

Request for Information
Lansing Board of Water and Light

E-Procurement System Solution RFI



Responses due: August 12, 2020, 2:00 p.m. local time

Date Released: July 30, 2020

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Introduction and Purpose of the RFI

The Lansing Board of Water & Light (BWL) is exploring various options to integrate a E-Procurement System for the Purchasing and Warehousing Department. The BWL is looking to distribute a Request for Proposal (**RFP**) to identify firms that can provide a system that will enhance and the procurement bidding process. The BWL will also utilize this system for certain tracking, analytics and reporting functions.

The purpose of this Request for Information (RFI) is for BWL to gain expert insight of various options sand systems. To obtain knowledge about e-Procurement Systems, specifically directed at the Public Sectors and also, about the features of various systems offered.

Answering this RFI does not give any vendor any special position if the BWL issues an **RFP** for these services. Information learned in this process will be used to build a more complete Scope of work for the **RFP**, which will be open to any vendor. Any vendor that responds to this RFI, will be notified of the RFP posting.

RFI Procedure

Respondents will review this RFI and provide information related to their system and functionality of the product. The responses to this RFI will be reviewed by Purchasing and Warehousing Department, at the BWL.

Responding to RFI

Submission: DUE DATE: August 12, 2020, 2:00 p.m. local time, by email to sealedbids@lbwl.com. – subject header “E-Procurement System RFI” .

Contacts

Questions regarding this RFI must be submitted in writing and directed to the following LBWL contact:
Tony De Luca, Buyer
Buyer, Purchasing and Warehousing
tony.deluca@lbwl.com

No later than **August 6, 2020 2:00 PM Local Time**

The BWL will clarify any questions or correct the RFI by the issuance of an Addendum to all Respondents. Each Respondent shall acknowledge receipt of each Addendum.

BOARD OF WATER AND LIGHT BACKGROUND

The Board of Water and Light was founded in 1885 and is the largest municipally owned electric utility in Michigan and among the 30 largest in the United States. An eight-member Board of Commissioners appointed by the mayor and confirmed by the Lansing City Council governs the BWL.

The BWL employs approximately 725 bargaining and non-bargaining employees. The bargaining unit employees are represented by the International Brotherhood of Electrical workers (IBEW) local 352.

The BWL owns and operates:

- (a) an electric system, which generates, purchases and distributes electric power and energy, and provides electric service to approximately 96,000 residential, commercial, and industrial customers in the greater Lansing, Michigan area;

- (b) water wells, a raw water transmission system, water conditioning facilities, and an extensive water distribution system serving potable water to approximately 55,000 residential, commercial, and industrial customers in the greater Lansing area;
- (c) steam generation boilers, a steam transmission and distribution system serving approximately 172 customers, and a chilled water facility and distribution piping system serving 19 customers in the city of Lansing.

The BWL's total operating revenue for fiscal 20179 was \$356,884,521.00

Additional BWL background and information may be viewed at www.lbwl.com.

Statement of Need

The LBWL is looking for qualified firms to provide information that BWL should include in the Request for Proposal. This is to enhance the **future RFP** so that the LBWL can better identify firms that can provide an E-Procurement System, in a manner that meets the needs of the BWL Purchasing and Warehousing Department.

The information provided in response to this RFI may be:

- Retained and owned by LBWL for future use,
- Used by LBWL in the **RFP**,
- Used by LBWL in evaluating respondents to the **RFP**,
- Modified, extracted from, or excluded in full by LBWL for any use.

Business Requirements - System

- Analytical report
- Ability to monitor contract
- Perform bid tabulation
- Notification to vendors of bid submittal
- Ability to post publicly
- Maximum file size capabilities
- Payment structure to company or vendors

The BWL is looking for a vendor which is capable and willing to assist in achieving the above mentioned business requirements. As part of this RFI, vendors are invited to present their ideas on how to accomplish these goals and provide responses for the following questions and prompts. Please copy and paste the questions into your submittal and provide responses accordingly

RESPONSE ITEMS

Provide a brief overview of your company and its vision in providing e-procurement solutions to the public sector.

Provide information in regards to various system that your product integration.

Is your solution a comprehensive system that addresses the entire procurement process? This includes everything from sourcing, contracting and electronic catalog enablement to the creation of requisitions and purchase orders.

.Does your solution include an online, self-service bidder registration component?

Is your solution capable of providing selective e-mail and fax notification of bidding opportunities to registered bidders and posting of all solicitation opportunities to an online public site?

Does your solution allow buyers to prepare solicitation documents online?

Does your solution automatically generate an electronic document in PDF that can be provided to suppliers wishing to submit hard copy bids or quotes in response to a solicitation?

Does your solution provide for the submission of sealed bids from vendors over the internet, with appropriate security to ensure that bids cannot be opened or viewed prior to the scheduled opening date and time, except that the bidder may make revisions to their own bid prior to the bid opening?

Does your solution automatically tabulate bids or quotes after they are opened, and, if approved by Procurement, make the tabulations available for viewing over the Internet?

Is your solution capable of notifying bidders of addenda's, recommendations, and awards via-email?

Is your solution able to generate a searchable contract expiration catalog?

.Does your solution allow the supplier or procurement system provider to make updates to contract catalogs only after approval from the authoritative entity?

.Does your solution provide an audit trail for all system access, transactions and correspondence conducted through the system?

Does your solution provide security features for the data transmitted through the solution? Please describe security features.

Is your solution capable of storing records for a period of up to ten years? If so please describe.

Does your solution offer a reverse auctioning functionality? Please describe the reverse auction process your solution provides.

Does your solution offer modular components that procuring entities can activate based on individual needs, e.g. Contract Management, Public Works, Surplus Auctions, other? Please list and describe all modules available in your system.

What kind of value added tools/portals does your e-Procurement solution offer?

Please provide a summary on how you structure your pricing and, considering the scope of this RFI, any pricing considerations you may want us to be aware of. Identify all parties likely to be charged a fee.

a.Describe your licensing based on annual subscription, or is it a perpetual license with annual maintenance

.b.Are there annual service charges?

c.If modular based, are modules separately priced? Please explain.

Provide a technical, step-by-step approach that you would use to implement your system? Additionally could you please give an estimated length of time it would take to install, implement, and train on your system?

Please describe the data storage of your proposed system. If it is server based please describe the requirements, and if it cloud based please describe the systems requirements.

How are documents stored in your repository indexed for future retrieval?

Does your system allow for direct scanning of paper documents into the system?

Can your solution offer electronic signatures or identity verification of submitters?

Describe your typical approach to professional services for implementation and training when onboarding a new client

Please provide a contact list of your last 2 references, that have installed your solution.

Please describe the maintenance and support levels your organization provides in support of the e-Procurement solution and provide a costing model for each option?

Please describe any other information to know about your e-Procurement solution, but was not asked in the aforementioned questions.

END OF REQUEST FOR INFORMATION