

**PURCHASING CONTRACT
ACKNOWLEDGEMENT**



Purchase Order Number
To be completed by Purchasing upon approval

Originator

Name: Michael Smith

Phone: X8702

Date Originated: 8/28/2023

Board Approved: 4.24.23.6K

Coop #: _____

Requisition #: _____

Department:								CONTRACTOR NAME:	Records Consultant Inc.
								ADDRESS:	21788 Gathering Oak, Ste 110
								CITY, STATE, ZIP:	San Antonio, TX 78260 74
								CONTACT:	Susie Hernandez
								PHONE #:	210-366-4127
								VENDOR ID#:	

**DESCRIPTION OF SERVICES TO BE RENDERED
(BE SPECIFIC)**

Fund 211, 224, 282

Fix asset inventory services for school year 2023-2024. Originally contract amount \$42,500. Now an additional \$14,500 in fix asset inventory services is needed to complete job, bring the expenditure total to \$57,000

CONTRACT DATES: 4/24/23 - 6/28/2024

CONTRACT AMOUNT: Not to Exceed: \$57,000

ACKNOWLEDGMENT SIGNATURES

Michael Smith		8/28/2023
PURCHASING MANAGER-Printed	PURCHASING MANAGER-Signature	DATE
Saundra Scott		8/28/2023
DIR. BUSINESS OPERATIONS-Printed	DIR. BUSINESS OPERATIONS-Signature	DAT/E

AGREEMENT TO AMEND CONTRACT

1. **This Agreement to Amend Contract is entered into between (“Records Consultants Inc.”) and the DeSoto Independent School District (“District” or “Owner”) effective the 28th Day of August, 2023 is made and entered into as of the date of last execution by the District authorized signator (the Effective Date”).**
2. **The Contractor and the District agree to amend that certain Agreement for the Fixed asset inventory Services with Records Consultants Inc., is to increase the dollar amount by \$14,500 for a total contract amount of \$57,000**
3. **The Original Contract was dated April 24, 2023 through June 28, 2024.**
4. **All other provisions of the Contract shall remain in full force and effect.**
5. **Execution of Agreement; Counterparts; Electronic Signatures.**
This agreement may be executed in several counterparts, each of which shall be deemed an original and all of which shall constitute one and the same instrument, and shall be effective when counterparts have been signed by each of the Parties and delivered to the other Parties; it being understood that all Parties need not sign the same counterparts

This exchange of copies of this Agreement and of signature pages by facsimile transmission (whether directly from one facsimile device to another by means of a dial-up connection or whether mediated by the worldwide web), by electronic mail in “portable document format” (“pdf”) form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, or by combination of such means, shall constitute effective execution and delivery of this Agreement as to the Parties and may be used in lieu of the original Agreement for all purposes. Signatures of the Parties transmitted by facsimile, pdf or other electronic means shall be deemed to be their original signatures for all purposes.

FOR THE CONTRACTOR

By: 

DANIEL W. GIBBENS

Title: PRESIDENT & CEO

Dated: 8/28/23

FOR THE DISTRICT

By: _____

Title: _____



FIXED ASSET INVENTORY AND MANAGEMENT PROPOSAL

March 14, 2023

Mr. Don Lester
Mr. James Thomas
De Soto ISD
200 E. Belt Line Road
DeSoto, TX 75115

Dear Mr. Lester, and Mr. Thomas,

Records Consultants, Inc. (RCI), a leading fixed asset management consulting company, is pleased to submit this proposal to De Soto ISD for Fixed Asset Inventory and Management services to conduct a complete and accurate physical inventory and reconciliation of all qualifying assets at all locations and facilities throughout⁷⁶ the District. The proposed services are tailored to support GASB Statement 34 and best practices in effective and efficient asset management for local government entities.

Over the last 25 years, RCI has completed comparable projects for more than 1,200 clients throughout the United States. Each year we conduct 250-300 Fixed Asset Inventories and Management projects for new and existing clients with a commitment to providing unsurpassed quality and client service. We are often referred to new clients by external auditors familiar with our work. Our experienced inventory specialists are experts at the physical inventory and reconciliation process. This proposal includes our robust software system, a state-of-the-art Fixed Asset Management Program (FAMP 11.1), for asset tracking with helpful features for reporting disposition, valuation, and depreciation.

We believe that RCI is unique in the industry because of our commitment to satisfaction and delivering complete, comprehensive asset data and required reporting. Our diligence and accuracy of the physical inventory, reconciliation reporting, cost research, and reporting tools in our FAMP 11.1 software set us apart. With RCI, you can have confidence in your fixed asset reporting.

PURPOSE

RCI Fixed Asset Inventory and Management services and the FAMP 11.1 software system are specifically designed to assist school districts with inventory controls, depreciation calculations and to support financial reporting requirements of GASB Statement 34. Our system was developed to comply with both Generally Accepted Accounting Principles (GAAP) and Governmental Accounting, Auditing and Financial Reporting (GAAFR) guidelines.

In addition to our physical inventory services, RCI includes assistance to provide actual or estimated purchase cost and/or replacement cost. Our program enables school districts to track asset disposition from original purchase to final disposition/disposal.



SCOPE

This proposal is for a project that includes a physical on-site inventory of fixed assets at all District campuses/facilities. RCI will place a bar code label on each item valued at \$500.00 or more, plus "sensitive" items to include computers, laptops, tablets, printers and scanners. RCI will record the description, bar code number and location (building and room) of each item. Each item will be recorded as an individual record, citing description, manufacturer, model, serial number, bar code number, old tag number (if tied to a viable database). Typically, bar codes will be attached to the vehicle titles rather than on the vehicles themselves. Computers will be tagged on the CPU only. **Additionally, the project includes group counts by room and location of specified items (i.e. desks, chairs, filing cabinets, etc.) not bar coded and costing less than \$500.00.**

Room coding the entrance to each room to distinguish that particular room from any other in the District is extremely important. It enables the program to process identical room numbers (such as Office Room 101) in multiple locations. The database will show both the bar code room number and the District's description for that room. 77

RCI will provide experienced inventory specialists to accomplish the physical on-site inventory. All personnel are employees of RCI; no subcontractors or part-time help will be used. We normally begin work at 8:00 a.m. and continue into the evening. **The RCI field team will conduct work in classrooms/facilities while rooms are not in use (i.e. lunch breaks, etc.).**

ACTUAL/ESTIMATED ACQUISITION COSTS

To fully comply with reporting and depreciation guidelines, our mutual goal is to report the actual acquisition costs of your fixed assets. When actual costs cannot be obtained, "replacement cost" will be used for all items for which an acquisition date can be established. Replacement cost is the current average cost for the type of asset. When acquisition date is not available, RCI will work with client staff members to determine the estimated acquisition date. Single-line items representing significant outlays (software, etc.) can be reported as line item entries based on information provided by the District.

SOFTWARE

RCI believes that you should be able to add, delete and modify asset data as necessary. The RCI Fixed Asset Management Program (FAMP 11.1) software is provided at **no additional charge.**

RCI FAMP 11.1 was developed by RCI specifically for local government entities. FAMP 11.1 operates in both a desktop version and a mobile version using Motorola series handheld scanners. The software is a Windows-based multi-user program.



The data input fields for RCI's FAMP 11.1 are:

<i>Campus Number</i>	<i>Depreciation Method</i>	<i>Check Number</i>	<i>Remarks</i>
<i>Building Number</i>	<i>Condition Code</i>	<i>Vendor</i>	<i>Date Data Modified</i>
<i>Room Number</i>	<i>Cost</i>	<i>Program Codes</i>	<i>Cost-Code-ID</i>
<i>Item Description</i>	<i>Item Account Class</i>	<i>Funding Code</i>	<i>(Actual/Estimated)</i>
<i>Federally Funded</i>	<i>Quantity</i>	<i>Disposition Method</i>	<i>Salvage Value</i>
<i>Serial Number</i>	<i>Manufacturer</i>	<i>Disposition Date</i>	<i>Purchase Date</i>
<i>Old ID Number</i>	<i>Model</i>	<i>Useful/estimated life</i>	<i>Custodian</i>
<i>Bar Code Number</i>	<i>Invoice Number</i>	<i>P.O. Number</i>	10 User-Defined fields

FAMP 11.1 software allows data to be exported/imported to/from most accounting applications.

FAMP 11.1 software is Open Database Compliant (ODBC). The program is fully networkable and will run on a Windows based server. The program can be password protected from unauthorized users or set up to allow various levels of access (user from campus A can access data for campus A, but not campus B). FAMP 11.1 uses Microsoft SQLite to support multiple users without cost to purchase additional SQL license.

DEPRECIATION REPORTING

FAMP 11.1 software depreciates asset values using the straight-line method to ensure local governments comply with GASB 34 guidelines. Our software will depreciate each bar coded item for the number of years of useful life based on the purchase date, salvage value (if any), and original cost. **The software can filter for any desired capitalization level (e.g. \$1,500.00, \$5,000.00).** To help satisfy EDGAR reporting requirements, the system can filter by category to allow depreciation of specific items, such as depreciating technology equipment from a specific funding source with a value of \$1,000.00 or more.

CUSTOMER RESPONSIBILITIES

You should have one person from the District available to assist our Project Coordinator with specific information (cost, acquisition date, etc.) of assets. This information is usually found in the Business or Finance Office, but may also be found in IT, Maintenance or other departments. This information is essential for the calculation of depreciation. In the event the acquisition date for a given asset is not available from existing records, you will need to provide an estimated acquisition date to calculate depreciation.

Providing cost detail on computer equipment is especially important, since the physical placement of equipment may prevent collection of model and serial number, and the wide variety of internal components that can be found (without changing the external appearance of the "box") may make determination of actual cost impossible.

Our software program incorporates useful life of the asset based on recommendations of various auditors and other authoritative agencies. You can amend any of these "useful life" estimates based on decisions made by your administration or external auditors.

Prior to the on-site portion of the project, we will request that you provide fire escape plans (or other similar floor plans) and a list of unusual equipment or an existing database in an electronic format. It is very important that your personnel be aware of our presence and that we will be accessing to all areas of the District. Specific



personnel (perhaps facilities or other designated staff) will need to help our on-site team identifying locations throughout the District and should have keys available to provide access to all buildings and rooms. These individuals will not be needed full-time, but **ready-access to them is critical to conducting an efficient physical inventory.**

DELIVERABLES

Delivery of final data, reports and FAMP 11.1 system is usually within six weeks of completion of the on-site work. The District will receive:

1. Numbered bar code labels affixed to all controlled items of property (each item valued at \$500.00 or more, plus defined sensitive items)
2. District-wide listing of all inventoried assets by description and current location (campus/building and room)
3. An Operating Guide for the system software
4. The FAMP 11.1 software system and database for all inventoried items that can produce numerous reports including the following:
 - a. Total Inventory Report
 - b. Asset Inventory Report – by bar code
 - c. Capitalization Report
 - d. Depreciation Report
 - e. Disposal Report
 - f. Federally Funded Report
 - g. Acquisition Reports
 - h. Room Listing

Reports can be customized and filtered in many ways, such as by location, department, date ranges, valuation ranges, etc.



WORK ESTIMATES AND ASSUMPTIONS

This proposal assumes:

1. RCI has carefully prepared this Fixed Asset Inventory and Management proposal based on an estimated total of 471 classrooms. Our pricing calculations are based directly on this information and are submitted 'in good faith' assuming the information provided is accurate. If the number of classrooms significantly exceeds these estimates, RCI reserves the right to adjust its fees accordingly. The RCI Project Coordinator will identify this overage to your point of contact as soon as any additional work requirement becomes apparent. Any additional fees will be applied to the final invoice.
2. All inventoried assets are owned by the District. No leased equipment will be inventoried unless requested by you.
3. The District will provide RCI all available asset acquisition costs & dates and will work with RCI to determine reasonable and defensible acquisition dates when actual dates cannot be established. Calculation of depreciation is dependent upon actual acquisition costs and dates.
4. Land, Land Improvements, Buildings & Infrastructure Assets will not be surveyed or inspected as part of this inventory project and the corresponding data will not be included in final asset reports provided by RCI. Services for inventory of infrastructure assets and cost research can be arranged with RCI, but additional fees will apply.

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PRICING

The Fixed Asset Inventory and Management services will be provided for a flat fee of **\$ 42,500.00**. This fee includes tagging and scanning all fixed assets with original purchase cost of \$500.00 and above, including "group counts". (Item "A" on the acceptance page). RCI will require an initial payment of **\$ 29,750.00** payable at the end of the on-site portion of this project, and the remainder due upon completion of the project. Terms, net 10 days.

OPTIONAL PRODUCTS & SERVICES

TRAINING

The delivered product includes a removable USB-drive containing the populated asset database, accompanied by system loading and operating instructions. If optional on-site training is desired it can be provided at the rate of \$1,250.00 for one on-site day. Additional days on the same RCI training trip can be scheduled at the rate of \$250.00 per day.

The training consists of instruction for both the system operator and any personnel who will perform inventories, should you elect to perform future inventories. RCI strongly recommends that on-site training be done in conjunction with the delivery of the populated database (Item "B" on acceptance page).



BAR CODES

Additional polyvinyl bar code labels, to allow for perpetuation of the system, are \$0.18 each (Item "C" on acceptance page).

ANNUAL TECHNICAL SUPPORT

Free telephone technical support is included for the first 60 calendar days following the completed project. RCI will bill \$850.00 per year after the initial 60 days to retain this customer support for two designated District employees. If after the free 60-day period, you elect not to use this yearly-billed service, RCI will continue to support you for a fee of \$250.00 per incident (Item "D" on acceptance page).

AUTHORIZATION

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When you are ready to schedule this project, please sign and date the acceptance page and return it to RCI via email or fax.

**Please note that we do not need a PO or PO # to schedule the work and we typically schedule projects two to three months in advance. **

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "Jackie Frost", written in a cursive style.

Jackie Frost
Account Manager



FIXED ASSET INVENTORY AND MANAGEMENT PROPOSAL

DATED MARCH 14, 2023

ACCEPTANCE BY DE SOTO ISD

DE SOTO, TEXAS

Please check the services authorized.

- A. Based on an estimated count of 471 classrooms, RCI provides this Fixed Asset Inventory and Management proposal (including FAMP 11.1 software) for a flat fee of \$ 42,500.00. RCI will require an initial payment of \$ 29,750.00 payable at the end of the on-site portion of this project, and the remainder due upon completion of the project. Terms, net 10 days.
- B. On-site training @ a rate of \$ 1,250.00 for the first day and \$250.00 for each additional day desired on the same trip
- C. _____ Polyvinyl Bar Code Labels for perpetuation of the system @ \$0.18 each
- D. Customer technical support @ \$850.00 per year

Name Dr. Usamah Rodgers Title Superintendent of School
 Signature [Handwritten Signature] Date 4/25/23
 Phone Number 972-233-6666 Fax Number N/A
 Email usamah.rodgers@desotoisd.org Purchase Order # _____