

Question and Answers

1. What problems are the District trying to solve with a facilities software?

The District is trying to find a solution to centralize and manage district facilities, assets and data, and simplify the facility rental/event scheduling process.

2. How many facility bookings are made per year?

Hundreds of facility use bookings are made per year. The Office of Facility Use does not have data consolidation software to track the actual number of bookings made annually. The Office of Facility Use generates a spreadsheet annually to record facility usage at each ASD campus.

3. Approximately what percentage of transactions are completed online without any assistance from staff?

None

4. Are there any missing processes or features that are not supported by your current software?

Not Applicable, as the District does not currently have a facility rental software.

5. Do you have any other questions or comments?





e. Any other pertinent information?

N/A

23 How many staff require support for each school (on average)?

The district has 129 schools, with a total of 5,533 teachers and staff across those schools. Ideally, the District would like all the staff to be informed and trained (as part of the phased adoption of the facility software)

24 For reporting what are the different needs for the District and for individual schools? For both the District and individual schools, what insights are they trying to gain?

The District has a number of needs for reporting including

Ability to view summary reports as detailed as viewing individual reservations

Ability to export reports and their data elements

Ability to review contracts, edits, updates and confirmations

25 What is your annual sales revenue?

Annual sales revenue for the district's facility rentals are listed below

Total revenue: 3,529,902.04

Expenses: 2,080,421.80

Gross: 1,449,480.24

26 How much sales revenue are you processing annually by:

- a Credit card
- b ACH/N/A
- c Debit
- d Cash
- e Check

The District's current reporting methods/capabilities are not detailed enough to show what percent of users used each payment method as listed below. There are hundreds of thousands of transactions completed annually with the District. The District currently accepts Credit Card, Cash and Checks and a review of the last year's facility rental support documentation shows that the majority of transactions were made using a credit card.

27. How many transactions are you processing annually by:

- a Credit card
- b ACH/N/A

The District's current reporting methods/capabilities are not detailed enough to show what percent of users used each payment as listed below. 0 credit cards processed.

# **20REP12OnlineFacilityRentalSystem**

**column report printers, pole displays, slot badge or laser barcode readers, magnetic stripe readers, tablets and PDA handheld devices .**

**33 Describe process and/or workflow efficiencies that the District would like to achieve with a new software?**

**The District would like the new software to allow for the following efficiencies:**

**Internet Processing**

**Program Registration Operator View**

**Program Registration User View**