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# Memorandum

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**To:** ITS Customers Requesting the Barcode Express Products Lists 3741-B  
**From:** Craig P. Orgeron, Ph.D.  
**Date:** March 18, 2014 (*Updated October 6, 2014*)  
**Re:** Barcode Scanner Fixed Assets Inventory Tool EPL: Instructions for Use

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## 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 Office 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 3741-B has a maximum one year term, being valid from publication date until January 31, 2015.

### 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, Rule 207.7: 013-080. Below is the link to Procurement Handbook.  
<http://www.its.ms.gov/Procurement/Documents/ISS%20Procurement%20Manual.pdf>
- 1.5 This list is governed under *Procurement Instruments: Express Products Lists (EPLs)* in the ITS Procurement Handbook (Rule 206.2: 011-030). The EPL is not to be confused with state contracts issued by Department of Finance and Administration, Office of Purchasing and Travel (DFA-OPT).
- 1.6 *Mississippi's Accountability System for Government Information and Collaboration (MAGIC)*  
State agency customers are required to purchase through Mississippi's Accountability System for Government Information and Collaboration (MAGIC). These customers will need the contract number and NIGP codes to complete their purchasing. The contract number and the vendor's supplier number are provided with the ordering information. See item 2 below. The NIGP codes are located in item 3 below.

## 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](mailto:Laura.Pena@assetworks.com) or (512) 347-7400 ext 1862.  
  
For MAGIC customers, the contract number is 8500000000 and the supplier number is 3100008530.
- 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. **NIGP Codes for MAGIC**

State agency customers will be required to use NIGP codes when purchasing through Mississippi's Accountability System for Government Information and Collaboration (MAGIC). The following NIGP codes will be used for products purchased using the Barcode EPL.

<b>NIGP Code:</b>	<b>Use For:</b>
20686	Scanners and Readers, Optical Character: Bar Code, Remittance Scanner/Processors, etc.
96345	Licensing Fees
93900	Equipment Maintenance and Repair Services for Computers, Office, Photographic, and Radio/Television Equipment
92400	Educational/Training Services

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: [sshhelp@its.ms.gov](mailto:sshhelp@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/Procurement/Pages/Barcode.aspx>.

**AssetWorks Asset Management MS - EPL PRICE SHEET**

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

**AssetWorks Asset Management MS - EPL PRICE SHEET**

CATEGORY	ITEM#	ITEM DESCRIPTION	PRICE	
Training & Services	TR1	<b>On-Site Training per day</b> Training on functional operation of hardware and software products Unlimited attendees Includes travel and all related expenses	\$ 1,905.50	N/A
	TR2	<b>Internet Training per hour (Recommended)</b> Phone assisted Internet training on all functional operations	\$ 139.05	N/A
	PSC	<b>Professional Services/Customizations per hour</b> 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](mailto:Laura.Pena@Assetworks.com)  
 MAGIC Supplier Number: 3100008530  
 MAGIC Contract Number: 8500000000