Oracle Sourcing
HOW TO REVIEW AND RESPOND TO AN RFI/RFP

The following pages are instructions on how to access and respond to an electronic Request for Information (RFI) or Request for Proposal (RFP).

When your company is invited to participate in one of these events, you and/or someone in your company will have received an email notification that your organization has been invited to participate.

To acknowledge and then respond, you must login to your Supplier Portal and follow the instructions provided in the slides.
Login to account.

- **User Name**: name@email.com
- **Password**: ********
  - Example: michael.james.smith
  - Example: 4u99v23

[Login] [Cancel]
Invitation notifications will appear here in your worklist. You may open the message by clicking on the link, or you may go directly to your Sourcing Home Page.
You are invited: RFQ 10009 (13-0730-10009-KS RFQ to PO Test)

From: Sarlew, Katia
To: Palm Beach County Sheriffs Office
Number: 13-0730-10009-KS RFQ to PO Test
ID: 1434422

Negotiation Preview: May 30, 2014 04:30 pm Eastern Time
Negotiation Open: May 30, 2014 04:40 pm Eastern Time
Negotiation Close: May 31, 2014 04:27 pm Eastern Time
Supplier: Supplier Site

To acknowledge your intent to participate, press the Yes button on this page. To decline the invitation, press the No button. You may enter a note to the buyer in the space below before acknowledging or declining.

Please go to Negotiation Details if you want to view the document before acknowledging intent to participate and/or to enter a response.

Action History

<table>
<thead>
<tr>
<th>Num</th>
<th>Action Date</th>
<th>Action</th>
<th>From</th>
<th>To</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>30-May-2014 16:30:26</td>
<td>Submit</td>
<td>Sarlew, Katia</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Response

Note to Buyer

Return to Worklist
From the dropdown menu, you may select any of the actions listed and then click on "Go" to make it happen.

These three tabs are the different parts of the RFI/ RFP. You may click each one individually to see the details. You are currently viewing the Header.
RFIs and RFPs do not have lines for quoting. No action needs to be taken here.

This is the view of the LINES tab.
Title: RFQ Test 06122014-KS-1
Status: Active
Time Left: 15 days 23 hours

Open Date: 12-Jun-2014 15:37:01
Close Date: 28-Jun-2014 15:33:19

Response Rules:
- Negotiation is restricted to invited suppliers
- Suppliers are allowed to respond to selected lines
- Suppliers are required to respond with full quantity on each line
- Suppliers are allowed to provide multiple responses
- Buyer may close the negotiation before the Close Date
- Buyer may manually extend the negotiation while it is open

This is the CONTROLS tab. It shows you the rules for this negotiation.
To acknowledge, select "Acknowledge Participation" and then click on "GO".
This is the acknowledgement page. Complete accordingly, and then click on "Apply".
To create a response, select "Create Quote" and then click on "Go".
Before you can submit a response, you must first READ and ACCEPT the Terms and conditions by checking the box and then clicking on ACCEPT. To view and read the Terms and Conditions, click on the Terms and Conditions link.

I have read and accepted the terms and conditions.
To view the requirements/questions on the RFI/RFP you must "expand all".
The expanded requirements view shows the requirements table. Some of the items in the requirements table are informational and do not require a response. These are examples of informational items.

<table>
<thead>
<tr>
<th>Focus Title</th>
<th>Target Value</th>
<th>Response Value</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requirements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.0. General</td>
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<tr>
<td>1.1 Suppliers seeking information, clarification, or interpretation from another Sheriff’s Office official or employee are advised that such material is used at the supplier’s own risk, and the SHERIFF will not be bound by any such representations.</td>
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<tr>
<td>1.2 Suppliers are solely responsible for any and all costs associated with preparing and submitting responses to this RFI, including attendance at any site conference, oral interview, presentation, or negotiation.</td>
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<tr>
<td>1.3 All documents and material submitted regarding this RFI become the property of the PBSO. All such records are subject to the Florida Public Records Statutes (Chapter 119, et al.).</td>
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<tr>
<td>2.0. Confidentiality</td>
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<tr>
<td>2.1 All information included in this RFI is confidential and only for the recipient knowledge. No information included in this document or in discussions connected to it may be disclosed to any other party.</td>
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<tr>
<td>2.2 All responses to this RFI will become the property of PBSO and will not be returned. The PBSO reserves the right to share responses to this RFI with local and federal agencies.</td>
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<tr>
<td>3.0. Agency Background and Application of Product/System</td>
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<tr>
<td>3.1 Established in 1909, Palm Beach County is the third largest in square miles, and population of Florida’s 67 counties.</td>
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<td>3.2 Palm Beach County population as of last census is over 1.3 million with 38 municipalities.</td>
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<tr>
<td>3.3 PBSO district jurisdiction population is over 760,000 within 13 municipalities. The agency has five International, National, and State Accreditations, employs over 3800 sworn and civilian individuals, and approximately 2300 volunteers.</td>
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<tr>
<td>3.4 As part of the Strategic Operations Bureau, Evidence currently has approximately 300,000 active individual items in evidence, and receives on average 1000 per week.</td>
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<td>4.0. Introduction and purpose of the RFI</td>
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<tr>
<td>4.1 PBSO wishes to obtain information regarding your company for the following products/services.</td>
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<tr>
<td>4.1.1 Design of RFID tracking system:</td>
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<tr>
<td>4.1.1.1 To support PBSO Evidence Unit</td>
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</tbody>
</table>
4.1 PBSO wishes to obtain information regarding your company for the following products/services:
4.1.1 Design of RFID tracking system:
  4.1.1.1 To support PBSO Evidence Unit
  4.1.1.2 Future integration of inventory management system
  4.1.1.3 Future integration of asset tracking
4.1.2 Provide required hardware and software which may be through suppliers' network partners.
4.1.3 Manage installation of RFID system to the satisfaction of PBSO.
4.1.4 Work with current PBSO hardware and software suppliers to create data interfaces for seamless integration with current systems.
4.1.5 Provide maintenance and support for system post installation.
4.1.6 Provide staff training post installation.

5.0 Scope of Work
The PBSO requires tracking of evidence, assets, and inventory.
5.1 Administration - Software:
  5.1.1 Site level administrator to run system for agency-wide use.
  5.1.2 User administration to allow for user activation/deactivation, password resets, and restrictions by role.
  5.1.3 Location management to allow for changes in facility layout, additions, and deletions.
  5.1.4 Allow file import/export of data for
    5.1.4.1 Asset status with description
    5.1.4.2 RFID Servers
    5.1.4.3 Configuration of email rules for email server, password, login time, history data, and login attempts, etc.
    5.1.4.4 Alert engine based on business rules
    5.1.4.5 Add Coverage
  5.1.5 Alert Management - view and edit alerts; view alert log.
  5.1.6 System Dashboard:
    5.1.6.1 Gives system data regarding read size, alerts, tags commissioned, database, users log file, RFID reader status, and asset summary.
    5.1.6.2 View log file
  5.1.7 Audit Log
5.2 Evidence Tracking - Software
  5.2.1 Chain of Custody:
    5.2.1.1 Field access – tags printable at crime location
    5.2.1.2 Links and integrates with JusTricTrax and SQL based Laboratory Information Management System (LIMS) for receiving packages, uploading manifest, accession case, chain of custody, inventory page, assignment of evidence, and transfer of custody.
  5.2.2 Management
    5.2.2.1 Display case, item, and tag number
    5.2.2.2 Field access – tags printable at crime location
    5.2.2.3 Case custody, and history reports
  5.2.3 Location Tracking:
    5.2.3.1 Antenna placement at points of exit, entry and key positions within the vault
    5.2.3.2 Mapping of evidence room with feet/inches precision

Some responses are to be made from a drop-down menu as shown in the examples here.

Total Score

These numbers represent the relative weight of each answer. These will be used to score responses. They may or may not be shown depending on the preference of the RFI/RFP owner.
Some responses are to be entered directly into the response box. They may be text or numeric.

If you can't finish right away, you may save what you've done by saving a draft. If you are ready to submit, select "continue".
Warning: Buyer has requested for you to submit a single, best response. Multiple responses for this RFI are not allowed.

You are given a chance to pull back your response before you submit.
Response 1003 for RFI 10043 (RFI - 06202014 - KS) has been submitted.

A confirmation is given when your response has been successfully submitted.