



Memorandum

To: ITS Customers Requesting to Use the Assetworks Management Software Maintenance Award

From: Craig P. Orgeron, Ph.D. 

Date: September 19, 2016

Re: Assetworks Management Software Maintenance Instructions for Use

CC: ITS Project File Number 42900

1. Introduction

RFP No. 3513 was issued and awarded in March 2007, for the acquisition of a fleet management system for the Mississippi Department of Finance and Administration (DFA) to Assetworks USA Inc., formerly InCircuit Development Corporation. The original Software License & Application Service Provider Agreement was executed on September 7, 2011, between InCircuit Development Corporation and Mississippi Department of Information Technology Services as contracting agent for the Mississippi Department of Finance and Administration.

Effective July 1, 2015, the Mississippi Accountability System for Government Information and Collaboration (MAGIC) System went into production, and state agencies were no longer required to track their property in the Assetworks fleet management system.

Effective July 1, 2016, DFA decided to discontinue the enterprise scope of the Assetwork Management system. However, some institutions and local entities in the State of Mississippi expressed the need to continue their use of the Assetworks Management System.

Attached is a copy of the Mississippi Department of Information Technology Services (ITS) Assetworks Management Software Maintenance pricing for Assetworks Surplus Management Software (SMS) or Asset Management Software (AMS) maintenance.

1.1. *Effective Dates*

The Assetworks Management Software Maintenance award has a five-year term, being valid from September 1, 2016 until August 31, 2021, or until revised or replaced.

1.2. *Who May Use*

The products and services on the attached price sheet may be acquired by government or local entities that have previously licensed Assetworks Surplus Management Software (SMS) or Asset Management Software (AMS) and have current access to

either system. Entities that do not use MAGIC may acquire AMS to track federally funded assets.

1.3. *Dollar Limitations of Use*

The Assetworks Management Software award may be used without ITS involvement and has no maximum dollar limit.

2. **Product and Pricing Information**

- 2.1 The Assetworks Management Software Maintenance pricing is attached. Information used to publish this list was provided by Assetworks USA Inc.
- 2.2 The prices on the attached Appendix A are not-to-exceed prices that include a 3% annual maximum increase.
- 2.3 Should the required purchase need a specialized configuration with products/services not listed in the attached price list, and if the purchase amount is above the ITS delegated spending limits, then ITS approval will be required.

3. **How to Decide What to Buy**

- 3.1 Appendix A in this Instructions for Use lists three tables which are described below.
 - 3.1.1 Table 1 - Surplus Management Software (SMS) Maintenance required for agencies/entities that have previously purchased a license and currently have access to SMS and need to continue maintenance .
 - 3.1.2 Table 2 - Asset Management Software (AMS) Maintenance is for agencies/entities that have the AMS system that was originally provided by DFA, currently have access and need to continue maintenance.
 - 3.1.3 Table 3 - Asset Management Software (AMS) – For New Users Only is for non-MAGIC agencies/entities that currently do not have AMS installed or previously had the AMS system originally provided by DFA and wish to resume maintenance.
- 3.2 Appendix A in this Instructions for Use has a description of what is included for each table.

4. **Vendor Ordering Information**

- 4.1 Each agency/entity must obtain a Statement of Work (SOW) from Assetworks USA Inc., and verify pricing provided in the SOW with the attached Appendix A Assetworks Management Software Maintenance. Questions regarding the SOW should be directed to Assetworks USA. Vendor contact information is included in the table below.

4.2 *Contact Information*

Contact Information	Place Order To	Remit To
Dean Hebert Office: 512-347-7400, x 1861	Assetworks USA Inc. 6300 Bridge Point Pkwy	Assetworks USA Inc. P.O. Box 202525

Contact Information	Place Order To	Remit To
Mobile: 512-680-3022 Fax: 512-347-7400 Email: dean.hebert@assetworks.com	Suite 1-240 Austin, TX 78730	Dallas, TX 75320-2525
For MAGIC Customers	Contract Number	Supplier Number
	8500000400	7000001787

4.3 Place Your Order

Place Assetworks Management Software Maintenance orders directly with Assetworks USA Inc. Please reference RFP Number 3513 –Assetworks Management Software on your purchase order. Confirm all orders with Assetworks USA and then issue appropriate purchase orders.

4.4 NIGP Code for the Mississippi Accountability System for Government Information and Collaboration (MAGIC)

State agency customers will be required to use NIGP codes when purchasing through MAGIC. The following code will be used for purchasing services using the Assetworks Award:

NIGP Code	Description
95870	IT Outsourced Solutions

5. Contract

5.1 A Master Software License and Application Service Provider Agreement for Assetworks Management Software was executed by Assetworks USA Inc. and ITS on September 16, 2016. It is not necessary for the customer to negotiate a separate contract or supplement.

6. What Goes in Your Purchase/Audit File

- 6.1 A copy of this memorandum;
- 6.2 A copy of the attached Assetworks Management Software page showing the items being purchased;
- 6.3 A copy of the SOW or other documents from Assetworks USA Inc., containing the pricing for the items purchase;
- 6.4 A copy of the purchase order; and
- 6.5 Any additional project-related documentation or justification.

7. To Report Problems or Request Assistance

- 7.1 If you have any problems with your RFP No. 3513 order, please do the following:
 - 7.1.1 Notify Assetworks USA Inc., of the problem in writing; and
 - 7.1.2 Send a copy to ITS using one of the following methods:
 - E-mail: jsshhelp@its.ms.gov
 - FAX: (601) 713-6380
 - Mail: ITS, 3771 Eastwood Drive, Jackson, MS 39211
- 7.2 If you have any feedback that may help us improve this process, we also want to know about it. Please contact us in writing by e-mail, fax, or mail.
- 7.3 If you have questions about using the Assetworks Software Management Pricing, please contact the ITS Procurement Help Desk at (601) 432-8166.

Attachment: Appendix A – Assetworks Management Software

**Appendix A
ASSETWORKS MANAGEMENT SOFTWARE**

Prices Effective through August 31, 2021

Table 1 – Surplus Management Software (SMS) Maintenance

Years for SMS	Yearly Cost (3% maximum annual increase)
Year 1	\$39,000.00
Year 2	\$40,170.00
Year 3	\$41,375.10
Year 4	\$42,616.35
Year 5	\$43,894.84

Assetworks Surplus Management Software Maintenance includes:

- Site License for MS State Surplus
- Surplus Base Software (SMS Hosting, Maintenance & Support)
- Web-Surplus Module (AMS Hosting, Maintenance & Support)
- Federal Surplus (SASP) Base Software (SMS Hosting, Maintenance & Support)
- Online Auction Gateway Module (SMS Module License)
 - Provides the ability to export designated surplus asset data to a file for interface with Online Auction Websites.
 - Includes the export of asset images
 - Includes one Online Auction Vendor Interface (key)
 - Hosting, Maintenance & Support
- Surplus Transfer (Hosting, Maintenance & Support)
- SMS Site License (SMS Hosting, Maintenance & Support)
- Counter Sales Module (SMS Hosting, Maintenance & Support)
- Mobile Surplus Warehouse Module (SMS Hosting, Maintenance & Support)
- Interface Maintenance/SPT (SMS Hosting, Maintenance & Support)
 - SAP (MAGIC)/UMC/University of Mississippi Monthly Imports

Table 2 – Asset Management Software (AMS) Maintenance

Years for AMS	Cost per Asset (3% maximum annual increase)
Year 1	\$0.88
Year 2	\$0.91
Year 3	\$0.94
Year 4	\$0.97
Year 5	\$1.00

Assetworks Asset Management Software Maintenance includes:

- Asset Management Renewal License
 - Site License (unlimited users)
- Fleet Management Renewal License
- Expanded VIN Decoding Module Renewal License
- Hosting, Maintenance & Support

Table 3 – Asset Management Software (AMS) – For New Users Only

Years for AMS	Cost per Asset (3% maximum annual increase beginning in year 3)
Initial Year	\$1.45
2 nd Year	\$0.88
3 rd Year	\$0.91
4 th Year	\$0.94
5 th Year	\$0.97

For New Users only to Assetworks Asset Management Software includes:

- Asset Management License
 - Site License
- Fleet Management License
- Expanded VIN Decoding Module License
- Hosting, Maintenance & Support