



**DISTRICT OF COLUMBIA COURTS
OFFICE OF CONTRACTS AND PROCUREMENT**

**THE DISTRICT OF COLUMBIA COURTS IS SEEKING
INFORMATION UNDER THIS
REQUEST FOR INFORMATION (RFI) No. DCSC-16-RFI-0023
FOR
AN INVENTORY MANAGEMENT AND CONTROL SYSTEM**

DATE ISSUED: February 12, 2016

**CLOSING DATE
& TIME: March 14, 2016, no later than 2:00 P.M.**

VENDOR MUST COMPLETE THE FOLLOWING:

1. IDENTIFICATION NO.

The District of Columbia Courts utilizes an automated vendor database. All firms are required to submit their Federal Tax Identification Number. Individuals must submit their social security numbers.

Please list below applicable vendor information:

Federal Tax Identification Number: _____

Or

Social Security Number: _____

Dun and Bradstreet Number: _____

Legal Name of Entity Assigned this Number: _____

Street Address and/or Mailing Address: _____

City, State, and Zip Code: _____

Type of Business: _____

Telephone Number: _____

Fax Number: _____

Authorized Representative

**Print Name of
Authorized Representative:** _____

**Signature of
Authorized Representative:** _____

Date: _____

**THE DISTRICT OF COLUMBIA COURTS IS SEEKING
INFORMATION UNDER THIS
REQUEST FOR INFORMATION (RFI)
FOR
AN INVENTORY MANAGEMENT AND CONTROL SYSTEM**

I. OBJECTIVE

- a. The District of Columbia Superior Court, Administrative Services Division is seeking information under this Request for Information (RFI) for an inventory management and control system.
- b. The Court is seeking an inventory management and control system that will streamline operations in the Office Services Supply Room, enhancing accuracy, improving efficiency and reducing lead times.
- c. The RFI process is intended to help vendors gain an understanding of the Court's intent and to create a best-fit solution that fulfills the Court's vision of finding and developing a system to provide an inventory management and control system.
- d. The preferred application should provide for ease of use in the management of inventory control with regard accuracy, facility utilization, reporting features, and customer service.
- e. The project completion date for the implementation of the inventory management and control system is September 30, 2016. This includes the transition from current inventory system to new inventory system, identify the roles of the administrator/user and provide adequate training.

II. BACKGROUND/OVERVIEW

- a. The current inventory management software is Invoice Store
- b. The supply room serves approximate 1,200 customers ranging from Judicial Staff to Support Staff in 5 locations
- c. The annual budget including office supplies, copier paper, and toner is approximately \$437,000.00
- d. Approximately 130 types of office supplies are available in the supply room \$39,000/yr
- e. Approximately 350 types of toner cartridges \$310,000/yr
- f. Approximately 50 skids of paper yearly \$88,000/yr
- g. Quarterly budget reports are generated from the Invoice Store software

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- h. Physical inventory of all supplies is performed yearly
- II.
- i. Current Supply Room Process:
 1. Supply forms completed by customer on Excel spreadsheet, printed, signed, and forwarded by inter-office mail and forwarded to the supply room to be filled.
 2. All supplies are delivered to the Courts' warehouse located in Cheverly, MD.
 3. Quantities are entered into the "Windfall" software system
 4. Barcodes are assigned.
 5. Pictures are taken of all items.
 6. Supply requests are received from the Procurement staff.
 7. Re-assigned item location to the supply store from the "Windfall" software to the Invoice Store software.
 8. Item is transported to the Courts' supply room.
 9. Quantities are entered into "The Invoice Store" software database
 10. Items are delivered to Judiciary Staff / Items are pick up by support staff.
 11. Customer receives signed receipt for items.

III. PROJECT DESCRIPTION AND SCOPE

- a. The Administrative Services Division, on behalf of District of Columbia Courts seeks a vendor to provide an inventory management and control system.
- b. The inventory management software that will streamline operations in the Office Services Supply Room, enhancing accuracy, improving efficiency and reducing lead times.
- c. The project completion date is September 30, 2016. This includes the transition from current inventory system to new inventory system. Identify Administrator/User roles and provide adequate training.

1. MINIMUM REQUIREMENTS

SYSTEM FUNCTIONS:

- a. Web-based customizable system
- b. User-Friendly Design with electronic signatures
- c. Automated ordering / re-ordering based on quantities
- d. Set order minimums, maximums, and reorder limits
- e. Generate purchase orders when minimum levels have been reached
- f. Customers can view stocked items, item quantities, and previous orders
- g. Detailed item descriptions with pictures

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- h. View the status of overall inventory
- i. Alert for low quantities of inventory items
- j. System tracks individual customer accounts, inbound, outbound orders, inventory adjustments, and returns
- k. Track all movement of inventory; transfers from warehouse to supply room to customers
- l. Track and make adjustments to quantities during manual audits – by scanning items or manually entering data
- m. Automated ordering process from individual desktops / forwarded and approved immediately
- n. Identify the root cause of inventory errors
- o. Bar Codes and Handheld Bar Code Scanners
- p. Track expiration dates for shelf life
- q. Allow customers to personally track orders
- r. Manage backorders; orders synced to inventory
- s. Manage partial fulfillment of orders
- t.
- u. Generated Reports:
 - i) Comparisons, create graphs and charts
 - ii) Compare monthly, quarterly, and yearly data
 - iii) Tracks monthly inventory transactions
 - iv) Fluctuations in pricing of items over time by date
 - v) Invoice / Purchase Order Reports

2. **MAINTENANCE AND SUPPORT:**

- a. Annual Maintenance & Support

3. **PROJECT MANAGER:**

The vendor shall provide a Project Manager to oversee the following:

- a. Implementation Plan
- b. Seamless transition from current inventory system to new inventory system
- c. Identify Administrators/Users and their roles
- d. Staff Training

IV. DELIVERY LOCATION FOR INVENTORY MANAGEMENT AND CONTROL SYSTEM

District of Columbia Courts
Administrative Services Division
515 5th Street, N.W.
Basement
Washington, DC 20001

V. RESTRICTION ON DISCLOSURE AND USE OF DATA

Vendors who include in their response data that they do not want disclosed to the public or used by the Courts except for use in the procurement process shall so state in their response.

VI. PUBLIC DISCLOSURE UNDER FOIA

Trade secrets or proprietary information submitted by a vendor in connection with procurement shall not be subject to public disclosure under the District of Columbia Freedom of Information Act (FOIA). This Act is not applicable to the Court. However, the vendor must invoke the protection of this section prior to or upon submission of the data or other materials; must identify the specific area or scope of data or other materials to be protected; and state the reasons why protection is necessary. A blanket proscription that the vendor's entire response is proprietary will have no effect whatsoever.

VII. QUESTIONS

Questions concerning this RFI must be directed by **e-mail** to:

Reginald Ramdat, Contract Specialist
Procurement and Contracts Branch
Administrative Services Division
District of Columbia Courts
616 H Street, N.W., Suite 612
Washington, D.C. 20001
E-mail address: ramdatrn@dcsc.gov
Telephone: 202-879-2865

VIII. EXPLANATION TO PROSPECTIVE VENDORS

Any prospective vendor desiring an explanation or interpretation of this RFI must request it by email to the Contract Specialist no later than February 22, 2016 by 2:00 p.m.

IX. GENERAL INFORMATION

This RFI is not intended to guarantee the procurement of this service.
NO CONTRACT AWARD WILL BE MADE UNDER THIS RFI. The purpose of this RFI is to gather information to find or develop **AN INVENTORY MANAGEMENT AND CONTROL SYSTEM**. Information provided will assist the Court in developing a subsequent Request for Proposal (RFP). The Court will not be liable for any cost incurred by vendors responding to this RFI.

X. RFI SUBMISSION AND IDENTIFICATION

A. The Courts request that your submission include, at a minimum, your implementation strategy, methodology, the equipment necessary to implement your system and the function of your project manager. Please include any other pertinent information you deem relevant to submitting a complete RFI

A. The District of Columbia Courts will accept a facsimile copy of a response to this RFI as an original. Unless specifically authorized in this RFI, the District of Columbia Courts shall not accept telegraphic response.

B. Each vendor shall submit one (1) original and one (5) copy of their response in a sealed package. The vendor shall conspicuously mark on the outside of the RFI response package the name and address of the vendor and the following:

Request of Information (RFI) Number: DCSC-16-RFI-0023

Caption: "DCSC-16-RFI-0023 - INVENTORY MANAGEMENT & CONTROL SYSTEM"

RFI Due Date & Time: March 14, 2016 No later than 2:00 P.M.

C. Vendors may submit their response either by mail or by hand delivery/courier services.

D. Vendors submitting their response by mail must mail their response to the following address:

DCSC-16-RFI-0023
INVENTORY MANAGEMENT AND CONTROL SYSTEM

District of Columbia Courts
Administrative Services Division
Procurement and Contracts Branch
Attn: Reginald Ramdat, Contract Specialist
616 H Street, N.W., Suite 612
Washington, D.C. 20001

- E. **Vendors submitting their response by hand delivery/courier services must hand deliver their response to the following address:**

District of Columbia Courts
Administrative Services Division
Procurement and Contracts Branch
Attn: Reginald Ramdat, Contract Specialist
701 7th Street, N.W., Suite 612
Washington, D.C. 20001