

Clarifications for Solicitation 2024-001-050- Asset Tracking and Labeling:

Please see the clarifications for Interpretations that were received before the deadline of May 10, 2024.

1. Is there a format that we can use for the following:

Contracts/Agreements/Support Assurances

Acceptance of Conditions Governing the Procurement

Acceptance of HACN is Tax exemption status

Acceptance of Non-Appropriation Termination Clause (applicable for multiyear contracts)

**The Contract Agreements and Assurances will be included in the Contract Agreement provided by the Housing Authority of the Cherokee Nation (HACN) and will be based on your proposal if you are selected.**

2. Do we need to print the barcode/QR code? **Yes, we need the ability to print barcodes/QR codes.**

3. Can you please explain "Simplified check in/check out"? (Ref: Minimum Specifications & Solutions Requirements, point:4) **Example: When a power tool that is located in a tool room or work truck is needed by a worker, we need to easily scan the barcode and indicate that the tool is checked out and input the workers information. When the tool is returned, we need an easy way to scan the tool and indicate that the tool is returned.**

4. What is the volume of assets? How often do you need to track the assets? **I estimate that we have over 2,000 assets to track every two years.**

5. What kind of professional licenses and registrations are required with the proposal? **None**

6. Are you looking for annual price or 3-year pricing based on assets and users? **Annual pricing**

7. What is the approximate number of assets to be tracked? **Approximately 2,000 estimated. We have approximately 400 capitalized assets ( $\geq$ \$5,000 value.) We also track smaller items with a cost of  $\geq$ \$100 and a life over one year. For example, power tools, office scanners, etc. I don't have a solid number on those since we have not kept a good track of those in the past few years. I am estimating approximately 1,600. Our plan is to visit the various offices and work trucks to get a starting list, then keep track from that point forward.**

8. Is there an existing file (Excel, Delimited, etc.) that will need to be imported? **We can provide a file for the fixed (capitalized) assets. The smaller assets will be entered later.**

**9.Section: Minimum Specifications** 1.a. - “create asset ID”. What is meant by this term? Are you looking to generate labels in the field? The industry standard is to apply durable pre-printed asset labels that can withstand weather, UV light, and most chemicals to the items needing tracking, or use the items serial number, or other identifier when no label can be or etched or otherwise applied (as indicated in your item 1.c.). Are you open to this option? **Yes, that is the method we expect.**

**10.Section: Additional Information** Locations: 1. There are 23+ locations - will all of these locations require access to the central database repository? If so, do they have access to a central server via Azure or other remote application? Can you describe the connection type and bandwidth? **Users will require access in the field, not specific to an office location, on Cellular. Office locations are 50-100+ mb depending on location.**

11. Is there a private Wi-Fi network at these locations? **All offices are on the HACN (private) network**

12. If it is not your intention to have these locations require access to the central database, is your intention to have these locations perform their own inventory updates using their mobile device? **Single central system for all locations to access and for tracking of all HACN assets.**

Technology:

13. Mobile devices are (Samsung) Android. How many devices do you anticipate using for your Asset Tracking? **5 (Five +/-)**

14. Are these phones and/or tablets? Can they connect to your private Wi-Fi network? **Yes, while in the office**

15. What is the version of Android installed? **Latest updates as needed**

16.RE: Software integrations with current systems (page 6) Question: What are these systems? **No integration is required.**

17.RE: Computer operating systems are Microsoft Window 10, 11; MS Edge browser; Office 365 & TEAMS fully integrated (page 6) Question: Please describe and provide examples of how the system should integrate with Microsoft Teams and Office 365. **"O365 & TEAMS fully integrated" meaning HACN [staff] heavily utilized o365 and TEAMS in daily functions. We would be interested to see if/how your proposed solution integrates into our o365 environment and tools or added functionality.**

18.Is Hardware required? **Yes**

- a. If so, how many barcode scanners and printers are required? **We will use existing smartphones for scanning if applicable. If not, we will need an estimated four barcode scanners. We will need one barcode printer.**

19. Is the Housing Authority currently using a system for inventory? **Yes, a simple database system that requires manual entry of information.**

a. If so, what system is currently used? **Asset Manager by One Squared Productions**

20. Will the Housing Authority want to import existing inventory data from an old system into the new system? **Yes**