

State of Nebraska (State Purchasing Bureau)
REQUEST FOR INFORMATION

RETURN TO:
State Purchasing Bureau
1526 K Street, Suite 130
Lincoln, Nebraska 68508
Phone: 402-471-6500
Fax: 402-471-2089

SOLICITATION NUMBER	RELEASE DATE
RFI AS1082015	October 8, 2015
OPENING DATE AND TIME	PROCUREMENT CONTACT
November 9, 2015 2:00 p.m. Central Time	Michelle Thompson / Nancy Storant

This form is part of the specification package and must be signed in ink and returned, along with information documents, by the opening date and time specified.

PLEASE READ CAREFULLY!

SCOPE OF SERVICE

The State of Nebraska, Administrative Services, Materiel Division, State Purchasing Bureau, is issuing this Request for Information RFI AS1082015 for the purpose of gathering information to Automated Data Collection (ADC).

Written questions are due no later than October 19, 2015, and should be submitted via e-mail to as.materielpurchasing@nebraska.gov Written questions may also be sent by facsimile to (402) 471-2089.

Bidder should submit one (1) original of the entire RFI response. RFI responses must be submitted by the RFI due date and time.

RFI RESPONSE MUST MEET THE FOLLOWING REQUIREMENTS TO BE CONSIDERED VALID. RFI RESPONSE WILL BE REJECTED IF NOT IN COMPLIANCE WITH THESE REQUIREMENTS.

1. Sealed RFI responses must be received in State Purchasing Bureau by the date and time of RFI opening indicated above. No late information will be accepted. No electronic, e-mail, fax, voice, or telephone information will be accepted.
2. RFI response must meet all specifications of the RFI.
3. This form "REQUEST FOR INFORMATION" MUST be manually signed in ink, and returned by the information opening date and time along with bidder's response and any other requirements as specified in the RFI.
4. It is understood by the parties that in the State of Nebraska's opinion, any limitation on the contractor's liability is unconstitutional under the Nebraska State Constitution, Article XIII, Section 3, and that any limitation of liability shall not be binding on the State of Nebraska despite inclusion of such language in documents supplied with the contractor's bid or in the final contract.

BIDDER MUST COMPLETE THE FOLLOWING

By signing this Request For Information form, the bidder guarantees compliance with the provisions stated in this Request for Information.

FIRM: _____

COMPLETE ADDRESS: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

SIGNATURE: _____ DATE: _____

TYPED NAME & TITLE OF SIGNER: _____

TABLE OF CONTENTS

REQUEST FOR INFORMATION.....	i
TABLE OF CONTENTS.....	ii
I. SCOPE OF THE REQUEST FOR INFORMATION.....	3
A. SCHEDULE OF EVENTS.....	3
II. RFI RESPONSE PROCEDURES	4
A. OFFICE AND CONTACT PERSON.....	4
B. GENERAL INFORMATION	4
C. COMMUNICATION WITH STATE STAFF.....	4
D. WRITTEN QUESTIONS AND ANSWERS.....	4
E. ORAL INTERVIEWS/PRESENTATIONS AND/OR DEMONSTRATIONS.....	5
F. SUBMISSION OF RESPONSE	5
G. PROPRIETARY INFORMATION.....	5
H. REQUEST FOR INFORMATION OPENING.....	6
I. LATE REQUEST FOR INFORMATION RESPONSES	6
III. PROJECT DESCRIPTION AND SCOPE OF WORK.....	7
A. PURPOSE AND BACKGROUND.....	7
B. CURRENT ENVIRONMENT.....	7
C. SYSTEM OVERVIEW	8
D. CORPORATE EXPERIENCE.....	9
E. SCOPE OF WORK.....	9
F. PRODUCT DEMONSTRATION VIA SCREEN SHOTS AND NARRATIVES.....	10
G. PRODUCT VISION.....	10
H. FUTURE FUNCTIONALITY.....	10
Form A Vendor Contact Sheet.....	12

I. SCOPE OF THE REQUEST FOR INFORMATION

The State of Nebraska, Administrative Services (AS), Materiel Division, State Purchasing Bureau (hereafter known as State Purchasing Bureau), is issuing this Request for Information, RFI AS1082015 for the purpose of gathering information to Automated Data Collection (ADC).

ALL INFORMATION PERTINENT TO THIS REQUEST FOR INFORMATION CAN BE FOUND ON THE INTERNET AT: <http://das.nebraska.gov/materiel/purchasing.html>

A. SCHEDULE OF EVENTS

The State expects to adhere to the tentative procurement schedule shown below. It should be noted, however, that some dates are approximate and subject to change.

	ACTIVITY	DATE/TIME
1	Release Request for Information	October 8, 2015
2	Last day to submit written questions	October 19, 2015
3	State responds to written questions through Request for Information "Addendum" and/or "Amendment" to be posted to the internet at: http://das.nebraska.gov/materiel/purchasing.html	October 26, 2015
4	RFI opening Location: State Purchasing Bureau 1526 K Street, Suite 130 Lincoln, NE 68508	November 9, 2015 2:00 PM Central Time
5	Conduct oral interviews/presentations and/or demonstrations (if required)	To Be Determined

II. RFI RESPONSE PROCEDURES

A. OFFICE AND CONTACT PERSON

Responsibilities related to this Request for Information reside with the State Purchasing Bureau. The point of contact for the procurement is as follows:

Name: Michelle Thompson / Nancy Storant
Agency: State Purchasing Bureau
Address: 1526 K Street, Suite 130
Lincoln, NE 68508

OR

Address: P.O. Box 94847
Lincoln, NE 68509
Telephone: 402-471-6500
Facsimile: 402-471-2089
E-Mail: as.materielpurchasing@nebraska.gov

B. GENERAL INFORMATION

A subsequent Request for Proposal (RFP) may not be issued as a result of this RFI. There will not be a contract as a result of this RFI and the State is not liable for any cost incurred by vendors in replying to this RFI. If an RFP is issued, the information provided will assist the State of Nebraska in developing the Request for Proposal. This RFI does not obligate the State to reply to the RFI responses, to issue an RFP, or to include any RFI provisions or responses provided by vendors in any RFP.

C. COMMUNICATION WITH STATE STAFF

From the date the Request for Information is issued and until RFI opening (as shown in the Schedule of Events), contact regarding this RFI between potential vendors and individuals employed by the State is restricted to written communication with the staff designated above as the point of contact for this Request for Information.

The following exceptions to these restrictions are permitted:

1. Written communication with the person(s) designated as the point(s) of contact for this Request for Information;
2. contacts made pursuant to any pre-existing contracts or obligations; and
3. State-requested presentations, key personnel interviews, clarification sessions, or discussions.

Violations of these conditions may be considered sufficient cause to reject a vendor's response to the RFI. No individual member of the State, employee of the State, or member of the Interview Committee is empowered to make binding statements regarding this RFI. The State of Nebraska will issue any clarifications or opinions regarding this RFI in writing.

D. WRITTEN QUESTIONS AND ANSWERS

Any explanation desired by a vendor regarding the meaning or interpretation of any Request for Information provision must be submitted in writing to the State Purchasing Bureau and clearly marked "RFI Number AS1082015; Automated Data Collection (ADC) Questions". It is preferred that questions be sent via e-mail to as.materielpurchasing@nebraska.gov. Questions may also be sent by facsimile to 402-471-2089, but must include a cover sheet clearly indicating that the transmission is to the attention of Michelle Thompson / Nancy

Storant, showing the total number of pages transmitted, and clearly marked “RFI Number AS1082015; Automated Data Collection (ADC) Questions”.

It is recommended that Bidders submit questions sequentially numbered, include the RFP reference and page number using the following format.

<u>Question Number</u>	<u>RFP Section Reference</u>	<u>RFP Page Number</u>	<u>Question</u>

Written answers will be provided through an addendum to be posted on the Internet at <http://das.nebraska.gov/materiel/purchasing.html> on or before the date shown in the Schedule of Events.

E. ORAL INTERVIEWS/PRESENTATIONS AND/OR DEMONSTRATIONS

The Review Committee(s) may conclude that oral interviews/presentations and/or demonstrations are required. All vendors will have an opportunity to interview/present and/or give demonstrations. The presentation process will allow the vendors to demonstrate their RFI offering, explaining and/or clarifying any unusual or significant elements related to their response.

Any cost incidental to the oral interviews/presentations and/or demonstrations shall be borne entirely by the vendor and will not be compensated by the State

F. SUBMISSION OF RESPONSE

The following describes the requirements related to the RFI submission, handling and review by the State.

To facilitate the response review process, one (1) original of the entire RFI response should be submitted. RFI responses must be submitted by the RFI due date and time.

A separate sheet must be provided that clearly states which sections have been submitted as proprietary or have copyrighted materials. RFI responses should reference the request for information number and be sent to the specified address. Please note that the address label should appear as specified on the face of each container. Rejected late responses will be returned to the bidder unopened, if requested, at vendor's expense. If a recipient phone number is required for delivery purposes, 402-471-6500 should be used. The Request for Information number must be included in all correspondence.

G. PROPRIETARY INFORMATION

Data contained in the response and all documentation provided therein, become the property of the State of Nebraska and the data become public information upon opening the response. If the vendor wishes to have any information withheld from the public, such information must fall within the definition of proprietary information contained within Nebraska’s public record statutes. All proprietary information the vendor wishes the state to withhold must be submitted in a sealed package, which is separate from the remainder of the response. The separate package must be clearly marked PROPRIETARY on the outside of the package. Vendor may not mark their entire Request for Information as proprietary. Failure of the vendor to follow the instructions for submitting proprietary and copyrighted information may result in the information being viewed by other vendors and the public. Proprietary information is defined as trade secrets, academic and scientific research work which is in progress and unpublished, and other information which if released would give advantage to business competitors and serve no public purpose (see Neb. Rev. Stat. §84-712.05(3)). In accordance with Attorney General

Opinions 92068 and 97033, vendors submitting information as proprietary may be required to prove specific, named competitor(s) who would be advantaged by release of the information and the specific advantage the competitor(s) would receive. Although every effort will be made to withhold information that is properly submitted as proprietary and meets the State's definition of proprietary information, the State is under no obligation to maintain the confidentiality of proprietary information and accepts no liability for the release of such information.

H. REQUEST FOR INFORMATION OPENING

The sealed responses will be publicly opened and the responding entities announced on the date, time, and location shown in the Schedule of Events. Responses will be available for viewing by those present after the opening. Vendors may also contact the state to schedule an appointment for viewing RFI responses.

I. LATE REQUEST FOR INFORMATION RESPONSES

RFI responses received after the time and date of the RFI opening will be considered late responses. Rejected late responses will be returned to the bidder unopened, if requested, at bidder's expense. The State is not responsible for responses that are late or lost due to mail service inadequacies, traffic, or any other reason(s).

III. PROJECT DESCRIPTION AND SCOPE OF WORK

The bidder should provide the following information in response to this Request for Information.

A. PURPOSE AND BACKGROUND

The State of Nebraska utilizes the Intermec CN3, CK3, CK31 and CK71 handheld devices for the purposes of inventory management, sales order management, procurement, and capital asset management.

Link to current contract:

[http://das.nebraska.gov/materiel/purchasing/contracts/pdfs/18997\(o4\)ren\(5\)awd.pdf](http://das.nebraska.gov/materiel/purchasing/contracts/pdfs/18997(o4)ren(5)awd.pdf)

B. CURRENT ENVIRONMENT

The State of Nebraska utilizes Oracle's JD Edwards EnterpriseOne as the statewide ERP system. The existing Oracle JD Edwards EnterpriseOne barcode scanning solution/application has been in production for 7 years.

1. Nebraska Department of Correctional Services (NDCS), Cornhusker State Industries (CSI)

a. Current Hardware

i. Intermec CK31 mobile scanners creating immediate transactions via secured wireless network

ii. Cisco AIR-CAP3702I-A-K9 wireless access points (OCIO device)

b. Device Security

Multiple security measures must be used to mitigate risks of operating within correctional institutions by inmate users.

i. Configuration Integrity/Device Reset

The device must prevent an inmate user from resetting the device back to a default state. Some devices may allow you to perform a cold reboot (ie. remove the main battery and press a reset button) to revert to a default configuration. Currently this is controlled on NDCS devices through the user of a Persistence Manger. Once the device configuration is saved in Persistence Manager any reboots takes the device back to the saved configuration rather than a default setting.

ii. Application Control

Devices must only provide a user access to the applications that they are allowed. Currently iLaunch software provides this control. When the device boots, iLaunch immediately starts providing access to the Trancollector login. A password is required to exit iLaunch. Exiting iLaunch takes you to the device desktop.

iii. Admin Mode

Exiting iLaunch should not allow the user access to a desktop or operating system. Currently the desktops are locked. A password is required to access other device applications, access configuration info, run test scans, etc.

- c. **Wireless Standard**
Current devices do not support 802.11N. New devices must support N.
- d. **Digital License Plate (DLP) process**
All license plate transactions from work order completion to ship confirmation to the customer are completed using a handheld mobile scanner except for two (2) batch process completed on a PC. During peak production, over 10,000 “packages” (work orders/lot numbers/sales order lines) are processed during the year. Each requires five (5) scanning transactions. See Attachment 1, License Plate Scanning Transactions.

2. Nebraska Department of Health and Human Services (DHHS)

- e. DHHS utilizes the Intermec CN3 mobile scanners for Fixed Assets across 10 locations within the State.

3. Administrative Services, Print Shop

- a. The Print Shop utilizes the handheld scanners to receipt in inventory purchase orders and monthly cycle counts.
- b. **Current Hardware**
 - i. Intermec CK3 mobile scanners creating immediate transactions via secured wireless network
 - ii. Cisco AIR-LAP1042N-A-K9 wireless access points (OCIO device)

4. Fixed Assets

- a. This function is being used by various agencies across the State. The end users security on the handheld is the same at the end users security in Oracle JD Edwards EnterpriseOne. Due to the high security of fixed assets, the handheld scanners cannot support the fixed asset process and the other scripted processes on one single scanner.

c. SYSTEM OVERVIEW

1. Oracle JD Edwards EnterpriseOne

- a. **Application Release Version**
 - i. 9.1, Update 2 (*may be upgraded in future, must have ability to stay compatible with Oracle JD Edwards EnterpriseOne releases)
- b. **Tools Release Version**
 - i. 9.1.4.6 (*may be upgraded in future, must have ability to stay compatible with Oracle JD Edwards EnterpriseOne releases)

2. Scripts

- a. The scripts are located on a server which interfaces with Oracle JD Edwards EnterpriseOne. The end user logs onto the handheld scanner which provides the applicable scripts for the end users unique user ID. The processes completed on the handheld scanner interfaces with the server, then with Oracle

JD Edwards EnterpriseOne. The State wants the capability to revise and add scripts based on the needs of the end users. See Attachment 2, Scripts.

D. CORPORATE EXPERIENCE

1. Describe experience related to Oracle Validated Integration solutions.
2. Describe experience in the Public Sector or large volume industries.
3. Describe experience with business process analysis and process improvement.
4. Provide a brief overview of your company and its capabilities.

E. SCOPE OF WORK

1. Vendors should provide a description of the complete system outlining all major elements to include the following:
 - a. system architectures
 - b. infrastructure
 - c. all supporting hardware, software (including updates), and services
 - i. battery capacity (i.e. how long before recharging, how to charge battery)
 - d. design features and functions of the system
 - e. implementation
 - f. training
 - g. licensing structure and options
 - h. connectivity (ex: network, web, wireless, etc.) specifications, compatibilities, constraints and/or limitations
 - i. communication, data transfer and data transmission protocols
 - j. warranty
 - k. technical support
2. Ability/methods to customize code to meet specific business needs.
 - a. NDCS & CSI must have added security due to the scanners being utilized within the institutions.
 - b. The agencies that utilize the scanners for fixed assets must have the process capability to have the same process whether entering data via handheld scanner or manual on a computer.
3. Third party software, components or equipment compatibilities, constraints and/or limitations (ex: scanners, printers, mobile platforms, wireless access points, etc.).

F. PRODUCT DEMONSTRATION VIA SCREEN SHOTS AND NARRATIVES

The vendor is to assume that the end user is looking at the menu pertaining to the following operations and shall provide a detailed explanation on how the end user would complete the processes below. The vendor must include with the RFI response screen shots, work instructions, and any additional information to complete the tasks for each of the scenarios below.

1. A sales shipment is ready to be sent out. The shipping labels are printed and attached to the product. Explain the ship confirm process and list steps.
2. Inventory has to be issued to a shop floor for a work order, please explain the process flow and the steps to complete this transaction.
3. Raw Material has arrived in the warehouse, the PO number is available. Provide screen shots and steps to complete the receipt of goods. Include a screen shot of the before and after inventory values in Oracle JD Edwards EnterpriseOne.

G. PRODUCT VISION

1. The vendor shall describe its vision for the continuing evolution of the product. The vendor shall include how they plan to maintain compatibility with future releases of Oracle JD Edwards EnterpriseOne.
2. If the product architecture is anticipated to change for the versions described above, a description of the changes must be included. If the architecture is not expected to change, so state.
3. The vendor shall describe how long old releases of their software are supported.

H. FUTURE FUNCTIONALITY

1. Provide stationary scanning device(s) to process ship confirmation of multiple items to a predefined sales order. Upon completion of scanning of all items, script or application must alert the user if the items scanned didn't exactly match the original sales order and provide options to remedy the discrepancies. Scanning/transaction speed will be very important. Approximately 500-1000 orders would be processed per day with 1-30 items per order.
2. Mobile App available to use with a mobile device
3. Generate reports from scanners
 - a. Ability to "easily" generate reports from the scanner directly (not via E1) to verify that the scan "uploaded and took or stuck in E1".
4. Radio Frequency Identification (RFID) tracking capabilities
5. High volume "flat bed" scanner similar to retail store for issuing a high volume of supplies (grocery or canteen)
6. Ability to convert UPC to NIGP at the point of sale
7. Self-check out system for after-hours issue from one of ten warehouses

- a.** Equipment and software is requested to:
 - i.** Allow end user to scan employee ID card (readers must match the building access system built into ID cards to open the warehouse door)
 - ii.** Allow end user to scan barcode on the item(s) needed to record the sale after hours (similar to fixed scanner).

Form A

Vendor Contact Sheet

Request for Information Number AS1082015

Form A should be completed and submitted with each response to this solicitation document. This is intended to provide the State with information on the vendor's name and address, and the specific persons who are responsible for preparation of the vendor's response.

Preparation of Response Contact Information	
Vendor Name:	
Vendor Address:	
Contact Person & Title:	
E-mail Address:	
Telephone Number (Office):	
Telephone Number (Cellular):	
Fax Number:	

Each vendor shall also designate a specific contact person who will be responsible for responding to the State if any clarifications of the vendor's response should become necessary. This will also be the person who the State contacts to set up a presentation/demonstration, if required.

Communication with the State Contact Information	
Vendor Name:	
Vendor Address:	
Contact Person & Title:	
E-mail Address:	
Telephone Number (Office):	
Telephone Number (Cellular):	
Fax Number:	