

Approval to Award Facility Management Software System, RFP #24-045

The Request for Proposal (RFP) is one (1) of seven (7) approved purchasing methods allowed under Texas Education Code Section 44.031. The specifications and scope of work for the Facility Management Software System were created collaboratively between the Procurement & School Resources and the Facility Management departments.

Administration requested a software solution to manage the work orders for Maintenance, Buildings, and Grounds, and Custodial Services. The solution would include facility rental management to track facility rental dates and times to avoid overlaps.

The RFP was advertised in the *El Paso Times* newspaper for two (2) consecutive weeks and posted on the District's eBid system. Notifications were sent to eight hundred three (803) registered vendors through the District's eBid system. Fifty-two (52) vendors viewed the specifications from the District's eBid website, three (3) responses were received, and eight (8) vendors submitted a No Bid response.

An evaluation committee reviewed and scored the proposals electronically through the District's eBid system on August 16, 2024. The committee consisted of Mr. S.B. Pierson, Chief Operations Officer; Ms. Amanda Grijalva, Director of Custodial Operations; Mr. Don Berry, Web and Business Solutions Manager; Mr. Victor Armendariz, IT Project Coordinator; and Ms. Deanetta White, Senior Administrative Assistant of Operations. Ms. Isela Parsons, Buyer, acted as facilitator and moderator during the evaluation process.

The evaluation committee requested presentations from the top two (2) respondents. The presentations were held virtually on October 2, 2024. The committee completed the second round of scoring on October 4, 2024.

The "Bidder's Preference Law" did not affect the bid award.

Budgeted Local funds will be used for this purchase.

RECOMMENDATION: It is recommended that the Board approve the award of Facility Management Software System, RFP #24-045, to Facilities Management Express, LLC, in the estimated amount of \$118,137.00 for an initial one (1) year period with the option to extend for four (4) additional years, one (1) year at a time, as presented.

Respectfully submitted,


Haydee Peña (Oct 18, 2024 16:35 MDT)

Haydee Peña,
Executive Director of Procurement & School Resources

Attachments: Recommendation Memo
Scoring Detail
Recommended Vendor 1295
Executive Summary Back-up Information
Scope of Work