# Mississippi State University
# Request for Proposals (RFP) 25-40
# Facilities Management Software System

## Questions and Answers

## April 22, 2025

See below the questions asked and answered for RFP 25-40 and use this information to respond accordingly.

1. What information are you looking to pass back and forth to AIM?

    a. **JSON, Flat Files, and XML are the data exchange formats that we currently use.**
    b. **http, https, sftp, ftp are the data exchange protocols that we currently use.**

2. Is MSU seeking pricing on 4 directions of integration? (to/from AssetWorks, to/from Banner)
    a. **Yes**

3. What information are you looking to pass back and forth to AutoCAD?

    a. **JSON, Flat Files, and XML are the data exchange formats that we currently use.**
    b. **http, https, sftp, ftp are the data exchange protocols that we currently use.**

4. Is MSU seeking pricing for 1 direction or 2 directions of integration to AutoCAD?
    a. **2**

5. Instead of a VPAT, will a HECVAT form only suffice?
    a. **No**

6. What specific space management feature functionality are you seeking in a solution?
    a. **Management of space inventory and moves**

7. Section 8 PCI Compliance Issues (If Applicable): Does MSU expect this section to be applicable for the project management software? These are not traditional requirements provided by a project management software so we are seeking confirmation this is not applicable to ensure our submission is not removed from consideration.
   a. **That section does not apply to this RFP**

8. MSU states the black log of projects exceeds $450,000,000. Can you provide the estimated annual breakdown of construction volume by year.
   a. **$50M to $100M is our typical range. We have peaks and valleys based on funding. For example, this summer we will be at $380M but that will drop to $100M in August.**

9. MSU asks for a minimum of 15 users. We plan to present pricing for unlimited users. How many MSU staff are expected to interact and view information in the project management software?
   a. **Unsure – at least 15 We are also interested in an unlimited user option.**

10. MSU identifies 'financials' as a required feature in a proposed software. Can your team(s) elaborate on what is required of a financials feature?
    a. **Management of total project budget and funding sources**

11. MSU identifies 'design documents' as a required feature in a proposed software. Does your team currently rely on 3D models during your construction process? Do you currently have a BIM Standards guideline or process?
    a. **We are still 2D but plan to get to 3D one day. Contractors are responsible for BIM coordination.**

12. Under the 'Users' section of the RFP, MSU identifies 15 users. Can you confirm whether these are internal team members only? Is MSU open to providing platform access to external collaborators (e.g., contractors, architects, consultants) throughout the construction lifecycle?
    a. **Yes**

13. Under 'Reporting/Forms, Custom Fields, Files' MSU is requesting file formats be viewable in Excel, PDF, PDCAV, and Word format. Our understanding is that PDCAV is your internal document control platform, not a file format. Can you elaborate on what/how files are viewed in PDCAV?
    a. **Misspelling should have been "CSV" in the RFP**

14. Under 'Reporting/Forms, Custom Fields, Files' MSU is requesting a 'module building function'. Can you elaborate on what that terminology means to you?

    a. **We must have the flexibility to add custom reports.**
    b. **Systems often come with a few reports, but not enough to cover our needs.**
    c. **The system needs to be designed in a way that reports can be added to a user's main screen for easy monitoring.**

15. Outside of Assetworks AiM and Ellucian BANNER, are there other integrations you predict requiring in the future?
    a. **AutoCAD**

16. Is MSU expecting any data migrations from existing systems into ACC? If so, which platforms would you be migrating data from?
    a. **Yes**

17. Are there any expectations for a Standard Operating Procedure deliverable, which would define best practices and workflows once established in ACC?
    a. **Yes**

18. Do you foresee MSU taking a 'train the trainer' approach to training, or are you expecting a technology partner to train Administrators, Champions, and End Users holistically?
    a. **Both**

19. Are Asset Works and Ellucian Banner cloud based?
    a. **No**

20. Is PDCAV cloud based?
    a. **Misspelling should have been "CSV" in the RFP**

21. Is PDCAV open API?
    a. **Misspelling should have been "CSV" in the RFP**

22. Does PDCA intend to use a PMIS to manage MSU's Space Inventory? If so, how does the PDCA manage Space Inventory today?
    a. **Yes if possible.  AiM is current software.**

23. What is your annual capital spend on projects?
    a. **Varies**

24. How many references would you like?
    a.  **At least three in higher ed.**

25. How many internal and external users do you anticipate will need access to the system?
    a.  **Unsure – at least 15**

26. What direction will the integration between BANNER and the system flow? What information do you want to move back and forth, e.g. Budgets, Change orders, Invoices, payment information etc. ?
    a.  **Both. All.**

27. What direction will the integration between Asset Works Aim and the system flow? what information do you want to move back and forth, e.g. work orders, Asset and Equipment information/meta data etc. ?
    a.  **Both. All.**

28. Has the PDCA seen any PMIS demos?
    a.  **Yes**

29. What are your current priorities?
    a.  **Getting out of spreadsheets**

30. What are the anticipated ratio of users internal vs. external at MSU?
    a.  **Unsure. More MSU than not.**

31. Why the preferred need for Unlimited Users  -OR-  15 licenses only for cost estimate? (Asking because this seems to be a big variance)
    a.  **If unlimited isn't offered**

32. How many projects are currently active in the portfolio?
    a.  **45+**

33. Page 4, Section 2.e - System Maintenance and Support - Regarding MSU needing to have the ability to apply upgrades on its own timeline, in a web-based PMIS, what are the potential risks or challenges associated with allowing MSU to apply upgrades independently?
    a.  **N/A**

34. Page 3, Section 2.c - System Maintenance and Support - What are the University's most critical reporting requirements, including specific examples of complex reports with multi-level grouping, filtering, calculations, and data visualization? Please specify any needs for real-time dashboards, ad-hoc reporting capabilities, and the ability to export reports in various formats while preserving data integrity.
    a. **We must have the flexibility to add custom reports.**
    b. **Systems often come with a few reports, but not enough to cover our needs.**
    c. **The system needs to be designed in a way that reports can be added to a user's main screen for easy monitoring.**

35. Page 2, Section 2 - AssetWorks AiM - For the required integration with AssetWorks AiM, please provide details on the specific data elements that need to be exchanged between the PMIS and AiM. Also, please specify the required frequency of data exchange.
    a. **JSON, Flat Files, and XML are the data exchange formats that we currently use.**
    b. **http, https, sftp, ftp are the data exchange protocols that we currently use. Data is exchanged in real-time.**

36. Page 2, Section 2 - In the preamble, MSU notes they have a backlog of around $450,000,000 of construction volume. What is the annual construction volume for each year for Mississippi State University?
    a. **Answered above**

37. Page 2, Section 2 - In the preamble, MSU notes they have a backlog of around $450,000,000. How many projects does this contain per year for the PDCA?
    a. **Answered above**

38. How important is it for Mississippi State University to be fully implemented and have a functional "Out of the box" solution within a year after contract award?
    a. **Very**

39. How important is it for Mississippi State University to choose a platform that the majority of their general contractors already use?
    a. **Depends on if the platform interacts with outside contractors which will come down to price**

40. Can Mississippi State University share if they would prefer a product without ongoing product and support fees? Will this need to be disclosed in the cost?
    a. **Proposal needs to include all costs**

41. After the initial cost of the SaaS product is procured within this RFP will Mississippi State University be comfortable with requiring its users to pay for a SaaS products mobile download application on a per user basis, if that cost exists?
    a. **No**

42. Is Mississippi State University looking for a solution that has all in house support and in house resources to support the University after implementation?
    a. **Not necessarily.  Depends on the software.**

43. How have you rolled out new software in the past?
    a. **N/A**

44. Do you have a training department or group or person responsible for software implementations and end-user training? Have you thought about who your project committee will be?
    a. **N/A**

45. How many projects do you expect to put on the new system in the next 6 months?
    a. **40**

46. How much time (hours/week) do you feel your core team can dedicate to the rollout of the system (this includes time spent on the phone with our resources as well as independent work)?
    a. **Unsure**

47. What is your timeline for rolling out this software on new projects?
    a. **As soon as possible**

48. How many offices do you have and where are they located?
    a. **1 on the main campus**

49. Do you plan to do a multi-phase rollout? What is your rollout strategy? Ex. Office by office, product line rollout, etc.
    a. **Unsure**

50. We will assist with training trainers. Will you require our assistance training end-users too?
    a. **Yes**

51. Does your team prefer a hands-on approach (e.g., show me how to do it?) or a more hands-off approach (e.g., do it for me)?
    a. **N/A**

52. IF Financials in scope: What ERP system do you use and what are your integration plans?
    a. **Banner and depends on the new system**

53. Will standard operating procedures be fairly standard across the organization?
    a. **Yes**

54. Do you have a way to document training materials and SOPs already?
    a. **Spreadsheets and file folders**

55. Could you benefit from faster turnaround times on support tickets or support ticket trend analysis?
    a. **N/A**

56. Can you provide examples of current PDCA workflows that are considered non-negotiable or deeply embedded in your process, so we can ensure alignment with the proposed system's configuration and customization capabilities?
    a. **No**

57. Does the University have someone responsible for managing the application data (e.g., a data owner, data manager, data steward) who will ensure that data from the existing systems will be cleaned, relevant, accurate, available, and formatted to meet the data load specifications required by the newly implemented Cloud Based system?
    a. **TBD**

58. Could you share specific use cases or typical business process flows expected between the PMIS, Ellucian Banner, AssetWorks AiM, and AutoCAD?
    a. **We will work with the winning vendor on this**

59. Which Banner modules are in use—Finance, Student, HR—and which specific data elements do you expect to be synchronized?
    a. **Finance**

60. For the following systems: AssetWorks, Ellucian Banner, CAS or Shibboleth that require integration, identify,
    - If the exchange will be real-time, batch, or event-driven? **Real-time**
    - If data flow will be one-way or bi-directional? **Bi-directional**
    - the number of records expected to be transferred? **Unsure**
    - What data is being shared between systems and what's the desired level of integration?

        a. **JSON, Flat Files, and XML are the data exchange formats that we currently use.**
        b. **http, https, sftp, ftp are the data exchange protocols that we currently use.**

61. Will AssetWORKS continue to manage property, space, and asset management? Or are you looking for a space management system?
    a. **TBD**

62. Could you elaborate on your most used reports today and their intended audience? Are there specific compliance reports or approval workflows that must be replicated in the system?
    a. **Mostly internal with dashboards for executive level**

63. Can you expand on the statement, "MSU must have the ability to apply upgrades on its own timeline to align with institutional needs? What institutional needs would be neglected?
    a. **N/A**

64. Are you looking for a solution with an integrated scheduling tool for detailed scheduling, or will you be integrating with an industry standard tool like MS Project?
    a. **Open to both**

65. Are there any other anticipated integrations? (MS project for Gantt Charts, BI reporting and analytics tools, etc)
    a. **TBD**

66. Regarding PCI integration, is the automatic posting of credit/debit card payments an integration requirement for the new system? If so, please describe the functional business process.
    a. **That section does not apply to this RFP**

67. What amount of data will be to the new PMIS for the following system integrations? AssetWorks, Ellucian BANNER, CAS or Shibboleth?
    a. **Unsure**

68. What PDCA data will be migrated to the new PMIS?
    - What is the total number of Capital Projects records in your PDCA system?
        a. **45+**
    - Do you want only new and In-Progress project records migrated or do you want legacy project records migrated too?
        a. **Not worried about legacy projects.  On-going and new.**
    - What is the approximate number of Capital Projects data/records to be migrated?
        a. **45+**
    - What are the names of the current system(s) that store the data?
        a. **Minimum in Aim**

69. Do you plan to continue using Space / AutoCAD in your current system?
    a. **TBD**

70. What are the roles and responsibilities for the 15 system users for both project management and space management?
    - Does the university envision more than 15 users requiring access to the system? Either direct access or through a service portal? **Unsure**
    - How many 3rd party contractors will require access to this solution? **Unsure**

71. Does the university desire a service portal for submitted request related to space and projects?
    a. **TBD**

72. What level and frequency of integration does the university require between existing solutions – Banner & Assetworks- with the selected Project and Space Management system?
    - What data is being shared between systems and what's the desired level of integration?

        a. **JSON, Flat Files, and XML are the data exchange formats that we currently use.**
        b. **http, https, sftp, ftp are the data exchange protocols that we currently use.**

    - Are there any other anticipated integrations? (MS project for Gantt Charts, BI reporting and analytics tools, etc)
        a. **Unsure**

73. What type of documents/files are being uploaded/submitted through the PMIS application? How many per submission?
    a. **TBD**

74. How many projects make up the $450mil backlog identified by the university?
    a. **TBD**

75. In section C – Reporting/Forms/Fields – could the university clarify their meaning for "design and build" modules? Is the university referring to the ability to configure or customize a solution to fit the university's workflow?

    a. **We must have the flexibility to add custom reports.**
    b. **Systems often come with a few reports, but not enough to cover our needs.**
    c. **The system needs to be designed in a way that reports can be added to a user's main screen for easy monitoring.**

76. Can the university please provide a list of current reports with a description of the report? What reports are required?
    a. **No**

77. Are reservations and hoteling desired in space management tools? (Confirm with Nuvolo)
    a. **No**