

**DETERMINATION AND FINDING  
FOR A SOURCE PROCUREMENT**

**AGENCY, OFFICE:** District of Columbia Public Schools, Office of Operations

**PROPOSED CONTRACTOR:** Asset Infinity

**CONTRACT NO.** RK268015

**FINDINGS**

**1. MINIMUM NEED:**

The District of Columbia Public Schools (DCPS), Office of Contracts and Acquisitions (OCA) on behalf of Office of Operations Food & Nutrition Services (FNS) division is seeking an asset management software platform to begin services in January 2024 and continue through September 30, 2024.

**2. ESTIMATED COST:**

**\$99,000.00**

**3. FACTS WHICH JUSTIFY A SOLE SOURCE PROCUREMENT:**

FNS is the sole source of meals for 115 DC Public Schools and produces approximately 9 million meals each year for over 50,000 students, and employes a Central Office support team of 25 staff members.

The meals produced for the FNS program are often a single source of nutrition for many of our students, as over 80% of DCPS students require federal support for meals due to economic need.

The FNS team organizational structure is broken down into 4 divisions: Operations; Finance and Data Strategy; Nutrition, Compliance & Partnerships; and Self-Operation. FNS' contractual services require the oversight of 600+ Teamsters Local 639 members, top-level leadership at 2 large organizations. Meanwhile, FNS Self-Operations is charged with directly overseeing 44 DCPS employees that provide meal service under the direct purview of FNS.

The stakes at FNS are often very high and visible; and the Division is often under scrutiny by the public, the press, local politicians, and regulatory bodies due to the impact it has across the city.

FNS is equipped with over 2,000 units of equipment used for cooking and storing children's meals for its school nutrition program. The method of accounting for equipment, from sourcing and installing, to repair and maintenance, and finally to surplus, has been a manual process since 2013. That is, Microsoft Excel worksheets and manual counting of equipment is conducted bi-annually. And while this system is functional, it is also vulnerable to a high error rate as staff members physically write observations on paper and load the count into the worksheet. There is no ability to accurately account for each asset's value; this requires the proper software to account for depreciation and useful life span. There is no connection to the unit's repairs as this is done independently in another app: QuickBase, which is DCPS' Intuit-powered database system and is generalized as a portal for and cannot account for this specific information. And finally, the use of Microsoft's Excel as a primary entry point and database for logging this extensive inventory

is subject to key-stroke errors and incorrect numbering in numerous Excel cells. All of these symptoms of inaccuracy equate to a root cause of waste in human and funding resources.

DCPS was warned that this system was insufficient for accounting for its assets in 2016 by way of a Management Alert from the DC Auditor (attached). Further, the Office of the Chief Financial Officer has repeatedly inquired about how FNS can better account for assets as it seeks to report the values across the city.

As a result of extensive market research, FNS has identified Asset Infinity, and its sole Certified Business Enterprise provider, MVS Consulting, as an exclusive source for an asset management platform.

**Justification:**

FNS has a vested fiscal and practical interest in ensuring that its equipment is:

- Fully accounted for,
- In safe and practical working condition
- Is monitored for repair and maintenance
- Can connect with vendor and other DCPS systems to maximize the understanding and analysis of thousands of pieces of equipment and their lifecycle quickly

The 2015 Management Warning letter from the Office of the DC Auditor directed DCPS to analyze and improve any waste identified in its current asset management systems; and in 2023, the situation had not sufficiently improved without the use of a formal platform.

More importantly, safety and compliance must be adhered to. That is, a poorly-monitored equipment repair system may lead to unintentional consequences. Improperly maintained cooking assets like an oven that may be over 1,000 pounds, have sharp metal edges, a glass window and heat to 500 degrees is a risk to personal safety should any of those components fail or the unit topple.

FNS led a 16-month analysis of over a dozen asset management platforms in search of the aforementioned capabilities. Following a vetting that included 5 demonstrations from front-runners in the analysis, it was determined that Asset Infinity by way of its sole CBE provider, MVS Consulting, is the only platform that was able to satisfy all of the requirements across numerous DCPS teams such as Information Technology, Warehouse, Security, and Teaching and Learning, among others.

**Conclusion:**

The FNS Division operates with a robust asset deployment, and a formal asset management platform is critical for the division to manage its equipment throughout its full lifecycle in an efficient manner. The service and safety of student nutrition is paramount as part of the school day; the failure of improperly maintained and monitored equipment means that student health and staff safety are at risk as meals will be improperly prepared and faulty equipment can seriously injure staff. Due to the complexity of the program, the breadth of the operation, the need for an asset management system to ensure the proper nutrition and personal safety is being exercised, FNS has determined that Asset Infinity and its CBE partner, MVS Consulting are the ideal provider for FNS' asset management needs.

**4. Vendor Requirements**

The Contractor must be able to support the implementation and all facets of technical support for the Asset Infinity platform, which include but is not limited to:

- Ease of use
- Integration with Intuit's QuickBase Application

- Integration with Follet’s Aspen Application
- Flexibility, customization of items to be included
- Tracks Maintenance Cycle/Management
- Full life cycle management – from acquisition to surplus
- Ability to calculate straight-line depreciation
- Mobile access
- RFID tracking and mobile deployment of assets using RFID
- Implementation support
- User support – across multiple mediums (demo videos, catalog search, etc.)
- Uninterrupted, timely updates to avoid down time
- Ability to convert, create and/or export to a dashboard visualization
- Integration into Follet’s Aspen Platform for student and personnel asset issuance, tracking and recovery
- Flexibility for development to address needs of each team
- Customer accessible portal for ordering and counting assets and other relative functions for distribution of items
- Inventory database that can be segmented across various departments that can calculate valuation
- Chain of Custody Management

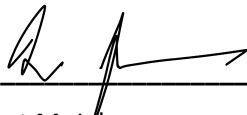
The contractor shall provide reseller service and warranties as provided by Asset Infinity and its platforms product and/or service through the Asset Infinity service channels.

All reports and information required under the Asset Infinity platform must conform to the District’s format requirements and in a manner to ensure the clear understanding of each item to be accounted for, its specific and unique identifiers, location, movement, valuation and condition with a purpose of accurately accounting for all assets in conformance and compliance with U.S. Generally Accepted Accounting Principles and all District of Columbia and federal requirements.

**5. CERTIFICATION BY THE DCPS PROGRAM**

I hereby certify that the above findings are correct and the anticipated cost to DCPS is fair and reasonable.

January 17, 2024  
Date




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Robert M. Jaber  
Deputy Chief, Food & Nutrition Services

**6. CERTIFICATION AND DETERMINATION**

Based on the above certified findings in accordance cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; DC Code 2-354.04 and 27 DCMR 1304 and 1702.

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Date

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Contracting Officer