



University of Connecticut
*Office of the Associate Vice President of
Finance and Budget*

Procurement Services

**Request for Information
CGP092612
Inventory Management and Tracking Solution for Compressed Gas Cylinders and
Storage Tanks, and Chemicals
Addendum #1**

October 17, 2012

To: All Prospective Respondents

From: Cathleen G. Paquette
Purchasing Agent II

The following change has been made to the referenced Request for Information:

The due date for responses has been extended to **November 15, 2012** at 2:00 p.m.

A second addendum summarizing responses to the questions received will be issued next week.

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University of Connecticut
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DATE: September 26, 2012

TO: All Prospective Vendors

SUBJECT: Request for Information CGP092612 Inventory Management and Tracking Solution for Compressed Gas Cylinders and Storage Tanks, and Chemicals

The University of Connecticut, located in Storrs, Connecticut, hereinafter referred to as the University, is seeking information from compressed gas vendors, chemical vendors and third party inventory/supply chain management solution providers with regards to developing an inventory and account management system to better track the location of Compressed Gas Cylinders (CGC) and/or chemicals, maintain appropriate levels of inventory, accurately charge fees (such as cylinder rental or leases) to appropriate departments and/or accounts, ensure timely delivery of critical need gases and/or chemicals, provide easy to interpret inventory and charge reports, ensure that rental fees and other charges are consistent with contracted prices, expedite removal of empty or unneeded cylinders and/or chemicals and their containers, reallocate inventory to appropriate accounts and sub-accounts in order to facilitate intradepartmental transfers and assist in maintaining compliance with all applicable laws and regulations. These solutions may include combinations of physical onsite support and/or an onsite coordinator, active and passive tracking technologies, web-based vendor managed software platforms, and other forms of physical or digital infrastructure and equipment.

The purpose of a Request for Information (RFI) is to gather market information for products and/or services that the University may seek to acquire through the public bidding process. In support of this request, please provide any and all material that you feel is pertinent. Any submissions and information will be helpful and appreciated in this process. While solutions accommodating both the University's compressed gas and chemical needs are preferred, the University is open to solutions that separately serve our compressed gas or our chemical inventory management and tracking needs.

Submittals will be reviewed by a committee of EH&S, Fire Department and Public Safety personnel, administrators, end users and purchasers tasked with identifying prospective solutions to improve safety and emergency response; improve compliance with applicable laws and regulations; reduce costs, administrative time and overhead necessary for managing the University's CGC and chemical inventory as well as add transparency and efficiency to the payment of cylinder rental fees and associated expenses. As part of this process, it may be necessary for your company to provide a formal presentation and/or demonstration of the equipment, technology or process for the committee members.

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This may include site visits for the demonstrations. (Preference is for demonstrations to be conducted in the Southern New England area when possible.) All costs associated with your submittal or any type of presentation or demonstration, including travel, lodging and meals shall be borne by your firm. This is the first step in preparation of a potential Request for Proposal (RFP).

The scope of the project and the issues to be addressed in the materials are outlined in the attached document.

Cathleen G. Paquette
Purchasing Agent II
University of Connecticut
Purchasing Department
3 North Hillside Road Unit 6076
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Request for Information CGP092612: Inventory Management and Tracking Solution for Compressed Gas Cylinders and Storage Tanks

Project Overview

This solution will serve the needs of a wide range of end users, lab managers, and administrators located in different buildings, physical locations and campuses including the main campus in Storrs, the University of Connecticut Health Center (UCHC) in Farmington, the various regional campuses as well as the needs of the University's EH&S and Public Safety offices. Its purchase will ensure compliance with various State & Federal requirements, ensure accurate billing and invoicing, will reduce the amount of administrative time and overhead the University allocates to ordering and payment, and will provide for the transparent and strategic management of the University's CGC and chemical needs. The major users represent a wide range of disciplines, including chemistry, engineering, material sciences, pharmacology, biology and healthcare.

Intent of the RFI

In support of University operations utilizing CGC and chemicals, UConn is requesting marketplace information regarding Compressed Gas Cylinder and chemical inventory management systems and related services. Required information: technical specifications, site requirements, operational management, and ability to serve as a partner in managing inventory and supply chain issues associated with compressed gases and chemicals.

The information provided may be used for a future RFP and/or RFQ.

Submission Guidelines:

It is understood that vendors may be presenting solutions where they would act as the provider of CGC and/or chemicals or where they would be acting as a third party managing the relationship and its CGC and chemical providers. Vendors are permitted to present solutions for both or either scenario, as long as it is clearly stated. In addition:

- Your presentation must address each item in the Solution Requirements, Technology Details, Support, Market Presence, Partnerships, and Vendor Forum sections below with specific examples, as well as qualitative data.
- Additional information should be shown relative to the particular topic.

Solution Requirements

Inventory Tracking

- Minimizes the effort required by University end users, lab managers, administrators, EH&S, Public Safety and the Fire Department to track, audit, verify and reconcile its inventory of CGC and chemicals and respective charges
- Provides a MSDS search capability
- Search for EPCRA list (Tier 2 Reporting)
- Provides easy to interpret and meaningful reporting to satisfy the needs of end users, purchasers, administrators, department heads, managers, EH&S, Public Safety and the Fire Department
- Able to accommodate the various physical settings utilizing CGC and chemicals and in regards to be effective with both outside and in-building cylinder storage locations
- For CGC solutions, ensures that invoices for cylinder rental fees are up-to-date, accurate and tied to specific inventory
- For Chemical Inventory Systems
 - Has the ability to flag Homeland Security COI's (Chemicals of Interest)
 - Search for Select Agents & Drugs

Facilitate University Cost Reduction Efforts

- Forecast appropriate levels of demand from historical data in order to reduce cylinder count and product spoilage
- Identify opportunities to consolidate cylinder usage within departments and minimize the need for safety stock

Technology Details

Technical Specifications

- Current product offerings/configurations
- Hardware and software utilized
- Technology deployment requirements

Site Requirements

- Support needed for on-site staff if any
- Need for physical warehouse space
- IT infrastructure needed for solution
- Other physical infrastructure required for terminals or equipment

Operational Management

- Training
- Startup
- Day to day operations
- Queuing controls
- Data storage, access and transmission

Support

- Account team and availability of inside sales representative
- Availability of onsite technical and consulting support
- Support hours of coverage (EST)
- Maximum number of allowable contacts
- Method of Communication (e.g., phone, e-mail)

Budgeting Details

- Prospective costs associated with solution, including initial investment and ongoing
- Tiers of pricing options with different solutions

Market Presence

- Comparisons with competitor's products and services on the market
- Vendor's place/position in the market

Partnerships

- Testimonials from other Universities or public institutions for whom you have provided compressed gas inventory management solutions, chemical inventory management solutions and/or partnered with
- Case studies demonstrating improvement in areas of Federal & State compliance, as well as safety
- Case studies demonstrating cost savings and other key performance metrics associated with inventory management

Vendor Forum

- Any relevant information the vendor would like to present to the University

Response Instructions:

Submittal:

1. Due Date: Tuesday, October 23, 2012 at 2:00 PM. All submissions will be reviewed on a rolling basis. Earlier submission may increase the likelihood of on-campus presentation opportunities.
2. Please submit one (1) original, five (5) hard copies, and a digital copy
3. Please direct all questions and submit correspondence to:
University of Connecticut
Procurement Services
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