



Contract- 5125P

Technical Consultant- PeopleSoft Financials/FSCM/HCM/Hansen Interface

1. Introduction

1.1 The City of Richmond (the “City”) invites responses to this Request for Proposal (“RFP”) from qualified consulting firms interested in providing service for the City’s PeopleSoft Financials/FSCM/ HCM/ Hansen Interface Upgrade.

2. Definitions

2.1 Throughout this RFP the following definitions apply:

- a) “BC Bid” means the electronic tendering service maintained by the Province of British Columbia located online at www.bcbid.ca, or any replacement website;
- b) “City” means the City of Richmond, British Columbia;
- c) “Contract” means the written agreement resulting from this Request for Proposal executed by the City and the Vendor for the Work;
- d) “Proposal” means a proposal submitted by a Proponent in response to this Request For Proposal;
- e) “Proponent” means an individual or a company that submits, or intends to submit, a Proposal in response to this Request for Proposal;
- f) “RFP” or “Request for Proposals” means this request for proposals, inclusive of all appendices and any addenda that may be issued by the Owner;
- g) “Submission” means a proposal submitted by a Proponent in response to this RFP;
- h) “Successful Proponent” means the same as “Vendor”
- i) “Vendor” means the Successful Proponent to this Request for Proposal who enters into a written Contract with the City to perform and to oversee the Work and

- j) “Work” means the provision of all labour, services, material and equipment, and any action as necessary for the Preferred Proponent to complete and perform its obligations in accordance with the terms and conditions of the Contract.

3. Submission Details

- 3.1 Respondents are requested to submit 3 (three) hard copies and 1 (one) soft copy of their RFP marked “5125 P- Technical Consultant-PeopleSoft Financials/ FSCM/ HCM/ Hansen Interface to the Purchasing Division, Information Counter, Main Floor, Richmond City Hall located at 6911 No. 3 Road, Richmond, BC V6Y 2C1. Submissions will be received on or before:

12:00 Noon, local time on Monday, March 10th, 2014.

- 3.2 Submissions will be evaluated at the discretion of the City based upon the information contained in the submissions. Questions relating to this RFP may be directed to Sharon Bentley, Buyer 2 by email to purchasing@richmond.ca. Inquiries and responses relating to the RFP will be posted on BC Bid (<http://www.bcbid.gov.bc.ca/open.dll/welcome?language=En>) and the City’s website (<http://www.richmond.ca/busdev/tenders.htm>). It is the sole responsibility of each Respondent to check these sites on a regular basis for amendments, addendums, or questions related to this RFP.
- 3.3 Note: Any submission will not necessarily be accepted. Respondents are advised they have no claim for compensation in the preparation of their submissions and that by submitting an RFP, each Respondent shall be deemed to have agreed that it has no claim. All submissions received by the City shall be subject to the Freedom of Information & Protection of Privacy Act of British Columbia.

4. Enquiries

- 4.1 Clarification of terms and conditions of the proposal process shall be directed to:

Purchasing

Sharon Bentley, SCMP

Buyer II

Purchasing Section

City of Richmond

E-mail: purchasing@richmond.ca

- 4.2 The City, its agents and employees shall not be responsible for any information given by way of oral or verbal communication.
- 4.3 The City will only respond to questions that are submitted in writing. Any questions that are received and answered by City Staff that affect the Proposal Process, any interpretation of, additions to, deletions from, or any other

corrections to the Request for Proposal document, may be issued as written addenda by the City. It is the sole responsibility of the potential Proponents to check with the following websites to ensure that all available information has been received prior to submitting a proposal:

- a) City of Richmond: <http://www.richmond.ca/busdev/tenders.htm>
- b) BC Bid: <http://www.bcbid.gov.bc.ca/open.dll/welcome?language=En>

- 4.4 The decision to issue or not issue an addendum is entirely at the sole discretion of the City.
- 4.5 Each addendum will be incorporated into and become part of the RFP document. No amendment of any kind to the RFP is effective unless it is contained in a written addendum issued by the City's Purchasing Section.
- 4.6 Enquiries will be received up **until 12:00 noon local time, Monday, March 3, 2014.**

5. Terms of this RFP

- 5.1 Proposals shall be open for acceptance for 60 (sixty) days following the submission closing date.
- 5.2 The City reserves the right to cancel this RFP for any reason without any liability to any proponent or to waive irregularities at its own discretion.
- 5.3 Proposals may be withdrawn by written notice only provided such notice is received at the office of the City's Purchasing Section prior to the date/time set as the closing time for receiving proposals.
- 5.4 Except as expressly and specifically permitted in these instructions, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.
- 5.5 Proponents are advised that the City will not necessarily accept any Proposal and the City reserves the right to reject any or all Proposals at any time without further explanation or to accept any Proposal considered advantageous to the City.
- 5.6 A Proposal which contains an error, omission, or misstatement, which contains qualifying conditions, which does not fully address all the requirements of this RFP, or which otherwise fails to conform to the requirements in this RFP may be rejected in whole or in part by the City at its sole discretion.
- 5.7 The City may waive any non-compliance with the RFP, specifications, or any conditions including the timing of delivery of anything required by the RFP and

may, at its sole discretion, elect to retain for consideration Proposals which are non-conforming, which do not contain the content or form required by the RFP or because they have not complied with the process for submission set out herein.

- 5.8 The City will choose, at its sole discretion, to award Work to any, all, or none of the proponents as deemed necessary according to the City’s operational needs.
- 5.9 All Proposals will remain confidential, subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia.

6. Negotiations

- 6.1 The award of contracts is subject to negotiations with the Proponents. Such negotiations include, but are not limited to, the following:
- a) changes or work refinements in the service requirements or scope of work proposed by the Proponents;
 - b) price – if directly related to a change or refinement in the proposed scope of work proposed by the Proponents and
 - c) specific contract details as deemed reasonable for negotiation by the City.
- 6.2 If a written contract cannot be negotiated within 90 (ninety) days of notification with any Proponent, the City may, at its discretion at any time thereafter, terminate negotiations with the said Proponent and either enter into negotiations with the any other qualified Proponent or cancel the RFP process and not enter into a contract with any Proponent.

7. Project Background

- 7.1 The City is planning for PeopleSoft FSCM Upgrade from 9.0 to 9.2. The City proposes to engage the services of a PeopleSoft FSCM 9.2 interface technical consultant services to assist in the analysis, design, development and implementation of the interfaces between PeopleSoft Financials and Supply Chain Management 9.2 (FSCM) and PeopleSoft Human Capital Management 9.1 (HCM), and the interfaces with the City’s Hansen Asset Management system version 7 (Hansen). This assignment is within the scope of the PeopleSoft FSCM Upgrade Project (from release 9.0 to 9.2).
- 7.2 Two of the key deliverables from the upgrade project are to restructure Richmond’s chartfield model and to expand the usage of PeopleSoft’s Project Costing module within City. The interfaces need to be modified to reflect these changes.

- 7.3 The consultant will complete the deliverables as outlined. The consultant will work with the functional lead, technical lead and developers in the Information Technology department in this assignment.
- 7.4 The objective of this RFP is to provide the City with a list of qualified consultants capable of carrying out the work herein defined. The subsequent respondent Submissions will form the basis for evaluation to establish a shortlist for a potential call for proposals, or to conduct interviews and further evaluation that could lead to selection of a preferred respondent.

8. Project Objectives

The focus of the project will be on the PeopleSoft applications, structures and processes that directly interact with the applications. In addition, the City is engaged to redesign the chartfield structure within the PeopleSoft application.

More specifically, the project will be responsible for the following activities:

- Upgrade the following applications from the currently implemented version 9.0 to version 9.2:
 - General Ledger
 - Payables
 - Purchasing
 - Inventory
 - Billing
 - Receivables
 - Project Costing
 - Asset Management
- Chartfield redesign will include conversion of master data and transactional data from the currently implemented version 9.0 to the new version 9.2.
- A business process review and fit-gap analysis that is performed in order to
 - compare the currently implemented and customized version 9.0 functionality to the functionality delivered in version 9.2 without customization
 - identify any resulting gaps in the delivered 9.2 that may require City of Richmond to perform customization
 - develop and implement process changes that make use of PeopleSoft functionality and/or improve processing quality/timeliness.
- Reproduce financial reports that are considered to still be required after a review of all City of Richmond financial reports has been conducted.

- Deliver all existing public queries that are considered to be still required in the new version 9.2 after a review of all City of Richmond public queries has been conducted. The project team may elect to make certain high-value private queries available as public queries.
- Deliver all existing external interfaces that are still in use on the currently implemented version 9.0 in the new version 9.2.
- Review and redevelopment of the transaction Interface model between 3rd party applications and PeopleSoft.
- Transfer and update the currently employed security model from version 9.0 to version 9.2; Ensure that business process controls and security assignments continue to comply with appropriate control standards.
- Full unit testing, integration testing, system testing and end user acceptance testing/approval of the new version prior to go-live.
- Provide training and knowledge transfer for the new version to City of Richmond end users as well as business analysts and IT staff responsible for system maintenance.
- Upgrade of the PeopleTools software layer from version 8.52 to version 8.53.
- Comprehensive documentation of all deliverables and processes

9. Scope of the PeopleSoft FSCM 9.2 Interface Technical Consultant

9.1 Under the direction of the Manager of Enterprise Application and the Manager of Financial Systems the consultant will be required to, but may not be limited to the following:

- a) Work with the Richmond Functional and Technical Leads to redesign the interfaces between the PeopleSoft Financials and HCM applications and Hansen
- b) Complete Technical Design and Development for Interfaces
- c) Configure and Implement Interfaces
- d) Produce design documents
- e) Perform knowledge transfer on configuration and program coding

9.2 Deliverables

- a) Lead technical development of the following interfaces:
 - i. PeopleSoft Time and Labour (T&L) cost estimates to PeopleSoft Project Costing (PC) interface

- ii. PeopleSoft T&L and Payroll to General Ledger (GL) interface
 - iii. PeopleSoft Payroll to PC interface
 - iv. PeopleSoft PC to Hansen Cost download
- b) Produce the following documentation for each interface:
- i. PeopleSoft HCM, GL and PC configuration for interfaces
 - ii. Technical Design
 - iii. System/Process Flow Diagram
 - iv. Unit Test Plan
 - v. Implementation/Migration Plan
- 9.2 Perform walkthrough on technical designs and system/process flows to the project team from both technical and functional perspective City Provided Items

10. City Provided Items

- 10.1 The City will provide a workstation with a telephone, desktop computer, and appropriate computer software and network connection for consultants to use during the period of their assignments. Any other office supplies or equipment will be the responsibility of the Consultant.

11. Project Schedule

- 11.1 Chartfield redesign – implemented by the end of June 2014.
- 11.2 Upgrade to 9.2 – implemented by November 2014.

12. Proposal Submissions

- 12.1 Responses submitted shall consist of:
- I. Title Page (1 page)
 - a. The title page should identify the RFP number identified on the cover page of these pre-qualification documents, Closing Time (as specified in section 9.1), Respondent's name, address, telephone number fax number, email address and contact person's name.
 - b. Table of Contents/Index

II. Corporate Experience:

- a. Describe the type of company (for example: corporation, partnership, sole proprietor) and if a joint venture, clearly state this and state who the joint venture parties are and identify who is acting as the lead.
- b. Describe the company/entity size, depth and annual sales volume (in dollars).
- c. Provide client references, where possible.
- d. Provide a history of litigation or claims made against the Respondent during the 3 (three) years immediately prior to the Closing Time.

III. Corporate Capability:

- a. Describe capability (financial, experience and workload capacity) to undertake the role of Consultant.
- b. Provide resumes of proposed key personnel.
- c. Provide a letter from a bonding company confirming the Respondent's binding capability and provide a certificate of existing commercial general liability insurance.

IV. Completed and Current Projects:

- a. List 3 (three) relevant projects, name of client, value of the projects, company personnel involved and client/owner references with contact names and telephone numbers.
- b. Describe capacity to undertake this project and describe any other projects that the Respondent has scheduled during the anticipated time frame.

V. Outline of Services to be Provided:

- a. Provide a brief discussion of your methodology and approach as a interface technical consultant of the City's PeopleSoft Financials and Supply Chain Management Release 9.2 Upgrade Project.
- b. Provide an estimated project time effort and budget.

Activity	Description	Estimates (Days)	Hourly Rate (\$/hr)	Total Cost per Activity
1	Lead technical development of the following interfaces: i) PeopleSoft Time and Labour (T&L) cost estimates to PeopleSoft Project Costing (PC) interface ii) PeopleSoft T&L and Payroll to General Ledger (GL) interface iii) PeopleSoft Payroll to PC interface iv) PeopleSoft PC to Hansen Cost download			
2	Produce the following documentation for each interface: i) PeopleSoft HCM, GL and PC configuration for interfaces ii) Technical Design iii) System/Process Flow Diagram iv) Unit Test Plan v) Implementation/Migration Plan			
3	Facilitates meetings with the project team to discuss, resolve and document progress and issues logs. (please add details to description)			
4	Develop and administer a plan for knowledge transfer that includes business unit stakeholders, process owners and IT team members. (please add details to description)			
	Total			

Qualification Criteria

13.1 The successful Respondent shall have minimum 10 years of PeopleSoft FSCM experience as a project manager in both systems implementation and major release upgrade methodology.

13.2 The successful Respondent shall also have minimum 10 years of experience in analyzing PeopleSoft applications with focus on:

- a) In-depth knowledge of PeopleSoft HCM, particularly with T&L and Payroll functionalities
 - b) In-depth technical development knowledge in PeopleSoft HCM GL Interface
 - c) In-depth technical development knowledge using SQR
 - d) In-depth technical development knowledge using PeopleTools, particularly Application Designer and PS Query
 - e) Application Knowledge of PeopleSoft GL and PC in relation to T&L and Payroll interfaces
 - f) Proven track record of successfully implementing customization of PeopleSoft GL Interface
 - g) Proven track record of successfully implementing within projects of a similar size and complexity to the scope of work described from a techno-functional perspective
 - h) Working experience in municipal government environments
- 13.3 The successful Respondent shall have previously and successfully completed projects of a similar size and complexity to the scope of work described in this RFP.
- 13.4 The successful Respondent's pricing will demonstrate value for money in terms of deliverables and effort.
- 13.5 The successful Respondent's proposed methodology will:
- a) Provide detail explanation of each task and what will be required of the Proponent
 - b) Address the scope of work and make reference to the requirements outlined in the RFP.
- 13.6 Provide details of the estimated project time effort and budget.

14. Review of Proposals

- 14.1 The City will review the Proposals submitted to determine whether, in the City's opinion, Proponents have demonstrated the required experience and qualifications to fulfill the obligations of the services identified in this RFP.

- 14.2 The City, in its sole discretion and without having any duty or obligation to do so, may conduct any inquiries or investigations, including but not limited to contacting references, to verify the statements, documents, and information submitted in connection with the Proposal and may seek clarification from the Proponent’s clients regarding any financial and experience issues.
- 14.3 Proposals shall be evaluated to determine the best value offered to the City against conformance to the following criteria:
- a) Knowledge, skills, and experience of the consultants being proposed.
 - b) Quality of references.
 - c) Value for Money.
- 14.4 Proponents may be scheduled for an interview at the discretion of the City.

15. Non-Conforming Proposals

- 15.1 Proposals which fail to conform to the Format Requirements or which fail to conform to any other requirement of this RFP may be rejected by the City. Notwithstanding the foregoing or any other provision of this RFP, the City may at its sole discretion elect to retain for consideration Proposals which deviate either materially from the format requirements set out in hereto or which otherwise fail to conform to any other requirement of this RFP except the requirement of delivery of the Proposal prior to Closing Time.

16. RFP Process

- 16.1 The City may unilaterally take the following actions, and shall not be liable for any such actions:
- a) amend the scope and description of the products and services to be procured as described in this RFP, and the qualifications that may be required to meet those requirements;
 - b) reject or accept any or all Submissions;
 - c) cancel the RFP process at any time and reject all submissions; or
 - d) cancel the RFP process and recommence in respect of the same RFP with the same or an amended set of documents, information and requirements.
- 16.2 The Proponent acknowledges and agrees that any RFP is in no way whatsoever an offer to enter into an agreement and submission of a Request of Proposal by any Proponent does not in any way whatsoever create a binding agreement. The Proponent acknowledges that the City has no contractual obligations whatsoever arising out of the RFP process.

17. Working Agreement

- 17.1 The successful proponent will enter into a contract for services with the City based upon the information contained in this RFP and the successful proponent's submission and any modifications thereto.
- 17.2 Proponents may include their standard terms of engagement with the Proposals.

18. Information Disclaimer

- 18.1 The City and its directors, officers, employees, agents, consultants and advisors are not liable or responsible for any verbal or written information, or any advice, or any errors or omissions, which may be contained in this RFP or otherwise provided to any Proponent pursuant to this RFP.
- 18.2 The Proponent shall conduct its own independent investigations and interpretations and shall not rely on the City with respect to information, advice, or documentation provided by the City. The information contained in this RFP is provisional and will be superseded by other agreement documents.
- 18.3 The City makes no representation, warranty, or undertaking of with respect to this RFP and the City and its directors, officers, employees, agents, consultants and advisors, shall not be liable or responsible for the accuracy or completeness of the information in this RFP or any other written or oral information made available to any interested person or its advisors, and any liability however arising, is expressly disclaimed by the City.