



**Contract 3347P**

**PeopleSoft Financials Consultant**

**1. Introduction**

The City of Richmond proposes to engage the services of a PeopleSoft Financials functional consultant to assist in the upgrade of the PeopleSoft Financials system from release 8.4 to 9.0.

The objective of this request for proposal is to provide the City with qualified proponents capable of carrying out the work herein defined. The subsequent proponent submissions will form the basis for evaluation, interview and selection.

**2. Submission Details**

Three (3) copies of proposals marked “**PeopleSoft Financials Consultant - Contract 3347P**” addressed to the Purchasing Section, will be received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1, until 3:00 pm local time, Wednesday, August 27, 2008. Submissions received after this time will be returned to the sender.

The City reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities at their own discretion.

Proposals may be withdrawn by written notice only provided such notice is received at the office of the City’s Purchasing Section prior to the date/time set as the closing time for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.

Proposals shall be open for acceptance for 90 days following the submission closing date.

All proposals will remain confidential, subject to the Freedom of Information and Privacy Act.

Any interpretation of, additions to, deletions from, or any other corrections to the Proposal document, will be issued as written addenda by the City of Richmond. It is the sole responsibility of the potential Bidders to check with the City of Richmond’s Website, and / or BC Bid to ensure that all available information has been received prior to submitting a bid.

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.

### **3. Enquiries**

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

Purchasing

S Dosanjh  
Buyer II - Contracting Specialist  
Purchasing Section  
City of Richmond

Telephone: 604-276-4097  
E-mail: purchasing@richmond.ca

3.2 Technical clarification shall be directed to:

Technical

Eddie Hung  
Manager, Enterprise Application Development  
Information Technology  
City of Richmond

Telephone: 604-276-4232  
E-mail: ehung@richmond.ca

The City, its agents and employees shall not be responsible for any information given by way of verbal communication.

Any questions that are received by City of Richmond Staff that affect the Proposal Process will be issued as addenda by the City of Richmond.

### **4. Project Background**

The City of Richmond is in the process of upgrading the PeopleSoft Financials system from release 8.4 to release 9.0. Modules include: General Ledger, Accounts Payable, Purchasing, Inventory, Accounts Receivable, Billing, and Project Costing.

Part of the goals for this upgrade include:

- Implement the PS Asset Management system for tangible capital assets (TCA) with the TCA data interfaces from other sources. This is to meet the PSAB 3150 regulatory reporting requirements.
- Extend the usage of the PS Project Costing module for tangible capital assets, and non-capital projects.
- Utilize the applicable enhancements in the 9.0 upgrade.

- Review and improve the interfaces between PS Financials and other City's systems.
- Review and improve the business processes.

## 5. Project Scope

### Consultant Duties

#### 5.1) Overall Responsibilities

Lead the Upgrade Functional Team in the upgrade of the PeopleSoft Financials system from release 8.4 to 9.0. The consultant will complete the deliverables as outlined. The consultant will work with the primary user seconded from the project, the Financials user departments, Tangible Capital Asset project resources, and Information Technology department in the assignment.

#### 5.2) Specific Duties

- a) Review the business processes.
- b) Review the application system set up.
- c) Review the user requirements.
- d) Review the Financials 9.0 changes and enhancements.
- e) Perform fit/gap analysis with financial users, Information Technology department.
- f) Recommend business process changes.
- g) Recommend system design and changes.
- h) Recommend the Financials 9.0 system configuration.
- i) Document all recommendations, designs related to the deliverables.

#### 5.3) Deliverables

- a) Tangible capital Assets implementation for PSAB 3150 reporting including:
  - 1) Review and design the interfaces between PS Asset Management and the source data. Source data include: Excel spreadsheets, other City's systems (such as: Hansen Asset Management System).
  - 2) Project Costing – review requirements and recommend solutions for TCA and other application improvements.
  - 3) Hansen and PS interfaces – review requirements and recommend solutions.
- b) Chartfield Usage – review and recommend chartfield usage in the Chart of Accounts.
- c) Combo Code and Commitment Control
  1. Review and recommendations for the Combo Code edit and process.

2. Commitment Control – review and recommend solutions for budget checking, and summarization of G/L.
- d) POS Interface – review requirements and recommend solutions for the interface between the city’s POS system and PS Financials.
- e) Review with user departments and recommend business process improvements, in particular, between Inventory, Purchasing, and Accounts Payable areas.
- f) Accounts Payable 9.0 enhancements – review and recommend implementations of the new/enhanced features, in particular, Single Vendor, Open Liability.
- g) Purchasing – review and recommend solutions in managing the life cycle of a Contract.

## **6. City Provided Items**

The City will provide a workstation with a desktop computer, appropriate computer software and network connection for the consultant to use during the period for this assignment. Any other office supplies or equipment will be the responsibility of the consultant.

## **7. Project Schedule**

The project is to be completed by March, 2009, with work commencing as soon as possible in September, 2008. A project schedule is to be submitted with the proposal.

## **8. Proposal Submissions**

All proponents are required to provide the following information with their submissions, and in the order that follows:

- A Corporate profile of their firm outlining its history, philosophy and target market.
- A detailed listing of Financial Management background, PeopleSoft system implementation and upgrade experience.
- A description of the consultant’s understanding of the project objectives/outcomes and vision, and how these will be achieved.
- A detailed project methodology explaining each project task including what will be expected of both the consultant and the City with respect to each task.

- Team Composition – a complete listing of all key personnel who will be assigned to this project. This will include their relevant experience, qualifications for this project, roles and responsibilities, leadership, etc., in addition to their availability for this project.
- A detailed proposal of what will be delivered, including the expected outcome and benefits to the City of Richmond.
- A complete definition of the process that will be employed to meet the objectives of this project, e.g., approach to be taken, feasibility and market study, etc.
- A detailed schedule of all activities, including milestones, project meetings, interim reports and progress reports required for this project.
- Provision of a priced methodology complete with a time allotment for each identified task you propose to employ to carry out the work, this shall form the basis for payments to the successful proponent. Supplement this with a schedule of fees for staff to be assigned to the project. These rates shall be the basis for adjustments to the value of the contract in the event the scope of work varies from that proposed.
- A minimum of three (3) client references from projects of a similar size and scope.

## **9. Working Agreement**

The successful proponent will enter into a contract for services with the City based upon the information contained in this request for proposal and the successful proponents submission and any modifications thereto.

Proponents may include their standard terms of engagement.

## **10. Evaluation Criteria**

Proposals shall be evaluated to determine the best value offered to the City against conformance to the following criteria:

- Understanding of project objectives/outcomes and vision
- Project Methodology
- Team Composition – Experience and Qualifications of those staff to be assigned to the project.
- Project Deliverables
- Value for Money
- References
- Interview (if required)



**City of Richmond**  
Business & Financial Services Department

**Notice of No Bid**

**Note:** Receipt of this completed form will assist us in calling for future bids. Please complete and submit this form prior to the closing date and time as shown on the Request for Quotation/Proposal/Tender form.  
Please remember to include Quotation/Proposal/Tender No. at right.

Quotation/Proposal/Tender No.  
**3347P**

**A Quotation/Proposal/Tender is not being submitted for the following reason(s):**

- |  |  |
|--|--|
| <input type="checkbox"/> We do not manufacture/supply the required goods/services  | <input type="checkbox"/> Cannot obtain raw materials/goods in time to meet delivery requirements |
| <input type="checkbox"/> We do not manufacture/supply to stated specifications     | <input type="checkbox"/> Cannot meet delivery requirements                                       |
| <input type="checkbox"/> Specifications are not sufficiently defined               | <input type="checkbox"/> Cannot quote/tender a firm price at this time                           |
| <input type="checkbox"/> Insufficient information to prepare quote/proposal/tender | <input type="checkbox"/> Insufficient time to prepare quote/tender.                              |
| <input type="checkbox"/> Quantity too small  | <input type="checkbox"/> We are unable to competitively quote/tender at this time.               |
| <input type="checkbox"/> Quantity too large  | <input type="checkbox"/> We do not have facilities to handle this requirement                    |
| <input type="checkbox"/> Quantity beyond our production capacity                   | <input type="checkbox"/> Licensing restrictions (please explain)                                 |
| <input type="checkbox"/> Cannot meet packaging requirements                        | <input type="checkbox"/> Agreements with distributors/dealers do not permit us to sell directly. |
| <input type="checkbox"/> Cannot handle due to present plant loading                | <input type="checkbox"/> Other reasons or additional comments (please explain below)             |

I / We wish to quote / tender on similar goods / services in future <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Company Official – Signature and Title	Date
This space for City of Richmond Comments	Firm Name	
	Address	
	City	
	Province <span style="float: right;">Postal Code</span>	
	Telephone Number	



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Richmond  
V6V 3K4  
for Proposal Peoplesoft Financial Consultant

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## City of Richmond

## Agreement

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**This Agreement** dated the ☼ day of August, 2008, at the City of Richmond, in the Province of British Columbia

**Between:**

**City of Richmond**  
6911 No. 3 Road  
Richmond, BC  
V6Y 2C1

(the "City")

**And:**

☼

(the "Consultant")

**Whereas:**

- A. The City is ☼ (the "Event or Project");
- B. The City requires a ☼ the Event or Project;
- C. The City issued a Request for Quotation☼ for the supply and delivery of ☼;
- D. The Consultant is willing and prepared to deliver ☼;

NOW THEREFORE in consideration of the mutual covenants and agreements set out below, the parties covenant and agree as follows:

**1. Responsibilities and Duties**

- 1.1. The Consultant shall be responsible for the following as per Request for Quotation☼/Proposal ☼ and the Consultant's submission dated ☼.
  - a) ☼
  - b) ☼
  - c) ☼

- d) ✖
- e) ✖
- f) ✖
- g) ✖
- h) ✖

1.2. The Consultant agrees to conduct himself professionally and with integrity so as not to embarrass or discredit the City throughout the performance of the duties and responsibilities set out in this agreement.

## 2. Compensation

2.1. In exchange for carrying out the duties and responsibilities set out in this agreement, the City agrees to pay to the Consultant, the amount of \$✖ plus GST per ✖ for the duration of the term of this agreement, but total amount of payments not to exceed \$✖ plus GST.

2.2. Once per month, commencing no sooner than ✖, the Consultant shall submit to the City a written statement of account and setting out a detailed summary of hours worked, meetings attended and the status of ✖ (the "Statement of Account").

2.3. The Statement of Account must show the amount of GST charged and include the Consultant's GST registration number and City Purchase Order number.

2.4. The City agrees to make payments to the Consultant within ten (10) working days of receipt of the Consultant's Statement of Account.

2.5. The Consultant shall, on a monthly basis, submit to the City a list of expenses incurred in carrying out the duties and responsibilities set out in this agreement and, upon approval of such expenses by the City, the City will reimburse the Consultant for such expenses.

## 3. Performance Standards

3.1. The Consultant is responsible for meeting the following ✖ targets:

✖

3.2. The Consultant agrees to comply with following project deadlines:

✖

3.3. The Consultant shall prepare a report to the City on a monthly basis indicating ✖ what targets have been met over the preceding month and the status of efforts in relation to the targets set out.



**4. Benefits**

- 4.1. The Consultant hereby waives all rights, claims, and entitlements whatsoever afforded to employees of the City pursuant to the Group Life Insurance Plan, Long Term Disability Plan and the Dental Plan and any other such benefits. The Consultant agrees to pay, as required by Federal or Provincial Statutes any payments for Income Tax, Workers Compensation, Unemployment Insurance, Canada Pension Plan, Superannuation and other such payments.

**5. Independent Contractor**

- 5.1. The Consultant is an independent contractor and no agency, joint venture, association, partnership, employer-employee relationship is created between the City and the Consultant.

**6. Assignment And Subcontracting**

- 6.1. The Consultant will not, without the prior written consent of the City, assign, either directly or indirectly, any right or obligation of the Consultant under this agreement.
- 6.2. No sub-contract entered into by the Consultant will relieve the Consultant from any of his obligations or impose any obligation or liability upon the City to any such sub-contractor.

**7. Indemnity**

- 7.1. The Consultant agrees to indemnify and hold harmless the City, its agents, employees, and elected officials, against any damages, liabilities, or costs, including reasonable attorney fees and defence costs, arising from or allegedly arising from or in any way connected with any act or omission by the Consultant, his employees, officers, volunteers, servants, or agents, or persons for whom the Consultant has assumed responsibility, in the performance or purported performance of this agreement.

**8. Insurance**

- 8.1. The Consultant shall, at his own expense, carry and keep in force during the term of this agreement, the following coverage.
- a) Professional liability insurance with a minimum limit of \$250,000.00 for each occurrence and \$500,000.00 aggregate.
  - b) Comprehensive general liability insurance with a minimum limit of \$2,000,000 per occurrence with a cross-liability clause.
- 8.2. The City may require a dedicated limit of the Consultant's professional liability policy be allocated to cover the Consultant's work while contracted by the City.

- 8.3. The City shall be added as an additional insured under the Consultant's comprehensive general liability insurance.
- 8.4. All insurance policies shall provide that they cannot be cancelled, lapsed or materially changed without at least 30 days' notice to the City.
- 8.5. Prior to the commencement of the services hereunder, the Consultant shall file with the City a copy of each insurance policy and certificate required. All such insurance shall be maintained until final completion of the service.

**9. Representation**

- 9.1. The parties hereto agree that for all purposes hereunder the City shall be represented by the ☒.

**10. Ownership of Products**

- 10.1. The City shall take title to and ownership of all materials and products developed by the Consultant pursuant to this agreement, including reports, drawings, schematics, computer files, and designs developed, except those covered by copyright. All materials and products produced shall be provided to the City upon expiry of this agreement.

**11. Confidentiality**

- 11.1. The Consultant shall not disclose any information provided by the City, specifically proprietary, sensitive, personal or confidential information or that developed resulting through the performance of this agreement to any other party without the express written consent of the City. All information provided to the Consultant or developed by the Consultant pursuant to this agreement shall be returned to the City upon the expiration of this agreement. The Consultant acknowledges that the City is subject to the Freedom of Information and Protection of Privacy Act of British Columbia.

**12. Related Companies**

- 12.1. The Consultant shall not during the term of this agreement, perform a service for or provide advice to any person, firm or corporation where the performance of the service or the provision of the advice may or does, in the opinion of the City, give rise to a conflict of interest between the obligations of the Consultant to the City under this agreement and the obligations of the Consultant to such other person, firm or corporation.

**13. Term**

- 13.1. This agreement is valid for the period commencing ☒ and ending ☒ (the "Expiration Date"), or such later date as may be mutually agreed upon.

**14. Termination**

- 14.1. Notwithstanding any other provisions of this agreement, either party may terminate this agreement at any time upon at least two (2) weeks' written notice delivered to the Parties at the addresses shown on the first page of this agreement, or such shorter time and in such a manner as may be agreed upon by the parties.
- 14.2. Notwithstanding the provisions of subsection 14.1, if in the opinion of the ☒, the Consultant has breached a material covenant, the City may cancel this Agreement immediately without notice.

**15. Notices**

- 15.1. Any notices or other communications required or permitted hereunder shall be sufficiently given if delivered, or if sent by prepaid regular mail, to the addresses of the parties set out on the first page of this agreement, or to such other addressees as shall have been specified by notice in writing by either party to the other. Any such notice or communication shall be deemed to have been given, if delivered, and if mailed in Canada, on the fourth business day after the date of mailing.

**16. Feminine/Masculine**

- 16.1. Wherever the singular or masculine is used throughout these Terms the same shall be construed as meaning the plural, the feminine or body corporate or politic where the context or the parties hereto so require and vice versa.

**17. General**

- 17.1. This Agreement may be amended upon mutual agreement of the parties in writing.
- 17.2. This Agreement and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of British Columbia.
- 17.3. This Agreement sets out the entire agreement of the parties and no representations, warranties or conditions have been made other than those expressed or implied herein. No agreement collateral hereto shall be binding upon the City unless made in writing and signed by the City.

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City of Richmond  
Contract 3347P  
Request for Proposal Peoplesoft Financial Consultant

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The City and the Consultant Agree to these Terms the day and year first above written.

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Consultant

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City of Richmond



## City of Richmond

6911 No. 3 Road, Richmond, BC V6Y 2C1  
Telephone 604-276-4000  
www.richmond.ca

August 21, 2008  
File: 02-0775-50-3347/Vol 01

**Business & Financial Services Department**  
**Finance Division**  
Telephone: 604-276-4218  
Fax: 604-276-4162

**Attention: To All Proponents**

Dear Sir/Madame:

**Re: Request for Proposal 3347P – People Soft Financials Consultant Addendum 1**

We have received questions and comments related to this Request for Proposal (RFP). This addendum lists the questions we have received, together with our answers. This addendum forms part of the Contract Documents and shall be read, interpreted and coordinated with all other parts. Please review and consider the following information in preparation of your submissions:

- Q.1 Do you have any need for a more technical based resource for this project?  
A.1 The skill set we require for this project is outlined in the Request for Proposal (RFP). A solid technical background is certainly an asset, but please be advised that we have in-house technicians that will be responsible for the back-end requirements of the system.
- Q.2 Do we need to complete any formality before submitting the proposal (registration etc)?  
A.2 There are no formal submission requirements additional to submitting a proposal in response to this RFP.
- Q.3 Is there any Vendor Con-call scheduled (pre-bidder's conference) to help us understand your IT landscape and requirements better?  
A.3 There will be no pre-bid sessions held for this RFP, but we encourage you to send any questions you have to [purchasing@richmond.ca](mailto:purchasing@richmond.ca) and we will endeavour to answer your questions in a timely fashion.
- Q.4 Once we send our questionnaire, by when can we expect the response?  
A.4 If you are submitting a proposal, in response to this RFP, your proposal will be under consideration for 90 days, in which time we will complete an evaluation of all proposals received and will endeavour to have made a decision on the most suitable proponent. As soon as that decision is made, and approval obtained, we will notify all proponents.

Q.5 The RFP indicates that you are seeking an individual consultant, however, section 8 of the RFP asks for the qualifications of a team. Can you please clarify if you are looking for one or more persons for this project?

A.5 We are looking for an individual consultant to manage this project, however, we will consider a team of proponents with the required qualifications and experience outlined in the RFP.

Q.6 Is the City seeking only locally-based consultants?

A.6 Consultants with the requisite experience and qualifications will be considered, regardless of their location. However, the consultant that is ultimately awarded the contract will be required to work at Richmond City Hall during a standard business week of Monday to Friday and between the hours of 8:15am to 5:00pm, Local Time, for the duration of the project.

Yours truly,



Kerry Lynne Gillis FOR:

Sumita Dosanjh  
*Buyer III - Contracting Specialist*

KG:kg

pc: Eddie Hung, Manager, Enterprise Application Development