



Request for Information

RFI-SAA10262015

**Parking Inventory and Assignment
Database Software and Hardware
for the
Sergeant at Arms**

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1. PURPOSE:

This Request for Information (RFI) is not a solicitation, request for proposal, request for quote or invitation for bid; it is a market research tool. No proposals are being requested or accepted with this synopsis. Any responses submitted are strictly voluntary. The U.S. House of Representative (House) will not pay for any information that is submitted by respondents to this request and any information submitted will belong to House.

2. INTRODUCTION:

The U.S. House of Representatives' (hereinafter "House") is seeking information on the purchase, deployment, and post-implementation support of Commercial-Off-The-Shelf (COTS) or custom-developed parking permit database software systems. The House has identified the need to install a parking permit information system that meets the needs of House Garages and Parking Security, is easy to use, and requires a minimum of resources to support.

3. BACKGROUND:

- a. Current software runs on an Adabas Natural System in a Windows 2008 environment. The system is accessed by the client using Terminal Services from 7-10 workstations. The current database consists of between 8,000 to 10,000 active records of parking permits identifying:
 1. location of permit
 2. issue date
 3. name of permit holder
 4. office code
 5. employing/sponsoring office of permit holder
 6. office room number and telephone number
 7. office point of contact
 8. vehicle make, color, license plate number
 9. field for miscellaneous information
 10. unreserved or reserved parking
 11. if reserved parking, employee ID number, reserved sign number, and reserved space number
 12. effective dates of permit assignment, including total number of valid days
 13. reason for temporary permit request
- b. Some records of permits contain multiple vehicles for one permit holder or multiple names for one permit. Records are flagged to indicate permits assigned to Members of Congress and/or individuals with reserved parking. Records use 43 different prefixes to designate parking locations (i.e. G1E, G2E, G3E, GCA, GCB, GCC, etc.)
- c. Current software includes view-only screens displaying information on:
 1. Permit, permanent or temporary
 2. Alphabetic list of names and permits
 3. Parking garage or lot, permanent permits
 4. Parking garage or lot, temporary permits
 5. Available permits by garage or lot
 6. Outstanding or active temporary permits
 7. Parking permits by office

RFI-SAA10262015

Parking Inventory and Assignment Database Software and Hardware

8. License plates
 9. History of permit assignment, previous 8 years or 4 Congresses
 10. Reserve sign number
 11. Temporary and permanent transaction counts, monthly subtotals and total
- d. Current software includes add-update-delete action screens to:
1. Add-update-delete permanent parking assignments
 2. Add-delete temporary parking assignments and print temporary permits
 3. List available permits by garage or lot
 4. Add-delete Member of Congress parking permit
 5. Add-update-delete multiple occupant permits
 6. Search for specific permit by name
 7. List day's activity for specific computer user
- e. Current software prints reports of the following data:
1. Daily edit report of all transactions
 2. Available permits by garage or lot
 3. Permits assigned to Members of the House
 4. Permits assigned to staff
 5. Permits assigned by offices
 6. Permits assigned by garages or lots
 7. Permits assigned by name
 8. Temporary permits with expired dates
 9. Temporary permits issued today
 10. Member reserved parking
 11. Staff reserved parking
 12. Number of permits assigned to offices
- f. Current software prints temporary parking permits from all PCs on one centrally located laser printer using custom printed 8" x 10" cardstock.
- g. Current software allows complete access to all parking data for the past four (4) years, i.e., two (2) Congresses. Users have ability to switch between data for each Congress, as needed. After data for a new Congress has been entered, it becomes the default database with prior Congress data accessible through a menu option.

4. REQUEST:

- a. In response to this request for information, software solution should include all of the features of the current software with the addition of the following features:
 1. Ability to add, alter, or delete fields of information, as needed.
 2. Ability to transfer permit assignment from one Congress to the next Congress.
 3. Ability to assign permits to an office suite, rather than an office name. Office names would then be assigned at the completion of office moves prior to the start of each new Congress.
 4. Ability to design customized inquiries on data and display and/or print results.
 5. Ability for reports to be exported to various formats, including Excel and PDF.

RFI-SAA10262015

Parking Inventory and Assignment Database Software and Hardware

6. Ability to query the system on any field, including temporary permits issued on behalf of a requesting office and reports of violations issued to permit holders.
 7. Ability to sort data by fields of information not currently available (e.g., sort by room number, sort by assigned but “vacant” or “unused” permits in each garage and lot) and print reports.
 8. Ability to customize standard reports (including temporary permits) to add or omit fields of information printed.
 9. Ability to locate and display the best available parking spaces based on the location of the employee’s office.
 10. Ability to create a test database for full-scale reorganization of parking permits.
 11. Ability to cross-reference with the Department of Transportation Metro Transit Benefits list to ensure permit holders do not appear on the Transit Benefits list.
 12. Provide the ability to restrict the issuance of temporary permits if a driver has been issued prior temporary permits ‘X’ number of times in the previous 6 month (rolling) period.
 13. Ability to share data with an existing external SQL database, and to autopopulate certain fields in the database with data from an external database.
 14. Ability to work in conjunction with hand-held remote devices which could be used to display parking information to employees in the field.
 15. Ability to capture and store printed name and/or signature of user picking up a permanent or temporary permit.
 16. Ability to notify an office point of contact via email when a requested action has been completed.
 17. Ability to provide an internal (intranet) web interface, permitting office points of contact to securely manage their parking rosters. This will include managing driver and vehicle information, as well as requesting temporary and reserved permits.
 18. Provide an enhanced, searchable audit log, tracking all changes made to records, including permit, office, and driver information.
- b. The replacement system should be able to accept the transfer and conversion of all current parking data from the Adabas Natural System.
- c. The replacement systems should also support remote access through virtual private network connections and/or Citrix access.

5. INSTRUCTIONS:

The House is requesting vendors to provide the following information based on the above specifications:

- a. Company Name, Address, Phone, Fax, Point of Contact, and Email Address.
- b. Manufacturer(s)/Publisher(s) of the proposed software solution, purchase price, and annual maintenance costs
- c. Proposed technical architecture and required hardware specifications, including hand held devices, (brand name products preferred) and estimated hardware prices
- d. Estimated Implementation Timeline and costs
- e. Estimated training costs
- f. Estimated costs of help-desk support
- g. Estimated costs of on-site support/service for one year
- h. The vendor will provide a roadmap, or version upgrade path, for its recommended system.
- i. Annual support costs, including maintenance upgrades and bug fixes, will be included in the response to the solicitation.

RFI-SAA10262015
Parking Inventory and Assignment Database Software and Hardware

6. RESPONSE:

- a. Vendor questions regarding this RFI must be emailed to toinetta.bridgeforth@mail.house.gov no later than 2:00 PM Eastern Time, October 30, 2015. Responses to vendor questions will be released as an amendment to this RFI.
- b. Respondents should include information regarding their capabilities for technical solutions, components and implementation strategies as described above in PDF or MS Word format no later than 2:00 PM Eastern Time, November 16, 2015. Responses should be no more than twenty (50) pages and include the name, title, email address and telephone number of the point of contact. Responses must be emailed to toinetta.bridgeforth@mail.house.gov.

TELEPHONE OR EMAIL REQUESTS FOR ADDITIONAL INFORMATION WILL NOT BE HONORED.