



Request For Proposal

ASSET MANAGEMENT SYSTEM

9 May 2022

Table of Contents

Request for proposal.....	2
Background.....	3
Objectives.....	3
Requirements	3
.....	4
Functionalities.....	4
Deliverables.....	4
.....	5
Acceptance criteria.....	5
Possible resourcing of the project.....	6
Approvals required.....	6
Possible evaluation criteria.....	7

Date: 09 May 2022
Re: Request for Proposal for: An Asset Management System
Due Date for Response: 20 May 2022
To: Whom It May Concern
From: <ul style="list-style-type: none">• Primary Contact Name: Ayanda Nkosi• Title: Ms• Phone Number: +27795219442• E-Mail address: aya.nkosi@gmail.com
Additional Instructions for Responding to this RFP: Please limit contact to individual identified above. Submit your response electronically, and as five paper copies. Complete all sections without alteration.

May 2022

To whom it may concern:

Our team is seeking for potential stakeholders to collaborate with to produce an asset management system that will be viable and a valuable asset for their company.

Background

Asset Management: is an approach that looks to get the best out of the assets for the benefit of the organisation and/or its stakeholders. It is about understanding and managing the risk associated with owning assets.

Objectives

- A highly efficient and functional system that will solve the problem of manual transactions with regards to recording and tracking assets distributed in the organization.
- Make use of a programming language that is robust enough to handle the amount of traffic that will be pushed through by the people using it. The application should be scalable.
- Design a user interface according to the organization's standard representation and preferences.

The system must perform the following:

- Report on a request for an asset within an organization
- Link the asset to an asset number and tag
- Can view how many assets are currently available and in use.
- Can identify the primary user of the asset
- Can follow the process of the asset life cycle

Requirements

- **Functionality Requirements**

Enable administrator to log in for access to the system

Asset number must be assigned, given a tag to be identified with. It then can go through the asset life cycle

Can view the number of assets currently in use and available

Can be able to identify the primary user of the asset and the information on the asset assigned to the user.

Can manage contracts with product/service providers

Create alerts on licencing, warranties, expiry dates, etc

Creates a loan register where they can give out loan devices

Update the status of the asset

Allow administrators to extract reports for audit purposes

- **Technological Requirements**

Geographical Position System: This is a system used to show the position of a certain item. It is mostly used on vehicles and gets. Is the best way to track a location of a certain item. We will be using it to see the movement of all the gadgets and vehicles, but we will also be considering the POPI act for stuff privacy.

Internet of things: Automation and Intelligence are most added to the system. IoT-enabled asset management solutions utilize IoT sensors, which allow companies to actively track specific information about their assets without any human involvement. These IoT sensors can be attached to assets instead of or along with more conventional asset tag.

QR Code: This is a barcode used that can be scanned to identify a particular object and information about the object. This can be used to identify all assets in the organisation and the web application can have a scanner code for the staff team to scan and notice all the information about a particular object.

Functionalities

1. Investment and disposal method
2. Users' defined depreciation method
3. Periodic revaluation of assets
4. Business and insurance information
5. Budgetary control module

Deliverables

The main aim is to build a Website, Mobile App (Application)/Desktop (Application) that should be able to run on both Android and iOS devices. The users of these applications (company asset administrators) will be able to create a personal profile, log in and have a full view of the interface created. They will be able to track the complete asset lifecycle;

1. **Request of new asset from an employee:** this first step is concerned with the onboarding process of a new employee within an organization. The employee, during the process, will request to receive their laptop and/or desktop, printer, if needed, in order to start working as soon as possible.
2. **Managerial approval of the request:** once a request by the new employee has been put through, the manager receives this request and approves it. This is a crucial step that should be actioned as soon as possible or might delay the employee starting work.
3. **Acquiring the asset:** after approval of the request by the manager, the new employee receives their new laptop and/or desktop, printer, if needed, and this asset is assigned to them as primary user.
4. **Maintenance, upgrades, and repairs of the asset:** should an employee discover that their laptop and/or desktop, printer, if needed, no longer works, is old and requires a refresh, they'll log a request to have it go in for repairs or be upgraded. This also is subject to managerial approval.
5. **Retirement of the asset:** in the case that an asset (laptop and/or desktop, printer) is old and can no longer be upgraded to the most recent software or is deemed irreparable, the asset is then retired. Should this be the case, the staff member is then expected to request for a new asset on the system.

Acceptance criteria

The app must be tested and used by users to see if the app meets all the required deliverables in order to be accepted by [Company Name].

Acceptance criteria is important in ensuring that there's satisfaction achieved. Below is a list of some acceptance criteria for the app:

- The user is able to sign onto the system using their company credentials.
- The user is able to navigate to all relevant functionalities of the system.
- A user cannot submit a form without having filled out all mandatory fields.
- An acknowledgment email is sent to the requestor after they've successfully submitted a form.
- The system is able to send monthly reports about the organization's assets.
- Users are able to submit their requests without the system throwing exceptions.
- The system is well integrated and all endpoints are in place.
- Managers are able to approve requests from users.

Possible Resourcing of the project

Hardware: Efficient and high functional laptops with enough speed for rapid processing when we perform tasks like coding, debugging and when testing the system.

Software:

- Github for code hosting, version control and collaboration.
- Figma for the prototyping of the system (full scale and functional form of the product design)
- Visual Studio (IDE)
- Windows
- Zoom and Whatsapp for communication.

Programming Languages, Interfaces:

- Any programming language but we'll be using Java Script / C#
- HTML5 for the frontend and CSS for the design interface of the system.
- React for the application platform and React Native for the application coding.
- FireBase for the database.

Approvals required

We require the approval of [Company name] for the final app requirements this RFP.

Type of contract

The contract will be for a fixed price for all the work done, as long the contractor does everything that is required as mentioned in the deliverables section.

Due Date

We can submit the copy of the proposal to [Company Name] on or before 20 May 2022.

Schedule

The project will start May 2022 to October 2022.

Proposal Evaluation Criteria

[Company Name] will evaluate all contractor proposal according to the following criteria:

1. Approach (30%)

The approach and methodology the contractor proposes to conduct the Application program.

2. Experience (30%)

The experience of the contractor and the staff assigned to the project

3. Schedule (40%)

The overall duration of the contractor's proposed schedule to complete the project on or before the required project due date.

The above percentages are subject to change as the project is in progress; these figures will be used as a baseline for the start of the project and in ensuring this software solution.

Funds available to spend on the project

We'll be making use of the most cost-efficient software to kickstart the project. However, our sponsor can assist in any way, should they wish to. Especially for certain features of the system that require bought software.