Request for Information (RFI)

FOOD INVENTORY MANAGEMENT SYSTEM

Information Session
Office of Innovation and Technology
City of Philadelphia
August 29, 2018, 10:00 AM EST
Overview

The Office of Homeless Services intends to implement a new performance management system to assist with program-based budgeting.

The overarching goal of this initiative is to improve the record keeping and management of the food inventory process system by enhancing the workflow process, eliminating data entry redundancy, adhering to best-practices while continuing to meet applicable state reporting compliance.
The Office of Homeless Services

- The Office of Homeless Services works together with more than 60 homeless housing and service providers, as well as city, state, and federal government groups, to make up Philadelphia’s homeless service system. This system provides emergency housing and food distribution to housing facilities and soup kitchens.
Functional Requirements

- Allow input and editing of contact data for all vendors and contributors to the warehouse food inventory and for Organizations that pick up food from the warehouse.
- Allow entry of individual food items received from the Vendor’s Invoice or Bill of Lading including date received, description, quantity, size, weight and cost of each item added to inventory.
- Calculate the food items that make up each Organization’s distribution based upon the needs of the charities served and print a Pick List report daily.
- Ability to adjust inventory levels manually.
- Provide reporting that includes standard and ad hoc reporting that can be exported to standard file formats.
System Requirements

- Support standard web browsers (example: Explorer, Edge, Firefox, Safari, Chrome, etc.)
- Utilize Role based access controls
- Maintain audit logs
- Ability to import data from both internal and external sources in multiple standard formats (example: image, zip files, csv format)
Important Notes

- Information provided today is not binding
- Any questions raised today should also be submitted in writing
- Any changes/updates to the RFI will be posted on [http://www.phila.gov/rfp](http://www.phila.gov/rfp)
- Submissions should clearly explain how the solution will address the requirements detailed in the RFI

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<tr>
<th>Submission of Questions</th>
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<td>Submit RFI Responses</td>
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