



## REQUEST FOR INFORMATION

**The University of Texas Medical Branch at Galveston**  
**Asset Tracking Solution**  
**RFI No.: 26-044**

Issue Date: June 18, 2026

**Due Date: July 9, 2026, 3:00 PM CDT**

Prepared By:  
**Gordon Murray**  
UTMB Health  
301 University Blvd.  
Galveston, TX 77555  
Tel: (409) 266-1104  
Email: [gcmurray@utmb.edu](mailto:gcmurray@utmb.edu)

## **TABLE OF CONTENTS**

**Section 1 – General Information and Requirements**

**Section 2 – Project Description and Requirements**

**Section 3 – Vendor Questionnaire**

**Section 4 – Format of Response**

## 1 GENERAL INFORMATION

- 1.1 The University of Texas Medical Branch at Galveston (“UTMB”) is issuing this Request for Information (RFI) to gather information regarding an asset tracking solution for our Academic Enterprise and Health System. This RFI is for information gathering only and does not guarantee a future procurement action.
- 1.1.1 RESPONDENTS ARE CAUTIONED TO READ THE REQUIREMENTS CAREFULLY AND TO SUBMIT A COMPLETE RESPONSE TO ALL REQUIREMENTS AS DIRECTED.**
- 1.1.2 UTMB RESERVES THE RIGHT TO ABANDON THIS APPROACH AND LOOK AT AN ALTERNATIVE PATH THAT MAY BE IN ITS BEST INTEREST TO DO SO.**
- 1.1.3 UTMB WILL NOT PROVIDE COMPENSATION TO ANY RESPONDENT TO THIS RFI FOR ANY EXPENSES INCURRED BY RESPONDENT FOR RESPONSE PREPERATION. RESPONDENT SUBMITS ITS RESPONSE AT ITS OWN RISK AND EXPENSE.**
- 1.1.4 ALL RESPONSES TO THIS RFI AND ANY SUPPORTING DOCUMENTATION WILL BECOME THE PROPERTY OF UTMB.**
- 1.2 SUBMITTAL DEADLINE:
- 1.2.1 Responses must be submitted by Thursday, July 9, 2026, at 3:00 PM CDT to the contact listed in Section 1.6.
- 1.3 PUBLIC INFORMATION: All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act (*Texas Government Code*, Chapter 552.001, *et seq.*) after the solicitation is completed.
- 1.3.1 UTMB strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFI information.
- 1.4 CLARIFICATIONS AND INTERPRETATIONS: Any clarifications or interpretations of this RFI that materially affect or change its requirements will be issued by UTMB as an Addendum. It is the responsibility of all respondents to obtain this information in a timely manner. All such Addenda, issued by UTMB before the date due as part of the RFI, shall be acknowledged in respnse.
- 1.4.1 ***A NOTICE OF ADDENDUM MAY BE ISSUED BY THE POINT-OF-CONTACT FOR THIS RFI VIA EMAIL AND SHALL BE THE UTMB WEB SITE AT***
- <https://www.utmb.edu/supplychain/purchasing/bidops.asp>
- 1.4.2 No oral explanation in regard to the meaning of the RFI Documents will be made before due date. Discrepancies, omissions or doubts as to the meaning of the requirements shall be communicated in writing to the Point of Contact as specified in Subsection 1.6. Any interpretation made will be in the form of an Addendum and shall be acknowledged in response.
- 1.4.3 Respondents shall consider only those clarifications and interpretations that are issued by Addenda. Interpretations or clarifications in any other form, including oral statements, should not be relied on in preparing response.
- 1.5 SUBMISSION OF RESPONSE:
- 1.5.1 Respondents should carefully read the information contained herein and submit a complete response to all requirements as directed.

REQUEST FOR INFORMATION  
The University of Texas Medical Branch at Galveston  
Asset Tracking Solution  
RFI No.: 26-044

1.5.2 SUBMISSION:

1.5.2.1 Submit one complete electronic response in PDF format via email to:

Email: [gcmurray@utmb.edu](mailto:gcmurray@utmb.edu)  
Subject Line: RFI 26-044 Response – Asset Tracking Solution

1.5.2.2 Email responses are the only accepted response method. File size must not exceed 10MB. Respondents are responsible for ensuring successful delivery.

1.5.2.3 Responses must be submitted and received on or before the time and date specified in Subsection 1.2, and delivered to the address stated in 1.5.8.2 below.

1.5.2.4 Instructions for e-mail responses:

- Respondent is responsible for verifying receipt of e-mail by UTMB.
- Submittal must be in an Adobe Acrobat (.pdf) format, zip files are acceptable.
- Any e-mail response over ten megabytes (10MB) in size will be rejected.
- UTMB is not responsible for internet outages or other circumstances that may affect Respondent's electronic submission.
- To confirm receipt of emailed response, contact the RFI administrator at the contact listed in Section 1.6.
- ***NOTE: Show the RFI number, name and submittal date in the subject line of your e-mail.***

1.5.2.5 OFFICIAL TIME CLOCK:

- The official time clock for emailed responses shall be the date and time on the email received by UTMB in the email mailbox.
- Late responses will not be considered under any circumstances.

1.5.2.6 Submitted responses will not be returned to the respondents.

1.5.2.7 Telephone and Facsimile ("FAX") submittals are NOT acceptable in response to this RFI.

1.5.2.8 Submitted responses will be opened immediately following the submittal deadline specified in Subsection 1.2.

1.6 POINT-OF-CONTACT:

UTMB designates the following person(s), as its representative(s) and/or Point-of-Contact for this RFI. Respondents shall restrict all contact with UTMB and direct all questions regarding this RFI, including questions regarding terms and conditions, to the Point-of-Contact person(s).

Questions must be submitted in writing via e-mail to:

Gordon Murray  
Non-Clinical Sourcing Manager  
Strategic Sourcing & Value Analysis  
University of Texas Medical Branch at Galveston  
O: (409) 266-1104 M: (512) 658-5012  
[gcmurray@utmb.edu](mailto:gcmurray@utmb.edu)

The last day to submit questions shall be Monday, June 29, 2026, by COB.

1.7 RESERVATION OF RIGHTS: UTMB makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFI for any project and no such representation is intended or should be construed by the issuance of this RFI. UTMB reserves the right to waive any formalities or minor technical inconsistencies, or delete any item/requirement from this RFI.

REQUEST FOR INFORMATION  
The University of Texas Medical Branch at Galveston  
Asset Tracking Solution  
RFI No.: 26-044

- 1.8 NO REIMBURSEMENT FOR COSTS: Respondent acknowledges and accepts that any costs incurred from the Respondent's participation in this RFI process shall be at the sole risk and responsibility of the Respondent. Responses are submitted at Respondents own risk and expense.
- 1.9 ELIGIBLE RESPONDENTS: Only individual firms or lawfully formed business organizations may apply. (This does not preclude a respondent from using consultants.)

REQUEST FOR INFORMATION  
The University of Texas Medical Branch at Galveston  
Asset Tracking Solution  
RFI No.: 26-044

**2 PROJECT DESCRIPTION AND REQUIREMENTS**

2.1 Background

- 2.1.1 The University of Texas Medical Branch (“UTMB” or “UTMB Health”), located in Galveston, Texas, is a component of The University of Texas System and a leading academic health science center. UTMB includes a comprehensive health system with multiple hospitals and clinics.
- 2.1.2 UTMB is seeking information from qualified vendors regarding an asset tracking solution to improve visibility, accountability, and lifecycle management of UTMB-owned assets across campus buildings and operations.
- 2.1.3 This Request for Information (RFI) is issued solely for information-gathering and planning purposes. Responses will be used to understand market capabilities, solution approaches, implementation considerations, and high-level budgetary costs. This RFI is not a solicitation for bids or proposals and does not obligate UTMB to issue a subsequent solicitation or award a contract.

2.2 Scope of Work Summary

- 2.2.1 UTMB is interested in an enterprise-grade solution capable of tracking and locating assets using either active or passive RFID (or a hybrid approach). The solution does not need continuous, precise real-time location of all assets, but must support:
  - 2.2.2 Preferred System Features
    - 1. Asset registry and lifecycle (in-service, repair, retired, lost, transferred).
    - 2. Role-based access controls and departmental segmentation.
    - 3. Dashboards and reporting (standard reports + ad hoc).
    - 4. Data retention and export options.
  - 2.2.3 Required outcomes
    - 1. Building exit detection: ability to determine when an asset leaves a building or passes a controlled egress/exit point (e.g., doorway/portal, receiving dock, elevator lobby, etc.).
    - 2. On-demand localization: ability to locate an asset when needed (e.g., handheld RFID reader/scanner, mobile device, or other workflow to quickly find an asset within an area/building).
    - 3. Asset identification and association: ability to tag assets and associate tag IDs to UTMB asset records.
    - 4. Integration capability: ability to interface with UTMB systems, including but not limited to PeopleSoft (asset management/finance), Epic (clinical environment), and other systems as applicable.
    - 5. Scalability: ability to expand across multiple buildings and asset classes.
  - 2.2.4 Preferred outcomes
    - 1. Leverage existing infrastructure where possible (e.g., existing Wi-Fi, network, PoE, etc.).
    - 2. Support hybrid infrastructure options (Wi-Fi + gateways/portals) where needed.
    - 3. Support reporting and analytics (e.g., asset utilization, last-seen location/time, loss/shrink, audit support).
    - 4. Strong security posture and healthcare/academic environment readiness.
    - 5. Ability of system to interface with and receive data from existing RTL systems in order to have one location for all asset tracking information.

REQUEST FOR INFORMATION  
The University of Texas Medical Branch at Galveston  
Asset Tracking Solution  
RFI No.: 26-044

2.2.5 Current Environment (High-Level)

Respondents should assume:

- Complex environment including academic, clinical, and administrative buildings.
- Mixed asset types and mobility patterns (stationary, mobile, shared equipment, carts, etc.).
- Standard enterprise network controls, cybersecurity requirements, and change management.
- Integrations may require coordination with UTMB IT teams and standard interface methods (API, HL7/FHIR where applicable, flat file, SFTP, middleware).

2.3 Requested Information

Please respond to the Section 3 Vendor Questionnaire, ensuring that your responses provide information on all of the points listed below regarding your Asset Tracking solution.

- 1) Vendor Profile
- 2) Proposed Solution Overview
- 3) Technical Architecture / Infrastructure Requirements
- 4) Capabilities & Workflows
- 5) Implementation Approach
- 6) Integration Approach
- 7) Security, Privacy, and Compliance
- 8) Support Model & SLAs
- 9) High-Level Costing / Budgetary Estimate
- 10) Assumptions, Risks, and Dependencies
- 11) References / Relevant Case Studies

REQUEST FOR INFORMATION  
The University of Texas Medical Branch at Galveston  
Asset Tracking Solution  
RFI No.: 26-044

**3 VENDOR QUESTIONNAIRE**

**3.1 Functional Requirements and Solution Description**

**Tagging and Identification**

1. Describe the tagging options supported (active RFID, passive RFID, hybrid).
2. What tag form factors are available (adhesive label, hard tag, metal-mount, tamper-evident, reusable, etc.)?
3. Tag durability and expected life (battery life if active; environmental rating).
4. Ability to encode/associate tags with:
  - UTMB asset IDs / barcodes
  - serial numbers
  - department ownership / cost center
5. Process for tag commissioning and mass onboarding

**Building Exit Detection (Required)**

6. Describe how the solution detects when an asset exits a building.
7. What infrastructure is required at exits (portals, antennas, gateways, readers, sensors)?
8. How do you manage:
  - false positives/negatives
  - multi-door environments
  - shared entrances / high-traffic exits
9. Can alerts be configured (email/SMS/in-app) and routed by building/department?
10. Describe audit/logging available for exit events (timestamp, exit point, asset ID, confidence score).

**On-Demand Localization (Required)**

11. Describe how a user finds an asset “on demand.”
12. Handheld reader support:
  - Devices supported (vendor-provided vs. Zebra/other)
  - Range expectations and accuracy (typical best case and worst case)
  - User workflow (search by asset ID; proximity feedback; last-seen data)
13. Can the solution provide “last known location” and time-stamp?
14. Describe any mobile app capability and platform support (iOS/Android).

**Location Granularity and Coverage**

15. What is the typical localization level supported (campus/building/floor/zone/room) under:
  - passive RFID with handheld
  - passive RFID with portals
  - active RFID / BLE / Wi-Fi tag approaches (if applicable)
16. Describe how coverage is designed and validated.
17. Describe performance in challenging areas (basements, elevators, metal environments).

REQUEST FOR INFORMATION  
The University of Texas Medical Branch at Galveston  
Asset Tracking Solution  
RFI No.: 26-044

**Asset Inventory and Audits**

18. How does the solution support periodic inventory counts and audits?
19. Does the solution offer bulk scanning capability (walk-by inventory, portal reads, sweep counts)?
20. What reporting options are available (missing assets, unassigned tags, duplicates, exceptions, etc.)?  
Can reporting be automated?

**System Integration**

21. Does the solution have the ability to interface with UTMB systems, including but not limited to PeopleSoft (asset management/finance), Epic (clinical environment), and other systems? Are there any limitations to the level of integration or data transfer?
22. Does the solution have the ability to interface with and receive data from existing RTL systems?
23. Can the solution push daily updates to PeopleSoft Asset Management (PSAM)?

**3.2 Technical Architecture / Infrastructure**

**Deployment Model**

24. Cloud, on-prem, or hybrid options.
25. Describe data storage, tenancy, and isolation model.
26. Describe uptime, monitoring, and maintenance.

**Infrastructure Requirements**

27. Describe required infrastructure options:
  - Wi-Fi-based
  - gateway/portal-based
  - hybrid
28. Identify what can leverage existing UTMB infrastructure vs what must be installed.
29. Network requirements:
  - bandwidth assumptions
  - VLAN/firewall needs
  - PoE requirements
  - device management approach
30. Explain how you validate and tune performance during implementation.

**Security**

31. Describe security controls:
  - encryption in transit/at rest
  - device authentication
  - access controls (RBAC)
  - logging/auditing
32. Compliance posture and relevant attestations (e.g., SOC 2, ISO 27001) if applicable.
33. Describe vulnerability management and patching cadence.

REQUEST FOR INFORMATION  
The University of Texas Medical Branch at Galveston  
Asset Tracking Solution  
RFI No.: 26-044

**4   FORMAT OF RESPONSE**

- 4.1   Response shall be prepared SIMPLY AND ECONOMICALLY. Emphasis shall be on the COMPLETENESS, CLARITY of content, and RESPONSIVENESS to the questions.
- 4.2   Please list each question/requirement and provide your response below the question. Respondents shall carefully read the information contained in this RFI and submit a complete response to all requirements and questions as directed.
- 4.3   TABLE OF CONTENTS: Include with the response a Table of Contents that includes page number references. The Table of Contents should be in sufficient detail to facilitate easy reference of the sections of the response.
- 4.4   PAGINATION: All pages of the response should be numbered sequentially in Arabic numerals (1, 2, 3, etc.).