



MEMORANDUM

TO: THE KANSAS CITY KANSAS BOARD OF EDUCATION
FROM : DR. CYNTHIA LANE, SUPERINTENDENT OF SCHOOLS
DATE : MAY 24, 2016
SUBJECT: ACCEPTANCE OF PROPOSAL FOR ASSET INVENTORY AND ASSESSMENT

RECOMMENDATION:

That the Kansas City Board of Education **accept the low proposal meeting the written requirements from Asset Services for asset inventory services in the amount of \$83,460.00** as submitted by Robert Young, Interim Executive Director of Business Services, Dr. Kelli Mather, Chief Operating Officer, and as recommended by Dr. Cynthia Lane, Superintendent of Schools.

EXPLANATION:

Background

Sealed proposals were received in the Purchasing Department Office on April 28, 2016. The solicitation called for proposals for a districtwide inventory and value assessment of all capitalized assets as defined in the solicitation. The solicitation was advertised in the District's authorized publication, posted on the District's website, and sent to five firms. Proposals were received from ProBar, RCI, Monarch, Duff & Phelps, Asset Services, CBIZ and Accountable Assets. Bid scoring summary is attached.

Why this is important.

The last districtwide inventory of the accountable property of the District conducted by a third party firm was in 2010. Since that time, both personnel changes and changes in the accounting system require that an updated inventory be conducted to ensure the accuracy of the count of the property of the District, and provide a good estimate of the value of such property. Further, an accurate snapshot of the District's property will allow the Risk Management Department to establish new property management guidelines and internal control procedures.

Strategic Priority

Accounting for and continued management of the property of the District addresses the priority of being good stewards of resources with financial accountability.

What Action is the Board Being Asked to Consider

It is requested the proposal meeting the written requirements of the solicitation specifications be accepted so that work may proceed.

Recommended by:

Dr. Cynthia Lane
Superintendent of Schools

Submitted by:

Dr. Kelli E. Mather
Assistant Superintendent

Robert Young
Interim Executive Director
of Business

**ASSET INVENTORY ASSESSMENT
RFP 16-013**

QUALIFICATIONS CRITERIA 16-013 Asset Inventory & Assessment		Max Points	RESPONDENTS							
			Asset Services	CBIZ	Accountable Assets	Duff & Phelps	Monarch	RCI		ProBar
1	Adherence of the Proposal to Response Format/Completeness (Max Score = 15) <i>Enter Scores in the Purple Boxes for All Respondents</i>	15	14.67	11.67	10.57	12.33	12.00	12.33	12.00	<AVG SCORE
			14.0	12.0	12.0	12.0	12.0	12.0	12.0	
			15.0	12.0	8.0	13.0	12.0	13.0	12.0	
			15.0	11.0	12.0	12.0	12.0	12.0	12.0	
2	Adherence of the Proposal in Meeting the Technology, Functional and Implementation Requirements of the Solicitation/Will the Services Meet the Needs of the District (Max Score = 20)	20	19.00	16.67	16.33	16.00	15.67	15.67	15.67	<AVG SCORE
			19.0	16.0	16.0	15.0	15.0	15.0	15.0	
			18.0	17.0	16.0	16.0	15.0	15.0	15.0	
			20.0	17.0	17.0	17.0	17.0	17.0	17.0	
3	Added Features and Functionality Beyond Those Expressed in the Requirements (Max Score = 10)	10	6.67	7.33	5.67	7.00	8.33	6.67	5.67	<AVG SCORE
			1.0	7.0	2.0	6.0	8.0	5.0	2.0	
			9.0	8.0	7.0	7.0	7.0	7.0	7.0	
			10.0	7.0	8.0	8.0	10.0	8.0	8.0	
4	Feedback From References (Max Score = 10)	10	9.33	7.33	7.33	7.67	7.67	7.67	7.67	<AVG SCORE
			8.0	8.0	8.0	7.0	6.0	7.0	6.0	
			10.0	7.0	7.0	8.0	9.0	8.0	9.0	
			10.0	7.0	7.0	8.0	8.0	8.0	8.0	
5	Company's Overall Experience (Max Score = 10)	10	9.67	8.33	7.67	8.33	7.33	8.67	8.00	<AVG SCORE
			9.0	9.0	8.0	8.0	4.0	9.0	7.0	
			10.0	8.0	7.0	9.0	9.0	9.0	9.0	
			10.0	8.0	8.0	8.0	9.0	8.0	8.0	
6	Company's Stability and Commitment (Max Score = 10)	10	9.33	8.00	7.00	8.33	8.00	8.33	8.00	<AVG SCORE
			8.0	8.0	7.0	8.0	7.0	8.0	7.0	
			10.0	8.0	6.0	9.0	9.0	9.0	9.0	
			10.0	8.0	8.0	8.0	8.0	8.0	8.0	
7	Cost Of Proposal (Max Score = 25)	25	25.00	18.33	20.33	8.33	7.17	6.83	5.37	<AVG SCORE
			25.0	22.0	23.0	1.0	1.0	0.5	0.1	
			25.0	18.0	20.0	10.0	8.0	7.0	5.0	
			25.0	15.0	18.0	14.0	12.5	13.0	11.0	
Best Score			93.67	77.67	75.00	68.00	66.17	66.17	62.37	