



Request For Proposal

DATE ISSUED

REQUIRED SUBMITTAL DATE

DOCUMENT NO.

PAGE NO.

1 of 6

TITLE

Distribution Environment Data Collection Project: India

PROPOSED PROJECT BACKGROUND

The International Safe Transit Association (ISTA) will conduct data collection on a variety of distribution scenarios in order to validate its existing data and add additional transport distribution environment data from other regions to its Data Depot. In an effort to maintain a manageable project scope, it has been decided to focus this project on the various channels of Consumer Packaged Goods (CPG) distribution.

PROJECT PURPOSE AND DESCRIPTION

The Distribution Environment Data Collection Project aims to enhance ISTA's value proposition by ensuring we continue to offer the industry's most current testing procedures. This data will be leveraged by packaging professionals to design optimized packaging solutions for both domestic and global distribution.

The purpose of this project is to undertake a transport environment data collection study, obtaining atmospheric, vibration, storage and handling data that meets established ISTA data collection standard for five prioritized global distribution routes.

Data will be collected for the following routes of interest:

1. Ocean route of Shanghai to Rotterdam, representing Asia to the EU. This data will serve as representative for other ocean routes.
2. Port handling data for Shanghai and Rotterdam; determine if there are substantive handling differences handling at other major ports or if these designated ports are representative.
3. Collect data for the top five inter-regional land routes of interest for which data is currently deemed to be non-representative:
 - a. China (within and between Shanghai and Guangzhou)
 - b. India (within and between Kandla and New Delhi)
 - c. European Union (within and between Rotterdam and Berlin)
 - d. Mexico (within and between Veracruz and Mexico City)
 - e. Japan (within and between Tokyo and Osaka)

This project will be structured in phases, with the initial project phase being focused on data collection of the land route in India within and between Kandla and New Delhi.

SCOPE OF WORK SOUGHT IN THIS REQUEST FOR PROPOSAL

The work sought in this RFP is the creation of a technical report detailing the transport modes, storage, and handling involved in the distribution of CPGs, including “last segments”, in the land route in India within and between Kandla and New Delhi. The report shall take into account existing literature but will primarily focus on field measurements collected in compliance with the ISTA Data Collection Standards for shock, vibration and atmospheric conditions, which are available upon request.

It is expected that the provider will have representatives follow the supply chain of at least three CPG companies (approved by ISTA), that operate in India, and are shipping products representative of CPGs moving within India that are utilizing the below modes and channels within the route of interest.

A final report will be provided to ISTA detailing all the locations, routes, modes and channels surveyed. It will also present text descriptions, pictures and videos (where possible), of the supply chains, package/product type and CPG producers studied along with recorded data measurements documenting the hazards incurred in the various modes of transport, handling, and storage methodologies employed for distributing CPGs within the land route in India within and between Kandla and New Delhi.

These are the modes to be observed, measured and documented, if they exist within the land route in India within and between Kandla and New Delhi:

1. Rail
2. Road
 - a. Full Truck
 - b. Less-Than-Truckload (LTL)
 - c. Parcel Delivery
 - d. Other vehicles which represent a predominate means of moving packaged-products.
This could vary depending on regions of study.

These are the channel types to be observed, measured and documented, if they exist within the land route in India within and between Kandla and New Delhi:

1. Port to Import DC (Kandla)
2. Manufacturer to DC (Kandla to New Delhi)
3. DC to Retail (New Delhi)
4. DC to Warehouse/Supplier to Retail (New Delhi)
5. Last-segment delivery (New Delhi)

DELIVERABLES

The Scope of Work states requirements for the project, including the services and the tangible work products to be delivered, and the tasks ISTA has identified as necessary to meet those requirements. Proposals should be tailored specifically to the project at hand. ISTA reserves the right, however, to modify specific requirements, based on changed circumstances, the proposal selection process, and

contract negotiations with the Applicant(s) selected for negotiations, and to do so with or without issuing a revised RFP. In all cases the final contract will be the governing document of the project. The Applicant must provide in its proposal a detailed proposed scope of work showing how it will meet the RFP requirements.

The deliverables, at a minimum, are:

- A final report detailing all the locations, routes, modes and channels surveyed. The final report should also present text descriptions, pictures and videos (where possible), of the supply chains, package/product type and CPG producers studied along with recorded data measurements documenting the hazards incurred in the various modes of transport, handling, and storage methodologies employed for distributing CPGs within the land route in India within and between Kandla and New Delhi.
- Field data characterizing the types of transport vehicles/modes used to move CPGs within the land route in India within and between Kandla and New Delhi. This information should be detailed in the final report through vibration data measurements, pictures, videos and text descriptions.
- Field data characterizing the types of storage facilities used to store CPGs and the types of handling equipment utilized within the facilities. The report will detail the range of stacking heights for each facility type, stacking patterns, duration of storage and storage methods (i.e. racking, floor stacked, etc). This information should be detailed in the final report through atmospheric data measurements, shock data measurements, pictures, videos and text descriptions.
- Field data characterizing the various types of handling CPGs encounter throughout the supply chain.
 - Observations of potential hazards or chronic problem areas such as conveyor jams, manual handling where drops or tossing packages occur, unusually long or steep transfer chutes, bridged impacts for elongated packages, center or concentrated impacts for flat packages, etc. should be documented.
 - Any distinct handling practices based upon unique package or product criteria such as fragile products, high value items, big/bulky items, non-corrugated packaging (padded mailers), etc. should be noted.
 - Outbound processes including the pack out of CPGs, loading of trailers, staging (pre & post pack out), packaging materials, etc. should be documented through pictures, videos and text descriptions.
 - All handling types, storage conditions, hazards, etc. identified should have an accompanying distribution hazard category (shock, vibration, compression, environmental) assigned to it.

This information should be detailed in the final report through shock data measurements, pictures, videos and text descriptions of transfers during transport (by mode), receipt and shipping from facilities.

- Deviations in documented “standard” processes due to factors such as time of year (i.e. peak season, etc.) or geographic location (i.e. outside processing/storage in warmer climates, etc.) should be identified.
- All atmospheric, shock/drop, and vibration field data measurements should be collected in accordance with the ISTA Data Collection Standards.
- Summarized analysis of the collected data and comparison of the summarized data against the applicable current ISTA 3-Series or 6-Series procedures.
- The report should identify the companies, products and locations of observations and measurements to assure they are representative of the CPGs being shipped in the country. The format of the report and the method of data delivery must be approved in advance by ISTA.

MINIMUM QUALIFICATIONS FOR PRINCIPAL CONSULTANT/S

Knowledge of supply chain components including transport systems, warehousing and handling systems is required. Knowledge of, and experience with transport distribution environment data collection within India is required.

Please provide the following items as part of the proposal for consideration:

FORM OF THE PROPOSAL

Provide two copies (or one electronic version) of the proposal that must include the following sections:

1. Qualifications:

- a. A brief description of the proposing firm /research organization/ individual.
- b. A detailed description of the proposed individuals that would be assigned to this project, including role, title, experience, and education.
- c. Examples of similar research projects conducted in the past 5 years, with at least one example of data collection in India.
- d. At least three references, including the names of individual contacts and telephone numbers.
- e. Any other qualifications deemed necessary to complete the work if contracted by ISTA.

2. Fees:

Give a total cost estimate for time and materials within the scope and timeline you propose, including payment terms and schedule. Progress payments can be considered, provided the proposal identifies how project progress can be verified. (i.e. upon submission of completed literature search, submission of final templates, etc.)

- a. The proposal must include the total cost to complete the tasks described in the project scope.

- b. The total cost must be broken into the following categories:
 - Data Collection
 - Data Analysis
 - Reporting
 - Overhead – limited to no more than 25%.
- c. Include any proposed agreements, including detailed fees and billing information, and service level for this project. Include a list of charges that would be passed on to ISTA (e.g., travel, support staff, photocopies, etc.).
- d. Include representative examples of consultant(s) and support staff that might be involved in specific activities. No more than five examples are requested; each example should include the name of the individual and a brief statement of their qualifications.
- e. List any other fees applicable to the work requested by ISTA, acknowledging they must be approved in advance.

3. Project Timeline:

A detailed timeline should accompany the project plan.

4. Conflict Analysis (If necessary):

Assurance that the firm has conducted an initial conflicts analysis and has not uncovered any potential conflicts.

SUBMISSIONS

All proposals must be received by **Monday, December 3, 2018.**

Address proposals to:

Brian O'Banion
ISTA
1400 Abbot Road, Suite 160
East Lansing, MI 48823

Or by email to bobanion@ista.org

Questions regarding this RFP or your proposal submission may be addressed to Brian O'Banion at the above email address, or telephone 517-333-3437 ext. 216.

SELECTION PROCESS

ISTA will evaluate all proposals and may conduct telephone conferences to clarify information such as approach, timing and costs.

All proposals will be evaluated based on the following criteria:

- a. Overall proposal suitability: proposal must meet the purpose, scope and needs included herein and be presented in a clear and organized manner.
- b. Experience: Potential contactors will be evaluated on their experience as it pertains to the scope of this project.
- c. Previous work: Potential contractors will be evaluated on examples of their work pertaining to similar research projects as well as testimonials and references.
- d. Value and cost: Potential contractors will be evaluated on the cost of their proposal based on the work to be performed in accordance with the scope of this project.
- e. Technical expertise and experience.
- f. The ability of the potential contractors to complete the project according to the proposed timeline.
- g. The willingness of the contractor to execute a services contract and non-disclosure agreement with ISTA, drafts of which are available from ISTA.

RFP TIMELINE

November 15, 2018– Release and distribution of RFP

November 16 – 29, 2018 – Questions and answers exchanged

December 3, 2018 – Deadline for submitting proposals

December 10, 2018 – Selected vendor notified

December 17, 2018 – Contract signed