



REQUEST FOR INFORMATION

INVENTORY MANAGEMENT SOFTWARE

2004 December 09
Issued by: The Thames Valley District School Board
#406-05M
Return Date: 2005 January 11

INVENTORY MANAGEMENT SOFTWARE

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REQUEST FOR INFORMATION

1.0 INTRODUCTION

The Thames Valley District School Board (hereafter referred to as the TVDSB) invites interested parties to submit a response to this Request for Information. The Thames Valley District School Board is one of the largest public school boards in the province of Ontario. The TVDSB is the employer of approximately 8,000 staff and operates 184 schools with an estimated enrollment of 87,000 students. The TVDSB is comprised of all public schools within the municipalities and counties of Elgin, Middlesex, and Oxford.

SECTION 1.1 PURPOSE

- 1.1.1 To provide an Inventory Management System for the Distribution Centre within the Thames Valley District School Board. This software is expected to provide all aspects of an inventory management system including: recording and tracking requests for products, reorder levels, economic order quantities, issues, packing labels, providing historical information and reports. See Appendixes for complete specifications.
- 1.1.2 To utilize a centralized Windows 2003 Server, all data will be maintained on a centrally-located Windows 2003 server with access from any TVDSB location through the Board's Intranet (private wide-area network) using a Web Browser.
- 1.1.3 System hardware will be the responsibility of the TVDSB. See Appendix B for guidelines as to the appropriate hardware configuration for this system. Details **must** be included in Appendix B.

2.0 TERMS & CONDITIONS OF THIS RFI

SECTION 2.1 RETURN LOCATION

- 2.1.1 Submissions **must** be returned to:
Attention: Cheryl MacKenzie
Support Services
Thames Valley District School Board,
P. O. Box 5888,
1250 Dundas Street
London, Ontario,
N6A 5L1
Fax: (519) 452-2399
e-mail: c.mackenzie@tvdsb.on.ca
- 2.1.2 The submission can be returned by post, or e-mail.

SECTION 2.2 IMPORTANT DATES

- 2.2.1 ISSUE DATE: 2004 December 09
- 2.2.2 RETURN DATE: **Prior to Tuesday, 2005 January 11**

SECTION 2.3 QUESTIONS

- 2.3.1 All questions pertaining to this Request for Information should be addressed to: Cheryl MacKenzie, by Fax (519) 452-2399.

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SECTION 2.4 GENERAL CONDITIONS

- 2.4.1 The issuance of this call for information shall not constitute any obligation on the part of the TVDSB to any firm or individual who submits a response.
- 2.4.2 This Request for Information is being issued pursuant to the TVDSB's Supply Management Policies and Procedures.

SECTION 2.5 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

- 2.5.1 Bidders agree that all documentation and information contained in any submissions and any addendum that becomes the property of the TVDSB shall be subject to disclosure pursuant to an application pursuant to a Municipal Freedom of Information and Protection of Privacy Act request for disclosure. Notwithstanding that a submission or an addendum may contain a trade secret of the bidder, intellectual property rights of the bidder, or scientific, technical, commercial, pricing or other financial or labour relations information or any other similar secret. A bidder specifically consents to the disclosure of any and all information contained in their submission or any addendum pursuant to a request for disclosure pursuant to a Municipal Freedom of Information and Protection of Privacy Act and such consent shall be considered a consent given pursuant to Subsection 10(2) of the said Act. Notwithstanding the aforesaid, the bidder assigns all right, title and interest that it has in the Submission, and any addendum to the TVDSB, including the right to copy and/or publish the same as the TVDSB sees fit, notwithstanding that no request for disclosure is made pursuant to the Municipal Freedom of Information and Protection of Privacy Act.
- 2.5.2 All bidders agree not to disclose any information provided by the TVDSB in this Request for Information to any third party without the written consent of the TVDSB.

3.0 PRICING/TAXES/DELIVERY/PAYMENT

SECTION 3.1 PRICING

- 3.1.1 All charges **must** be included in the cost of the item. Prices quoted **must** be for goods and services exactly as specified and in Canadian Funds, unless otherwise indicated. Prices **must** remain firm for 180 days from the closing date.
- 3.1.2 Prices **must** include delivery. F.O.B. destination.

SECTION 3.2 TAXES

- 3.2.1 GST and PST: Where applicable, Goods & Services Tax, and Provincial Sales Tax must be shown separately as extras on all invoices in accordance with Canadian and Provincial Government regulations.

SECTION 3.3 DELIVERY & ORDERING

- 3.3.1 Delivery will be directly to our Education Centre.

4.0 Specifications / Functional Requirements

SECTION 4.1 FUNCTIONAL REQUIREMENTS

- 4.1.1 The functional requirements are detailed in the **Appendix B**.
- 4.1.2 For each requirement as described in **Appendixes** bidders **must** place a response in the appropriate column.

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- 4.1.3 Bidder(s) **must** have the proprietary right or license to use software being provided or imbedded in the hardware that is being provided.
- 4.1.4 The following definitions are used in the Appendixes:
 - 4.1.4.1 Complies: The system fully meets the requirement and is installed in at least three customer sites.
 - 4.1.4.2 Deviates: The system partially or fully meets the requirement in some fashion. For each B response, describe what specifically is and is not available. Also indicate how the system would achieve the requested functionality.
 - 4.1.4.3 Planned - In Development: State Date Available.
When detailing the availability date, this will be a general release date. Full documentation upon delivery **must** be available.
 - 4.1.4.4 Not planned.
- 4.1.5 Full specifications and literature **must** be included with the submission and should be numbered using the same numbering scheme as the Request for Information. (Ex. Appendix A - A1). Any additional functionality which is available in the software and has not been specifically requested should be identified in Appendix B and Appendix C.
- 4.1.6 The successful bidder(s) **must** be certified dealers/distributors of the manufacture of the equipment/products they are proposing
- 4.1.7 Each submission **must** outline the availability of the software source code, in the event that support or maintenance is no longer provided by the bidder.
- 4.1.8 Software licence to be perpetual.

SECTION 4.2 SAMPLES

- 4.2.1 Each bidder may be required to submit, at the bidder's own expense, a demonstration version of the software items which are being proposed for examination and comparison purposes. No alteration of the bid shall be allowed.

SECTION 4.3 TRAINING/SUPPORT

- 4.3.1 Installation, training and support services are a consideration. Include any and all support and implementation services your company will provide.

SECTION 4.4 MANUALS

- 4.4.1 Bidders should state if manuals are available in electronic format.

SECTION 4.5 WARRANTY/SERVICE/MAINTENANCE

- 4.5.1 Bidders **must** define the minimum level of software support guaranteed for the expected life of the system. Bidders **must** include the following:
 - 4.5.1.1 Procedures for reporting software problems, obtaining evidence, diagnosing, correcting and updating the software.
 - 4.5.1.2 Detail the limit of responsibility of the supplier.
 - 4.5.1.3 The hours of support availability
 - 4.5.1.4 The location of those involved in diagnosis and correction

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4.5.1.5 The charges for the support services - See Appendix D - Pricing

4.5.1.6 The bidder's policy with respect to enhancements, and customization after initial implementation, **must** be stated. The supplier **must** state the availability and charges for those enhancements and customization in Appendix D.

4.5.2 All software **must** include a support/maintenance agreement. It **must** be guaranteed for the entire period of the contract you are bidding. The successful bidder **must** be prepared to modify all software/equipment that proves defective during this contract without rewriting the agreement.

4.5.3 Bidders **must** state location of support/service facilities.

4.5.4 Bidders **must** state number of service people at each location.

4.5.5 Bidders **must** state time to respond to support calls:

- 4.5.5.1 Less than one half day
- 4.5.5.2 One half day
- 4.5.5.3 One full day
- 4.5.5.4 More than one day
- 4.5.5.5 Other

5.0 BIDDER RESPONSE GUIDELINES

SECTION 5.1 STRUCTURE

5.1.1 Each Submission **must** be structured using only the criteria identified in this Request for Information. When submitting a response, bidders **must** use the same numbering format, as on this Request for Information.

5.1.2 Bidders must use the SETUP.EXE file downloaded from the Internet @ www.tvdsb.on.ca / Purchasing Management / Tender and Quotations/Downloads T#406.

The Setup.exe file contains the following files and Appendices:

- Setup.exe file See Electronic Tendering Instructions - Section 8.2.
 - Readme: Terms and Conditions - PDF format - **must** be signed.
 - Appendix A: Terms and Conditions Response in Excel format - Electronic response is required.
 - Appendix B: System Requirements in Excel format - Electronic response required.
 - Appendix C: Software Specifications in Excel format - Electronic response required.
 - Appendix D: Pricing in Excel format - Electronic response required.
- (Appendix A, B, C and D are combined in one Excel file)

SECTION 5.2 BIDDERS' RESPONSE

5.2.1 Bidders **must** provide one Disk or e-mail with the following files:

- 5.2.1.1 Appendix A: Terms and Conditions Response in Excel format - Electronic response is required.
 - 5.2.1.2 Appendix B: System Requirements in Excel format - Electronic response required.
 - 5.2.1.3 Appendix C: Specifications in Excel format - Electronic response required.
 - 5.3.1.4 Appendix D: Pricing - Electronic response required,
- (Appendix A, B, C and D can be combined in one Excel file)

5.2.2 Check to ensure that the "files" are returned in e-mail or on a disk.

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- 5.2.3 Bidders' submissions should include page numbers for ease of reference by Committee Members. Alternative and additional information can be indexed at the end of the your submission. Please minimize extraneous materials supporting your submission.

6.0 BIDDER PROFILE

SECTION 6.1 REFERENCES

- 6.1.1 Bidders should provide a minimum of **three** references where you have successfully implemented and/or installed services similar to this Request for Information. The reference should contain the following information: (i) technology, (ii) agency name, (iii) address, (iv) contact person and telephone number, (v) size and scope of the project.

SECTION 6.2 ADMINISTRATION & ORGANIZATION - Outline details concerning your company.

- 6.2.1 Bidders should provide the correct legal name under which the bidder carries on business, telephone number, fax number, as well as the name(s) of appropriate contact persons, with whom the TVDSB may consult regarding this Request for Information.
- 6.2.2 If a bidder is a sole proprietor, the full personal name and address, together with the name and address of the proprietorship, (i.e., John Doe, carrying on business under the firm name and style of "John's Copier Service").
- 6.2.3 If a bidder is a partnership, the full name of all individual partners together with the correct legal business name of the partnership.



Cheryl MacKenzie, C.P.P.
Technology Deployment Specialist

Jan Hunter
Chair of the Board

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7.0 BIDDER RESPONSE FORMS

SECTION 7.1 SIGNATURE PAGE

I hereby acknowledge that I have read, understand and agree to the forgoing Contract Terms and Conditions as listed.

All the terms and conditions of this Request for Information are assumed to be accepted by the Bidder and incorporated in its Submission. I hereby acknowledge that I have read, understand, and agree to the forgoing pages of Contract Terms and Conditions. **This page must be signed below and returned with your submission for your bid to be accepted.**

NAME:

(Please print)

SIGNATURE:

FIRM NAME:

E-MAIL ADDRESS:

ADDRESS:

INTERNET ADDRESS:

TELEPHONE NO.:

FAX NO.:

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8.0 ELECTRONIC INSTRUCTIONS

SECTION 8.1 ELECTRONIC BID INSTRUCTIONS

8.1.1 All documents are available from the TVDSB Web Site at www.tvdsb.on.ca (click on “**Purchasing**” icon, click “**Electronic Tendering Instructions Tender Download**,” scroll to the end of the document, click “**Proceed to inquiry/download page**”). Click on the “name of the Tender” to view documents in PDF format. Click on the “**NEW**” logo to download the executable files for preparing and submitting your bid. All tender files are available for downloading at no charge from the TVDSB web site.

8.1.2 **To use the electronic system, bidders must have the following equipment:**

- Microsoft Windows, **version 95 or greater**
- 2.5 MB available hard drive space

8.1.3 **INSTALLATION ONTO YOUR PC:**

8.1.3.1 The TVDSB has made every effort to ensure the files are free of any virus and are functional. *However, in safe computing practice, you are responsible for checking files with your own virus checker to ensure files are free of any virus.*

8.1.4 **WINDOWS 95/98/ME/2000/XP USERS:**

8.1.4.1 Start Windows Explorer.

8.1.4.2 Download the executables from our Web Site as shown above. Double click on “**setup.exe**” file. Follow the instructions.

8.1.4.3 The files are installed into a directory called **C:\LBTENDER**. The installation process also creates a submenu in the Programs group called LBTender. When the installation process is complete, a box will appear with a “**Remove Thames Valley District School Board Tender icon**”; please close this box. When the setup is complete, click close.

8.1.4.4 **Open Windows Explorer** and click on C:\drive, look for the folder “**lbtender**”

8.1.4.5 The installation process will show the following files in the C:\lbtender directory:
Appendixes A, B, C and D.xls

8.1.4.6 To start the process open the Appendix files and complete as instructed.

8.1.5 **THE RETURN DISK or E-MAIL:**

8.1.5.1 Once you have completed the information in the Appendices **save** the files onto a 3.5" diskette or CD or attach to e-mail. Pleased check to ensure that the “**files**” are on the disk or attached to the e-mail. **Without these files your bid will be unable to be downloaded.**

RFP TERM NO.	RESPONSE (YES OR NO)(AGREE/DISAGREE) (WILL COMPLY)	DETAILED RESPONSE TO TERM OR COMMENT
1.1.1		
1.1.2		
1.1.3		
2.1.1		
2.1.2		
2.2.1		
2.2.2		
2.3.1		
2.4.1		
2.4.2		
2.5.1		
2.5.2		
3.1.1		
3.1.2		
3.2.1		
3.3.1		
4.1.1		
4.1.2		
4.1.3		
4.1.4		
4.1.4.1		
4.1.4.2		
4.1.4.3		
4.1.4.4		
4.1.5		
4.1.6		
4.1.7		
4.1.8		
4.2.1		
4.3.1		
4.4.1		
4.5.1.1		
4.5.1.2		
4.5.1.3		
4.5.1.4		
4.5.1.5		
4.5.1.6		
4.5.2		
4.5.3		
4.5.4		
4.5.5		
4.5.5.1 to .5		
5.1.1		
5.2.1.1		
5.2.1.2		
5.2.1.3		
5.2.1.4		
5.2.2		
5.2.3		
6.1.1	Reference 1	
6.1.1	Reference 2	
6.1.1	Reference 3	
6.2.1		

FIRM NAME: _____

SIGNATURE: _____

RFP TERM NO.	RESPONSE (YES OR NO)(AGREE/DISAGREE) (WILL COMPLY)	DETAILED RESPONSE TO TERM OR COMMENT
6.2.2		
6.2.3		
7.1	Sign - Section 7.1	
8.1.5	Copy Files to a Disk or attach to e-mail	
8.1.5.1	Please check files are on the Disk or attached to e-mail	

FIRM NAME: _____

SIGNATURE: _____

ITEM NO.	SPECIFICATIONS	C=COMPLIES, D=DEVIATES, N=NOT PLANNED, P=PLANNED & DATE	DETAILED RESPONSE TO TERM OR COMMENT
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APPENDIX B

SYSTEM TECHNICAL REQUIREMENTS

B1	Ability to install on a central server.		
B2	Prefer Windows 2003, SQL, Oracle database		
B3	Detail RDBMS used		
B4	State if an ODBC compliant driver is available for your software		
B5	Which ODBC driver is used by your application?		
B6	State Programming Language		
B7	State Support Tools		
B8	Detail WEB technologies (i.e. Browser - include version number)		
B9	Is Web technology IIS or other?		
B10	If Web based can your software run on a server with other web applications?		
B11	If Web based does your application need to run on Web Server?		
B12	TVDSB internal network protocol is TCP/IP with Firewall protection from the Internet. Describe any limitations or additional implications for home access to the system		
B13	Recommended optimum hardware configuration required by your product. (Client)		
B14	Recommended optimum hardware configuration required by your product. (Server)		
B15	Detail the features including security within the application, for our Clients - 8000 Staff - estimate 60 concurrent users		
B16	State any additional interfaces that are available with your product		
B17	Identify all third party products and services that are required to implement and support the system Crystal Reports, Microsoft Access etc. Include costs in Pricing Appendix D.		
B18	State how users "log in to use the system"		
B19	Does software have ability to have multiple users signed on at the same time, and updating same tables/files at the same time?		
B20	Ability to import/export data from other sources. State sources and process used.		
B21	Ability to export date to other sources. State process used.		
B22	List any other features available.		
	LICENSING		
B23	Describe product licensing: estimate 5 concurrent users		
B24	State maximum number of concurrent users		
B25	Bidders must state their definition of a concurrent user and any pricing changes based on number of concurrent users must be stated in Appendix D		
	SOFTWARE INSTALLATION AND MAINTENANCE		
B26	Describe in detail the process of installing your application		
B27	Describe in detail the process of implementing application updates or enhancements		
B28	Detail any other implementation services offered		
B29	Describe any utilities available for optimizing the system		
	CUSTOMIZATION		
B30	Indicate if you feel customization of your software is necessary to meet the functionality described in this proposal. Provide full details including costs and timelines in Pricing Appendix D.		
B31	Indicate if system tailoring is required - i.e., dictionaries etc. Indicate the approximate time required. Provide full details including costs in Pricing Appendix D.		

ITEM NO.	SPECIFICATIONS	C=COMPLIES, D=DEVIATES, N=NOT PLANNED, P=PLANNED & DATE	DETAILED RESPONSE TO TERM OR COMMENT
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APPENDIX C - SOFTWARE SPECIFICATIONS

C1	The TVDSB currently has a Web Based Purchasing System that will now be the single point of entry for orders from our warehouse. All requests for products would be made through the Web Store. Input into the Inventory System would be from a flat ASCII file. Includes: Name of Requisitioner, Requisition by, Location of Requisitioner (4 digit code), Stock Number, Quantity, Unit of Measure, Account charged, Date Ordered, Date Required, Requisition Number.		
C2	Should have the ability to import requisitions from a flat ASCII file		

Stock/Product File

C3	The TVDSB currently carries an inventory of approximately 1400 products		
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Stock File should contain fields for:

C4	Cyclical usage - Ability to record minimum, maximums and E.O.Q. per month.		
C5	Catalogue Description of Product (State limit on number of characters or lines of description)		
C6	Order Description of Product (State limit on number of characters or lines of description)		
C7	Brand/Model Number (State limit on number of records)		
C8	Unit of Measure - Purchase		
C9	Unit of Measure - Issue		
C10	Purchase Pricing history (State limit on number of records)		
C11	Issue Pricing history (State limit on number of records)		
C12	Vendor Name/Number		
C13	Vendors Price expiry date		
C14	Number of days to delivery product		
C15	Buyer Number/Code		
C16	Buyer Notes		
C17	GST Tax Code		
C18	PST Tax Code		
C19	Location of Product in Warehouse (State limit on number of locations)		
C20	Current balance of stock on hand		
C21	Current number of units on order		
C22	Current number of requisitions not yet filled		
C23	Number of units on back order		
C24	Group Code (Ability to group product by type i.e. Phys Ed Supplies or Art Supplies)		
C25	Current Stock Balance		

Stock/Product Features

C26	First in First out pricing		
C27	Ability to query products by warehouse location		
C28	Ability to calculate re-order point		
C29	Ability to calculate economical order quantity		
C30	Ability to query all products ordered from one vendor		
C31	Ability to query all requisitions for product by users location/department		
C32	Ability to allow back orders		
C33	Ability to query Product Issues by period/month for 24 month period		
C34	Ability to query Product Receipts by period/months for 24 month period		

FIRM NAME: _____

SIGNATURE : _____

ITEM NO.	SPECIFICATIONS	C=COMPLIES, D=DEVIATES, N=NOT PLANNED, P=PLANNED & DATE	DETAILED RESPONSE TO TERM OR COMMENT
C35	Ability to query Product Balance by specific date/period		
Requisitions (Requests for Stock/Products)			
C36	Should have the ability to record a minimum of 20,000 requisitions per year		
C37	Should have the ability to record a minimum of 12 items per requisition. State maximum number of products per requisition		
C38	Should allow users the ability to enter requisitions into two different fiscal/calendar years		
C39	Ability to assign unique number		
C40	Ability to record users login name		
C41	Ability to record routing instructions/person's name		
C42	Ability to record location of person requesting goods		
C43	Ability to record date requisitioned		
C44	Ability to record account to be expensed		
C45	Ability to order goods by entering only unique product number		
C46	Ability to search for products by "text string"		
C47	Ability to add products to requisition after searching for product by "text string". No need to record and enter catalogue number		
C48	Ability to add notes/unique instructions		
C49	Is there a limit to the number of items on a single requisition?		
C50	Ability to show advise user if there is insufficient stock. Should allow user the choice of canceling the requisition or accepting a back order		
C51	Should have ability to track status of Requisitions - Picked/Packed/Backordered		
C52	Should have ability to build history of all Requisitions		
Requisition Changes			
C53	Ability to change line item of requisition at time of picking		
Requisition Inquiry			
C54	Ability to query requisitions by number		
C55	Ability to query requisitions by department/location/location code		
C56	Ability to query requisitions by user		
C57	Ability to query requisitions by date		
Requisition Reports			
C58	Ability to generate report of requisitions by number (from and to)		
C59	Ability to generate report requisitions by department/location/location code		
C60	Ability to generate report of requisitions by user		
C61	Ability to generate requisition by date		
C62	Ability to generate reports showing number of requisitions per day		
C63	Ability to generate reports showing who requisition was filled by (picker) based on logon ID		
C64	Ability to generate report showing average number of line items per requisition		
Warehouse Menu			
Pick Slips			
C65	Ability to generate pick slips showing requisitioners location/department, stock/product number, quantity ordered, requisition number		
C66	Ability to generate pick slips by requisition number (from to)		
C67	Ability to generate pick slips by location/department		

FIRM NAME: _____

SIGNATURE : _____

ITEM NO.	SPECIFICATIONS	C=COMPLIES, D=DEVIATES, N=NOT PLANNED, P=PLANNED & DATE	DETAILED RESPONSE TO TERM OR COMMENT
C68	Ability to generate pick slips by date requisitioned		
C69	Ability to generate pick slips by date requested		
C70	Ability to retain pick run number of each requisition line picked. Should have multiple fields to allow for back orders/partial shipments		
C71	Ability to cancel or re-run picking slips		
C72	Ability to query on requisitions in a pick slip run		
C73	Ability to query any requisitions in system but not yet picked or shipped		
Issues			
C74	Ability to enter quantity picked if different from picking slip		
C75	Ability to enter name of person who picked the requisition from logon ID		
C76	Ability to enter date for each requisition or line item picked (in case of back orders)		
C77	Ability to change quantity if out of stock and cancel the balance outstanding		
C78	Ability to enter date of issue (date item picked)		
C80	Ability to enter date of pack slip print (currently uses date pick run is closed)		
Pack Slip Reports			
C81	Ability to generate packing slips for each requisition picked		
C82	Ability to generated labels at the same time packing slip is generated. Labels should show location and number of packages i.e. 1 of 3		
Issues Reports			
C83	Ability to generate report showing number of requisitions issued per day.		
C84	Ability to generate reports by picker		
C85	Ability to generate report showing outstanding orders by stock number		
C86	Ability to generate packing slips		
C87	Ability to generate packing labels showing number of packages in shipment (i.e. 1 or		
C88	Ability to generate issue report by requisition		
C89	Ability to generate issue report by stock number		
Adjustments			
C90	Ability to adjust quantity on hand		
C91	Ability to query adjustments		
Adjustments Reports			
C92	Ability to generate report of adjustments by stock number		
C93	Ability to generate report of adjustments by date		
Back Orders			
C94	Ability to generate picking slips for any back ordered product has soon as Purchase order has been received		
C95	Ability to generate back order reports by product number. Report should include unit price and total price per requisition.		
C96	Ability to produce summary report showing total number of back orders for stock number and total number of requisitions for specified period		
C97	Ability to print multiple stock numbers in a single back order run. Should prompt for stock number: from and to.		
Inventory Menu			
Stock Status			
C98	Ability to query current stock balances by stock/product number		

FIRM NAME: _____

SIGNATURE : _____

ITEM NO.	SPECIFICATIONS	C=COMPLIES, D=DEVIATES, N=NOT PLANNED, P=PLANNED & DATE	DETAILED RESPONSE TO TERM OR COMMENT
Stock Status Reports			
C99	Ability to generate Stock Status Summary by stock number (from and to)		
C100	Ability to generate report specifying stock balance of less than the quantity entered for re-ordering purposes.		
Re-order Reports			
Stock File Usage Report			
C101	Ability to generate report of stock usage for specified periods: from and to		
Purchase Orders			
C102	Ability to import Purchase Orders to a flat ASCII file		
C103	Ability to add notes		
Purchase Order Changes			
C104	Ability to add/change Purchase Order Quantity		
Purchase Order Inquiries			
C105	Ability to query by Purchase Order number		
C106	Ability to query by Vendor number		
C107	Ability to query by Vendor name		
C108	Ability to query all Purchase Orders for specific product number		
Purchase Order Reports Menu			
C109	Ability to generate report of all Purchase Orders not yet received		
C110	Ability to generate report by Purchase Order Number (from and to)		
C111	Ability to generate report by Vendor Number		
C112	Ability to generate report by Vendor Name		
Purchase Order Receipts			
C113	Should have the ability to record qty received on each order		
C114	Should have the ability to receive all items on an order at one time		
Physical Inventory			
C115	Ability to freeze inventory so that no transactions can take place while a physical count of inventory is done		
C116	Ability to generate count sheets by warehouse section, on a single page		
C117	Ability to print range of product locations (from and to)		
C118	Describe any Year End features		
Data Base			
C119	Ability to control Requisition Numbers		
C120	Ability to control Location/User Names		
C121	Ability to add/delete warehouses		
C122	Ability to control product groupings		
C123	Ability to control Pick Run Numbers		
C124	Ability to control Route Schedules		
Profile Menu			
C125	Ability to specify different printers for different functions – i.e. picking slips, packing slips, packing labels		
C126	Ability to Create New Issue Price based on Purchase Price plus markup		
C127	Ability to Purge Requisition File		
C128	Ability to Purge Purchase Order File		

FIRM NAME: _____

SIGNATURE : _____

ITEM NO.	SPECIFICATIONS	C=COMPLIES, D=DEVIATES, N=NOT PLANNED, P=PLANNED & DATE	DETAILED RESPONSE TO TERM OR COMMENT
C129	Ability to Purge Transaction File		
Active Directory			
C130	Should have the ability to provide integration of end users with Active Directory for authentication		
C131	Does software have the ability to identify staff by employee number?		
C132	Does software have the ability to identify staff locations?		
Requisition - Process, Flow and Escalation			
C133	Detail how Staff can be notified of any new Requisitions entered in the system.		
C134	Include any other features that may assist in the flow of Requisitions		
C135	Does software allow users to submit Requisitions from the Web? If so, provide details.		
Additional Reporting			
C136	Does software have the ability to generate various type of productivity reports? If so, please describe.		
C137	Does software provide the ability to easily develop ad hoc reports? Please describe how this is done.		
Other Features			
C138	Does software interface with e-mail?		

FIRM NAME: _____

SIGNATURE : _____

ITEM NO.	SPECIFICATIONS	PRICE	LICENSE STRUCTURE PER USER/PER SITE ETC.	STATE INITIAL RELEASE DATE	STATE VERSION NUMBER AND RELEASE DATE	TIME REQUIRED FOR TRAINING/CUSTOMIZATION - NUMBER OF DAYS/HOURS	DETAILED RESPONSE TO TERM OR COMMENT
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APPENDIX D - Pricing Section:

Provide a detailed costing of the installation, conversion, training and other tasks required to install your system. Add any additional items at the bottom of the spreadsheet.

Application Software licenses

D1	State cost of a 5 user license						
D2	State cost of a 10 user license						
D3	License Cost for Web Browser Module						
D4	License cost - Third Party Software (i.e. Crystal Reports)						
D5	License Cost - Miscellaneous						
D6	License Cost - Miscellaneous						

Software Installation / Server Setup

D7	Installation Cost						
D8	Installation Cost for Web Browser Module						
D9	Installation Cost - Third Party Software						
D10	Installation Cost - Miscellaneous						
D11	Installation Cost - Miscellaneous						

Software Maintenance Costs/ State yearly cost.

Cost should be guaranteed for 3 years

D12	Maintenance Cost						
D13	Maintenance Cost for Web Browser Module						
D14	Maintenance Cost - Third Party Software (i.e. Crystal Reports)						
D15	Maintenance Cost - Miscellaneous						
D16	Maintenance Cost - Miscellaneous						

Detail Cost for Customization

D17	Customization						
D18	Customization						
D19	Customization						
D20	Customization						
D21	Customization						
D22	Customization - Third Party Software						

Details Costs Data Loading and Indexing

D23	Data Loading and Indexing						
D24	Data Loading and Indexing - Third Party						

Detail Costs for Training

D25	Training						
D26	Training - Third Party						

Project Optimization

	Does the vendor offer any help with optimizing use of the system? If yes, please describe. Such help might include:						
D27	Consultation visits to better understand objectives and its working environment						
D28	Regular on-site meetings with the implementation team from the onset to better insure system implementation is on track;						
D29	Conducting a post implementation audit to gauge how successful the implementation was and outline next steps.						
D30	Ongoing on-site review and audit of system						
	Other Charges						
D31	Estimated Travel and Lodging Expenses						

ITEM NO.	SPECIFICATIONS	PRICE	LICENSE STRUCTURE PER USER/PER SITE ETC.	STATE INITIAL RELEASE DATE	STATE VERSION NUMBER AND RELEASE DATE	TIME REQUIRED FOR TRAINING/CUSTOMIZATION - NUMBER OF DAYS/HOURS	DETAILED RESPONSE TO TERM OR COMMENT
D32	Miscellaneous (List below any other costs not identified above)						
D33							
D34							
D35							
D36							
D37							
D38							
D39							

FIRM NAME: _____

SIGNATURE: _____