VA Tech RFP 648251 – Fixed Assets Inventory Tracking System – Questions & Answers

1) Is the system intended to automate the inventory process using bar code scanners, or does the University intend on implementing a parallel asset management application to work with Banner?	We currently have an automated system using bar code scanners with a program written in C++ that integrates the data from the scanners into Banner. We do not intend on running a parallel system. If the system we purchase has the ability to run parallel that is fine, however we prefer to just have a front end system to integrate into Banner. The Banner university system is the only one that is recognized and reconciled.
2) Please describe the nature of the integration required with Banner.	We want to have the ability to download all data from the scanners into the Banner system. This data would have any changes that we have made to the asset records both old and new in the field. This currently is downloaded into a table in Banner for our review prior to being processed into production. We check the data and then process it out of this table to the actual asset record.
3) The physical specification for handheld computers are fairly specific. Does the University have a particular scanner in mind?	We currently do not have a specific scanner in mind. We have seen some demos from some of the handheld manufactures. The specific information that we listed are important features that we liked in the scanners we demoed. Plus some of the specific items relates directly to what we need in the field and from prior experience.
4) How many system administrator licenses will the University require. That is, how many property managers will need access to set up the inventory system, run reports, etc.	Need a minimum of 15 administrator licenses. Everyone who works in the Fixed Assets Department in the Controller's office will need to have administrator privileges.
5) Does the University intend on loaning the scanners to the departments so they can conduct the inventories internally?	We currently do not have any plans to loan the scanners out for departments to do internal inventories. All inventories are currently and will continue to be conducted by the Fixed Asset staff.
6) Does the University prefer that the departments synchronize the scanners from their offices, or will the Property management office synchronize all scanners before sending them out (and again upon return).	This is not applicable since the departments will not be doing their own inventories. The Fixed Asset office will be maintaining and updating all scanner information.
7) Does the University have a wireless network?	Yes, although there are still areas of the University that are not wireless, these may or may not become wireless in the future. We also have large areas of farm land where equipment is

	located that does not have wireless capabilities.
8) Will the University consider web-based, hosted applications?	Our current Banner system is web-based; We would like the ability to download the scanners when out in the field or away from campus through a web-based application. If you mean by hosted that a third party will maintain the fixed asset data then no.