

## QUESTIONS AND ANSWERS

- Q1.** How will the BarScan software be provided to the winning consultant? The software resides on the Court's local network and is accessible by Court equipment that will be provided for use to the winning bidder.
- Q2.** Is there any hardware that is associated with BarScan that the winning consultant will need? The equipment will be provided by the Court to the winning bidder for the project. The items will be Windows OS devices with BarScan and barcode scanners.
- Q3.** Can you export the assets in BarScan to Excel and import a file back into BarScan? There are export options for various reports. We currently do not have an answer at this time about import options.
- Q4.** Can a list of assets that are currently in the system be provided? There is an existing Asset List we can provide from BarScan.
- Q5.** Can a total square footage for each of the locations be provided? Please refer to the PDF document posted titled "San Bernardino Court Building Info 2021-22"
- Q6.** What would the standard working hours be for the Courts Inventory? This will need some further development, but targeting work around busy court operation hours. Past inventories were done at times early morning before court started along with some evenings and weekends.
- Q7.** Would each location have different acceptable working hours for the inventory? The need to work around regular court operations is the target, most locations will need to minimize the disruption to court operations with the exception of our training facility and warehouses.
- Q8.** Can a copy of the Trial Court Financial Policies and Procedures manual (FIN) section 9,01 and the San Bernardino Asset Management Policy (local policy) be provided? Here is a link to 2020 version: [Trial Court Financial Policies and Procedures Manual](#). Please note the manual was recently updated and the current version is expected to be uploaded soon.
- Q9.** What data elements are required to verify and gather for each asset? With an inventory of the existing and recorded assets, it would be the (1) current location and (2) validation that the asset still exists. When recording new assets that are not currently in the system, it would require identifying (1) the catalog (e.g. scanner, telephone, etc...), (2) Manufacturer, (3) the Catalog/Item Description, (4) Serial Number, (5) Location, and (6) new Asset ID # at a minimum.
- Q10.** Can we receive a copy of all of the questions and answers being asked for this RFP? The questions and answers will be posted to the California State Contracts Register (CSCR) and the Court's website on May 24<sup>th</sup>.
- Q11.** Can you provide approximate square footage for each of the 13 identified locations? Please refer to the PDF document posted titled "San Bernardino Court Building Info 2021-22"
- Q12.** Can you elaborate on the contractor's use of the BarScan system, specifically related to; How many users will be able to access the BarScan application at one time? We do not know this answer at this time.
- Q13.** Will the court provide mobile computing/barcode enabled hardware that will integrate with the BarScan application? The equipment will be provided by the Court to the winning bidder for the project. The items will be Windows OS devices with BarScan and barcode scanners.
- Q14.** Will the court consider proposals/services that incorporate the use of the vendors preferred data collection/inventory taking toolset/application, so long as the final output is provided in a format that will easily integrate with and enable the courts to update their asset inventory records/database? This has not yet been considered and we would need to know more about how this could be done in order to consider.
- Q15.** Can you provide the square footage for each building listed in the RFP? Please refer to the PDF document posted titled "San Bernardino Court Building Info 2021-22"

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- Q16.** Is there an expected completion date for field work and a date for report/deliverable? **The first physical inventory of court assets should be completed by end of June 30, 2023.**
- Q17.** Does the scope of work requirements include a reconciliation of the physical inventory to the General Ledger or capitalized Fixed Assets records? **No, these assets are tracked only in the asset management software. Assets recorded on the Annual Comprehensive Financial Report (ACFR) are reconciled to the GL already by Court staff.**
- Q18.** Is tagging equipment based on a dollar threshold or a broader set of parameters? Here is a link to 2020 version: [Trial Court Financial Policies and Procedures Manual](#). Please note the manual was recently updated and the current version is expected to be uploaded soon.
- Q19.** Does tagging include “controlled” assets with a cost basis less than the capitalization policy? **Yes, these items are considered walkable or as defined in the policy “property that is particularly subject to loss or theft that is valued at less than \$1,000 shall also be classified as inventory**