

REQUEST FOR INFORMATION “RFI”

Date: October 6, 2008

Title: Supply Chain Productivity Investment Fund (“PIF”)

Issuing / Using Agency: Department of General Services
Division of Purchases and Supply
1111 East Broad Street, 6th Floor
Richmond, VA 23218-1199

eMail: eVA.PIF@dgs.virginia.gov

I. INTRODUCTION

The Secretaries of Administration and Technology and the Department of General Services are seeking Statements of Interest from public or private entities offering improvements to the Commonwealth’s supply chain functions that increase efficiency and reduce total cost of ownership while improving customer experience and extending the value of eVA, the Commonwealth’s enterprise electronic procurement system. The Department of General Services (DGS) will consider responses to this Request for Information (RFI) and make recommendations to the Secretaries. Responses should address one or more of these supply chain objectives:

- 1) *Process Improvements:* Improve supply chain operations in order to increase efficiencies and lower administrative costs for buyers and sellers.
- 2) *Strategic Collaboration:* Facilitate sharing and discussion of information, data, and data analysis in order to empower buyers and sellers to make more efficient, knowledgeable and informed decisions.
- 3) *Supplemental Tools:* Provide supplemental tools that will extend existing enterprise supply chain management and procurement capabilities.

The primary focus of the Supply Chain Productivity Investment Fund (“PIF”) is to improve customer service by increasing efficiency and productivity while potentially lowering operating costs. Additional information about the PIF can be accessed on the Secretary of Technology’s website at <http://www.pif.virginia.gov/about.html>.

II. BACKGROUND

Over the past seven years, DGS, eVA staff, and other partners have routinely introduced refinements and improvements to eVA capabilities including spend management, collaboration, competition, and integration with other systems and inventories. While many additional refinements and improvements are in progress, they are seeking other innovations that can further extend the benefits of this award-winning system.

Through issuance of this Supply Chain Productivity Investment Fund Request for Information (PIF RFI), the Secretaries and DGS hope to receive innovative responses that will achieve the objectives described above and provide a return on the state’s investment.

III. INSTRUCTIONS FOR RESPONSES

Respondents must submit a concise Statement of Interest (“SOI”) that:

- Demonstrates a clear understanding of a potential area of improvement within eVA and/or related supply chain processes and systems;
- Presents a concept for a solution which need not be cutting edge; however, has a clear objective related to at least one of the three objectives outlined above, and describes how it will satisfy the objective(s);
- Outlines the proposed solution, new features and benefits, estimated savings, funding required, as well as any sources of funding identified outside of the Supply Chain PIF;

- Describes the respondent's role in implementing the proposed solution and identifies any partners and their roles;
- Describes the return on the state's investment that should be expected by implementing the proposed solution.
- Identifies other topics or issues related to projects not associated with this RFI but that respondents believe are important to address in any future initiatives and include input on those topics or issues.

Responses should be no more than ten (10) pages. Responses do not require a detailed proposal, specific budgetary plans, or proprietary information. However, there should be a general budgetary overview, including estimated savings to the state. DGS staff will conduct a thorough review of each response and make judgments based on:

1. The clarity of the business case;
2. Financial viability of the solution, as well as available funding;
3. The level of impact expected on operations; and
4. The degree to which the proposal aligns with the goals of eVA and the Commonwealth in general.

At their sole discretion, DGS staff may conduct a dialogue with respondents as well as seek out more information in support of the response. As part of the dialogue process, suggestions for improving responses may be given to respondents by DGS staff. Updated responses will be accepted until a deadline mutually agreed to by DGS staff and the respondent. Early responses are encouraged.

SOI's shall be submitted no later than 3:59pm Eastern Standard Time, Friday, October 31st, 2008, by mail or electronically.

- Electronic responses are preferred and should include **Supply Chain PIF RFI Response** in the subject line. Electronic responses must be submitted to:
eVA.PIF@dgs.virginia.gov
- Non-electronic responses will also be accepted. Non-electronic responses must be sent to:
Commonwealth of Virginia
Department of General Services
Division of Purchases and Supply
ATTN: Supply Chain PIF RFI Response
1111 East Broad Street, 6th Floor
Richmond, VA 23218-1199

IV. THE OFFICE'S RIGHTS RESERVED

The Secretaries and DGS reserve all rights available to them by Federal and State law. Moreover respondents to this PIF RFI are hereby notified that all information, documentation, and any specific content or approaches included in RFI responses may be used in future solicitations. Therefore, do not submit any copyrighted, proprietary or confidential information.

Ownership of all data, materials, and documentation originated and submitted pursuant to this RFI, shall belong exclusively to the DGS and the Supply Chain PIF and shall be subject to public inspection in accordance with the Virginia Freedom of Information Act.

Under no circumstances shall the Commonwealth, the Governor's Office, the Secretaries, the Department of General Services, or the Supply Chain Productivity Investment Fund be liable for, or reimburse, the costs incurred by respondents.