

West Virginia Higher Education Policy Commission

Request for Information (RFI) 14118 Return on Physical Assets Service Data Collection and Analysis

I. ADMINISTRATIVE INFORMATION

The West Virginia Higher Education Policy Commission (“HEPC”) is seeking information regarding services to accumulate, analyze and benchmark its institutions’ facilities data for capital and operational planning purposes. The data will provide a basis for the creation of the HEPC’s system capital development plan. The intent of the information gathered, ultimately, will be to prepare a Request for Proposal (RFP) for procurement for the services, unless one vendor is identified as a sole source provider of the services.

THIS IS NOT A SOLICITATION FOR SUCH PRODUCTS AND/OR SERVICES.

Information any interested party wishes to submit will be done so voluntarily and with the understanding that this Request for Information (RFI) is for information-gathering purposes only and is not a formal solicitation. A formal RFP may be issued as a result of, and subsequent to, this RFI. The HEPC is interested in receiving information from interested vendors and consulting services, and any other source of information.

Similarly, cost information will be used solely for the purposes of establishing a target budget for the acquisition of the necessary products and services. Cost information presented during this information gathering process will not be considered as responsive to any solicitation subsequently issued.

The information that follows is intended to provide background information, describe the planned or desired level of data collected and analyzed, and our general expectations of the contractor who is chosen. The performance parameters may well include features or aspects of performance that may exceed available funding.

A. Inquiries/Questions

Inquiries/questions regarding this process, the submission of general or specific information, including the need for any information from HEPC staff, shall be submitted in writing to the HEPC. Inquiries/questions will be received until 5:00 PM, Eastern Time, April 21, 2014 and may be submitted via email. Inquiries/questions may be sent to:

Chief Procurement Officer
West Virginia Higher Education Policy Commission

Phone: (304) 558-0281

Email: Donovan@hepc.wvnet.edu

Inquiries/questions will be answered by Addendum and posted April 22, 2014 on the HEPC's purchasing webpage at the following URL:

<http://www.wvhepc.com/resources/purchasing-and-finance/>

B. Submission of Responses

Responses will be received until 5:00 PM, Eastern Time, April 30, 2014, and may be submitted in paper format to the address below or via email. If submitting a paper response, please also provide the complete response on a CD or flash-drive. Responses submitted past the deadline may not be considered.

Please send responses to:

Chief Procurement

RFI 14118

West Virginia Higher Education Policy Commission

1018 Kanawha Blvd E

Suite 700

Charleston, WV 25314

Donovan@hepc.wvnet.edu

C. Meetings/Presentations

Potential offerors responding to this RFI may be invited to meet with HEPC personnel. However, the HEPC does not guarantee that submission of information by a potential offeror will result in a scheduled meeting.

Meetings with the HEPC may begin upon receipt of responses from potential offerors. The dates and times will be coordinated and mutually agreed upon by the HEPC and the potential offeror, with the HEPC making the final decision in the absence of mutual agreement. Meetings may be conducted in person or via telephone.

D. Disclosure of Responses

The HEPC reserves the right for information submitted in response to this RFI to be reviewed by other entities within the State. Otherwise, the materials submitted in response to this RFI will not be publicly disclosed until such time that a competitive solicitation has been issued and an award has been made by the HEPC. At such time, all materials will be made available for public

disclosure with the exception of those materials determined by the HEPC to be confidential and/or proprietary

E. Confidential/Proprietary Information

Any restrictions of the use or inspection of material provided as a result of the meetings/presentations, outside of the process identified in Section I.D above, shall be clearly stated on the materials. Written requests for confidentiality shall be submitted timely by the potential offeror along with a justification for considering the materials confidential/proprietary. The potential offeror must state specifically which elements of the information or materials are to be considered confidential/proprietary and/or are considered to be intellectual property of the respondent.

Confidential/proprietary information must be readily identified, marked and packaged separately from the rest of the materials. Co-mingling of confidential/proprietary and/or intellectual property and other information is NOT acceptable. Neither a response, in its entirety, nor response price information will be considered confidential and proprietary. Materials that would not be considered confidential in response to an RFP will NOT be considered confidential for the RFI response. The Chief Procurement Officer will make a written determination as to the apparent validity of any written request for confidentiality. In the event the HEPC does not concur with the potential offeror's request for confidentiality, the written determination will be sent to the offeror.

Respondents to this RFI should be aware that the HEPC is subject to the West Virginia Freedom of Information Act.

II. BACKGROUND AND OVERVIEW

The HEPC seeks to harness large amounts of base data from source documents and convert it into usable information and knowledge for facilities and strategic planning purposes. A historical profile and peer comparisons needs to be created. The data collection and analysis rests on four distinct yet interrelated concepts in physical asset management:

- Validating Performance of Facilities Management by documenting the institution's current performance level of facilities operations and capital investment within the context of peer institutions, quantifying the efficiency and effectiveness of improvements over time versus strategic goals, and by presenting findings in a consistent and common vocabulary that is understood by all audiences.

- Enabling Business Officers and Facilities Management to “Make the Case” for Facilities Operations and Capital Investment Requests to the Commission and other constituents through the use of factual, financially-based data, and collaborating to identify and prioritizing improvement opportunities based a database of peer institutions.
- Driving proactive and informed facilities and capital investment planning by identifying facility operations and capital investment options that align with the institution’s resources and needs, balancing short- and long-term requirements with strategic goals, assessing how new physical assets impact capital renewal and operational costs, and defining the risk of short-term actions such as deferred maintenance, repair and asset reinvestment.

The chosen vendor must create and institute a set of standard processes to accomplish this work that ensures consistent and accurate measurement and benchmarking. Each campus must be visited annually to gather and qualify performance metrics to ensure that a consistent credible process is used providing comparable measurement that supports the development of customized solutions for every institution.

The chosen vendor must provide a third-party independent perspective. This independence is reduced for firms that engage in design services, outsourced facilities management, or equipment sales. The successful firm must also have experience within both the facilities and financial arenas to provide solutions that are realistic, quantifiable and financially obtainable.

The data collection and analysis process must incorporate four areas in-depth: Asset Reinvestment, Annual Stewardship, Operating Effectiveness, and Customer Service.

The benchmarking database must include at least 400 campuses spread across the United State. A website must be maintained with individual HEPC institutions’ data as well including the benchmarking analysis.

The chosen vendor must have experience providing the required data and analysis to a number of state college and university systems.

III. SOLICITATION OF INFORMATION

PLEASE RESPOND, IN WRITING, TO EACH OF THE ITEMS BELOW:

1. Identify responder point-of-contact for any questions or concerns relative to this response. Provide name, title, address, telephone number, fax number, and e-mail.

2. Provide description of your organization's Return on Physical Assets Service Data Collection and Analysis, with particular attention to the services identified in this RFI. Provide a customer contact for the services.
3. Discuss your organizations activities related to design services, outsourced facilities management, or equipment sales
4. Based on previous work for other state/entities, discuss timelines for full project completion.
5. Discuss the process for the accumulation and analysis of data.
6. Identify any cost savings the HEPC should consider when publishing an RFP.
7. Identify and explore other issues or challenges relevant to this inquiry that the HEPC may have overlooked in crafting this RFI.