

STATE OF FLORIDA

DEPARTMENT OF VETERANS AFFAIRS

REQUEST FOR INFORMATION (RFI)

RFI NUMBER.: FDVA-RFI-19-002R

RFI TITLE: INVENTORY CONTROL SYSTEM FOR SUPPLIES INVENTORY

**- THIS IS NOT A REQUEST FOR A COMPETITIVE BID OR REQUEST FOR PROPOSAL;
NO CONTRACT WILL BE AWARDED IN RESPONSE TO SUBMISSIONS -**

1. Introduction:

The Florida Department of Veterans Affairs (“FDVA”) hereby issues this Request for Information (“RFI”) to collect general information, options, and associated solutions from entities with direct and established experience in the provision of web-based (software as a service/SaaS) inventory control systems intended for medical supplies, not including pharmaceuticals. System must be independent from particular product brands so that it does not influence selection, “prefer” one brand over another, or provide marketing research to third party regarding purchasing selections.

2. Objective of RFI:

Rule 60A-1.042, Florida Administrative Code, provides that an agency may request information by issuing a written RFI. Agencies are authorized to use an RFI in circumstances including, but not limited to, determining whether or not to competitively procure a commodity or contractual services, determining what solicitation process to use for a particular need, or researching general, special, and/or technical specifications for a solicitation.

A vendor’s response to a RFI is not an offer and the agency will not use the vendor’s submission to justify or form a binding contract with that vendor without otherwise complying with Chapter 287, Florida Statutes (F.S.) and Rule 60A-1.042, Florida Administrative Code (F.A.C.). Vendors submitting a response to an agency’s RFI are not prohibited from responding to any related subsequent solicitation. Any future purchase of the services will be conducted in accordance with Chapter 287, Florida Statutes. FDVA may use responses to this RFI to prepare one or more competitive solicitations (if issued) and as the basis for any subsequent vendor meetings. Vendors are not required to submit a RFI response to participate in any subsequent solicitations.

3. Background:

FDVA currently utilizes Care Tracker’s “Charge Tracker” inventory control system in each of its 6 state veterans’ nursing homes and 1 state veterans’ domiciliary home, to manage supplies inventory. Each home’s storekeeper utilizes this system to:

- a) Record items received,
- b) Make transfers of supplies “in and out” of central supply to the areas in need,
- c) Establish par levels (min/max), and
- d) Update inventory assortment (i.e. add, change, and delete items).

The storekeeper’s have the ability to view and/or print various inventory management reports (on-hand stock valuation, physical inventory count, inventory loss/gain, and reorder by usage reports).

The storekeeper's also has the ability to view and/or print item price list, cost history, and cost comparison reports.

4. Project Goals:

- a) System Goals:
 - 1) New web-based inventory control system that is capable of tracking various supplies as an in house server based or a Software as a Service (SaaS) system. The system must provide a software and/or hardware solution for inventory monitoring and management that is independent of particular product brands.
 - 2) Utilize numerical bar coding that allows for the following:
 - A. Scan, enter, store, maintain, update, and track supply items; system will not conduct any ordering or replenishment of supplies.
 - B. Set and be alerted to par levels (minimum/maximum levels).
 - C. Monitor items that are approaching expiration or have expired.
 - D. Print reports to manage inventory control process.
- b) Technical Goals:
 - 1) Available 24/7, 365 days per year.
 - 2) Supports for Internet Explorer 11 or above.
 - 3) Allows for users from multiple sites (service locations).
 - 4) Works with existing FDVA computer hardware (i.e. desktop or laptop computer), in a Windows 10 environment.
 - 5) Stays current with future software system updates and upgrades.
 - 6) Does not tether, connect to, or communicate with any other software or hardware systems. Software system will not conduct any ordering/replenishment of supplies.
- c) Training Goals: User-friendly training that allows engaged personnel to competently operate and maintain all features and functions of the new system, at the time of implementation.

5. RFI Respondent Instructions:

Respondent response must be submitted in an 8½" by 11" format, single spaced, in the same sequence as below, with all sections clearly labeled and tabbed for easy reference, and not exceed 20 pages. Response shall be concise, clear, and complete. The letter of transmittal shall contain the name of the respondent (including FEIN and d/b/a if applicable), primary contact person, title, address, office and cell phone number, web-site address, and email address. Table of Contents will identify locations of the following required information sections in response:

Optional information:

- a) Qualifications of the Respondent:
 - 1) Description of history and direct experience, relevant and comparable to the size, scope, complexity, and the goals of this RFI.
 - 2) Provision of general organizational chart.
 - 3) Identify whether services are being performed by in-house staff and/or sub-contractors (US based or foreign).
- b) Respondent Approach and Work Plan:
 - 1) Description of project approach.
 - 2) Description of the suggested solution and why presented.
 - 3) Description of average time for project time completion.
 - 4) Description of any concerns or recommendations.
 - 5) Description of viable, effective and efficient, training options.

- 6) Identify the nature and amount of FDVA resources needed to achieve FDVA goals.
- 7) Description of the protocols and internal procedures for disaster recovery, data center use and auditing, and the ability to maintain and resume services with minimal disruption, as well as respondent's succession plan and plans for transition to/from other vendors (to ensure continuity of FDVA operations).
- c) Pricing: Respondents may provide a general price schedule that is non-binding to the respondent and would apply to the solution presented.
- d) Responses: Respondents will submit three (3) hardcopies of their response to this RFI, within one (1) size appropriate outer envelope or box. Response to this RFI must be mailed (i.e. via USPS, Fed-Ex, or UPS); electronic submissions will not be accepted. Sealed package shall be delivered with the RFI number and respondent name clearly marked on the outside of the package, to FDVA primary contact (sole point-of-contact) specified below, **prior to 3:00 p.m. on Friday, September 21st, 2018.**

Primary Contact:

Nicholas Scire, FCCM
Purchasing Specialist
Mary Grizzle State Office Building
Florida Department of Veterans' Affairs
11351 Ulmerton Road, Suite 311-K
Largo, FL 33778-1630
Telephone: 727-518-3202, Ext. 5558
Email: PurchasingLargo@FDVA.STATE.FL.US

6. General Terms and Conditions of Request for Information (RFI):

- a) Respondents are solely responsible for all costs associated with preparation and submission of response to this RFI.
- b) FDVA is not responsible for any costs associated with respondent preparation and submission of response to this RFI.
- c) This RFI shall not be considered an intent, commitment, or promise to acquire purchase of the presented solutions or services presented by respondents.
- d) This RFI is being issued strictly for the purpose of collecting and reviewing general information, options, and associated solutions.
- e) At a later time, FDVA may release requirements through the formal competitive solicitation process.
- f) Respondent RFI response shall become the property of FDVA upon receipt and will not be returned.
- g) FDVA cannot guarantee that it will not be compelled to disclose all or part of any public record under the Florida Sunshine Law. Therefore, respondent is solely responsible for redacting/completely removing any portion of the response that is asserted to be exempt from disclosure under Chapter 119, Florida Statutes, as defined in Section 812.081, Florida Statutes. Respondent's failure to do as directed herein acknowledge and agree that they waive any right or cause of action, civil or criminal, against the Florida Department of Veterans' Affairs ("FDVA"), its employees and its representatives, for the release or disclosure of any "trade secret" or "proprietary" information.

END OF REQUEST FOR INFORMATION (RFI) DOCUMENT