



**Solicitation Information  
January 26, 2015**

**Addendum #1**

**RFP # 7549251**

**TITLE: INVENTORY MANAGEMENT SYSTEM – RIDEM WAREHOUSE & SERVICE CENTER**

**Submission Deadline: February 6, 2015 at 2:00 PM (ET)**

**ATTACHED ARE VENDOR QUESTIONS WITH STATE RESPONSES. NO FURTHER QUESTIONS WILL BE ANSWERED.**

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State of Rhode Island  
Division of Purchases**

## Vendor A

- 1.) How many users will need to be accessing the system? **Approximately 25 total (4-5 at main warehouse to receive/store products from vendor and send to regional facilities; 19-20 at regional facilities to place and receive orders from main warehouse).**
- 2.) How many barcode readers are you looking to purchase? **(Vendors should provide a minimum of 4 to use at the main warehouse; however, vendors may also provide an option for additional scanners to use at up to 12 offsite facilities).**
- 3.) How many facilities do you have? **One main warehouse where supplies will be received and approx. 12 locations where supplies will be delivered to.**
- 4.) Will any integration to other systems be necessary? **No**

## Vendor B

1. Size of warehouse **Approximately 6,600 feet.**
2. Number of items tracked **Approximately 1,200**
3. Shipment statistics (number of orders, number of lines) – Daily/Monthly **4 to 5 Daily**
4. Number of purchase orders **6 to 10 daily**
5. Standard Hours of Operations **(8:30 to 4:00 p.m. Monday to Friday)**
6. Number of users of the system (those who will have access to the system) – **Approximately 25 (see Vendor A Response above)**
7. Number of shifts weekly/year **1**
8. Volumetrics or not: Do you have accurate item and location dimensions which you plan to use for this project? **No**
9. Are there any current systems that will be interacting with the WMS? **No**
10. Is EDI required? **NO**
11. Financial System being used **None**
12. The browser being used **Internet Explorer 10 or Google Chrome depending on user preference**
13. “work orders” – In the Deliverables section, page 12, #1, *Create and install a complete work order and warehouse inventory tracking software system...* and in the same section, # 1. c. *The ability to submit interactive work requests, schedule work and send automatic notifications*
  - a. Can you please expand on what is the expected functionality for a “complete work order”.
  - b. How is this related to a Warehouse and Inventory management system as described in bottom half of page 2?  
**The work order portion of the specification has been removed from the RFP. The software should be for inventory management only. The text referring to work orders and work requests for services was left in the RFP in error.**
14. On page 2 (mid page) it states: *Warehouse personnel also handle numerous requests for services such as auto repairs, minor repairs and maintenance of facilities, electrician services and work requiring the use of heavy equipment.*

- a. Is this just for information purpose or is there expectations for an inventory management system to support these requests for services and work requiring the use of heavy equipment? **There is no expectation that the software will support these requests for services.**

15. Reporting needs:

- a. Describe the type of reporting in daily use **Product inventory on hand**
- b. Describe the type of reporting desired, but you might lack **Information related to inventory received or shipped at any point; inventory on hand; warnings when inventory below certain level, etc.**
- c. Are KPIs and Business Intelligent tools desired? **Yes**

### Vendor C

1. Page 11 of the RFP states "Vendor will host the RIDEM's data in Tier 3 SAS 70 Type II/SSAE 16 compliant data centers located in the United States". We currently host data for other US Government clients in data centers in Canada and would like to know if you would consider this storage option for your data? **No, US only.**

2. Please could you provide more details of the work request management system you require? **The reference to a work management system was left in the RFP in error. This RFP is for warehouse inventory management only.**

### Vendor D

The RFP is focused on Inventory and Warehouse Management but also suggests management of service delivery to the end user requesting the required asset or part. Is the RIDEM looking for Workforce Management for assigned service delivery and closure of the asset or part deployed for a service request or, solely Inventory and Warehouse Management. **The reference to a work management system was left in the RFP in error. This RFP is for warehouse inventory management only.**

### Vendor E

Page 2 Paragraph 4 – How many warehouse or sub-warehouse storage locations are required? **One warehouse only.** How many facilities are supported? **Approx. 12** Do you intend to track repair requests with a Work Order system supplied under this RFP? **No, the reference to work orders was left in the RFP in error. The request is for warehouse inventory only.** How many warehouse workers are at the various sites? **There are only 4 warehouse workers; the remainder are users who accept delivery of items for use.** What are the sizes of the facilities,

and do they store materials in yards or external locations? **Facility size of the main warehouse is 6,600 square feet; user locations vary significantly.**

Page 10 Paragraph after Workstations – How many workstations will be accessing the software at the hosted site? **At the hosted site, approximately 4 to manage/track inventory. Off site to place orders– up to 21.**

Page 10 Paragraph 1 under Detailed Description - Are you requiring the solution to execute procurement functions and ordering or requisitioning materials, supplies or assets? **No, just warnings when items need to be ordered.** Will you require complete asset tracking for mobile, controlled assets or fixed assets? **Yes.** Do they handle hazardous materials or materials that require special tracking or traceability? **No**

Page 10 Paragraph 2 under Detailed Description - Are you requiring the vendor to submit quotations for bar code readers, AP wireless devices, and product label makers? **Yes** What hardware is currently owned by RIDEM to support this initiative (please indicate the numbers of bar code readers in place or required, and product label makers in place or required)? **DEM has only desktop PC's; it does not own barcode readers, etc.**

Page 11 Paragraph 1 What is the department's existing technology environment and infrastructure? **Described in RFP – workstations, etc. only**

#### General Questions

1. Are they requiring this solution to interface to any existing state systems, or is it intended to stand alone? **Stand alone**
2. Is the requirement for tracking work orders to include job costing? **No**
3. Will there be casual users (people who access the system for information only and not engaged in material transactions) and if so, how many may be seeking access? **Yes, 3 to 4**
4. Is it the intention to acquire the software and have the vendor host, or do you intend to have the vendor imbed the software cost as part of the hosting fees? **The Department wishes to acquire the software and have the vendor host.**
5. Does the department handle serialized assets, materials? **Yes**
6. Do they handle bulk materials? **Yes**
7. How many shipments arrive at the warehouse(s) each day? **4 to 5**
8. How many orders are placed at the warehouse for picking and shipping **1 to 6/day**
9. Do they receive "blind receipts", (materials arriving without documentation)? **No**
10. Will they require alerts for out of compliance conditions? **Yes**
11. Are shipped orders amalgamated into mixed pallets or shipping containers? **Yes**

## Vendor F

1. How many staff are to be trained on the system and will they all be at the same location if not how many locations? **There will be 4 primary users at the warehouse and up to 21 staff who will place orders for supplies and materials.**
2. What type of Laser printers will you be using on the network? **No laser. The warehouse uses RICOH Aficio 3350P for copying, faxing, scanning**
3. How many unique inventory sku's will be carried? **Approximately 1,200**
4. How many concurrent users? **4 at warehouse, sporadic at offsite locations**