



**REQUEST FOR INFORMATION  
No. JK191925I**

**Computerized Maintenance Management System**

## I. SCHEDULE OF EVENTS

### SCHEDULE OF EVENTS:

Issue Date.....December 1, 2017

Due Date and Time.....January 3, 2018 (3:00 pm, PT)

## II. ISSUING OFFICE AND CONTACT

### ISSUING OFFICE:

The Procurement, Contracts and Material Management (PCMM) department of Oregon State University (OSU) is the issuing office and is the sole point of contact for this Request for Information. All concerns or questions pertaining to this Request for Information should be appropriately addressed to the individual identified below:

### CONTACT PERSON:

Name: Jennifer Koehne  
Title: Purchasing Analyst  
  
Telephone: (541) 737-7353  
Fax: (541) 737-2160  
E-Mail: Jennifer.koehne@oregonstate.edu  
  
Address: Oregon State University  
PCMM  
644 SW 13<sup>th</sup> Avenue  
Corvallis, Oregon 97333

## III. INTRODUCTION

### INTRODUCTION:

This is a Request for Information (RFI), issued by Oregon State University (OSU) Procurement, Contracts and Material Management department on behalf of the University Housing and Dining Services (UHDS), the Memorial Union and Dixon Recreation. The purpose of this RFI is to solicit input from potential contractors for information pertaining to a computerized maintenance management system (CMMS).

### OREGON STATE UNIVERSITY:

Founded in 1868, Oregon State University is a comprehensive, research-extensive, public university located in Corvallis. Oregon State is one of only two American universities to hold the Land Grant, Sea Grant, Space Grant and Sun Grant designations. Oregon State is also the only Oregon institution to have earned both Carnegie Foundation classifications for Highest Research Activity and Community Engagement, a recognition of the depth and quality of its graduate education and research programs.

Through its centers, institutes, Extension offices and Experiment Stations, Oregon State has a presence in all of Oregon's 36 counties, including its main campus in Corvallis, the Hatfield Marine Sciences Center in Newport and OSU-Cascades Campus in Bend. Oregon State offers undergraduate, master's and doctoral degrees through 11 academic colleges, the Honors College, Graduate School and online Ecampus, enrolling more than 31,000 students from every county in Oregon, every state in the country and more than 110 nations.

## IV. REQUIREMENTS

### **BACKGROUND**

University Housing and Dining Services (UHDS), the Memorial Union and Dixon Recreation at OSU are interested in implementing a Computerized Maintenance Management System (CMMS) solution to be used within those groups that will help build an effective tool set to support the University's mission of promoting economic, social, cultural and environmental progress to the people of Oregon, the nation and the world by creating methods to better manage their equipment, assets or properties. The system should provide a method to manage maintenance work activities, provide a method to protect and maintain physical assets such as buildings and equipment, and provide an informational resource for the University community, especially in the areas of work management and building maintenance. Currently UHDS and the Memorial Union use two different types of CMMS software but there is no CMMS software in use at Dixon Recreation. The goal is to move all three groups to the same solution going forward.

### **CMMS SPECIFICATIONS**

(R)- Required specification

(P)- Preferred specification

#### **Common/Core Functionality**

- Property Management (R)
- Asset Management (R)
- Contract Management (P)
- Finance (P)
- Human Resources (R)
- System Administration (R)
- Space Management (R)
- Robust Reporting and Analysis (R)

#### **Operations & Maintenance**

- Work Management (R)
- Preventive Maintenance (R)
- Asset Management (P)
- Inventory (R)
- Purchasing (R)
- Time Management (R)
- Contract Administration (P)
- Accounts Payable (R)
- Key & Access Control (P)
- Inspections (P)

## Technical

- Web based application (R)
- Vender hosted - SAAS (R)
- Mobile friendly/responsive (R)
- Single Sign-on (SSO) - CAS or Shibboleth (R)
- API to submit work orders (P)
- API to pull reports (P)

## V. SUBMITTALS

Respondents are requested to submit the following:

- Submit one (1) electronic copy of your response to **jennifer.koehne@oregonstate.edu**;
- Narrative describing the respondent's approach to fulfilling OSU's requirements. Note any required specification that cannot be met;
- Marketing material or brochures of goods or services referenced in the narrative;
- Pricing/Licensing models including hosting, support, maintenance, training, and implementation as applicable. Models presented should take into account department's background and business requirements as defined under section IV Requirements.
- Any available discounting options or programs offered.

To be considered, responses to this RFI must be received no later than the due date and time indicated in the Schedule of Events. Responses must be sent to the contact person identified in Section II of this RFI.

Information gathered in this process could potentially be incorporated in an Invitation to Bid (ITB) or Request for Proposal (RFP). Any resulting RFP or ITB will be openly competitive and therefore responses should not be exclusive or restrict competition. This RFI does not obligate OSU to issue an RFP or ITB nor to include information submitted by respondents.

A contract will not be issued directly from this RFI, nor will issuance or acceptance of submittals or subsequent conversations bind OSU into any type of contractual obligation or relationship.