REQUEST FOR INFORMATION (RFI)
Statewide Travel Management System

I. INTRODUCTION AND PURPOSE:
The Department of Management Services Division of State Purchasing (the Department) hereby issues this Request for Information (RFI) as defined in section 287.012(22), Florida Statutes. The Department is seeking information from Vendors regarding a Statewide Travel Management System. This RFI requests information to help the Department understand how these systems operate, as well as, to understand the industry for automated travel management solutions.

This is not a "competitive solicitation", as defined in section 287.012(6), Florida Statutes. Vendor responses to this RFI will be reviewed for informational purposes only and will not result in the award of a contract.

II. BACKGROUND:
The Florida Legislature has provided a specific appropriation in general revenue funds for the acquisition and implementation of a statewide travel management system that standardizes and automates travel management to include travel planning and approval, expense reporting, and reimbursement; for the executive branch state agencies and the judicial branch.

III. PLATFORM DESCRIPTION:
The Statewide Travel Management System must be able to electronically:

(a) Interface with the Florida Accounting Information Resource Subsystem and the Personnel Information System;

(b) Generate the uniform travel authorization request and travel voucher forms pursuant to section 112.061, Florida Statutes; and

(c) Receive approvals for travel.

The system must also include search features that query travel information by specific criteria to minimally include: employee name and position title, purpose of travel, dates and location of travel, mode of travel, confirmation of agency head or designee authorization, and total travel cost.

The system must allow executive branch state agencies and the judicial branch to retain current customized organizational code information to ensure that travel reimbursements are made from the appropriate fund source.

The Executive Office of the Governor and the Legislature shall be provided access to the statewide travel management system for purposes of generating reports on all travel completed by executive branch state agencies and the judicial branch.
IV. ELECTRONIC SUBMISSION OF VENDOR RESPONSES:

Prior to 4:00 p.m. ET on July 22, 2016, please provide a response to this RFI electronically to Joel.Atkinson@dms.myflorida.com.

Responses should include the following:

a) Vendor Contact Information (company name, phone, email);
b) Information regarding automated travel management industry and available solutions and/or information on how a system could meet the requirements in section III of this RFI. Provide examples; and

c) Whether the Department may contact your company to schedule a meeting for further information as a part of your response to this RFI.

Please do not include pricing information in your response.

Any submitted material is subject to the Public Records Law, Chapter 119, Florida Statutes. If a Vendor considers any portion of the documents, data or records submitted in response to this RFI to be confidential, proprietary, trade secret or otherwise not subject to disclosure pursuant to Chapter 119, Florida Statutes, Article I, Section 24 of the Florida Constitution or other authority, the Vendor must mark the document as “Confidential”.

A Vendor’s response to this RFI is not an offer and Vendors submitting a response to this RFI are not prohibited from responding to any related subsequent solicitation.

This RFI will not result in a contract with the Department. This RFI is not subject to a challenge.

IV. DEPARTMENT CONTACT FOR THIS RFI:

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IV. VENDOR RESPONSIBILITY:

Vendors are responsible for all costs associated with the preparation, submission, and any potential meeting to discuss this RFI. The State of Florida, Department of Management Services, Division of State Purchasing will not be responsible for any Vendor related costs associated with responding to this request.