ATTACHMENT #63

Board Meeting Date JANUARY 22, 2003 **Agenda Item # 13B-7**

I recommend that the School Board approve the purchase of FASgov software, a comprehensive fixed asset accounting and tracking system, and related implementation services from Best Software, Inc., in the not-to-exceed amount of $184,610 and sign all licensing agreements.

- Costs include software, implementation and data conversion services, interface design, scanning hardware, asset labels, training and maintenance fees.
- The package will replace the District's existing fixed assets accounting / tracking systems.
- The software can be accessed through the Local Area Network (LAN) for utilization by all schools to update their property records and to retrieve reports.
- The Audit Committee fully endorsed the recommendation on November 15, 2002.
- An Evaluation Committee comprised of cross-functional District staff and an Audit Committee Member met and evaluated three software solutions (November 1, 7, and 8).
- As allowed by School Board Policy 6.14 and State Board of Education Rule 6A-1.012 (10), direct negotiations were held with the top-ranking vendor, Best Software, Inc.
- An Executive Summary is attached.
- See Companion Item 13B-8.

BOARD GOAL: #6 **KEY RESULTS: #10**

LEGAL SIGN-OFF Yes ■ (SS) N/A □

CONTACTS: William Malone, Joseph Moore, Steven Parris

FINANCIAL IMPACT

The financial impact to the Capital Fund Budget is estimated at $184,610. The source of funds is Applications System (Project 8934).

GP

CONSENT AGENDA ITEM

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Board Meeting Date __JANUARY 22, 2003__ **Agenda Item #**__13B-8__

I recommend that the School Board approve the purchase of bar-coding service from Best Software, Inc. in the not-to-exceed amount of $215,000.

- Costs include bar-coding all tagged District assets, rooms, and portables by outside vendors
- The Audit Committee fully endorsed this recommendation on November 15, 2002.
- An Executive Summary is attached.
- See Companion Item 13B-7.

BOARD GOAL: __#6__ **KEY RESULTS:** __#10__

LEGAL SIGN-OFF Yes ■ (SS) N/A □

CONTACTS: __William Malone, Joseph Moore, Steven Parris__

FINANCIAL IMPACT

The financial impact to the Capital Fund Budget is estimated at $215,000. The source of funds is Applications System (Project 8934).

GP

__CONSENT AGENDA ITEM__

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Executive Summary

The Office of the District Auditor, the School Board and the Audit Committee requested staff implement more stringent tracking and accounting controls for the District's 110,000 fixed assets. Providing additional tools to Property Custodians will provide increased accountability. These tools will come in the form of system access, reports, and bar-codes.

Under the proposal, schools will have access to the FASgov fixed assets system, enabling them to view all assets for which they are responsible, print property reports at their site, and update an asset's sub-location as it is moved throughout the location. Paper forms and time delays would be virtually eliminated for tangible property updates.

Implementing bar-coding would relieve the schools' burden of having to do their own inventory. Property Field Technicians will be able to use scanners and inventory all locations in the District. Currently, because of the laborious process, most locations are asked to conduct their own inventory.

The data entry process will be improved through the implementation of an interface between Accounts Payable and FASgov. Property data, extracted from TERMS paid invoice records, will be programmatically input to FASgov. This will minimize manual entries, data entry errors and missed/overlooked assets. Financial reporting will be enhanced through pre-designed GASB34 formatted reports, superior query features, and an easy-to-use graphical interface.

	Best Software	Other	
170 User License	63,410	-	
Training	13,200	-	
Maintenance & Support	13,100	-	
Professional Services	73,400	-	
Bar codes Assets	215,000	-	
Add'l Hardware and Software	6,500	31,600	
Lables	15,000	-	
	399,610	31,600	431,210

A key element to a successful implementation is the adoption of the bar-coding services ($215,000). This service will allow all tagged District assets, rooms, and portables to be bar-coded by an external vendor. Bar-coding assets allows for quick inventories and instant results regarding missing or unaccounted for property. Scanning assets and use of the inventory module are integral parts to the fixed assets system proposal.

Having the bar-coding portion of the project outsourced has multiple advantages. There will be less benefit and system implementation costs as well as increased accountability. An outside agency will take four to ten weeks. Due to limited staff, the in-house option could take up to three years and limit services to schools in the process. Outsourcing the bar-coding portion of this solution to inventory specialists will insure efficiency and eliminate the need to manually update the District's property records without compromising service to schools.