



THE CITY OF NORTH LAS VEGAS

**REQUEST FOR INFORMATION FOR ASSET TRACKING &
INVENTORY MANAGEMENT**

RFI# 06-30-09-01

RELEASE DATE: JUNE 30, 2009

RESPONSES TO BE RECEIVED BY JULY 21, 2009 2:00 P.M.

**RETURN TO CITY OF NORTH LAS VEGAS
CITY CLERK'S OFFICE
Attention: Purchasing Department
2200 Civic Center Drive
North Las Vegas, Nevada 89030**

SUBMISSION INSTRUCTIONS:

**DUE DATE for Submissions: Wednesday, July 21, 2009 2:00 P.M.
Pacific Time**

**DUE DATE for Questions: Wednesday, July 14, 2009 2:00 P.M.
Pacific Time**

Please label all responses as “ASSET TRACKING & INVENTORY
MANAGEMENT RFI RESPONSE”

Submit responses by U.S. Mail or in person to;

Office of the City Clerk
City of North Las Vegas
2200 Civic Center Drive
North Las Vegas, Nevada 89030

CONFIDENTIALITY

ALL INFORMATION CONTAINED WITHIN THIS DOCUMENT IS CONFIDENTIAL AND IS PROVIDED ONLY TO GIVE RFID DESIGNERS AN ADEQUATE UNDERSTANDING OF **City of North Las Vegas** REQUIREMENTS. UNDER NO CIRCUMSTANCES SHOULD INFORMATION BE DISCLOSED TO ANY OUTSIDE PARTY.

This Asset Tracking Management Project will develop procedures and standards, perform pilot deployment of Radio Frequency Identification tagging for communications assets, and demonstrate data collection and reporting using open standard (non-proprietary) hardware, software, and data formats.

Contents

1	Introduction	4
2	Requirements	8
2	Instructions to Asset Tracking Inventory Management Designers	9

1 Introduction

This document is intended to provide sufficient information for Inventory System Designers to determine whether they are willing to participate in a more detailed selection process. It will enable the Inventory System Designers to provide sufficient information for City of North Las Vegas to select a shortlist to which a Request for Proposal (RFP) will be issued. It is not intended that Inventory System Designers prepare detailed proposals at this stage. It is important that they provide basic information regarding capabilities and an indication, in broad terms, as to how they would approach working with City of North Las Vegas to achieve the objectives set out in this document.

1.1 Overview of City of North Las Vegas RFI for Asset Tracking Inventory Management

This section provides a brief overview of the purpose and outlines procedural requirements for supplier submission. The governments and people of Nevada have invested significant amounts of money in assets to support and enable interoperable communications for emergency services. The goals of for this project are to improve utility and accountability for those investments by establishing efficient, shared, standardized tagging and inventory management processes.

There will be a need to track “inter-agency” or “inter-jurisdictional “ loan of assets. This is likely to occur and will need some way to track “borrowers” in the system as well as the gear they’ve been loaned.

The contracted supplier for this Interoperability Asset Management (IAM) initiative will develop, document and demonstrate a process for using Radio Frequency Identification (RFID) devices to mark, identify, count, and track up to 500 interoperable communications items kept by different jurisdictions in up to three locations within Nevada, using open-standard RFID and data formats that can be stored and retrieved by any authorized user with readily available, standard database management systems. Desired project outcomes include state-wide standards for RFID tagging of interoperability assets and standardized collection and management of interoperability inventory data.

This project will set a standard for inventory control of equipment acquired in future years, improving accountability, comprehensive and accurate planning and deployment decisions, and increased volume and accuracy of Nevada’s data shared through participation in the US Department of Homeland Security Communications Asset Survey and Mapping (CASM) program.

The IAM project will result in up to 500 Nevada interoperability cache radios (and associated equipment) having open standard RFID tags affixed. The process will also produce an initial inventory process and database of those assets. Procedures and standards for RFID tagging and tracking project will be recommended to Nevada as a state-wide standard for a common method of interoperable asset tracking available to all agencies in the state.

This document is to inform interested suppliers of the information required by the project team to enable them to select a short-list of suppliers who can potentially fulfill the procurement needs of their project.

City of North Las Vegas strategic objectives are to receive responses from the RFI and a demonstration from qualified respondents to demonstrate their solution. Once determined, an RFP will be generated to obtain equipment.

1.2 Project Overview

This section provides a high level overview of the project and the key milestones in the selection and implementation processes.

The project name Asset Tracking & Inventory Management Project. [ATIM]

Nevada emergency services agencies from many jurisdictions have invested significantly in communications interoperability over the past several years. No common, uniform, easily-managed method of accounting yet exists to manage and account for interoperability assets used by various agencies and jurisdictions across the state. This project, managed by the City of North Las Vegas Police Department, will pilot standards and methods for tracking interoperability equipment that Nevada hopes to apply state-wide.

In general, the ATIM project will develop preliminary standard processes and methods for inventory control of interoperability equipment, and apply those to a demonstration project including at least three interoperable radio caches in the state.

With no standardized methods or procedures for RFID asset management yet in use, Nevada desires input from accomplished providers of such services through this Request for Information

Specific objectives of the project are as follows:

- Standards for ATIM data fields and information format developed through consensus among Nevada radio cache managers, and appropriate for state-wide use.
- Standards for Radio Frequency Identification Device (RFID) format, capacity and capability requirements developed through consensus among radio cache managers. (the minimum goal is agreement on RFID tag standards for portable radios, but standards for other communications assets may also be developed.)
- Standards developed for RFID data-capture hardware that is readily and widely available commercially from multiple suppliers, and requires no custom configuration to read Nevada RFID tags.
- Data standards, developed through radio cache manager consensus, for RFID inventory data and table structure able to be exported to Comma Separated Value (CSV) and Microsoft Excel file formats and compatible (to the extend possible) with United States Department of Homeland Security Communications Asset Survey and Mapping (CASM) too.

The project involves the following key steps:

- Issuance of this document to a list of potential Inventory Management Designers by June 30th 2009

- Responses to be received by Wednesday, July 21, 2009 2:00 P.M. Office of the City Clerk.
- Based on responses to the RFI, a Request for Proposal (RFP) will be issued to a shortlist of RFID Designers (currently planned for 30, June, 2009) with detailed requirements for the software, contractual details, and key success criteria for successful bidders.
- On the basis of the replies to the RFI document, a short list of potential RFID Designers will be selected and this group will be asked to present demonstrations of the product(s) which they propose using a series of business cases which will be circulated to the potential RFID Designers. These meetings will be completed by July 31st, 2009 .
- Construction of the infrastructure and processes for Asset Management project for the City of North Las Vegas, and the implementation of the selected software, will be implemented by City of North Las Vegas, the selected supplier, or a 3rd party
- Project Name : Asset Tracking Inventory Management Project for the City of North Las Vegas
- Testing of City of North Las Vegas processes and new software by 30th, September 2009 City of North Las Vegas will perform this.
- Implementation of the pilot of the new software and associated processes by 15, October, 2009

1.2.1 Recipients

This document will be dispatched to all interested providers of RFID tagging and inventory management services to Southern Nevada

1.2.2 Process

The process will be undertaken as follow:

1. This RFI will be released to an identified market segment for potential suppliers.
2. Suppliers must submit a formal supplier response by the date indicated.
3. The project team will review the supplier response against a set of pre-defined criteria, and rate the response on its ability to satisfy the generic requirements stated. A demonstration may be required.
4. A short-list of potential suppliers will be selected (with the highest awarded ratings) and formally notified.
5. The short-listed suppliers will then be invited to take part in an RFP process, whereby they provide detailed information relating to the tender in a formal proposal.
6. Supplier proposals will then be evaluated and a preferred supplier chosen.
7. A formal contract will be negotiated with the preferred supplier and, if endorsed, the supplier will begin supplying the requisite product to the project.

Timeframe:

Release of RFI	June 30, 2009
Closure Date for Supplier responses	July 21, 2009 2:00 P.M.
Review of Supplier responses	W/O July 27, 2009
Short Listed Suppliers Notified/Unsuccessful Suppliers Notified	August 4, 2009
Begin RFP Process	August 11, 2009

Requirements

1.3 Business requirement to implement Asset Tracking & Inventory Management Project

Key business requirement for this project is to find a standardized process, supplier and equipment for interoperable asset tracking and inventory management for RFID for the project, such as to improve the sales process, or to introduce the Internet as a new market channel. There will be a need to track "inter-agency" or "inter-jurisdictional " loan of assets. This is likely to occur and will need some way to track "borrowers" in the system as well as the gear they've been loaned across several jurisdictional agencies.

1.4 Overview of software requirements

Note: this section should provide a **high level** statement of the key requirements from the software to be provided. The description of requirements should enable RFID Designers to properly consider their interest in the project and provide the best response possible. It should be noted that this section should also include any **critical** non-functional requirements such as **regulatory requirements, security requirements, etc.**

The firm's core requirements are for a new system that:

- X
- Y
- Z

1.5 Hardware and software requirements

Insert technical considerations as appropriate, in particular specifying any constraints imposed by the current architecture.

The following diagram sets out an overview of the technical environment in which the selected software will be implemented:

Diagram of technical environment

Integration considerations - software will have to interface with the following existing systems:

2 Instructions to Asset Tracking Inventory Management System Designers

2.1 Response Requirements

We are looking forward to hearing about your capabilities, but would like to minimise the amount of preparation that you need to do at this stage. Our requirements are therefore intended not to require significant new material to be prepared.

With this in mind, please could you provide the following information: -

1. By return of post, please send to Tony Esguerra, Assistant Purchasing Manager at City of North Las Vegas City Clerk's Office, 2200 Civic Center Drive North Las Vegas, Nevada 89030 four (4) hard copies of your response describing your organization and setting out information about your product offerings in the areas of enter details of type of software required and any other relevant requirements. This documentation should be delivered no later than 21st of July, 2009
2. Please answer the following questions to the best of your ability. Please reply in writing to Tony Esguerra, Assistant Purchasing Manager at City of North Las Vegas address by 21st, July 2009, enclosing four (4) copies of the financial statements for the previous two trading years.
3. Contact Tony Esguerra, Assistant Purchasing (702) 633-1460 X 3646 or esguerraa@cityofnorthlasvegas.com email address should you have any queries.

Question	Response
Company name Parent company	
Company address	
Name of person responsible for the information contained in this RFI	
Telephone number Facsimile number Email address Web page	
Initial year of operations	
Company location: Corporate office Local offices Other office	
Number of employees: US Total Development Implementation	

Question	Response
<p>Sales & administration</p> <p>Support</p> <p>Employee turnover rate</p> <p>Employee satisfaction (if surveyed and known)</p> <p>Key employees (names and terms of contract)</p>	
<p>Total revenue:</p> <p> Current year</p> <p> Previous year</p> <p>Total profit/loss</p> <p> Current year</p> <p> Previous year</p>	
<p>Please indicate any terms and conditions of trading together with an indication where it is agreeable to amend or alter those terms. If there are any terms, which you are not able or agreeable to alter, please specifically indicate those terms.</p>	
<p>Give details of your business continuity arrangements.</p>	
<p>Total number of installations of the version of the software being proposed.</p> <p>Have you supplied to customers in a similar industry, with a similar growth profile that would act as a reference site for you?</p>	
<p>If you are a VAR, total number of installations of the version of the software being proposed, which have been carried out by your organization?</p>	
<p>Describe any third party alliances/relationships</p>	
<p>Please provide details of any outstanding legal action against your company or any directors or partners.</p>	
<p>Are there any anticipated mergers or acquisitions pending?</p>	
<p>Please provide information on your implementation methodology.</p>	<p>Attach as required.</p>
<p>What documentation is provided for the software / system?</p>	
<p>Was your software written by your organization or acquired</p>	

Question	Response
<p>from a third party?</p> <p>Training:</p> <ul style="list-style-type: none"> Do you offer formal user training? What type of courses do you run and what is their duration? What level of training would you recommend? Describe any training materials offered? 	
<p>Please provide details of how the product is supported across multiple sites globally.</p> <p>What levels of support is available, definition of each level and what are the hours of operation and response times?</p> <p>Where is the support services located?</p> <p>Does support include product updates, as well as bug fixes at no extra charge?</p> <p>What is the helpdesk escalation procedure?</p>	
<p>Please summarize the total costs of your product.</p> <p>What are the licensing costs for individual parts of the solution?</p> <p>Are new releases chargeable separately?</p> <p>What are your consultancy rates to help with implementation?</p> <p>What do you charge for customization?</p> <p>What do you charge for training?</p> <p>What are the maintenance and support costs? Please give a breakdown.</p> <p>Do you offer discounts for volume purchases?</p> <p>Do you levy any charges for software or services during the evaluation period?</p>	

Any other information you feel relevant to this RFI, please feel free to add to your response. Thank you again.