



Request for Information (RFI)

-Puerto Rico Manufacturers Association-
Puerto Rico Supply-Chain Online Directory

Date: 2/5/2010

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Confidentiality

All information included in this RFI is confidential and only for the recipient knowledge. No information included in this document or in discussions connected to it may be disclosed to any other party.

Introduction and Purpose of the RFI

The Puerto Rico Manufacturers Association (PRMA) is searching for an entity that can become its partner in the development of a new application to empower the supply chain in Puerto Rico. Specifically, we want to develop a new online application that can help suppliers and buyers in Puerto Rico connect and be able to match needs with resources and increase business opportunities. In this RFI we are requesting information regarding the services you could provide, and the methodology you would use for the project we are currently referring to as “The Puerto Rico Supply-Chain Online Directory” or “PRSCOD”. The information will be kept strictly confidential. All information provided will solely be used to evaluate who will be selected for the project.

Scope

The PRSCOD will be an online application designed and developed according to PRMA and PRIDCO specifications. It will be available in a world wide web site to be selected, accessible to the general public. It will be able to store, manage and process all the information necessary to achieve the objectives of this project, including, but not limited to classify, divide and sort the registered suppliers by industry and other subcategories, as needed. The application will have the capability of keeping track of measuring figures and results of local sales, local suppliers and local buyers, among other criteria.

Abbreviations and Terminology

PRMA – Puerto Rico Manufacturers Association

PRIDCO – Puerto Rico Industrial Development Company

PRSCOD - Puerto Rico Supply-Chain Online Directory - An Internet –based application that will be designed and programmed to be used by a wide variety of suppliers and buyers, from both the private and public sector. The objective is that this tool may also be utilized by foreign companies that may be interested in establishing operations in Puerto Rico or are looking for solutions using products or services made in Puerto Rico. The application will be able to

RFI Procedure

- This RFI will be open to participation from both PRMA and non-PRMA members, but PRMA members will be given special consideration over non-members.
- Interested entities must provide all the information required below, based on the requirements and conditions listed.
- Interested entities should also send “demo screens” or narrative descriptions of the “look and feel” of the application being suggested.
- The fill-in form provided should contain all the information requested, but applicants might choose to provide additional information and addendums, as deemed necessary.
- Finalists selected by a special committee will be invited to make presentations to PRMA. The finalist with the best overall score (according to the evaluation committee) will be chosen to sign a contract to complete the project with PRMA.
- If a non-PRMA member were to be selected as the best proposal, then they must become a PRMA before signing the contract.

- The interested entities should send their information and proposal attached by email to prma_rfi@prma.com

Or by mail at:

Asociación de Industriales de Puerto Rico
PO BOX 195477
San Juan, PR 00919-5477

Contact

For questions regarding this RFI, you are welcome to contact:

Roberto J. Monserrate Maldonado, Esq.
**Assistant Executive Vice President and
Director of Legal and Legislative Affairs,
Puerto Rico Manufacturers Association**
787-641-4455

Timeframe

The timeframe for this RFI, selection process and subsequent project development is as follows:

2/5/2010 – The RFI is sent out to all PRMA members
2/12/2010– Meeting at PRMA for interested entities Q & A Session (3:00 PM)
2/19/2010 – Last date for submission of RFI Info and proposals to PRMA
2/26/2010– RFI evaluation and selection of finalists by PRMA
3/2/2010 – Final selection of
3/4/2010 – Meeting with selected entity and start of project

Background Information:

The Puerto Rico Manufacturers Association is a non-for-profit corporation established in 1928. Our mission is to strengthen the industrial and entrepreneurial culture in Puerto Rico to advance the competitiveness of our members.

We are hereby requesting information from interested entities that wish to be taken into consideration to become the technical partner of the PRMA in the creation of the “Puerto Rico Supply-Chain Directory” (PRSOD).

The “Puerto Rico Supply-Chain Directory” will be an Internet –based application that will be designed and programmed to be used by a wide variety of suppliers and buyers, from both the private and public sector. The objective is that this tool may also be utilized by foreign companies that may be interested in establishing operations in Puerto Rico or are looking for solutions using products or services made in Puerto Rico.

Statement of need:

Currently, Puerto Rico lacks a reliable and updated source of information on suppliers, buyers and the supply chain solutions available for local and foreign companies. The PRSOD will be the ultimate supply-chain business information tool application designed in alliance with PRIDCO to empower all the suppliers in Puerto Rico and buyers with the information needed to increase business.

Requirements:

The PRSCOD shall be designed and developed:

- according to PRMA and PRIDCO specifications.
- using a world wide web site, accessible to the general public.
- to store, manage and process all the information necessary to achieve the objectives of this project.
- to classify, divide and sort the registered suppliers by industry and other subcategories, as needed.
- in a way that it may provide a link to the each registered supplier's web site.
- in such a way that it can help identify buyers with needs that can be supplied locally and the opportunity to develop new businesses that may fill these needs in the supply chain in Puerto Rico.
- with the capability of measuring results. It should be able to keep track of the total sales of Puerto Rican products and services and also keep track of buyers' tendencies.

Qualifications:

Interested entities shall list their qualifications and the achievements of their staff as part of the information provided.

Special clauses that will be included in final contract:

1. PRMA and the selected entity will fully collaborate to develop the PRSCOD, in accordance with formal and technical requirements that may be required by PRIDCO.
2. The selected entity will have the primary responsibility to sell and promote this new application so that the database of registered suppliers grows exponentially.
3. PRMA will make its best efforts to promote the PRSCOD among its members, other organizations and the general public.
4. PRMA and PRIDCO will provide an electronic list of their members to the selected entity so that they may be registered in the database.
5. The database generated from this project will be solely owned by PRMA.
6. If PRIDCO and/or PRMA decide to add new tools within the PRSCOD that require intensive programming investment after the completion of the original project, PRMA will agree with the selected entity on how the payment of such services will be paid.
7. The business model for the PRSCOD will be based on the payment of an initial set-up fee and of a monthly or annual fee paid by the registered suppliers.
8. All fees will be billed by the selected company, in a format which will have PRMA identification. Payments shall be made to the order of PRMA.
9. Payments will be received by the PRMA and the revenue will be shared between PRMA and the entity.
10. PRMA will have to give its approval to any proposed initiative that may generate additional revenue for the PRSCOD. This includes advertising. The additional revenue will be shared between PRMA and the entity.
11. The selected entity shall not develop a similar application for a competing association or organization, unless PRMA gives its approval.
12. The contract will have duration of 5 years, unless any of the parties provides a 90-day notification in writing to terminate the agreement.

RFI Information Form

Question	Answer
Company name	
Company address	
Company web page	
Main products/services	
Main market/customers	
Ownership structure with ownership status in percentage	
Structure of mother corporation, joint ventures, subsidiaries, partnerships or other relevant relations	
Number of years on the market	
Quality management system(s)	
Describe your business continuity management	
Employees	
Production	
R&D	
Marketing and sales	
Quality department	
Project Manager	
Financial information	
Annual Sales	
Number of Clients	
Contact person responsible for completing this RFI	
Telephone	
Email	
Additional conditions that you believe should be listed in a contract for this project, if applicable	
Description of products or services you're your company already delivers to customers today, and could be comparable to what is requested in this RFI	
Reference customers using comparable products or services (including contact information)	
Reference customers using your products or services today, although they might not be comparable with what is requested in this RFI (including contact information)	
Briefly describe how you would design and develop this project. Please provide as attachments examples of some of the application screens and reports that would be considered within the design of this kind of application, understanding that they are just rough examples. Be sure to mention the technology to be used, the people, the processes and the marketing strategy you would use to maximize the success for this project. (You may use additional space)	