



**REQUEST FOR INFORMATION
No. JF162290**

**OREGON STATE UNIVERSITY
CONSIGNMENT INVENTORY SYSTEM**

I. SCHEDULE OF EVENTS

SCHEDULE OF EVENTS:

Issue Date.....February 1, 2013
Due Date and Time.....February 15, 2013 (3:00 pm, PT)

CONFERENCE:

A conference is not required.

II. ISSUING OFFICE AND CONTACT

ISSUING OFFICE:

The Procurement and Contract Services (PaCS) department of Oregon State University (OSU) is the issuing office and is the sole point of contact for this Request for Information. All concerns or questions pertaining to this Request for Information should be appropriately addressed to the individual identified below:

CONTACT PERSON:

Name: James Figgins
Title: Purchasing Analyst III
Telephone: (541) 737-6995
Fax: (541) 737-2160
E-Mail: James.figgins@oregonstate.edu
Address: Oregon State University
Procurement and Contract Services
644 SW 13th Avenue
Corvallis, Oregon 97333

III. INTRODUCTION

INTRODUCTION:

This is a Request for Information (RFI), issued by Oregon State University (OSU) Procurement and Contract Services (PaCS). The purpose of this RFI is to solicit input from potential contractors for information pertaining to consignment inventory and associated services.

OREGON STATE UNIVERSITY:

Founded in 1868, Oregon State University is a comprehensive, research-extensive, public university located in Corvallis. OSU is a member of the Oregon University System and one of only two American universities to hold the Land Grant, Sea Grant, Space Grant and Sun Grant designations. OSU is also the only Oregon institution to hold the Carnegie Foundation's top ranking for research universities, a recognition of the depth and quality of OSU's graduate education and research programs.

Through its centers, institutes, Extension offices and Experiment Stations, OSU has a presence in almost every one of Oregon's 36 counties, including its main campus in Corvallis, the Hatfield

Marine Sciences Center in Newport and OSU-Cascades Campus in Bend. OSU offers undergraduate, master's and doctoral degrees through 12 academic colleges enrolling more than 25,000 students from every county in Oregon, every state in the country and more than 90 nations.

IV. REQUIREMENTS

OSU maintains multiple inventory sites supporting campus activities. The inventories consist of thousands of different Stock Keeping Units (SKU's) and represent common sku's such as nuts, bolts, small equipment, cleaning supplies..... At this time, OSU personnel maintain and manage these sites. OSU is investigating the possibility of installing consignment inventories, whereas, the contractor would own the inventories on terms that give the customer right to use the stock during the normal course of business or to return it unsold to the legal owner. OSU would be invoiced monthly, only against actual usage. OSU anticipates this to be a long term agreement.

OSU is presently gathering information on the services provided to support these activities. Specifically OSU is requesting information addressing the questions below. This will allow OSU to make the determination on what will be the best fit as well as tailoring the subsequent RFP to fit the industries offerings.

V. SUBMITTALS

Respondents are requested to submit the following:

- Submit 1 electronic copy to the email address listed above.
- Narrative describing the respondent's approach to fulfilling OSU's requirements.
- Marketing material or brochures of goods or services referenced in the narrative.
- Examples of work and materials from similar projects.
- Medium used to track inventories and replenishment methods
- Requirements placed on customer in order to support your system
- Security requirements for holding inventories
- Fees/Service Charges typically associated with consignment services
- Proposer's Standard Terms and Conditions. Contract Terms and Conditions will ultimately be negotiated to be consistent with OSU's Terms and Conditions.

To be considered, responses to this RFI must be received no later than the due date and time indicated in the Schedule of Events. Responses must be sent to the contact person identified in Section II of this RFI.

Information gathered in this process could potentially be incorporated in an Invitation to Bid (ITB) or Request for Proposal (RFP). Any resulting RFP or ITB will be openly competitive and therefore responses should not be exclusive or restrict competition. This RFI does not obligate OSU to issue an RFP or ITB nor to include information submitted by respondents.

A contract will not be issued directly from this RFI, nor will issuance or acceptance of submittals or subsequent conversations bind OSU into any type of contractual obligation or relationship.