

Nebraska State College System

Request for Proposal (RFP)

for

“Computerized Maintenance Management Software” (CMMS)

Release Date: January 18, 2012

RFP Due Date: February 10, 2012

Ed Hoffman

NSCS

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I. Schedule of Key Events

Event	Date/Time
Release of Request For Proposals (RFP) – the RFP will be posted online at the Nebraska State College System (NSCS) homepage: http://www.nscs.edu .	January 18, 2012
Letter of Interest to be provided to Ed Hoffman at the NSCS office by this date	January 27, 2012 EOD*
Deadline for Vendor Questions – the questions and responses will be posted online at the Nebraska State College System homepage: http://www.nscs.edu .	January 27, 2012 EOD*
Responses to Vendor Questions	February 1, 2012 To be posted online
RFP Due Date	February 10, 2012 Responses due no later than 5 p.m. /CST
NSCS Review of Proposals	February 13 – 23, 2012
Review of References	February 27 – March 1, 2012
Invitation for Presentations by Selected Vendors	March 2, 2012
Presentations by Selected Vendors (presentations will be provided by selected vendors online)	Week of March 12 – 16, 2012 specific times TBD
Vendor Selection and Notice of Intent to Award	Early April 2012
NSCS Board of Trustees Action to Consider Approval of Agreement	April 20, 2012

* EOD (end of day) will mean midnight for the purposes of this RFP.

II. Instructions

- All letters of interest, questions, must be sent to:
 - Nebraska State College System (NSCS)
 - Ed Hoffman, Vice Chancellor for Facilities, Planning, and IT
 - 1115 K St., Suite 102
 - PO Box 94605
 - Lincoln, NE 68509-4605
 - Phone (402) 471-2505
- Letters of interest (hard copies only) to be received no later than end of day January 27, 2012.
- Vendor questions will be accepted up to, but no later than, end of day January 27, 2012. Questions must be submitted to Ed Hoffman at the address listed above as either hard copy or electronically to ehoffman@nscs.edu. Hard copy questions must be received prior to date and time indicated. All responses to vendor questions will be posted online at the NSCS homepage www.nscs.edu.
- All proposals (hard copies only, exclusive of functional requirement responses) must be in a sealed envelope and clearly marked in the lower left hand corner "RFP – NSCS CMMS". Detailed functional requirements for this RFP were developed using DecisionDirector®, a secure, web-based team collaboration system provided by Advantiv Solutions, LLC. Likewise, vendor responses to those requirements will be collected and processed via Advantiv's DD2 RFP Response Management system (see Section V for additional detail). All RFP's must be received in the NSCS office no later than 5 p.m., CST, February 10, 2012. Additionally, the DD2 Response Management system will be locked at 5 p.m., CST, February 10, 2012.
- Written addenda may be provided to this request prior to proposal opening. No verbal or written information from any other sources is authorized as representing the NSCS.

III. Introduction

A. The Solicitation

- The purpose of this document is to invite bidders to participate in the Nebraska State College System’s process for acquiring professional services to lead and software to establish a CMMS database and operating system to serve the defined needs of each of the System’s three State Colleges.

B. Objectives

- The Nebraska State College System (NSCS) is requesting proposals from qualified professional persons or firms with experience in providing computerized maintenance management systems. It is the intent of the NSCS to select a single vendor to provide a computerized maintenance management system to serve the needs of each of the System’s three Colleges. The NSCS is seeking to put into place a computerized maintenance management system that, at a minimum, will:
 - Manage work requests
 - Provide inventory management
 - Archive work and project history for future reference/reporting
 - Provide staff/resource scheduling

C. Expected Benefits

- The Colleges expect to conclude the process with a high quality system that can be used to assist in management of each physical plant.
- It is also the expectation of the Colleges and the System Office that the institutions will realize economies of scale by coordinating this selection among all three colleges.

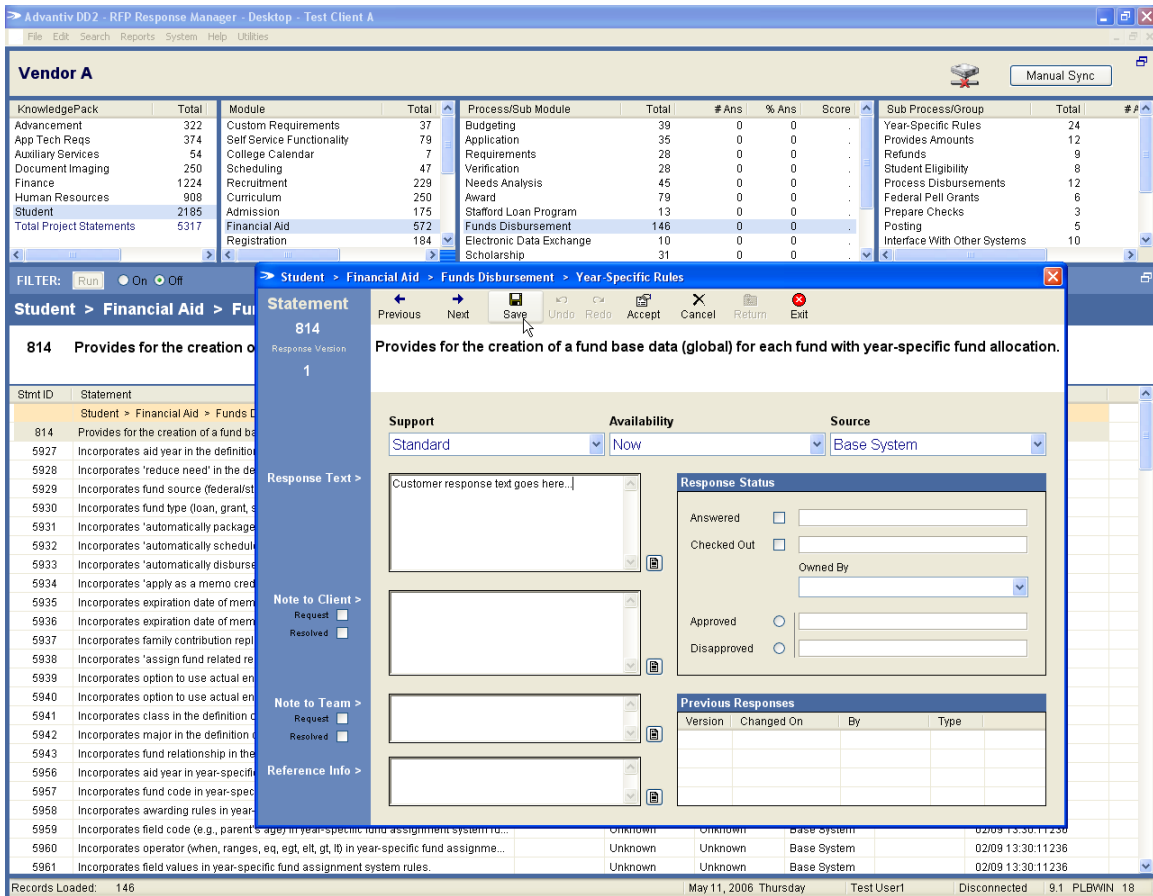
IV. Institutional Profiles

- **Chadron State College:** Chadron State College opened in June 1911 and has evolved into a comprehensive college with a wide range of undergraduate and graduate degree programs. It is the only four-year and graduate degree granting college in western Nebraska. The College offers bachelor and master's degrees in more than 70 areas as well as a host of pre-professional programs. Chadron State enriches the quality of life in the region by providing educational opportunities, research, service, and programs that contribute significantly to the vitality and diversity of the region. Many pre-professional programs in the health sciences are available, including the Rural Health Opportunities Program. Chadron State is the single largest employer in Chadron, Nebraska. The conservative estimate of the College's economic impact to Nebraska's economy, which includes student expenditures, is \$91 million annually. The College's service area comprises 47 percent of the total land area of the state—a region larger than 13 states in the nation. The campus consists of 24 buildings and approximately 1.1 million square feet.
- **Peru State College:** Peru State College emerged from its role as a single purpose teachers college to a regionally accredited state college offering a wide variety of programs to meet the changing needs of southeast Nebraska and beyond. As Nebraska's first college, Peru State has a long tradition of academic excellence. Peru State offers educational opportunities in 13 undergraduate programs with 47 options (including 20 teaching endorsements), the Rural Health Opportunities Program in pharmacy, 17 minors, 17 pre-professional programs, eight online programs and two Master's degrees. In addition, Peru has over 45 clubs, organizations, music ensembles, theatre performance opportunities, and athletic teams. The College believes in academic excellence, in opportunities for personal growth, and in student self-determination consistent with the principles of a democratic society. The College's educational experience is designed to enable students to learn, to equip themselves for meaningful careers, and to be productive members of society. Peru State students have the opportunity to know their instructors well and to be working partners with the staff and other students. The campus consists of 30 buildings and approximately 480,000 square feet.
- **Wayne State College:** Wayne State College is a regional, public four-year college in Wayne, Nebraska. It offers undergraduate and graduate programs in business, education, arts and sciences, and pre-professional studies. Wayne State offers students educational excellence in a personalized setting through four academic schools offering more than 80 majors and minors in 14 academic departments. Wayne State emphasizes undergraduate teaching, with 78 percent of full-time faculty holding terminal degrees in their field. Programs of excellence include the Northeast Nebraska Teacher Academy, the first of its kind in the nation; the Rural Health Opportunities Program for health professions; service-learning opportunities, and learning community experiences. There are more than 100 on-campus clubs and organization, plus more than 400 student-centered activities on campus each year. As a regional public college, Wayne State's mission is driven by the social and economic utility of its work. The campus consists of 25 buildings and approximately 1.4 million square feet.

V. REQUIREMENTS

Overview

Detailed functional requirements for this RFP were developed using DecisionDirector®, a secure, web-based team collaboration system provided by Advantiv Solutions, LLC. Likewise, vendor responses to those requirements will be collected and processed via Advantiv’s DD2 RFP Response Management system. Each responding vendor will be provided with a secure, online response environment within DD2, similar to that shown in the example below:



Advantiv Solutions will provide each vendor with all necessary instructions and support and can be reached at dd2@advantiv.com. The DD2 vendor response environment will open upon the release of the RFP and will close at 5:00 PM (CST) on February 10, 2012. Should an award be made, the NSCS anticipates making the winning bidder’s response to the functional requirements a part of the eventual contract. Accordingly, the NSCS will require all vendors to provide written verification that the answers that the vendors provide via DD2 are complete, accurate, and final. A summary of NSCS requirements are shown in Appendix A (pages 11-21).

VI. Qualifications and Award Criteria

- Qualifications - Bidders must realize that their ability to provide a proven, comprehensive system to serve the needs of the NSCS will be a prime factor in the selection of a company to supply the needed system. Not only must the product be proven, but the vendor and any involved agents must be fully experienced in selling, installing, and supporting the installation, and have the resources to provide prompt, reliable support services over the life of the system.
- Award Criteria
 - Demonstrated interest in the project
 - Relevant experience in projects of similar nature
 - Background of key personnel to be involved in the project
 - Planned use of outside consultants
 - Approach in working with each campus staff and administration
 - Past performance in meeting budget limits and time schedules
 - Evaluation of firm's work on similar projects
 - Evaluation of proposal
 - Current workload
- Committee Members
 - Blair Brennan, CSC
 - Todd Baumann, CSC
 - Rick Harrison, PSC
 - Jim Reynolds, PSC
 - Chad Altwine, WSC
 - Kyle Nelsen, WSC
 - Ed Hoffman, NSCS

VII. CLIENT REFERENCES

Vendors must provide at least three client references that are similar in size and complexity of the NSCS and have licensed the proposed software for comparable computing environment. Information should include at the minimum:

- Contact
- Title
- Address (including e-mail)
- School Enrollment
- Software licensed and implementation status
- Hardware environment

VIII.COST PROPOSAL

ALL COSTS MUST BE DISCLOSED AND INCLUDED

- **Licensing** Provide overall costs of licensing for the CMMS.
- **Warranty** Provide cost for 1 year warranty, if not included in the License Fees. Warranty period begins only after acceptance of the CMMS.
- **Implementation and Acceptance Costs** Provide in detail the costs for installation, data interfaces, system testing, training, implementation, post-implementation and any other services required to complete. These amounts may be “not to exceed” amounts based on estimates. The “not to exceed” amount will be used for the basis of scoring.
- **Technical and User Documentation**
 - a.** Provide the initial cost for documentation if not included in the License Fees.
 - b.** Provide the cost for keeping all documentation current as set forth in Section 3.5.
 - c.** Provide the cost for documentation reproduction rights for users (current and future).
- **Training** Provide costs for all training, including all training materials if not included in base.
- **Maintenance**
 - a.** Provide and identify any annual maintenance costs. All maintenance fees will be assumed to begin twelve (12) months after Acceptance unless specified otherwise. Maintenance costs will be assumed to include upgrades to future versions of the software unless specified otherwise.
 - b.** Provide any software upgrade costs if not covered in annual maintenance.
- **Support** Provide the costs of technical support.
- **Other Costs** Identify and describe any costs not stated elsewhere in this RFP, and indicate whether it is a non-recurring or a recurring cost.
- **Pricing/Negotiation** In the event that information or pricing submitted by the vendor is unclear, NSCS may request additional explanation and/or pricing breakdowns from the vendor for the purpose of evaluation and decision making. The vendor shall answer requests for additional information or clarification in writing, and these responses will become part of the vendor's proposal. Vendors failing to provide adequate information on any issue in a timely manner to allow a comprehensive evaluation by NSCS shall be considered unresponsive, and their proposal subject to rejection.

NSCS may negotiate with vendors responding to the Request for Proposals, within the requirements of the request, to serve the best interests of the NSCS. In the event the NSCS is unsuccessful in negotiating a contract with the apparent best vendor within a reasonable time frame, the NSCS may begin negotiations with another vendor. Vendors are cautioned, however, to submit proposals initially on a most favorable basis, since an award decision may be made without any negotiation, based on price and terms of the original proposal.



Appendix A

CMMS RFP Requirements

Total Requirements: 251

CMMS Requirements Definition, Work Order Management, Work Ordering

Reqs: 24

<u>Stmt ID</u>	<u>Statement</u>
759023	Ability to reserve tools for a work order via a Tool Management module.
759006	Ability to estimate work by time and materials.
759024	Ability to request materials for a work order from a Materials Management module.
759021	Ability to link multiple pieces of equipment to a work order.
759020	Ability to initiate a work order by duplicating an existing one.
759019	Ability to support repetitive work order time slots.
759018	Ability to reopen a closed work order.
759017	Ability to print work order to any printer on the network.
759016	Ability to print bar coded work order number on work order ticket.
759015	Ability to document worker safety issues on work order.
759014	Ability to disallow entry of time and material costs against a closed work order.
759011	Ability to assign work priority.
759007	Ability to automatically generate cost estimate of work order.
759013	Ability to define type of work.
759010	Ability to assign tasks to multiple shops and employees within a shop.
759008	Ability to assign failure cause code.
759001	Ability to set internal thresholds/benchmarks for maintenance activities and issue notifications via e-mail and/or reports when benchmarks exceeded, e.g. PM dues dates and work request response time.
759002	Ability to create sub-work
759003	Ability to limit work order number to specific number of digits.
759004	Ability to add/modify/delete basic data about a work order such as: lead shop, job location, full job description, completion information, description of work done, requester, contact info, date work is to be done, source of work, et cetera.
759005	Ability to add/update/delete estimated costs by crew.
759012	Ability to allow requesting departments to approve work orders based on estimated costs.
759009	Ability to assign progress status code.



Appendix A

CMMS RFP Requirements

Total Requirements: 251

CMMS Requirements Definition, Work Order Management, Work Order Tracking

Reqs: 24

<u>Stmt ID</u>	<u>Statement</u>
759057	Ability to export data to third party project management software.
759056	Ability to support work order status reporting.
759055	Ability to support work order scheduling via priority and first-in-first-out.
759054	Ability to support work order schedule and assignment development.
759053	Ability to track job status and resource coordination.
759052	Ability to schedule labor, material and other resource allocations.
759051	Ability to report work order backlog.
759058	Ability to automatically level resources and allow for manual override.
759049	Ability to plan and schedule tasks within jobs.
759050	Ability to query by status and assigned crew.
759059	Ability to view or report on individual employee skills and certifications.
759060	Ability to view or report on individual employee utilization.
759061	Ability to support rule-based labor scheduling.
759063	Ability to illustrate tasks and allocated resources on Gantt chart.
759070	Ability to support safety compliance management, e.g. Personal Protective Equipment (PPE), fall safety plan, confined space, et cetera.
759066	Ability to maintain equipment specifications and parts lists.
759067	Ability to track warranty date for claims tracking.
759068	Ability to support a maintenance task standards library.
759069	Ability to support a maintenance procedure library.
759048	Ability to support on-screen job planning.
759062	Ability to support skill- or role-based resource planning.
759065	Ability to support maintenance troubleshooting and diagnostics.
759027	Ability to track work order/job history, with ability to query in numerous ways for work orders (i.e., by number, date, requestor, building, crew, craft).
759064	Ability to support troubleshooting and fault evaluation.



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CMMS RFP Requirements

Total Requirements: 251

CMMS Requirements Definition, Work Order Management, Work Order Tracking

Reqs: 24

<u>Stmt_ID</u>	<u>Statement</u>
759047	Supports multiple bases for scheduling PM, e.g. time or meter.
759026	Ability to track status of each shop assignment (in progress, done, etc.).
759028	Ability to view work order by shop and employee assigned .
759029	Ability to allow outside departments to enter work requests on-line via web interface.
759030	Ability to allow requesting departments to have at least 4 levels of online approval of a work request.
759031	Ability to automatically or manually archive work orders based on aging after completion.
759032	Ability to recover data from archive.
759033	Ability to automatically send work completion notification to requester.
759034	Ability to track keys and access requirements for a location.
759035	Ability for facilities personnel and requesting department to interact on line, e.g. the requesting department to approve an estimate or facilities personnel to request more information.
759043	Ability to charge work to any cost center.
759036	Ability to handle standing work orders differently, e.g. not requiring an estimate.
759025	Ability to track changes to the scope of the work order.
759045	Ability to view and report on individual employee availability.
759042	Ability to code work as chargeable/non-chargeable.
759041	Ability to support a minimum of fifteen-digit budget numbers and a minimum of fifteen-digit account codes for chargeable work orders and requisitions.
759040	Ability to verify that budget number is valid, either via interface to finance system or via data uploaded from finance system or other source.
759039	Provides electronic document management (e.g. attachments such as PDF documents, Word documents, and pictures).
759046	Ability to maintain employee availability schedule.
759038	Ability to trigger notification if actual costs exceed estimated.
759037	Ability to link to the Purchasing System for query of open items against a work order.
759044	Ability to retrieve work order costs by shop, crew, function, sub function, sub-sub function, building, equipment, work order, and change orders, et cetera.



Appendix A

CMMS RFP Requirements

Total Requirements: 251

CMMS Requirements Definition, Work Order Management, Work Order Billing

Reqs: 24

<u>Stmt ID</u>	<u>Statement</u>
759074	Ability to download data (for financial system).
759081	Ability to track billed-to-date costs for billable orders.
759080	Ability to re-open final billed jobs.
759079	Ability to allow partial billing by amount or by identification of specific charges.
759078	Ability to allow flexible billing schedule.
759077	Ability to restrict access to billing module.
759075	Ability to produce detailed hardcopy bills.
759073	Ability to block charge against final-billed jobs.
759072	Ability to bill to multiple accounts.
759071	Ability to bill by actual or estimated charges.
759076	Ability to report on unbilled charges.

CMMS Requirements Definition, Work Order Management, Work Order Accounting

Reqs: 24

<u>Stmt ID</u>	<u>Statement</u>
759092	Ability to capture, manage, accumulate, and report costs by billable and non-billable work order and any subsets of these work orders.
759098	Ability to create productivity reporting for all resources (e.g. labor, equipment, materials).
759097	Ability to Historical cost and analysis and reporting.
759096	Ability to capture, manage, accumulate, and report costs for all material, labor, and other transactions.
759085	Ability to report on job cycle time (i.e., time from initiation to final bill).
759095	Ability to capture, manage, accumulate, and report costs by labor type for each job.
759099	Ability to provide actual vs. estimated cost comparison.
759094	Ability to capture, manage, accumulate, and report costs by function/activity and sub-function/activity. These costs must bear parent-child relationships with each other.
759093	Ability to capture, manage, accumulate, and report costs by campus zone, shop, crew, building, and equipment.
759090	Ability to allow work orders to be paid for by outside departments via a budget number.
759089	Ability to add/update work order actual labor and material costs.
759088	Ability to upload budget numbers from financial system or validate budget numbers against financial system or other source.



Appendix A

CMMS RFP Requirements

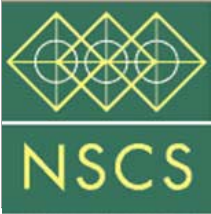
Total Requirements: 251

CMMS Requirements Definition, Work Order Management, Work Order Accounting # Reqs: 24

<u>Stmt ID</u>	<u>Statement</u>
759086	Ability to run ad-hoc reports on all cost data.
759084	Ability to report on job completion rate (open vs final billed jobs for a time period).
759083	Ability to report on actual vs. estimated costs.
759082	Ability to link employees or crews to work orders for on-line time recording.
759087	Ability to run historical reports on cost data.
759091	Ability to block costs from being entered against final-billed jobs.

CMMS Requirements Definition, Buildings and Equipment # Reqs: 24

<u>Stmt ID</u>	<u>Statement</u>
759122	Ability to support flexible naming and numbering of buildings, floors, and rooms.
759114	Ability to record equipment purchase data.
759115	Ability to record equipment maintenance materials cost and usage history.
759116	Ability to provide for a building coordinator list with name, phone, mailbox number and e-mail address.
759117	Ability to track warranties on-line to vendor/manufacturer.
759118	Ability to maintain and refer to equipment definition by code/subset.
759119	Ability to track equipment downtime and cause.
759113	Ability to provide query and hard copy reporting.
759121	Ability to provide equipment graphic displays.
759107	Ability to maintain equipment bill of materials data.
759123	Ability to record any mandatory training required to perform work.
759120	Ability to maintain equipment drawings.
759112	Ability to provide for an equipment criticality maintenance code.
759111	Ability to maintain equipment specifications data.
759110	Ability to maintain equipment repair procedure history.
759108	Ability to maintain equipment maintenance labor history.
759106	Ability to document complex maintenance procedures.



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CMMS RFP Requirements

Total Requirements: 251

CMMS Requirements Definition, Buildings and Equipment

Reqs: 24

<u>Stmt ID</u>	<u>Statement</u>
759105	Ability to assign unique alphanumeric identifiers to buildings, rooms, equipment, etc. and enter accompanying data. NOTE: Building identifiers include annex, wing, floor, and room. Accompanying data for equipment includes manufacturers notes, recommended.
759104	Ability to enter and maintain building and equipment systems. A system is defined as two or more equipment items.
759103	Ability to generate equipment lists.
759102	Ability to categorize buildings by a campus geographical code.
759101	Ability to activate/deactivate an existing inventory record and all related data.
759100	Ability to create/update inventory records for buildings, rooms, systems, equipment, etc.
759126	Ability to maintain and use equipment status codes, e.g. in service, lost, stolen, vandalized, et cetera.
759109	Ability to maintain equipment repair cause history.
759124	Ability to maintain critical equipment availability schedule.
759127	Provides for an electronic building multi-level access management tool.
759125	Ability to store and manage meter types, including description and unit of measure (e.g. water/cu. ft).

CMMS Requirements Definition, Materials Inventory and Purchasing

Reqs: 24

<u>Stmt ID</u>	<u>Statement</u>
759169	Ability to provide multiple costing methodologies.
759157	Ability to track stock as assets (spares).
759158	Ability to automatically generate a stores work order "pick list".
759159	Ability to automatically update maintenance procedures library.
759160	Ability to automatically or manually create a purchase order.
759161	Ability to automatically update work standards.
759162	Ability to automatically or manual adjust costs and usage data for stock returned from jobs.
759163	Ability to check on availability of parts in inventory.
759164	Ability to cross reference where-used stock with purchaser(s), dates of purchase, and quantities of purchase.
759165	Ability to disallow entry of material activity when physical counts are in progress.
759166	Ability to issue stock to a job, cost center, or person.
759155	Ability to maintain a "Where-used" parts inventory.



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CMMS RFP Requirements

Total Requirements: 251

CMMS Requirements Definition, Materials Inventory and Purchasing

Reqs: 24

<u>Stmt ID</u>	<u>Statement</u>
759168	Ability to provide inquiry into reserve parts by attributes such as shop, stockroom, or work order.
759154	Ability to trigger reorder on minimum quantity.
759170	Ability to trace movement of stock through the system and report all changes.
759171	Ability to track goods delivered and accounted for.
759172	Ability to track stock controlled but not owned by Facilities Services.
759173	Ability to add/modify/delete material reservations.
759174	Ability to allocate service contract and blanket purchase costs to specific accounts.
759175	Ability to support a minimum of 17 character commodity code.
759176	Ability to blanket purchase expenditures tracking.
759177	Ability to produce pick lists for scheduled maintenance work orders.
759178	Ability to record usage against equipment and work order in history.
759179	Ability to track hazardous/environmental materials.
759167	Ability to print inventory count sheets for conducting physical counts.
759139	Ability to adjust on-demand, including assigned and available quantities at time of issue.
759128	Ability to renumber stock and transfer history.
759129	Ability to add/modify/delete multiple stockrooms including location, stockroom number and type.
759130	Ability to allow bar code entry of physical counts, issues, receipts, returns and adjustments.
759131	Ability to allow inquiry into stock transaction history back at least one biennium.
759132	Ability to allow multiple stockrooms for same item stock number.
759133	Ability to maintain and control new, used and rebuilt parts and equipment inventory.
759134	Ability to calculate used and rebuilt prices as a percentage of the new price.
759135	Ability to create bar code labels for bins.
759136	Ability to define material classes.
759156	Ability to maintain multiple alternatives for stock.
759138	Ability to automatically update inventory by materials issues and receipts.



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CMMS RFP Requirements

Total Requirements: 251

CMMS Requirements Definition, Materials Inventory and Purchasing

Reqs: 24

<u>Stmt ID</u>	<u>Statement</u>
759153	Ability to transfer stock between stockrooms.
759140	Ability to automatically generate necessary accounting transactions when an item has been issued.
759149	Ability to support physical counts based on variable criteria, such as location or ID number range.
759152	Ability to track critical spares.
759137	Ability to generate variance reports after physical counts.
759150	Ability to support physical counts on variable cycles.
759141	Ability to maintain vendor history, including data on past purchases.
759148	Ability to schedule physical counts/enter count corrections.
759147	Ability to return unused material from jobs.
759146	Ability to provide monthly totals for quantity and value of issues and receipts by stockroom.
759145	Ability to produce report of stock and regularly used on-stock items for each stockroom, sorted by various means, such as description, location, or class.
759144	Ability to maintain list of shops that use each stock item.
759143	Ability to allow vendors of a stock item to have different purchase quantities.
759142	Ability to maintain conversion factor for pricing stock from purchased quantities to unit of issue.
759151	Ability to support physical counts using bar code technology.

CMMS Requirements Definition, Tool Inventory/Assignment

Reqs: 24

<u>Stmt ID</u>	<u>Statement</u>
759186	Ability to view and report on certification, training requirements, and safety precautions for a tool.
759191	Ability to track the issuance of building keys.
759190	Ability to track historical purchase information and tool status data, including lost/stolen tools, vendor.
759189	Ability to report on tool reservations, tool assignments, tool status and tool inventory.
759192	Ability to track tools and equipment needed for maintenance jobs.
759187	Ability to record notes on maintenance requirements.
759188	Ability to archive tool information automatically or manually.
759184	Ability to add/modify/delete tool kit, comprised of 1 to many tools.



Appendix A

CMMS RFP Requirements

Total Requirements: 251

CMMS Requirements Definition, Tool Inventory/Assignment

Reqs: 24

<u>Stmt ID</u>	<u>Statement</u>
759183	Ability to print inventory count sheets for conducting physical counts.
759182	Ability to generate bar code labels for tools and rooms.
759181	Ability to assign tools to an employee, shop, truck or cart.
759180	Ability to add/modify/delete multiple tool rooms including location, tool room, type.
759185	Ability to assign kits to employees.

CMMS Requirements Definition, Preventive Maintenance

Reqs: 24

<u>Stmt ID</u>	<u>Statement</u>
759210	Ability to support scheduling for intervals greater than one year, e.g. 5, 10, et cetera.
759211	Ability to suppress automatic generation for a particular PM for a time period.
759212	Ability to suppress automatic generation of PMs scheduled on an equipment/location.
759213	Ability to create a PM work order for a system (multiple pieces of equipment).
759214	Ability to manually associate a repair work order with a PM.
759215	Ability to combine multiple maintenance items in one PM work order.
759216	Ability to print multiple PM tasks on a single sheet.
759218	Ability to allow multiple work orders to be created by a PM based upon user entered criteria.
759209	Ability to schedule PM work orders.
759221	Ability to notify a shop/crew via e-mail of a pending PM.
759217	Ability to provide shop/crew query screens of pending PMs.
759222	Ability to suppress automatic generation of all PMs scheduled over a specific time period.
759223	Ability to suppress automatic generation of PMs scheduled on an equipment/location over a specific time period.
759224	Ability to perform predictive maintenance analysis.
759225	Ability to perform maintenance requirement forecasting.
759220	Ability to manually initiate generation of all PMs scheduled over a specific time period.
759198	Ability to automatically assess PM schedule adherence.
759219	Ability to automatically and manually print PM work orders.



Appendix A

CMMS RFP Requirements

Total Requirements: 251

CMMS Requirements Definition, Preventive Maintenance

Reqs: 24

<u>Stmt ID</u>	<u>Statement</u>
759208	Ability to provide reporting on equipment/location confidence testing.
759193	Ability to schedule PM tasks for downtime/outage.
759194	Ability to add, delete, update and duplicate a PM schedule.
759195	Ability to sequence PMs.
759197	Ability to assign an unlimited number of PM procedures to a system or piece of equipment.
759199	Ability to automatically track PM cost accumulation.
759200	Ability to document complex PM task descriptions.
759201	Ability to duplicate a PM.
759202	Ability to obtain maintenance procedures, required materials and tools from an equipment module.
759203	Ability to initiate PM work orders manually and automatically.
759204	Ability to list consumables needed for a PM.
759205	Ability to maintain user-defined PM types.
759206	Ability to maintain required procedure certification information.
759207	Ability to maintain shutdown information and coordinate shutdowns using multiple work orders if necessary.
759196	Ability to assign multiple crew to a PM work order.

CMMS Requirements Definition, Personnel Tracking

Reqs: 24

<u>Stmt ID</u>	<u>Statement</u>
759228	Ability to maintain different classes of employees, e.g. salaried, hourly, professional, and classified, et cetera.
759233	Ability to store and report on employee hours and overtime.
759237	Ability to maintain key and badge inventory.
759236	Ability to store and report on employee training and skill certification activity.
759235	Ability to automatically and manually archive aged data.
759234	Ability to store and report on employee vacation, sick leave and personal holidays.
759231	Ability to restrict who can read and change employee data.
759229	Ability to designate employee as active or inactive.



Appendix A

CMMS RFP Requirements

Total Requirements: 251

CMMS Requirements Definition, Personnel Tracking

Reqs: 24

<u>Stmt ID</u>	<u>Statement</u>
759227	Ability to add/modify/delete basic employment information such as job class, budget number, shop and crew designations plus spare future fields.
759226	Ability to import data on recurring basis.
759232	Ability to store employee ID/SSN as cross-reference to payroll system.
759230	Ability to use Personnel ID numbers other than SSN as the primary employee identifier.

CMMS Requirements Definition, CAD Viewer

Reqs: 24

<u>Stmt ID</u>	<u>Statement</u>
759240	Ability to initiate a work order from an electronic image of a piece of equipment from the CAD viewing screen.
759248	Ability to red line changes to a drawing.
759247	Ability to read, convert, mark-up, save, and print CAD drawings without using the CAD program.
759246	Ability to Hot link asset and equipment lists for an area to drawings.
759245	Ability to view equipment information by clicking on a CAD bldg., floor, room, equipment for drawing-based queries.
759244	Ability to support revision control.
759243	Ability to support document scanning.
759241	Ability to provide access to electronic images, e.g. CAD drawings, scanned images, et cetera).
759239	Ability to highlight a portion of a drawing, zoom in, and print the selected view.
759238	Ability to read CAD drawings in multiple formats, minimally AutoCAD 2007.
759249	Ability to support the following file formats: JPEG, PCX, DXF, SLD, BAK, TIFF, BMP, GIF, Windows Metafile, GCD, RLE, DIB, and RLC.
759242	Ability to retrieve documents via text queries such as requisition #, campus zone, building, floor, and room.