



REQUEST FOR PROPOSAL

CUSTOM WORKFLOW APPLICATION P1

Job No. OTI-OIW-7.11

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I. Overview

Outsource Technologies, Inc. (OTI) is now accepting bids from qualified vendors for the design and development of a Custom Workflow Application for use by Oregon Iron Works, Inc. (OIW).

II. Background

Oregon Iron Works, Inc. is a pioneering force in the fabrication and manufacturing industries. Founded in 1944, the company began achieving success fabricating in the demanding hydroelectric, bridge and civil construction industries. From complex bridges to sophisticated military patrol craft, today the company also serves a variety of industries and customers, both nationally and internationally, that includes the marine, aerospace, nuclear, transit and renewable energy fields.

OIW is an organization driven by quality work ethics with the goal to “actively seek in projects with greater degrees of technical difficulty, and with higher demands for quality and superb logistical management.” They approach business as being partners in the projects with their clients instead of just being a supplier.

OIW’s Objective:

“We guide our business with the simple but demanding objective of having satisfied customers and repeat business.”

III. Project Description

The details herein will contain the necessary requirements for the development of a Custom Workflow Application P1.

A) Task and Analysis Summary

OIW requires a paperless data management system. Bidding vendors will pay special attention to sections C, D and E for submitting their proposal that best suits OIW’s requirements.

B) Content and Treatment Required

We (OTI) expect all vendors who work with us to provide the utmost quality and care when working with our partner (OIW).

Acceptable proposals must include the following elements:

Service Description: Please provide details of the services to be provided, the users that will be served and the price points for various services. Please specify how the pricing will vary based on donations, discounts or other factors.

Timing of Implementation: The selected provider must have the ability to deploy a comprehensive solution within the time frame given. Please provide a detailed timetable for the implementation of the project.

Structure of Collaboration: Please describe the structure of the proposed collaboration of the respondent and OIW including the roles and responsibilities of each party.

Transition and Training: Describe your company's transition and training plan. Include any technologies, tools, documentation and venues your company plans to use.

Operational Impact: Describe the impact on operations and the risk mitigation strategies that will be used to ensure minimal disruption to the business and protection of OIW's interest.

Customer Service: Please describe your company's customer service policies and procedures. Required in this area is how your company manages problems or complaints.

Company Qualifications: Please provide a narrative description of qualification for all companies and/or partners that are included in this proposal. Include information about the company history, products and services, service territory and whether the company is privately held or publicly traded. Include descriptions of any similar projects your company has undertaken and the outcome of those projects. Please describe your core competencies in dealing with companies that specialize in fabrication and/or manufacturing.

C) Design Requirements

Programming requirements and application interfaces are explained below for the required workflow.

1. To provide all Graphical User Interfaces (GUI)
2. Database table designs including database management programming
3. Programming code for business routing logic to handle all related data
4. All code shall be in done c#, .Net, Javascript and HTML needed to run the application and provided to OTI and OIW upon completion of the project
5. A user based security system with role configurations for differentiated users and administrators.
6. To provide all programming and application interfaces necessary for OIW to receive information within a shipping/receiver method via electronic document "Material Receiving Report (MRR)" (see "Exhibit A") and the programming logic to handle exception routing to QC process.
7. To provide all programming and application interfaces necessary for OIW to receive information within a "Receiving Inspection Checklist (RICL)" (see "Exhibit B") GUI interface from the MRR and from the "Quality Control Report (QCR)" via the QC process and the programming logic.
8. To provide all programming logic and interfaces necessary for OIW to receive information from the RICL to one of three destinations:
 - a. Hold (tagged)
 - i. Interface for Status with reports
 - b. Non-Conformance (R-tagged)
 - i. Interface for Status with reports
 - c. HIC Log (G-tagged)
9. To provide all programming and application interfaces necessary for OIW to receive information from the RICL process into a "Non-Conformance Report (NCR)" (see "Exhibit C") holding area with status and reporting.

10. *To provide all programming and application interfaces necessary for OIW to receive information from the RICL into a “Holding” area with status and reporting*
11. *To provide all programming and application interfaces necessary for OIW to receive information from the RICL into the “HIC Log (HL)” (see “Exhibit D”) and the ability to search and retrieve information within the HL by part, tracking number, date, etc. TBD.*
12. *Program work flow (see “Exhibit E”) shows current system state which needs to contain all steps in workflow application.*

D) Technical and Infrastructure Environment

This application will need to work for a broad audience. The audience includes all line manufacture workers, fabricators, tooling experts (die casting, milling machinists), quality control agents (industries of nuclear, aerospace, hydro and marine), compliance officers and executive committee members.

E) Functional Requirements

The base functionality of this project will be to design a Custom Workflow Application with business logic which can provide a chronologically ordered step process for fabrication and/or manufacturing steps that must be permission based access by role. This application will be 100% electronic and will not require any manual steps. This is to be a paperless management program. Final documentation of this process must be a named report with the ability to be printed for retention purposes.

F) Training

The vendor chosen will be providing on-site end user training.

G) Estimated Project Duration

OTI and OIW expect this project to be complete with a go-live date of September 26, 2011.

IV. Assumptions and Agreements

Proposals must include a written statement that “the proposal is firm and will not be withdrawn for a period of ninety (90) days.”

V. Submission Information

All bids must be received no later than 4:00pm on August 22, 2011.

A) Proposal Format

Vendor proposals should discuss the methods and resources to design and implement the required technical infrastructure. Proposals must respond to all aspects of this RFP.

Vendor proposals in response to this RFP will be incorporated into the final agreement between the OIW and the selected vendor(s).

The cost of preparing proposals and all corresponding pre-acceptance activities in response to this RFP shall be borne solely by your company and the issuance of this RFP does not create any financial or other obligation on the part of OTI or OIW. All documents submitted in response to this RFP shall become the property of OTI and OIW, who shall be able to use the documents without any restrictions on their distribution.

B) Proposal Delivery

Four (4) copies of the proposal are due at Outsource Technologies' corporate offices located at 1499 SE Tech Center Place, Suite 205, Vancouver, Washington, 98683, no later than 4:00pm on August 22, 2011. Faxed or E-mailed proposals will not be accepted. After a review of all proposals, OTI and/or OIW may request additional information and may arrange meetings with preferred vendors. OTI and OIW reserve the right to reject, accept or take other necessary action as they deem fit with regard to the submission of the proposals.

VI. For Additional Information or Clarification

A) Inquiries

Questions and requests for clarification with respect to this RFP should be directed to OTI's Senior Systems Engineer, James Lee (jlee@o-t-i.net) no later than August 19, 2011.

B) Confidentiality

The information contained herein, including addendums and exhibits are confidential and proprietary. They are not to be copied, displayed or distributed to any person or persons not associated directly with OTI, OIW or your respective firm.

C) Basis for Award of Contract

Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to operational, technical, cost, and management requirements. Evaluation of proposals will be based upon the vendor's responsiveness to the RFP and the total price quoted for all items covered by the RFP.

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of preferred vendor(s):

Vendors must have completion of all required responses in the correct format.

The extent to which vendor's proposed solution fulfills OIW's stated requirements as set forth herein.

An assessment of the vendor's ability to deliver the indicated service in accordance with the specifications set forth herein.

The vendor's stability, experiences and record of past performance in delivering comparable goods and services.

Availability of sufficient high quality vendor personnel with the required skills and experience necessary for the accomplishment of this project.

Vendor's acceptance of OIW's contractual terms and conditions, if applicable.

Overall cost of vendor's proposal.

D) Terms and Acceptance

OTI and/or OIW reserve the right to the following:

To accept any proposals in part or whole, which it feels best meets the needs of the project.

To reject any or all proposals.

To request clarification on any specific responses, omissions, or claims made to this RFP.

Vendors must promptly return the RFP, including all addenda and attachments thereto, to OTI, in the following situations:

If declining to bid (indicate "No Bid")

When notified by OTI that an award has been made.

If notified that the RFP has been canceled and no award will be made.

(Exhibit A)

Double boxed areas to be completed by QA/QC.

RECEIVING INSPECTION CHECKLIST

(Exhibit B)

P.O Number:		MRR Number:		Item Number:	See Table Number 1 attached.
Description:	See Table Number 1 attached.			Specification:	See Table Number 1 attached.
Checklist			Yes	No	Comments
1	Vendor listed on AVL				
2	Packing List and Purchase Order Quantities are in agreement.				
3	Material damaged during shipment.				
4	Markings are in accordance with Purchase order requirements.				
5	Dimensional inspection of received material is in accordance with purchase order Requirements.			M&TE S/N:	
				N/A	
				Cal. Due Date:	
6	Chemical and mechanical testing results are in accordance with applicable specification requirements.				
7	Certificate of compliance reflecting material specification, grade, class, and heat-treat condition, as applicable.				
8	NDE: (Specify) MT_____PT_____RT_____				
Material Received By:				Date:	
QC Receiving Inspector:				Date:	
Reviewed By:				Date:	
NCR#:		Issue Date:		Close Date:	
<i>Additional Comments:</i>					
Please Reference attached Table Number 1 for details of Items inspected, HIC'd, and approved.					
ANI Acceptance _____				Date _____	

Table Number 1 Purchase Order Number:

Purchase Order Number:

[illegible]

NONCONFORMANCE REPORT (Exhibit C)

NCR NO. _____

Hold Tag No. _____

Identification Number	Item No.	Work Order No.	Date
Supplier:	Qty	Project	QC
Manufacturer	Qty	Other Identification	QA Manager

Description of Nonconformance (be specific)	Ref. Procedure

DISPOSITION

Use as is _____ Qty _____	Rework _____ Qty _____	Repair _____ Qty _____	Reject _____ Qty _____	Other _____ (if not for mat'l or items)
Engineering _____ Date _____	Quality Assurance _____ Date _____	ANI / Customer _____ Date _____		

SPECIFIC INSTRUCTIONS

Verification of disposition Action and / or item (s) / Part (s) Re-inspected
Comments

Quality Control _____ Date _____	QA Manager _____ Date _____
Customer _____ Date _____	ANI _____ Date _____

CORRECTIVE ACTION REVIEW

Required _____ Not Required _____	Reference Documents (ie CAR etc.): _____
	QA Manager _____ Date _____

Nuclear Products Division Heat Identification Code (HIC) / Material Inventory Log (Exhibit D)

Date	(HIC) Number		P.O. No.	Heat No.	Vendor	QTY.	Description:	QL 2	Open Issues / Material Status	NCR # if applicable
								Y=For use on Safety Significant		
6/9/2011	NP	3115	8099-00003	A40158	Ferguson Inc.	1	Pipe, 1-1/2" Sch40 x 24", Seamless, ASME 2010 Edition SA53 Type S Grade B	N/A	ASME Section VIII Demonstration	
6/9/2011	NP	3116	8099-00003	0644	Ferguson Inc.	1	Pipe, 8" Sch40 x 36", Seamless, ASME 2010 Edition SA53 Type S Grade B	N/A	ASME Section VIII Demonstration	
6/9/2011	NM	3117	8099-00003	L301	Ferguson Inc.	2	Pipe Cap, 8.0" SCH 40, Seamless, Plain End, ASME 2010 Edition SA234 WPB	N/A	ASME Section VIII Demonstration	
6/14/2011	NM	N3118	2157-00361	C of C	North Coast Electric	10	Calbe Fitting, 1/2" Male NPT, Steel, 0.125-0.250" Cable Dia., Form B Complete W/Gland Nut & NEOPRENE BUSH, CRS-H P/N: CGB192	N	Approved For Use	
6/14/2011	NM	N3119	2157-00361	C of C	North Coast Electric	10	Hub Connector with thermoplastic insulating throat; sealing ring-Nitrile (BUNA "N"), Trade Size 1/2", Zinc, Thomas & Betts P/N: H050-TB	N	Approved For Use	
6/14/2011	NM	N3120	2157-00361	C of C	North Coast Electric	10	Hub Connector with thermoplastic insulating throat; sealing ring-Nitrile (BUNA "N"), Trade Size 3/4", Zinc, Thomas & Betts P/N: H075TB	N	Approved For Use	
6/14/2011	NM	N3121	2157-00361	C of C	North Coast Electric	1	Conduit, Flexible Metal, 1/2", Gray, Liquatite P/N: SEF-UA-GRY (1 unit, 100ft per unit.)	N	Approved For Use	
6/16/2011	NR	3122	2487-00266	G16948	Encore Metals	1	Round Bar, 9/16" x 12'-0" R/L ASTM A276 UNS S21800, Condition A	N/A	Approved For Use	
6/16/2011	NR	3123	2487-00266	101129	Encore Metals	1	Round Bar, 5-1/2" x 2'-0" R/L ASME SA479 Ed. 2007, UNS S30400 HR ANN RT Condition A	N/A	Approved For Use	
6/16/2011	NR	3124	2487-00266	A11143	Encore Metals	1	Round Bar, 9" x 2'-2" ASME SA479 ED. 2007, HR ANN RT Condition A	N/A	Approved For Use	
6/17/2011	NF	3125	2487-00266	248279	Encore Metals	1	Square Bar, 3/4" x 8'-0" R/L ASTM A276 (Ed. 2007) UNS S30400, Condition A	N/A	Approved For Use	
6/17/2011	NR	3126	2487-00266	6BT3	Encore Metals	1	Round Bar, 1/4" x 12'-0" R/L TG&P ASTM A276 UNS S30400, Condition A	N/A	Approved For Use	
6/20/2011	NR	N3127	2157-00384	C of C	McMaster Carr Supply	1	Round Bar, 1" x 6'-0", Alloy Steel, 4140/4142, McMaster Carr P/N: 8935K43	N	Approved For Use	
6/24/2011	NK	N3128	2157-00365	XM0491VC	Sherwin Williams	6	Zinc Clad IV Primer, Binder, 2 GL KT, B69A00008 Expires: 8-18-2012	N	Approved For Use	
6/24/2011	NK	N3129	2157-00365	MQ3330PA	Sherwin Williams	6	Zinc Clad IV Primer, Hardener, Quart, B69V00008 Expires: 5-29-2012	N	Approved For Use	

Nuclear Products Division Heat Identification Code (HIC) / Material Inventory Log (Exhibit D)

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Program Flow Document

Exhibit E

