



UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF WASHINGTON  
CONSOLIDATED ADMINISTRATIVE SERVICES

RFP: USDC.2008.2559/1

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## REQUEST FOR PROPOSAL

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Products and Services: Lowest Price, Technically Acceptable

**RFP Title:** RFID-Based Inventory System for US Courts

**RFP Number:** USDC.2008.2559/1

**Request Date:** January 25, 2008

**Special Notes:** This is a request for Open Market Pricing.  
All items should be quoted F.O.B. Destination

**Deadline:** Proposals may be e-mailed to the below listed address by **February 7th, 2008, 5pm PST**. However, handcarried quotes can be delivered by the same time at 700 Stewart Street to Simon Martin, Contracting Officer.

**Instructions:** Please email me at your earliest convenience at the address below to if you intend to submit a proposal.

By the deadline above, submit a technical proposal describing your approach and project management plans in accordance with the attached statement of work. Use the attached quote sheet for a price quotation broken down by task with any supporting documentation for the price attached.

A fixed price award from this RFP will be made based on the lowest priced, technically acceptable offer.

Quotes and questions concerning this RFQ should be addressed to:

Simon Martin, Contracting Officer  
US District Court / Probation Office / Pretrial Services Office  
700 Stewart Street, Lobby Level  
Seattle, WA 98101

*Email* [simon\\_martin@wawd.uscourts.gov](mailto:simon_martin@wawd.uscourts.gov)

The Delivery Address for this purchase will be the same.

Sincerely,

A handwritten signature in black ink that reads "Simon Martin".

Simon Martin  
Contracting Officer



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**Quote Sheet for RFP: USDC.2008.2559/1**

Item	Short Description	Detailed Product Description	Qty	Unit	Unit Price	Extended Price
1.	Preliminary Consultation	To evaluate needs, locations, volume, reporting, and inventory requirements.		hours		
2.	RFID Tags	Passive RFID tags for inventory use. Non-proprietary technology so other RFID readers can read same tags. For this estimate, tags with enough room to store identifying codes will suffice.	15,000	tags		
3.	Inventory Software	Recommended off-the-shelf software with minimal customization required. Include licensing costs.	1	ea		
4.	RFID Reader	For passive RFIDs.	3	ea		
5.	Implementation Consultation / Lead	Strategize and lead implementation program. Courts will provide additional manpower (property managers, IT specialists, temporary staff to help tag)		hours		
6.	Guarantees	Please detail any warranty or guarantee for services rendered and products provide – and the period of said coverage. Identify additional costs, if any.				
7.	Discount	Any volume or government discounts applicable				
<b>PROPOSAL TOTAL</b>						

**Vendor Information**

**Vendor Name:** \_\_\_\_\_

**Representative Name:** \_\_\_\_\_

**Representative Phone Number:** \_\_\_\_\_

**Representative Fax Number:** \_\_\_\_\_

**Representative Email:** \_\_\_\_\_

**Vendor Street Address** \_\_\_\_\_

**Vendor City / State / Zip** \_\_\_\_\_

**Vendor Authorized Signature:** \_\_\_\_\_

**Signature Date:** \_\_\_\_\_

**Tax ID Number:** \_\_\_\_\_

**Printed / Typed Name of Signator** \_\_\_\_\_

**DUNS Number:** \_\_\_\_\_



## OUTLINE FOR THE STATEMENT OF WORK (SOW)

### 1. STATEMENT OF WORK

Vendor must guide the Western District of Washington through the procurement and implementation of a passive RFID chip inventory system. This would include the recommendation of an RFID reader, the RFID tags, and an off-the-shelf (but customizable) inventory software package.

#### 1.1. INTRODUCTION:

The Western District of Washington is looking toward RFID technology to meet the challenges of improving our multi-site inventory process. We are drawn to the flexibility of the technology and to the possible efficiencies in our regular physical sightings. We are interested in how this technology, predominantly used in supply chain management, can address our more simple requirements. We believe we are one of the first districts in the judicial branch of government who are exploring this technology, and we look forward to helping other districts explore the option upon the successful implementation of this project.

The Western District of Washington has a courthouse in Seattle (12 courtrooms and chambers) and Tacoma (4 courtrooms and chambers). Small divisional offices in Everett, Tukwila, and Vancouver will also fall within the inventory scope. Approximately 250 employees work in the offices covered by this inventory system in Western Washington.

#### 1.2. PURPOSE:

The purpose of this RFP is to identify a vendor who can marry both the hardware and software requirements of implementing such a process, but also have a leading role in the implementation itself. Costs of the project will include hardware, software, and consultancy fees.

#### 1.3. SCOPE:

##### Item 1 *Preliminary Consultation*

Vendor receiving the contract will first meet with key personnel to determine the needs of the federal court and determine if there are technological conflicts (e.g., possible interference with emergency broadcast equipment) or shortfalls in our existing technology array. This consultation process will help the vendor make appropriate recommendations for the following items.



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Item 2 *RFID Tags*

We currently believe that passive RFID tags with a 80 foot range will meet our needs. While we are requesting an estimate based on each tag being able to store an identifying number (e.g., a UPC-style number) – we may eventually change the scope of the project to upgrade the tags to include more information.

Item 3 *Inventory Software*

We would like to purchase an off-the-shelf software package that best utilizes RFID technology, would require minimal customization (and customization that would be supported by the software manufacturers if we were to encounter a problem in the future), and would not be over-kill for the relatively small scope of our application. Provide a description and quotation of any licensing fees (e.g., one time, per user, per site, annual fee, etc.).

Item 4 *RFID Reader*

Vendor to provide three RFID readers for passive RFID tags.

Item 5 *Implementation Consultation / Lead*

Once software and hardware have been procured, vendor will lead the implementation effort which would include a complete physical inventory of our offices in Western Washington. The US Courts will provide property, information technology, and temporary staff to aid in the process.

Item 6 *Guarantees*

Please include warranty and guarantee information for the products and services to be provided.

Item 7 *Discount*

Please include any government or other discounts applicable.

1.4. SPECIAL REQUIREMENTS:

Vendor must have an expert knowledge of RFID technology, inventory software, and property management practices.

**2. DESCRIPTION OF DELIVERABLES**

2.1. PRELIMINARY CONSULTATION

Preliminary consultation will be considered complete when vendor has met with key court personnel and have provided the courts with a strategic plan that includes recommended hardware and software and an implementation timetable. We require that a summary



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analysis will be provided in written form.

## 2.2. RFID TAGS

The RFID tag portion of the contract will be considered complete once the tags have been procured and received by the US Courts, and that significant testing has been completed to determine that the tags are meeting the requirements of our scope of work.

## 2.3. INVENTORY SOFTWARE

The inventory software purchase will be considered complete once the product has been procured, installed, and enough testing has been completed to determine that the software is easily navigated and that the RFID readers and tags are uploading efficiently and accurately in the system and that the software is generate reports that meet our basic audit requirements.

## 2.4. RFID READER

This portion of the contract will be complete once the readers are procured, received, and tested to determine that they are meeting the requirements of the scope of work – that they efficiently and accurately read the RFID tags recommended.

## 2.5. IMPLEMENTATION CONSULTATION / LEAD

This portion of the contract will be complete once the courts are at a point in the physical inventory where we are confident the RFID technology and new inventory software are working properly, and we are able to add information to the database and program RFID tags without the help of the outside vendor. We understand that the actual inventory might take longer than we would like to retain an outside consultant – but the determination of when we are comfortable with the system will be ours. We retain the right to have in-person meetings with the vendor as often as we require.

## 2.6. INTERIM DELIVERABLES

We will require weekly email updates from the vendor to key court personnel to provide progress reports on the purchase and implementation of this RFID technology. Once portions of the contract are complete, the US Courts will be able to release funding to cover invoices for completed components of the contract.



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### 3. TIMELINE FOR DELIVERABLES

The below is our proposed project plan timeline. Vendor must ensure that the technology and services that they propose can meet the timeline below, or propose revisions to the timeline in their response to the RFP with an explanation as to why the timeline would need to be adjusted.

<i>February 7, 2008</i>	Responses to RFP are due to the US Courts
<i>February 14, 2008</i>	US Courts to award the contract to vendor
<i>February 20, 2008</i>	Preliminary consultation will be complete, and a proposed plan of action will be given to the US Courts
<i>February 28, 2008</i>	US Courts will approve plan, or request alterations.
<i>March 5, 2008</i>	Inventory software, RFID reader, and RFID tags will be on order
<i>March 14, 2008</i>	Software will be customized for our application, readers and tags will be on hand, and physical inventory will start
<i>April 4, 2008</i>	Goal date to complete physical inventory.

### 4. ENVIRONMENT:

#### 4.1. LOCATION FOR PERFORMANCE:

Main Information Technology and Property Management staff are located at 700 Stewart Street in Seattle, Washington. While we support off-site work, we are not able to let outside vendors remote access into our IT infrastructure. Any software development that needs to be conducted on a court server will need to be done in-house. Vendor travel costs cannot be paid separately, and should be included in the proposal cost.

#### 4.2. SOFTWARE CAPABILITY

We require that the inventory software be built on a SQL platform and that data be stored in a Microsoft SQL database. Web-based technology may be the only way to maximize RFID inventories in our facilities. We require the database schema and/or programmer's API information so that the court can create applications that make use of the inventory system's data.

#### 4.3. GOVERNMENT FURNISHED PROPERTY

Vendor must include in their proposal any hardware, software, or personnel support they will require for the successful implementation of a RFID inventory system.



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#### 4.4. CONTRACTOR FURNISHED MATERIAL

We anticipate that the vendor will act as wholesaler for the products required for the successful implementation of the RFID inventory system. But it is not required. Wholesaler or not, the price of the equipment and software should be included in the table on page 2 of this RFP.

#### 4.5. MEETINGS

We anticipate that this project will be completed with a combination of conference calls, email communication, and on-site meetings. We reserve the right to require additional on-site meetings at any time.

#### 4.6. TRAVEL AND PER DIEM REQUIREMENTS

If on-site meetings would require travel and per diem expenses for the vendor – vendor must budget for this expenditure and build the consulting fee bid accordingly. We are not able to provide extemporaneous travel and per diem funds to the vendor.

### 5. PURCHASE ORDER TERMS AND CONDITIONS

#### REQUIRED PROVISIONS AND CLAUSES FOR ALL OPEN MARKET SMALL PURCHASES

JP3 Provision B-1, Solicitation Provisions Incorporated by Reference (AUG 2004). This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address:

<http://www.uscourts.gov/procurement/clauses.htm>

JP3 Clause B-5 Clauses Incorporated by Reference (OCT 2006). This procurement incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://www.uscourts.gov/procurement/clauses.htm>



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The following clause is included by reference: JP3 Clause 3-3, Provisions, clauses, Terms and Conditions - Small Purchases (OCT 2006)