



REQUEST FOR INFORMATION (RFI)

by

Ohio Department of Administrative Services (DAS)

for

Asset Management Barcode Scanning Technology

RFI DAS001 - 2011 – Asset Management Barcode Scanning Technology

Release Date: 8/5/2011

Inquiries End Date: 8/19/2011 @ 11:59 AM Eastern Standard Time

Response Due Date: 8/26/2011 @ 11:59 AM Eastern Standard Time

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**REQUEST FOR INFORMATION
BY THE
STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES**

Asset Management Barcode Scanning Technology

August 5, 2011

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1.0 ADMINISTRATIVE INFORMATION

1.1 Purpose

The Ohio Department of Administrative Services (DAS) is issuing this Request for Information (RFI) to obtain information relative to the implementation of Asset Management Barcode Scanning Technology.

The business need for implementing the barcode functionality is for state agencies with several hundred to over 50,000 assets that need to be inventoried accurately.

THIS RFI IS NOT A SOLICITATION FOR SUCH PRODUCTS OR SERVICES

Information that any interested party wishes to submit will be done so voluntarily and with the understanding that this RFI is for information gathering purposes only and is not a formal solicitation. A formal procurement, such as a Request for Proposal (RFP) may be issued as a result of, and subsequent to, this RFI. The Department of Administrative Services is interested in receiving information from interested vendors or any other source of information.

In order to elicit more information about the scanners and solutions that the State may procure in the future, the State may request that some vendors make presentations and demonstrate functionality available in their products. All direct, indirect, and attendance costs of the demonstration are the sole responsibility of the vendor. The State will provide access to the Internet, if needed. The vendor must furnish all hardware and software for the demonstration. The vendor must conduct the demonstration with the exact same hardware, software and supplies that it would offer to the State at this time. The State normally will limit such presentations/demonstrations to areas in which it seeks further information. Typically, these discussions provide a vendor with an opportunity to do one or more of the following:

- Clarify its RFI Response and ensure a mutual understanding of the RFI response content;
- Show the features and functions of its proposed hardware, software, or solution; and
- Provide additional information about their products or services.

The State will schedule the presentations/demonstrations at its convenience and discretion. The State will determine the scope and format of any such presentations/demonstrations and may record them. The scope and format of these presentations/demonstrations may vary from one vendor to the next, depending on the particular issues, concerns or questions the State may have with each vendor's RFI response.

Similarly, cost information will be used solely for the purposes of performing a market analysis for the acquisition of the necessary products and services.

The information that follows is intended to provide background information and to help set agency expectations for services to implement barcode scanning functionality.

1.2 Inquiries

Inquiries regarding this process, the submission of general or specific information, including the need for any information from agency staff, and any and all other questions shall be submitted in writing by way of e-mail only to Valerie Piccininni (E-mail: val.piccininni@das.state.oh.us) or Cyrus Carter (E-mail: cyrus.carter@das.state.oh.us). E-mail format for inquiries is the only acceptable format. Include:

- “RFIDAS001 – Asset Management Barcode Scanning Technology” as the subject line of your e-mail inquiry.
- Also include in the e-mail: the company name, address, contact name, contact telephone and e-mail address.

The deadline for written inquiries is August 19, 2011 at 11:59 AM Eastern Standard Time. Inquiries submitted past the deadline will not be considered. Answers to inquiries will not be posted for public consumption.

1.3 Responses

The agency does not intend to award a contract on the basis of responses, nor otherwise pay for the preparation of any information submitted or for the agency’s use of such information. Acknowledgment of receipt of responses will be made, but respondents will not be notified of the agency's evaluation of the information received.

Please send e-mail responses to:

Valerie Piccininni or Cyrus Carter

Ohio Department of Administrative Services

E-mail: val.piccininni@das.state.oh.us or cyrus.carter@das.state.oh.us

Please submit one (1) electronic original Microsoft Word (unprotected) copy and one (1) electronic original Adobe PDF (unprotected) copy of your submission.

E-mail format for responses are the only acceptable format. Include “RFIDAS001 Asset Management Barcode Scanning Technology” as the subject line of your e-mail response. Include the company name, address, contact name, contact telephone and e-mail in the body of the e-mail. The deadline for written responses is August 26, 2011 at 11:59 AM Eastern Standard Time.

1.4 Disclosure of Responses

Materials submitted in response to this RFI may be publicly disclosed.

1.5 Confidential and Proprietary Information

Materials submitted in response to this RFI will be publicly disclosed upon receipt of a public records request. Please do not submit any proprietary or confidential information with your response.

1.6 Key Action Calendar Dates

Release Date: 8/5/2011
Inquiries End Date: 8/19/2011 @ 11:59 AM Eastern Standard Time
Response Due Date: 8/26/2011 @ 11:59 AM Eastern Time

1.7 Response Questions

Section 3.0 Submittal Requirements contains the suggested response questions to this RFI. These questions are intended to minimize the effort of the respondent and structure the responses for ease of analysis by the agency and its stakeholders.

It is specifically understood that any costs or information provided as part of the RFI process are not to be construed as binding upon either the agency or the vendor at such time as the competitive procurement may occur. Information obtained as a result of this RFI will be used for planning purposes only.

The respondent should complete the questions in **Section 3.0 Submittal Requirements**.

Please provide any other materials, suggestions, and discussion deemed appropriate.

1.8 Clarifications and Additional Information

The Department of Administrative Services may request clarifications or additional information from any respondent that provides a response to this RFI.

2.0 BACKGROUND

The business need for implementing the barcode scanning functionality was identified during the Business Requirement phase of the Ohio Administrative Knowledge System (OAKS) project and was documented in the OAKS Business Needs Analysis. The need was greater for those agencies with several hundred assets to over 50,000 assets that needed to be inventoried.

Currently there are 82 agencies that utilize the OAKS Asset Management module, 11 of those agencies already utilize some variation of barcode scanning and have their own equipment. Survey results show that out of 61 agency respondents 33 (56%) said they would use barcode scanning, if offered. A total of 9 (15%) said they maybe would use barcode scanning, if offered. The potential is that all 82 agencies could utilize the barcode scanning technology. The State plans to launch a barcode pilot program that includes approximately 4-6 agencies that are already using barcode scanning before offering it to other agencies. The use of existing barcode scanners could be utilized if compatible with the solution chosen.

The implementation of the PeopleSoft Physical Inventory functionality was included in the original scope of the OAKS project, Release 6, on July 1, 2008 but was deferred due to time and resource constraints. In the original software proposal in July 2002, PeopleSoft responded that they could meet the bar coding requirements with bolt-on software to perform the exception processing and reporting, which has been referred to as middleware.

The implementation of barcode scanning technology is expected to leverage the delivered physical inventory functionality that was purchased and currently exists in the OAKS implementation of the PeopleSoft Asset Management application. The implementation of bolt-on software would allow for the following situations to be addressed with a statewide solution:

1. State agencies are beginning to barcode on their own leading to multiple bar coding systems.
2. The State purchased Peoplesoft (OAKS) which has barcoding capabilities that are not currently being utilized.
3. Some agencies will not convert their asset records to OAKS because they do not want to lose their bar coding capabilities they currently have in their in-house asset system. This interferes with the elimination of these redundant asset systems.
4. The use of bar coding allows the physical inventories to be more efficient, more accurate, and reduces reporting errors.

3.0 SUBMITTAL REQUIREMENTS

The agency is seeking responses to the following questions related to vendors' products and service offerings. The agency has attempted to limit the number of questions in an effort to reduce the burden on vendors responding to the RFI. Vendors' responses should provide information about their capability for performing the agency's objectives and elaborate on any requirements. The agency realizes there may be other pertinent information that has not been solicited and encourages vendors to provide additional information as deemed appropriate. As all information received by the State will be considered public information, vendors are advised to not submit any proprietary or confidential information as part of their RFI response. The State encourages responses to all questions, but partial responses are also appreciated.

Detailed Questions by Category

1. Software questions:

- a. What are the minimum required system specifications for your software?
- b. Is the solution that your company offers compatible with PeopleSoft? If so, what application and People Tools versions do you support? Specifically, will this support the State's current version of PeopleSoft FIN 8.8 and People Tools 8.46? Additionally, is your software compatible with the latest application release of PeopleSoft FIN version 9.1 and People Tools version 8.5?
- c. Will upgrading to new versions of PeopleSoft require revision of the barcode software?
- d. Describe customizations that can be performed using configuration settings existing in the software that will not impact the ability to upgrade software in the future.
- e. Does the scanner need to be connected to the system in order to update records? If so, what type of connections are required (wired, wireless). How is this connection secured? How fast does it transfer the data?
- f. Does the data require overnight batch processing?
- g. Is a data dictionary provided with your company's software?
- h. What types of licenses do you sell (per seat, enterprise, etc.) and what is the cost of the licenses? Can small agencies, boards or commissions share licenses? Provide a copy of any standard software terms and conditions applicable to your solution.
- i. Considering past experiences, what is the typical implementation time for this type of project when utilized in a PeopleSoft environment? Currently there are 82 agencies that utilize the OAKS Asset Management module, 11 of those agencies already utilize some variation of barcode scanning and have their own

equipment. Survey results show that out of 61 agency respondents 33 (56%) said they would use barcode scanning, if offered. A total of 9 (15%) said they maybe would use barcode scanning, if offered.

- j. What is the testing process?
- k. Does the solution include reporting? If so, does the reporting solution integrate with PeopleSoft? Provide samples of your standard reports.
- l. What type of hardware is needed to support the software?
- m. Does the software support multiple barcode inventory tags being associated with a single asset?

2. Hardware questions:

- a. What is the price for a barcode scanner?
- b. What are the characteristics of an effective, low-maintenance barcode scanner?
- c. Does your company manufacture the scanners? If not, which manufacturer's products do you typically propose as part of your solution?
- d. Does your company's barcode scanner have the following attributes: Hands free, portable, rugged, wireless, laser or digital?
- e. What are the advantages for purchasing the barcode scanner that your company offers?
- f. What is the best type of scanner with respect to charging? (i.e. batteries, electricity)?
- g. If battery operated, how many scans can be generally performed from a full charge?
- h. How fast should a barcode scanner be able to scan from item to item?
- i. What is the furthest distance that your product can scan from?
- j. How does the scanner alert the user that the scan failed?
- k. Will your company's scanner recognize multiple types of barcodes?
- l. Are there any barcodes that your scanner will not accept?

- m. What is the solution for scanning or capturing information from a damaged barcode?
- n. How long has the current model been available? How often does your company upgrade its hardware? Is there a new model scheduled for release in the next 12 months?
- o. What are the conditions needed for scanning a barcode? Can the scanner read a barcode that is upside down or placed at an angle? Do lighting conditions impact the scanner's ability to accurately read barcodes?
- p. Can the barcode scanner remove an item from inventory?
- q. What can the scanner show on its display? Can the display be customized?
- r. Can you make adjustments to the assets data with the barcode scanner?
- s. Does the State have to own the scanners? Is the vendor willing to provide scanners for the length of a contract term and retrieve them upon expiration or termination of a contract?
- t. Can the scanner perform in an off-line mode?
- u. What scanners are compatible with your software? Are there any minimum requirements?

3. Warranty and Maintenance:

- a. What is the warranty period for a barcode scanner? What is the warranty for the software?
- b. What are the warranty terms for the barcode scanner? What are the warranty terms for the software?
- c. How fast can a scanner be repaired or replaced?
- d. What is the process for accessing maintenance for the barcode scanner? What is the process for accessing maintenance for the software?
- e. Does your company provide help desk services for the barcode scanner? Does your company provide help desk services for the software?
- f. What is your support release schedule (inclusive of software patches, etc.)?
- g. Can the software be transferred to another scanner, if the original scanner is inoperable?

4. Company characteristics:

- a. Are you a member of the Oracle Partner Network and, if so, what level are you?
- b. Do you have PeopleSoft and public sector references you can provide? Provide phone and e-mail contact information for each. Provide a brief description of the products and services provided to each referenced customer.
- c. Does your company have any operations or connections in Ohio?
- d. What is the size of your company, including number of employees?
- e. How many customers utilize your services related to barcode scanning?
- f. Who are your government customers, if any?
- g. How many years has your company been in existence?
- h. The State of Ohio has an offshore executive order restriction. Would this present a problem for your company? <http://procure.ohio.gov/pdf/EO201112K/EO201112K.pdf>
- i. How long have you offered barcode scanner solutions?

5. Miscellaneous:

- a. What is the total cost of ownership for software/hardware/services assuming a five year contract is awarded? This is assuming 33 agencies, two scanners per agency, all pre and post implementation requirements listed in section 6 and 7 below, and all required hardware.

6. Summary of Software Requirements. Please address if your company's solution meets the following requirements:

- a. Must be a bolt-on software package to provide barcode scanning technology.
- b. The system shall have the ability to download physical inventory by specified criteria to a barcode scanner for inventory review.
- c. The software must be compliant with the PeopleCode used for OAKS Asset Management version 8.8 and People Tools 8.46 so the field names and configuration from the scan scope results are consistent with the field names that are displayed on the scanners.
- d. The software must be compliant with PeopleSoft version 9.1 and People Tools version 8.5
- e. The solution must be able to load the scanned results back into the appropriate OAKS PeopleSoft Asset Management tables for batch processing.

- f. Must provide maintenance and help desk support.
 - g. Must provide patches or fixes as they are made available.
 - h. Must be configurable to include State defined required fields.
7. Summary of Implementation Requirements. Please address if your company can meet the following requirements:
- a. Must provide onsite support to assist all phases of the project, including configuration of the fields displayed on scanning devices.
 - b. Provide system testing results to insure software and scanning devices are communicating properly.
 - c. Resolve identified defects during implementation and during post production warranty period.

For items 6 and 7 above, provide details regarding the clarity of the requirements in these sections. List any information that the State could provide to evoke a better understanding of the requirements. Also, describe any further information that your company would need to provide an accurate fixed price cost to the State when responding to a formal Request for Proposal.