Management, Bristow Building, Room #218, Longwood University, Farmville, Virginia 23909.

All Inquiries For Information Should Be Directed To: Materiel Management Office Phone (434) 395-2093.

IF INFORMATION IS MAILED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE. IF PROPOSALS ARE HAND DELIVERED, THEN DELIVER TO: MATERIEL MANAGEMENT, BRISTOW BUILDING, ROOM 218, CORNER OF MAIN STREET AND REDFORD STREET.


Name and Address of Firm:    Date:_______________________
______________________________   By: ________________________
______________________________    Signature in Ink
______________________________   Name:_______________________
______________________________   (Please Print or Type)
______________________________   Zip Code________________
______________________________   FEI/FIN No.__________________
______________________________   Phone(____)________________
______________________________   Fax (____)__________________
______________________________   E-Mail____________________
I. INTRODUCTION: Longwood University is conducting market research for a Computerized Maintenance Management Software (CMMS). This market research shall be conducted at NO COST TO THE UNIVERSITY. This announcement is a Request for Information (RFI), not a solicitation for proposals, and accordingly, no contract will be awarded from this announcement. No reimbursement will be made for any costs associated with providing information in response to this announcement or any follow-up information requests. There is no solicitation available at this time. This document outlines the minimum technical and general requirements for a Computerized Maintenance Management System (Facilities Software) for the Longwood University, Facilities Division.

II. PURPOSE: The purpose of this Request for Information is to gather information about a Computerized Maintenance Management Software (CMMS). The information received in response to this RFI may aid in the development of a Request for Proposal leading to the selection of a CMMS system provider. The University is interested in responses from firms utilizing or representing existing web-based CMMS systems. The State is not interested in having a system developed to meet its needs in this area. The University may request demonstrations from responding vendors for the purpose of developing RFP criteria. This Request for Information is not intended to result in a contractual relationship.

III. ADDITIONAL INFORMATION:

A. General Requirements
   1. Customizable reports from each module
   2. Work order approval process based on responsibility, with the option to bypass in emergencies.
   3. Scalability to organize size
   4. Intuitive user interface – standard key strokes (as in Windows)
   5. Cost adjustment can be easily made
   6. Web interface for work order entry, fleet management and tracking

B. CMMS – Suggested Modules
   1. Routine Work Order Entry
   2. Preventive Maintenance
   3. Fleet Management
   4. Inventory Control
   5. Project Management
   6. Personnel Module (Employee Management)
   7. Facilities Assessment (Building Inspection)
   8. Real Estate Management (Space Planning)
   9. Demand Maintenance Optimization (Calendar Scheduling for Moving Crew)
   10. Apartment Management and Maintenance

C. Interface Requirements
   1. Banner (SunGard)
   2. R25 (Conferencing and Scheduling Software)

IV. VENDOR RESPONSE: Vendors submitting a response to this RFI should answer the following questions. Additional information regarding your CMMS Management system is welcome. Responses should be organized and tabbed as follows:

A. Company Information
   1. Organization – Please furnish the following information to include but not limited to: parent company, years in business, size, number of customers, office locations and number of employees.
   2. Contacts – Please furnish the contact name(s) and information that we might contact concerning your information/company on products and services offered.
   3. Websites – Please furnish any websites that we might visit to obtain additional information on your company.
   4. Describe your software product and services including markets served. Include information regarding any strategic partnerships or alliances with other technology or service organizations.
   5. Identify major customers that use your software/services and include a contact to serve as a
reference. Please include any institutions of Higher Education, State Governments, and large corporate client references.

B. Technical Information

1. Provide technical specifications for the vendor management system used. Include all approved hardware platforms, operating systems, and data architectures currently supported.
2. List any other software that is required to use your system (i.e., web browsers, browser plug-ins, system extensions, databases, etc.
3. Describe your product’s ability to integrate with existing financial or personnel systems. List any legacy systems with which you have successfully integrated.
4. Describe the levels of security and authorization built into your system.
5. Describe the terms of your licensing agreement.
6. Provide information on your hosting solution.
7. Longwood University desires interface to Banner (SunGard) and R25 (CollegeNET).
8. Provide information on your systems reporting capabilities and report customization.

C. Process Information

1. Describe all of the process’s (modules) your system employs.
2. Describe your implementation methodology.

D. Pricing Information

1. Provide a cost estimate and/or price list for the system. Include any license fees, recurring costs, maintenance costs, price per module, add-on cost, installation cost, etc.
2. Include any discounts for higher education, purchase of multiple modules or turn-key package solutions.
3. Provide a cost estimate for data migration, training and consulting services.

E. Other

1. Provide warranty information.
2. Provide information on phone support and associated costs during and after warranty period.
3. Provide information on services offered for data migration, training and consulting.
4. Provide information on average time for system implementation.

Responses to this Request for Information shall be received no later than 2:00 pm July 19, 2006.