District of Columbia Courts
Administrative Services Division
Procurement and Contracts Branch

AMENDMENT NO. 3

TO: **ALL PROSPECTIVE OFFERORS**

AMENDMENT ISSUE DATE: **June 16, 2016**

SUBJECT: **Solicitation Number: DCSC-16-RP-0044 - Inventory Management & Control System**

SUBMISSION DATE: **June 23, 2016. by 2:00 p.m., Eastern Standard Time.**

Responses to written question(s) received from prospective offeror(s) are included as Attachment A to this amendment.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

One (1) copy of this amendment is being sent to only those offerors who received a copy the solicitation. Offerors shall sign below and attach a signed copy of this amendment to each offer to be submitted to the Courts in response to the subject solicitation. Offers shall be mailed or delivered in accordance with the instructions provided in the original solicitation documents. Offerors shall submit their offers in sealed envelopes, identified on the outside by the solicitation number and submission date, in accordance the instructions provided in the original solicitation documents. This amendment, together with your offer must be received by the District of Columbia Courts no later than the date and time specified for offer submission. Revisions or price changes occasioned by this amendment must be received by the Courts no later than the date and time set for offer submission. Failure to acknowledge receipt of this amendment may be cause for rejection of any offers submitted in response to the subject solicitation.

Geoffrey Mack
Contracting Officer

This amendment is acknowledged and is considered a part of the subject solicitation.

_____ _____
Signature of Authorized Representative **Date**

_____
Title of Authorized Representative

_____
Name of Firm

ATTACHMENT A

Solicitation Number: DCSC-16-RP-0044
Caption: **Inventory Management & Control System**

RESPONSES TO QUESTIONS RECEIVED

Question #1: In the Warehouse how many Computers do you have which will need the application Software loaded and how many end users?

Response: The Warehouse has two computers that will need the application and the end users will be using the portal.

Question #2: Please identify the available I/O of the computer/s (serial ports, USB ports etc.)

Response: USB ports.

Question #3: Is the operating system 32 bit or 64 bit?

Response: Windows 7 - 64 bit.

Question #4: Please explain how the warehouse items are managed, (bin locations, rows etc.)

Response: The Warehouse is managed with locations and rows.

Question #5: Are your inventory items bar coded?, if yes what format/s (128A, Code 39 etc.)

Response: Warehouse items have barcodes. The barcodes that we used were purchased and I believe they are code 39. (IT can support any bar code solution required by the business owner)

Question #6: Do you have any existing bar code printers?, if yes what is the make, model and I/O connection.

Response: The make is Intermec. The model is Easy Coder PD4-1. We have barcode printers that we used to create the location tags, but we use preprinted barcodes for all other items. The solution must support USB supported devices for Windows 7 operating system.

Question #7: Are the end user Computers connected to a printer/s, if yes what make and model?

Response: The end users are all of the court employees with access. The solution must support USB supported devices for Windows 7 operating system.

Question #8: In the Supply Store how many computers do you have which will need the application Software loaded.

Response: Two computers will need the application.

Question #9: Please identify the available I/O of the computer/s (serial ports, USB ports etc.)

Response: 2 USB ports.

Question #10: Is the operating system 32 bit or 64 bit?

Response: Operating system is Windows 7 64 bit.

Question #11: Are the supply Store Computers connected to a printer/s, if yes what make and model.

Response: The supply room computers are connected to HP Laser Jet Pro M201dw and HP Laser Jet P1606dn. The solution must support USB supported devices and network printers that are supported by Windows 7 operating system.

Question #12: CD Courts requests 6 Handheld Bar Code Scanners with picture and electronic signature Capability. Please explain how these units will be utilized?

Response: They will be used to obtain signatures upon delivery of products. They will also be used to perform audits and manage inventory in both locations.

Question #13: Training of 150 Court Users please explain the job role/s and tasks of these Court Users.

Response: We need the identified number of staffed trained on how to navigate through and use the application. Their job/role is not relevant.

Question #14: DC Courts requires data migration from the current application to the new application. Please supply a sample item file layout.

Response: A file cannot be provided, file format will be a common supported file structure such as cvs, excel, or flat file.

Question #15: Do your items have pictures?, if yes what format?

Response: jpeg format.

Question #16: Are there any customers in the current application that need to migrate?

Response: All customers in both systems will have to be migrated.

Question #17: If yes, please provide a sample customer file layout.

Response: See sample attached.

Question #18: Tracking expiration dates for shelf life, explain what items meet this requirement?

Response: Toner and all items in supply room.

Question #20: Items are delivered to Judiciary Staff, please explain this process?

Response: The following is the process:

a. Order received in supply room
b. Order filled
c. Items delivered on assigned day

Question #21: Items are picked up by Support Staff. Please explain this process?

Response: The following is the process:

a. Order received in supply room
b. Order filled
c. Customer is that order is for pickup
c. Items are picked up within three days

Question #22: The Warehouse stores Judicial Records, please explain this process?

Response: The following is the process for the judicial records located at the Warehouse:

a. Files are stored in file boxes by requestor.
b. Requestor fill out spreadsheet that's emailed to customer by Records Staff from windfall system.
c. Records staff generate bar code labels for boxes from windfall system.
d. Requestor place bar code labels on boxes.
e. Requestor emails spreadsheet as a CVS file to Records staff.

f. Records staff retrieve boxes and transport to Warehouse for storage.
g. Boxes bar code labels are scan into windfall system for inventory.
h. Requestor is notified of bar codes and location when files are need.
i. Records staff retrieve file from warehouse and deliver to requestor.

Question #23: On page 10, it states - Section t – capability to interface with Court's Oracle Business Intelligence BI Tools. Section C5 last sentence states the system must be able to communicate with the courts Oracle Business Intelligence BI System. - Section t states **capability**, C5 states **must**. Please acknowledge which direction the Court wants the solution to provide, capability or must?

Response: The solution **must** support courts Oracle Business Intelligence BI System.

Question #24: In reference to interfacing with the Courts Oracle BI Tool, please provide the import format capabilities of Oracle BI and data mapping layouts.

Response: The solution must support current Oracle Business Intelligence BI System software that is currently supported by Oracle.

Question #25: Are customers' orders fulfilled from the Supply Store and the Warehouse or both?

Response: Both

Question #26: Will the DC Courts host a website internally or do you want it hosted externally?

Response: Solution shall be hosted internal within the Courts' IT infrastructure.

Question #27: Are you tube videos acceptable as part of the training for DC Court employees?

Response: Yes.

Question #28: For years two thru five support will DC Courts accept a hourly rate for service work?

Response: - No.

Question #29: Is DC Courts open to a solution that does not use hand held terminals?

Response: The solution must support hand-held scanners.

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Signature:

Date:

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Total Items: 1

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Total Due: $250.00