



On behalf of

Kennesaw State University's
Vice President for Operations
Operations Division

Request for Information (RFI)
ES-RFI-54300-766
Central Receiving & Distribution Software Solution

is hereby released

STATEMENT OF WORK

Kennesaw State University is interested in obtaining solution information and sample pricing structures for all methods of providing a solution that enables Central Receiving and Distribution to track 100% of inbound shipments through delivery to or installation at its final destination and maintain accurate inventory management and accountability that provides inventory control, shipping and receiving, order picking, bar coding/scanning capabilities and querying and reporting functions all housed under one system and the capability to add more workstations as the university grows.

The information received will be reviewed by a committee of University employees and will serve as a basis to potentially prepare a formal Request for Proposal (RFP) document. The RFP process, if KSU decides to issue such, will more formally address business transactional workflows, technical hardware/software requirements and future trends, technologies and enhancements associated with campus-based services.

NOTICE: The preferred response format is an explanation of capabilities of the software/systems you possess or could provide that meets or exceeds the functions/processes.

Introduction

RFI responses should help the committee identify ways in which Central Receiving and Distribution can meet the following improvement initiatives:

- Find a solution that enables Central Receiving and Distribution to track 100% of inbound shipments through delivery to or installation at its final destination and maintain accurate inventory management and accountability.
- Inventory control, shipping and receiving, order picking, and querying and reporting functions all housed in one system with the capability to add more workstations as the university grows.
- Track the receipt of inbound shipments through delivery to or installation at its final destination.

Critical Needs:

- a) Please describe in detail how the capability to perform direct scanning into the system.
- b) Please describe in detail how mobile workstations with wireless and WEB access are supported.
- c) Please describe in detail the capability to perform digital and/or mobile sign-offs.
- d) Please describe in detail the capability to assign user and data security at several levels
- e) Please describe in detail the capability for easy movement of inventory to various locations or return to stock.
- f) Please describe in detail the capability for complete inventory analysis, cycle count, adjustable stocking levels.
- g) Please describe in detail capability to create bar codes.
- h) Please describe in detail the process for simultaneous use by several organizations, if there is a limit on how many users will be able to access the system simultaneously.

Other Needs:

- a) Please describe in detail the capability to handle non-standard (one-of-a-kind) inventory.
- b) Please describe in detail the capability to issue in various quantities.
- c) Please describe in detail the capability to categorize inventory.

Critical Interfaces:

- a) Please describe in detail how the software will interface with AiM Maintenance Management System.
- b) Please describe in detail the interface with GM2online/TA2online.
- c) Please describe in detail the interface with GeorgiaFirst Marketplace/Electronic Procurement (ePro).

The *GeorgiaFirst Marketplace* includes ePro, a module within the PeopleSoft Financial (PS FIN) system. ePro is seamlessly integrated with a hosted application that provides an online shopping experience similar to online retail shopping sites. SciQuest is the hosted application that provides the online shopping interface. SciQuest is also used by the State, the University of Georgia, Georgia Institute of Technology, and Georgia Health Sciences University. .

- d) Please describe in detail the capability to interface with Oracle Peoplesoft
- e) Please describe in detail the capability to interface with live feeds for people, mail drops, and telephone numbers.
- f) In the bullets above a direct interface may not be possible. If an interface is not possible can they provide a datafeed to an external source or receive a data feed from an external source.
- g)

Additional Interfaces:

- a) Please describe in detail the interface with shipping software (pick/pack/ship).

- b) Please describe in detail the capability to interface with vendor systems for auto reorder.

Critical Reporting Needs:

- a) Please describe in detail capability to provide real-time reporting (e.g. 30 minutes) capabilities.
- b) Please describe in detail the End-User tracking (e.g. UPS/FedEx tracking number, purchaser, category, actual delivery time/date, who signed for package) capabilities.
- c) Please describe in detail the capability to perform Ad-hoc reporting.
- d) Please describe in detail the capability to provide daily delivery/receipt documents/reports.
- e) Please describe in detail the capability to conduct inventory by location.
- f) Please describe in detail the capability to create inventory analysis reports (e.g. by stocking level, inventory turns).

NOTICE: The preferred response format is an explanation of capabilities of the systems you possess or could provide that meets or exceeds the functions/processes.

ENTERPRISE ARCHITECTURE STANDARDS

Introduction

An enterprise-wide technical architecture (EWTA) is an operational statement of the current technologies utilized and supported by the central computing organization. As appropriate, contemplated changes are also included along with projected implementation dates. (See attached EWTA document).

Response Items:

- a) Please describe in detail how the architecture of the software solution you possess or could provide will comply with the KSU's Enterprise Architecture Standards as listed at <http://www.kennesaw.edu/cio/ewta/EWTA.doc>
- b) Please describe in detail how the proposed system transmits and stores sensitive information in a secure manner. For example, if the proposed solution utilizes web

forms for data capture, how sensitive fields are secured differently from non-confidential fields.

- c) Can the proposed solution integrate with a centralized authentication system such as LDAP, MS Active Directory or CAS?
- d) What types of data are stored with the proposed system and how long are those records retained?

NOTICE: Vendors should respond to each item. The preferred response format is an explanation of the capabilities of the system you possess or could provide.

a. Response Items for Training

Is training for the proposed software provided? What are the options: on-site, off-site or online? Do you offer role specific training: system administrator, business manager, and faculty/staff end-users? What is your cost for training?

b. Response Items for Customer Service and Support

Please describe your Customer Service and Support program. Are there fixed costs? Are there different levels? **Is any “non-chargeable/free” service support included in the product purchase? If so, how much and what does that include?**

C. Please provide implementation plan.

Information Required from Respondents

Please provide your response to this RFI, to the extent possible, in a format that mirrors the sections above. **Please ensure the document provided is in a searchable format.** When responding to a specific numbered point, please reference the paragraph number of that item. While brochures and promotional materials are helpful we are more interested in specific explanations of how your solutions have been used to address issues similar to ours, the benefits that have resulted from such uses, and how you can apply those solutions in our environment.

Once again we want to remind you that we are looking for alternatives that provide the university with the functionality needed to support our various application needs. We are not necessarily looking for a monolithic system but we are looking for an integrated approach that provides the flexibility to add new applications, devices, and authentication methods as needed.