

Memorandum

To: ITS Customers Requesting the Barcode Express Products Lists 3707-B
From: Craig P. Orgeron, Ph.D.
Date: April 11, 2013
Re: Barcode Scanner Fixed Assets Inventory Tool EPL: Instructions for Use

1. Introduction

1.1 The Barcode Express Products List (EPL) offers an automated barcode scanner fixed assets inventory tool. Based on ITS RFP No. 2682, the Mississippi Department of the State Auditor standardized on the InCircuit Development Corporation automated tool to facilitate the periodic inventory process relative to data capture, validation, reconciliation, and reporting under barcode technology. This inventory tool/system was developed for Mississippi state government inventory control in 1993 for use with the State Auditor Property Audit Division verification of fixed assets. The incumbent vendor ensures standard procedures for maintaining an accurate and current inventory.

Effective May 5, 2010, InCircuit Development Corporation was acquired by AssetWorks USA, Inc. The assignment of the Barcode EPL and associated Master Purchase and Services Agreement to AssetWorks has been approved by ITS. This EPL is now in the name of AssetWorks and meets Mississippi requirements for legal purchases.

1.2 *EPL Effective Dates*

The Barcode EPL 3707-B has a one year term, being valid from publication date until January 31, 2014.

1.3 *Who May Use*

The products and services on the attached EPL price sheet may be acquired by Mississippi agencies, universities, community/junior colleges, and governing authorities (cities, counties, school districts, etc.)

1.4 *Dollar Limitations of Use*

1.4.1 The purchase limit is \$50,000 per project for the use of the Barcode EPL without additional approval from ITS.

1.4.2 Projects costing in excess of \$50,000 are beyond the scope of this delegated process and subject to full ITS review and authorization. Authorization to exceed the EPL dollar limitation is described in the ITS Procurement Handbook under the *EPL Planned Purchase* process, article 013-080. Below is the link to Procurement Handbook.
<http://dsitspe01.its.ms.gov/its/procman.nsf/TOC4?OpenView>

1.5 This list is governed under *Procurement Instruments: Express Products Lists (EPLs)* in the ITS Procurement Handbook. The EPL is not to be confused with state contracts issued by Department of Finance and Administration, Office of Purchasing and Travel (DFA-OPT).

2. **Vendor Ordering Information**

2.1 Information used to publish this list was provided by AssetWorks, 5000 Plaza on the Lake, Suite 315, Austin, TX 78746. Please direct all technical questions to Laura Pena of AssetWorks at Laura.Pena@assetworks.com or (512) 347-7400 ext 1862.

2.2 Substitutions are not allowed under this EPL.

2.3 EPL prices are not-to-exceed proposals that may be lowered, but not raised. As manufacturer prices decrease, you should check with the EPL Vendor before ordering for price changes, quantity discounts, and availability.

2.4 Shipping costs are included as part of the product purchase price.

2.5 Software licenses on this EPL have an initial subscription for the first year and an annual renewal cost listed. These are not perpetual licenses.

2.6 Should the required purchase need a specialized configuration with products not listed on the EPL or should the purchase exceed the dollar limitation of \$50,000, the customer will come through ITS using our General Request for Proposal procedures for additional authorization.

3. **Object Codes**

ITS, in conjunction with the Office of the State Auditor and the Department of Finance and Administration, requests that all EPL customers carefully code purchases with the correct Minor Object Codes. State agencies that utilize the Statewide Automated Accounting System (SAAS) should use the following expenditure account codes on purchase order documents for purchases from this EPL.

Object Code:	Category:	Use For:
63421	Capital Outlay: IT Equipment	<ul style="list-style-type: none"> • Purchase of Scanner units (including all associated components and services obtained at time of initial purchase) • Purchase of additional components incorporated into capitalized equipment
61920	Contractual	Payments for licensing of AssetWorks software and any associated installation services
61961	Contractual	Payments for maintenance/repair of AssetWorks Hardware
61914	Contractual	Payments for training
61902	Contractual	Payments for information system consulting services such as customization

4. **What Goes in Your Purchase/Audit File**

At a minimum, include:

- 4.1 A copy of the purchase order.
- 4.2 A copy of the EPL page showing each product being purchased.
- 4.3 Any additional project related documentation or justification.

5. **To Report Problems or Request Assistance**

5.1 If you have any feedback that may help us to improve this process, or if you have any problems with your EPL order, please let ITS know. We suggest you notify the vendor of the problem in writing and send a copy to ITS. You may contact us in writing by one of the following ways:

5.1.1 E-mail: isshelp@its.ms.gov

5.1.2 FAX: (601) 713-6380

5.1.3 Mail: ITS, 3771 Eastwood Drive, Jackson, MS 39211

5.2 If you have questions about using the EPL, please contact the Procurement Help Desk at (601) 432-8166.

5.3 ITS is also available to host a “mini-class” on how to use our EPLs at a customer’s request. Please contact the Procurement Help Desk if interested.

Copies of this document are available on the Internet at <http://www.its.ms.gov>

AssetWorks Asset Management MS - EPL PRICE SHEET

CATEGORY	ITEM#	ITEM DESCRIPTION	PRICE	
			PRICE	RENEWAL
Module Licenses	PFAM2	AssetWorks Depreciation Module Depreciation Module License MS Standard Straight-Line Depreciation Depreciation of Betterments and Decreases All required State reporting Separate Depreciation schedules for: Buildings, Land, Land Improvements, and Furniture/Equipment.	\$ 2,116.65	\$ 1,055.75
	PFAM7	AssetWorks INTERNAL Transfer Module Create / Receive Internal Asset Transfers	\$ 1,375.05	\$ 844.60
User Licenses	PFA2	AssetWorks Depreciation User License Restricted access to depreciation functionality	\$ 1,591.35	\$ 844.60
	PFA3	AssetWorks Read Only Read-only (Report) access to asset data	\$ 267.80	\$ 267.80
	PFA5	AssetWorks Internal Transfer License - Under 121 users Restricted access to module/location-specific data	\$ 267.80	\$ 267.80
	PFA51	AssetWorks Internal Transfer License - SITE LICENSE Restricted access to module/location-specific data	\$ 30,900.00	\$ 30,900.00
Inventory & Scanner Software	PSVE1	Scan & ValidateCE Property Manager Manager seat on server (Unrestricted Access)	\$ 2,116.65	\$ 1,055.75
	PSVE2	Scan & ValidateCE Custodian Restricted seat for web-application (edit only their own data) Synchronization Utilities	\$ 1,055.75	\$ 267.80
Hardware	PSP1	AssetWorks Motorola MC3100 Scanner Kit Motorola MC3100, Color, 48 Key Motorola MC3100 Charging / Communication Cradle Lithium Ion Battery Power Supply, Line Cord, Communication Cable Includeds AssetWorks Editable Audit Software (scanner software)	\$ 1,648.00	\$ 267.80
	PSP2	AssetWorks Motorola MC3190 Wireless Access Scanner Kit Motorola MC3190, Color, 48 Key Motorola MC3190 Charging / Communication Cradle Lithium Ion Battery Power Supply, Line Cord, Communication Cable Includeds AssetWorks Editable Audit Software (scanner software)	\$ 1,795.00	\$ 267.80
	PHWS	AssetWorks Hardware Support 3100/3190 Free Parts and Labor for one year Includes Hot-Swap loaner plan	\$ 293.55	\$ 293.55

Training & Services	TR1	On-Site Training per day Training on functional operation of hardware and software products Unlimited attendees Includes travel and all related expenses	\$ 1,905.50	N/A
	TR2	Internet Training per hour (Recommended) Phone assisted Internet training on all functional operations	\$ 139.05	N/A
	PSC	Professional Services/Customizations per hour Data Conversion Custom Screen Design Table Structure Customizations Define Import/Export file formats Import / verify original data Assist in creation of Subsets and distribution of data	\$ 185.00	N/A

ORDER INFORMATION:

LAURA PENA
 AssetWorks USA, Inc.
 5000 Plaza on the Lake, Suite 315
 Austin, TX 78746
 Phone: (512) 347-7400 ext 1862
 Fax: (512) 347-7525
Laura.Pena@Assetworks.com
 SAAS Code: V0002365790