

Questions and Answers for TORFP: ASC-2014-07-001 (MTA)

Q: The inventory reconciliation is completed every three years; who did the last one?

A: Unknown; the MTA staff has changed since the last reconciliation was done.

Q: How many MTA locations are there?

A: The least amount is 150 locations.

Q: What is the inventory?

A: Anything related to the operations of MTA: computers, electronics, digital cameras, wrenches, golf carts, trains, etc.

Q: What is involved in the reconciliation? Did one office take the inventory and one office create the asset report, so contractor will compare the two? Will the contractor be taking inventory?

A: No, the contractor will not be required to take inventory, but may need to physically locate missing items. The main assets are recorded in the Statewide Financial Management Information System (FMIS). The Accountable Officers take the physical inventory. All FY2014 assets are considered "counted". Anything outstanding has to be reconciled. FY2014 covers July 1, 2013 through June 30, 2014. Prior to these dates are considered outstanding. After these dates are new FY2015 inventory that is not part of this reconciliation.

Anything inventoried in FY2014 has been uploaded in FMIS. One report will be run to list all of the recent inventoried items. A second report will breakout what was not counted/physically inventoried. (If the item inventoried is not in FMIS, then technically it does not exist, and is not part of the reconciliation.)

Items must have a "State of Maryland Property Tag". This would be anything valued over \$500 or considered "sensitive". Generic tags do not have an inventory number. All items to be reconciled would have a property tag with a barcode or number.

The reconciliation involves comparing the Accountable Officer's inventory list to the FMIS report. The contractor will be required to compare the two reports, not take an actual inventory. There could be items at a location to be added to FMIS, and there could be items on the FMIS report that were not inventoried.

There is a separate file with the actual inventory, but it will be easier to use the FMIS file and sort by FY2014 dates to see the items outside the list that need to be reconciled.

The report is listed by location – by building and floor or by stations for light rail and metro.

The Accountable Officer's conducted the physical inventory from November 2013 through March 7, 2014. Items received after March 7, 2014 through June 30, 2014 (they have a "receipt date" or "in-service date" after the physical inventory) would not be part of the reconciliation.

Q: Do you have an estimate of what will need to be verified?

A: The estimated quantity of items to be reconciled is provided below, but this is not a guaranteed number. A separate excel spreadsheet is being provided to show the physical inventory count by location, again this is not a guaranteed number. This is just a rough estimate for preparing the TOP.

The low range of un-reconciled items is 4,600 – 5,000; and the high range is 6,800 – 7,000.

Q: Did the previous contractors have suggestions on how to do the inventory better?

A: Unfortunately, that information is not available since the staff at MTA has changed since the previous reconciliation.

Q: How many Accountable Officers does the MTA have? Is it the same as the number of locations, 150?

A: There are approximately 125 Accountable Officers representing 150 primary locations.