



Request

For

Information (RFI)

Washington
Metropolitan
Area
Transit
Authority

VARIOUS INVENTORY PARTS

Date Published: October 28, 2015

1. Executive Summary

WMATA has approximately 75,000 unique inventory items. Approximately 20,000 of these inventory parts are obsolete and treated as inactive. Some percentage of the 55,000 active inventory items are custom designed for fit form and function. An additional subset are highly specialized inventory parts that are unique to a transit agency operating both rail and bus services. The greater percentage are commercially off the shelf product (COTS). WMATA uses Maximo to track reorder points with collaboration from our inventory planners and Program Offices. These 55,000 active inventory items are used throughout WMATA, some exclusive to a department.

2. Project Goals

WMATA faces ongoing challenges of fulfilling our inventory reordering thresholds. WMATA Procurement has primary goals to reduce lead times for purchases of inventory stock; to decrease “stock out” rates for inventory stock; and to reduce cost for WMATA-approved parts and suppliers. Toward that end the following focus areas and actions are currently underway:

- A. **Data cleanup:** WMATA is undergoing a data cleanup of its inventory parts. Cleanup includes populating additional fields and adding manufacturer description, photo, SDS and product sheets.
- B. **Grants Funding:** WMATA seeks to understand, out of approximately 55,000 active inventory items, how many items could potentially meet FTA guidelines, specifically relating to Buy America and Disadvantaged Business Enterprise (DBE).
- C. **Technology considerations:** WMATA seeks to use most efficient eTechnology solutions and commercially available “shopping cart” supplier solutions for inventory stock requirements in an effort to shorten the cycle time from requisition to purchase order. Additionally, WMATA Procurement is exploring Pcard/Payment card solution technologies.

3. RFI Questionnaire

- A. Data Cleanup (See Appendix B for janitorial supply)
 - i) Describe how you can help WMATA with data cleanup, timeline and associated costs.
 - ii) The list below contains the additional fields WMATA wishes to capture. Please confirm which fields can be populated. What is the degree of accuracy?
 - 1. Manufacturer name (OE)
 - 2. OE part number
 - 3. Manufacturer short description
 - 4. Manufacturer long description
 - 5. Product Sheet (in additional to .PDF, what additional format can you provide information)
 - 6. SDS (if applicable, in additional to .PDF, what additional format can you provide information)
- B. **Grants Funding:** Federal grants contain Buy America, DBE and certain clauses. For each of the inventory items, if available, please provide the following:

1. Buy America certification (see 49 CFR 661);
2. Component vs subcomponent (see 49 CFR 661);
3. Please describe how your company can help increase participation with WMATA's certified DBE vendors. WMATA maintains its own DBE program and continuously certifies companies. WMATA is considering a race neutral program with no specific goal associated with inventory parts purchases. Please go to URL to find WMATA certified DBE vendors: (http://www.wmata.com/business/disadvantaged_business_enterprise/dbe_search.cfm);
4. FTA grants dictate specific FTA clauses to flow down from grantee (WMATA) to contractor and subcontractor. Kindly review the FTA clauses (Appendix A) and confirm your company can accept these terms without any exceptions.

C. Technology considerations.

1. WMATA uses Peoplesoft Financial v9.1. Please describe your company's capability to provide commercially available "shopping cart" supplier (eTechnology solutions) for inventory stock or other supplies. Describe your workflow for obsolete and/or replacement items. Describe the WMATA resources required to implement your eTechnology solution to your catalog with pre negotiated pricing.
2. WMATA is exploring use of a Virtual payment card issued by a major bank as a form of payment of selected orders. Please describe your company's capability to reconcile invoices if payment is made via payment card. Describe provisions for rebate(s) based on number and/or value of transaction payments.

4. Customer Service

1. Provide an overview of the account management team. Will your account team include dedicated technical, accounting and product experts?
2. Please describe your customer service and how you would help employees with questions or concerns related to item, shipping or invoice?
3. What are your Customer Service hours?
4. What are the communication methods for Customer Service?
5. What is your customer service response time?

5. Proposal Submittal Requirements

- ✓ Provide sample data for Appendix B
- ✓ Respond to RFI Questionnaire (#3)
- ✓ Comments regarding Appendix A

6. Expected Timeline

- ✓ RFI issued- October 28, 2015
- ✓ RFI questions – November 10, 2015
- ✓ RFI clarifications of questions – November 13, 2015
- ✓ Responses to RFI due – November 23, 2015, before 2:00 PM local time

7. RFI Related Questions / Clarifications / Submission

All questions and submissions related to this RFI should be directed in writing to:

Celena Cochran
Contract Administrator
ccochrane@wmata.com

Liabilities of WMATA

This RFI does not constitute a solicitation for proposals for WMATA to enter into negotiations to award a contract. This RFI is for planning purposes only and shall not be considered as a request for proposal or as an obligation on the part of WMATA to acquire any products or services. No entitlement to payment of direct or indirect costs or charges by WMATA will arise as a result of contractor submission of responses to this RFI or WMATA's use of such information. Responses to this RFI will not be returned. Whatever information is provided in response to this RFI may be used to access tradeoffs and alternatives available for determining how to proceed with the acquisition. Any proprietary information that is submitted may be used in establishing requirements but specific contractor submitted information will be safeguarded as proprietary.

Confidentiality and RFI Ownership

All responses to this RFI will become the property of WMATA and will not be returned. WMATA reserves the right to share responses to this RFI with local and Federal agencies.