



ARKANSAS TECH  
UNIVERSITY

**Purchasing**

Young Building, Suite 101  
203 West O Street  
Russellville, Arkansas 72801

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Office: 479-968-0269

Fax: 479-968-0633

[www.atu.edu/purchasing](http://www.atu.edu/purchasing)

**ADDENDUM No. 1**

To: Prospective Respondents  
From: Purchasing Department  
Subject: Facilities Management Software RFP 12-145

Here are some of the questions submitted to date and the answers:

|    | Question   | Answer   |
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| 1. | How many concurrent users will be accessing the core functionality at the same time? This number excludes those requesting work.                                       | We will have approximately 50 users that would possibly be using at the same time  |
| 2. | What system do we currently use for facilities management? Why are we replacing?   | In-house programs<br>To have more efficient work order tracking and other benefits in streamlining the facilities processes. |
| 3. | Will both campuses be utilizing the software?  | No, only the main Russellville Campus  |
| 4. | Does the University require migration of existing work order and inventory data into the new system? If yes, how much data is there? What format is the existing data? | NO   |
| 5. | Does the University require migration on the PM schedules? If yes, what format?  | NO   |



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| 6.  | What system does the University currently use to track time cards?                       | Paper time cards with time data manually entered into in-house Excel spreadsheet.            |
| 7.  | What is the anticipated timeframe for vendor selection and implementation?               | 6-9 months   |
| 8.  | Has a budget been established for the SaaS service?                                      | No, the RFP process should assist with the budgetary planning.                               |
| 9.  | Did the University work with any outside consultants to develop the RFP?                 | No, our RFP was written with guidance from other Universities and through their experiences. |
| 10. | What Facility Management solutions and/or Vendors has the University evaluated and when? | We have evaluated none.  |
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