City of Memphis – GS Real Estate Lease Management System
RFP # SAIC CoM 2017 MC R223292
RFP Questions and Answers

	RFP Section	QUESTION	Response
1.		With regard to your portfolio of leases: For how many leases is the City of Memphis the landlord?	The City of Memphis has approximately 100 – 125 leases in which we are the landlord
2.		With regard to your portfolio of leases: For how many leases is the City of Memphis the tenant?	The City of Memphis has <50 leases in which the city is the lessee.
3.		What are the types of leases in your portfolio: Office, industrial, retail, residential, etc.?	Office, land rights such as encroachments or fiber optic or Public Right-of-Way, ground leases.
4.		With regard to time tracking: Is this in relationship to maintenance work orders or administrative time, or both?	Administrative time.
5.		With regard to time tracking: Is time already captured in a payroll system, necessitating the need for data import, or is a time capture method required?	No, we don't currently use a time tracking system which will require interfacing or data import.
6.		Please define "file asset updates?" Is this an immediate update of data fields or of document files stored in the system?	File asset updates refers to updating the status of the facilities assets. The solution should address the method of the updates.
7.		Can you please clarify the requirement "System must have ability to assign multiple locations to a lease and assign multiple leases to a single location," and provide a definition of "locations?"	The city has buildings that reside on multiple parcels and the city has parcels which contains multiple buildings. We will need the system to be able to accommodate both scenarios. Locations can be the physical address of the building or offices within the building
8.		Please identify the number(s) of users involved in lease management tasks.	Our management lease tasks may involve up to 8 individuals.
9.		Please identify the number(s) of users involved in finance and accounting tasks.	Our finance and accounting task may involve up to 5 individuals
10.	1.1	What is the existing Lease Management System in use at the city?	MS Excel
11.	1.1	What are the pain points with the existing system?	There is not an existing electronic system. The pain point is that everything is manual.
12.	Exhibit 4	How many leases will be migrated into the new system?	About 200
13.	Exhibit 4	What format is the data in which needs to be migrated?	Comma Separated Values
14.	Exhibit 4	Is Single Sign On required for the new system? If yes, what type?	No
15.	3.5	If the Proposer is a certified WBE and will perform 100% of the work, is the MBWE requirement satisfied? Or is there and additional requirement to subcontract? Any subcontracted effort results in increased cost.	Yes. No additional requirement to subcontract.