

CT Supplier Web Portal Request for Proposal

Purpose of RFP (Request for proposal)

The main purpose of this document is to identify suitable vendors for CT supplier web portal project. It will elicit bids from potential vendors for the desired IT solution conforming to all requirements. The RFP specifies the requirements of CT Electronics and establishes an evaluation criteria, as well as, priority for assessing the proposals.

In addition to the specific requirements mentioned in the document, CT Electronics is also looking for the following:

- Scalability of the web portal and other components developed like direct linkage and feed between ERP and Warehouse systems, new EDI mappings, and a nonconforming queue.
- Security and access control systems for the supplier web portal including privacy considerations based on the company policy.
- Best user interface for the web portal, innovative visualization and ease of use.

Background Information

Organizational Profile

CT Electronics is an electronics retailer operating both physical retail locations and an online store. Early success was found in CT Electronics' low cost approach. CT Electronics aims to continue growth by using the knowledge and skills of employees to help solve problems for their customers.

CT Electronics was founded in Central Texas as a warehouse storefront in 1985. Early success allowed for the growth of new retail locations in new markets. Online sales began in 2004 and have grown faster than retail locations. The immense growth of online sales led to a restructuring in 2012. CT Electronics currently serves customers across all U.S. territories and foreign customers in Canada and Mexico.

CT Electronics has won numerous awards in recent years. In 2005, CT Electronics was recognized with the Community Builder Award from Horizon Bank of Austin. CT Electronics was awarded the Austin Chronicle's Award for Excellence in Employee Development in 2007. The City of Austin recognized CT Electronics for significant investment in the area through creation of jobs and partnerships with local businesses.

Overview of Current System

The CT electronics deals with more than 400 suppliers for its supplies. Teams at the company use various modes of communication for exchanging information with its suppliers. The suppliers send emails to the procurement team, project managers, and functional managers to gather current requirements. Sometimes the procurement team sends all requirements for the suppliers of CT Electronics through mail or email. There is a primitive website available for the exchange of information but it is not used by users due to various performance issues and inaccurate information. There is less visibility in the order management lifecycle for customer service, purchasing, and inventory control. Current system does not capture the order date, shipping date

and current shipment status.

Current system has ERP and data warehouse systems which function separately on their own. There is no synchronization between these two systems. Reports are generated from the data warehouse are used to analyze the sales revenue data by managers to make strategic decisions. The ERP system data is not consistent and needs major improvement.

Basic Requirements

CT Electronics Supplier Web Portal has the following high level requirements –

- Design the architecture for CT supplier web portal solution that meets the requirements documented for functionality, performance, availability, and provide scalability for potential future users.
- Order tracking which allows real time shipment tracking from supplier to warehouse and warehouse to customer.
- Inventory management system to keep a catalog of shelf items for demand planning and forecasting.
- Purchase requisition creation to replenish inventory from preferred suppliers for conformed and non-conformed item queues.
- Configurable rules to designate certain vendors to specific approvers and prices for individual inventory type.
- Centralized purchase view menu to check past requisition details, prices negotiated and POs generated for preferred suppliers.
- Online reporting system for order and delivery status, inventory visibility and financial information.
- Create system for multiple platforms with multiple formats of the supplier web portal.

Deliverables

- Supplier Web Portal System
- User Accounts
- EDI Maps
- Compliance link test application
- Integration of ERP and Warehouse systems

Hardware and Software Environments

- **Software**
 - Client side requirement
 - Operating systems supported
 - Windows and Macintosh
 - Web browsers supported
 - Google Chrome, Firefox and Internet Explorer
 - Network bandwidth
 - Ethernet for high speed connection
 - Development team requirements
 - Web language
 - HTML, CSS and PHP 5.3.2+
 - Communication for support
 - MS Outlook & Lync
 - Database
 - MySQL 5.0+
- **Hardware**
 - Web server
 - Apache 2.0+
 - In-house workstations
 - 14 assembled workstations with Windows 7 installed

RFP process schedule information

- | | | |
|------------------|---|-------------------------------------|
| ● May 09, 2016 | - | RFP questions due |
| ● May 13, 2016 | - | Questions answered |
| ● May 25, 2016 | - | Proposals due |
| ● May 30, 2016 | - | Top three proposals selected |
| ● June 02, 2016 | - | Interviews with prospective vendors |
| ● June 06, 2016 | - | Selection of vendor |
| ● June 28, 2016 | - | Kickoff meeting for initiation |
| ● August 2016 | - | Development and testing |
| ● September 2016 | - | Launch |

RFP Requirements

The potential vendors need to present their proposal by May 25, 2016 that is 30 days from the publish date of request for proposal. Please send a soft copy of the proposal to the Project Manager Mr. Daniel White with the subject title – “Proposal for CT Supplier Web Portal” at dwhite@cte.com.

Quality will be given priority over the cost, however, cost will likewise be deciding factor. If vendors require any additional information then they can contact our sales manager through the contact information found on our website.

Proposal Evaluation Criteria

Proposal will be assessed in light of the below criteria:

- Proficiency in recommending and communicating solutions as referenced by the proposal
- Aesthetic capabilities demonstrating artistic, innovative and user-friendly design
- Relevant experience for comparative projects catering to similar audiences
- Resource availability to develop the project
- Quality, organization and succinctness of proposal presentation
- Commitment to service level agreements
- Completeness of the proposed architecture and scalability of design solution
- Price levels equivalent with the value offered by the vendor.

The vendors are also requested to include the following information while submitting their proposals.

- Company name and contact details
- History and foundation of the company
- Background of comparable projects done in the past including client name
- Resumes of Project Manager and supervisors who will be working on the project
- Certifications done by the resources

Proposal Evaluation Sheet

		Proposal 1		Proposal 2		Proposal 3		Proposal 4		Proposal 5	
Criteria	Weight	Ranking	Score	Ranking	Score	Ranking	Score	Ranking	Score	Ranking	Score
Written Proposal	20%										
Technical Approach	25%										
Management Approach	20%										
Project Cost	10%										
Total Cost of Ownership	10%										
Reference Check	5%										
Past Performance	10%										
Total	100%										