

State of Nebraska REQUEST FOR INFORMATION FORM

RETURN TO:
Nebraska Department of Roads
Operations Division
5001 So. 14th Street
Lincoln, NE 68512
Phone: (402) 479-4356
Fax: (402) 479-4567

SOLICITATION NUMBER	RELEASE DATE
RFI – NDOR 001	October 17, 2014
OPENING DATE AND TIME	PROCUREMENT CONTACT
November 18, 2014, 3:00 P.M. Central Time	Gloria Ryken

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, Department of Roads, is issuing this Request for Information, RFI –NDOR 001 for the purpose of gathering information to find or develop a Stock Supply System for the purpose of managing warehouse inventory.

Written questions are due no later than October 31, 2014 and should be submitted via e-mail to DOR.OperationsProcurement@nebraska.gov. Written questions may also be sent by facsimile to (402) 479-4567.

Sealed information must be received in the Department of Roads on or before November 18, 2014, 3:00 P.M. Central Time, at which time information will be publicly opened.

Bidder should submit one (1) original of the entire RFI response. RFI responses must be submitted by the information 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 response must be received 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 your information 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: _____

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I. SCOPE OF THE REQUEST FOR INFORMATION

The State of Nebraska, Department of Roads, is issuing this Request for Information, RFI – NDOR 001 for the purpose of gathering information to find or develop a Warehouse Management System (WMS) for warehouse management of stock supply inventory. Information provided will assist the State of Nebraska in developing a future Request for Proposal.

ALL INFORMATION PERTINENT TO THIS REQUEST FOR INFORMATION CAN BE FOUND ON THE INTERNET AT: <http://www.transportation.nebraska.gov/operations/procure> and http://das.nebraska.gov/materiel/purchase_bureau/vendor/agency-rfp.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 17, 2014
2	Last day to submit written questions	October 31, 2014
3	State responds to written questions through Request for Information “Addendum” and/or “Amendment” to be posted to the internet at: http://www.transportation.nebraska.gov/operations/procure and http://das.nebraska.gov/materiel/purchase_bureau/vendor/agency-rfp.html	November 7, 2014
4	RFI Opening Location: Department of Roads Operations Division 5001 South Street Lincoln, NE 68512	November 18, 2014, 3:00 P.M. Central Time
5	Conduct oral interviews/presentations and/or demonstrations (if required)	TBA

II. RFI RESPONSE PROCEDURES

A. OFFICE AND CONTACT PERSON

Responsibilities related to this Request for Information reside with the Nebraska Department of Roads. The point of contact for the procurement is as follows:

Name: Gloria Ryken
Agency: Nebraska Department of Roads
Address: 5001 So. 14th Street
Lincoln, NE 68512

OR

Address: PO Box 94759
Lincoln, NE 68509-4759
Telephone: (402) 479-4356
Facsimile: (402) 479-4567
E-Mail: DOR.OperationsProcurement@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 Nebraska Department of Roads and clearly marked "RFI Number NDOR 001; NDOR Stock Supply Warehouse Management System Questions". It is preferred that questions be sent via e-mail to DOR.OperationsProcurement@nebraska.gov. Questions may also be sent by facsimile to

(402)-479-4567 but must include a cover sheet clearly indicating that the transmission is to the attention of Gloria Ryken, showing the total number of pages transmitted, and clearly marked “RFI Number NDOR 001; NDOR Stock Supply Warehouse Management System Questions”.

It is recommended that Bidders submit questions sequentially numbered, include the RFI 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://www.transportation.nebraska.gov/operations/procure> and http://das.nebraska.gov/materiel/purchase_bureau/vendor/agency-rfp.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.

The vendor shall be available to provide presentations and demonstrations of their proposed system and system options to the State as outlined in 1.A. SCHEDULE OF EVENTS table. All presentations/demonstrations will take place in Lincoln, Nebraska. The vendor should conduct the presentation/demonstration with personnel who are familiar and knowledgeable with the system and equipment being proposed.

The vendor will be responsible for providing six (6) copies of the presentation handouts and related information to be provided at the time of the presentation/demonstration.

Each vendor will be given a maximum of three (3) hours for the entire presentation, demonstration, and interview process, including State questions. The vendor is limited to up to three (3) personnel for the presentation/demonstration team.

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. Container(s) utilized for original hard copy documents should be clearly marked “ORIGINAL DOCUMENTS”. 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, 402-479-4356 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

A. PURPOSE AND BACKGROUND

The RFI process is intended to help vendors gain an understanding of the State's intent, and for vendors to create a best-fit design view that fulfills the Nebraska Department of Road's (NDOR) vision for finding or developing a system to provide for a warehouse management system (WMS) of supplies that will replace the legacy Supply Inventory System (SUP). The goal is to have a system that will allow for inventory control/monitoring of stock, ordering, receiving, picking, replenishments, shipping and returns while utilizing Radio Frequency Identification (RF) devices or other similar electronic scanning functionality. The WMS should also provide substantial reporting features that will help with overall WMS management. Refer to Attachment B which is a Business Process Modeling report produced in-house which outlines the current Stock Supply system and describes what NDOR had envisioned to be a suitable replacement for the current system. NDOR recognizes there are many WMS solutions

to choose from and the attached is to be used simply for information purposes only and should in no means to be interpreted as a preferred design.

B. CURRENT BUSINESS PRACTICES

Until a system has been purchased or developed, the current practice will be used.

C. CURRENT ENVIRONMENT

The existing supply system application is mainframe based and has been in production for over 15 years. While this has been a useful tool for not only the Procurement section of the Operations Division, but it has made it easier for all Divisions and District to order supplies necessary for them to do their day to day operations. As with all software applications and with hands on day-to-day operations, there comes a time when users determine new needs, see opportunities to make improvements and take advantage of newer technologies. Moving applications off of the mainframe is but one of the Business Technology Support Division's (BTSD) goals. NDOR is a Microsoft based shop utilizing newer technologies such as C#.NET and SQL Server 2012 while our software development methodology follows the Agile practice.

The NDOR supply facility, located in Lincoln, Nebraska, retrieves, stores and distributes inventory to multiple divisions housed in various office locations in Lincoln and to all eight district office/locations as well as 46+ outside entities, villages, cities, townships and other state agencies across the state of Nebraska.

The storage facility is comprised of various storage types including racks, shelves & bins, open floor and out-of-doors/on-site drop locations for certain large/bulk items.

The current storage facility configuration is made up of the following:

- Warehouse 101 is in building 00101 - it is an inside warehouse with two docks and is heated. 100' x 200' (20,000 sq. feet)

- Warehouse 104 is in building 00103 - it is an inside warehouse and it is not heated. 40' x 90' (3,600 sq. feet)

- Warehouse 105 is in building 00108 - it is an inside warehouse with a dock and it is not heated. It is 50' x 100' and there is 50' x 50' 2500 square feet on each end of this building outside which makes this 50' x 200' (10,000 sq. feet)

- Warehouse 106 is in building 00107 - it is an inside warehouse and it is not heated. 50' x 150' (7,500 sq. feet)

- Warehouse 107 is an outside warehouse that is 320' x 350' (112,000 sq. feet)

There are over 1,000 unique products held in inventory at any given time. These include paper items, office supplies, vehicle fluids, safety and medical supplies, road signs, janitorial supplies, chemicals (hazmat), paints and various other materials, equipment and supplies.

The warehouse uses a variety of material handling equipment for moving product.

All material handling activities are not currently RF controlled.

The warehouse is operated with a blended storage assignment system/policy. The bulk of products (60%) are held in Random Storage (ie; locations are selected randomly from all eligible empty locations that product can fit in that space) whereas 20% of product is Dedicated Storage (ie; certain product is always stored at a fixed location) and the remaining

20% is Class-Based Storage (ie; products are classified and each class is assigned to a dedicated area of the warehouse where storage within that area is random).

The main warehouse allows for geographic optimized picks, cycle counts, random bin allocation based upon size & availability.

Some products have a requirement to be certified/compliant, thus pre-orders of those products are sample tested by NDOR's Materials and Research Division.

Receiving, stowage and shipping operations are run concurrent during the five business day work week. Operations are halted during weekends and holidays.

Current SUP software interfaces with NDOR's Cost accounting system. When requisitions are filled and marked as finalled, information related to the purchase is sent to the Cost system.

Product is sent out each day of the five day business work week (excludes holidays).

Delivery methods are comprised of state government owned vehicles/shipping. Reliance upon outbound third-party shipping is extremely limited.

Back ordering is currently allowed.

Split orders are not allowed.

Inventory is stocked year round with some seasonal product replenishment build up.

There are currently no cube & weight or cartonization restrictions of product.

Stock counts are currently not kept for each Division or District location.

D. SYSTEM OVERVIEW

The preferred WMS application should provide for ease of use in the management of inventory control with regard to accuracy, facility utilization, automation interfaces, task management, workforce management, reporting features and customer service.

Should an RF solution be proposed, consideration should be made for supplying items such as hand-held devices, power supplies, tethered scanners, necessary cables, controllers, bar code/label printers, access point routers and sufficient antennas, etc. for full warehouse coverage including out-of-doors yard locations.

Do note that the State of Nebraska may have contracts for some or all of those hardware items listed and that those costs to the State may/may not provide additional savings over a responding vendor's proposed solution.

The main objectives of the new WMS should meet the following minimum requirements:

- The system shall allow ease of use for end users when they are entering orders of product(s) to be fulfilled and delivered to their division, district or other entity in a timely manner.
- The system shall allow for ease of use with open-order modification or order cancellation.
- The system shall provide for an application program interface (API) with NDOR's Cost (CST) & Roads Financial Edit (RFE) systems. When orders are processed or a return of merchandise back to inventory or return back to a supplier is necessary; the API will

exchange information about the order. At minimum, the information sent to the CST/RFE systems; Item Number, Quantity, Unit of Measure, Activity Code, Account Code, Unit Cost, Highway Number, Beginning Reference Post, Ending Reference Post, Project Number, Structure Number (if applicable), Organizational Element (OE). This will allow NDOR to reflect inventory adjustments within the Cost Accounting system.

- The system shall be able to track multiple locations of an item in the Warehouse (tracking quantities for each location) and be able to allow multiple items in a bin location. (Includes locations for low units of measure (LUM), case and bulk items)
- The system shall allow for the use of barcode readers, bar code/label printing and accept the download of data from hand-held devices for such activities as receiving, puts, picks, cycle counts and shipping verification.
- The system shall be capable to allow for use of RF/RFID and bar coding technologies for retrieval or count purposes. (voice recognition technology is not required)
- System shall be able to direct "put aways" to a matching location otherwise allow for random storage based on physical item type with the system allowing for manual override. (Refer to storage policy/assignments listed in Current Environment overview)
- The system shall handle receiving/replenishment processes.
- The system will queue open purchase orders and allow for prompt by item number.
- The system shall provide the ability to create "pick" and "put away" event tasks with location, dates and stock numbers and associated bar code labels.
- The system will allow pickers to scan/fulfill orders with hand-held directed picking in various warehouse locations as well as those for the out-of doors yard locations.
- The system should have the ability to track and report product expiration and shelf life left.
- The system will provide the capability to manage pre-receipt shipments including those for pre-receipt rejected items which are awaiting resolution.
- The system shall provide the ability to track product being inspected before it is formally received including first article inspections. System should track all inspection data including stock number, quantity, inspection requirement and date of inspection.
- The system shall provide the ability to create, in an optimized geographic order, picks, puts away and cycle counts and allow for operator override.
- The system will not allow back orders. Orders are to be limited to available stock on hand.
- The system will allow for ease of maintenance of packing slips.
- The system shall be able to handle units of measure conversion processes as necessary.
- The system shall be able to process cycle counts by item or item location.
- The system must be able to operate all warehouse functions during the cycle count process.
- The system shall support user-friendly ad-hoc report writing and querying capabilities.
- The system will provide an on-line transaction trail of the various automated activities with search and review features.
- The system shall have the ability to track purchasing history to assist in determining stock replenishment needs.
- The system shall provide for measurement and reporting of employee productivity.
- The system shall provide authorization/security integration options.
- The system shall provide for ease of handling product returns from the Divisions/Districts.
- The system shall be able to print out packing slips for returns to vendors.
- The system shall provide for optimization of order fulfillment, picking, receiving, replenishing and shipping processes.
- The system will provide for substantial reporting features to aid in the management and administration of all WMS functions.
- System will be required to support 300+ concurrent users which include supervisors and clerks with an anticipated three system administrators.

E. SCOPE OF WORK

When responding to this RFI fully describe in your response;

1. The entire system design, infrastructure, architecture and all supporting hardware and software.
2. Third party software, components or equipment compatibilities, constraints and/or limitations.
3. Connectivity specifications, compatibilities, constraints and/or limitations.
4. Reporting utility program included, generate and distribute reports from a wide range of data sources.
5. Training solution including user documentation for people outside of the NDOR who would be using the system
6. Provide for a cost range of system functionality and hardware options.

Responses should be to the point and should not contain boilerplate filler.

Vendors responding with a system design should deliver a complete system design view detailing IT architectures and system elements.

Vendors should provide a description of the complete system view that outlines all major elements of the design and functions. Vendors should provide a complete system overview and explain in detail the design features and functions of the system

System vendors should provide a complete system design view and project implementation outline to afford the opportunity of detailing the system design, functionality and features.

The vendor's system design will reveal the vendor's considerations to deliver a full functioning system. A system architecture and technical description of all native functions should be included in this RFI.

Vendors should provide a brief overview of your company and its capabilities.

Graphics, drawings and diagrams of proposed solutions are encouraged.

Form A

Vendor Contact Sheet

Request for Information Number NDOR 001

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:	