



REQUEST FOR EXPRESSIONS OF INTEREST – 4643 EOI

**4643 EOI - FUNCTIONAL CONSULTANT TO LEAD THE IMPLEMENTATION OF
THE PURCHASE REQUISITION MODULE IN THE PEOPLESOFT 9.0 FINANCIALS
AND SUPPLY CHAIN PRODUCT.**

Expressions of Interest will be received at the Information Counter, Main Floor, Richmond City Hall, addressed to the Purchasing Section, 6911 No. 3 Road, Richmond, BC, V6Y 2C1, until 3:00 pm, local time, on **Thursday, March 15th, 2012** (the “Closing Time”).

TABLE OF CONTENTS

1.0	Introduction.....	1
2.0	Definitions.....	1
3.0	Background and Objectives	2
4.0	Scope.....	3
5.0	Requests for Proposals.....	6
6.0	Qualification Criteria	6
7.0	Submission Details.....	7
8.0	Format Requirements.....	8
9.0	Review of Submissions.....	9
10.0	Inquiries	9
11.0	Non-Conforming Submissions.....	9
12.0	Notifications and RFP Process.....	10
13.0	Information Disclaimer.....	11
14.0	Intent to Enter Into an Agreement	11
15.0	Modification of Terms	11
16.0	Ownership of Submissions	11
17.0	Right to Not Accept Any Expression of Interest	11
18.0	No Commissions.....	12
19.0	Confidentiality, Freedom of Information and Protection of Privacy	12
20.0	No Claim for Compensation of Expenses.....	12
21.0	Conflict of Interest	12
22.0	No Solicitation	13
23.0	No Lobbying.....	13
24.0	Publicity	13

1.0 Introduction

- 1.1. The City of Richmond (the “City”) invites Expressions of Interest (“EOI”) for one or more functional consultant(s) to lead the implementation of the Purchase Requisition Module in the *PeopleSoft 9.0 Financials* and Supply Chain Product. The Work includes the coordination of user input into functional design requirements of the system.

2.0 Definitions

- 2.1. Throughout this RFEOI document, the following definitions apply:

- a) “City’s Designated Representatives” means the City’s employees or representatives who are authorized in writing to deal with the Contractor on behalf of the City in connection with the goods, materials, equipment and services or to make decisions in connection with the Contract;
- b) “Closing Time” means the closing date, time, and place as set out on the title page of this RFEOI;
- c) “Expression of Interest” or “EOI” means a statement of qualifications submitted in response to and according to the terms of this Request for Expressions of Interest;
- d) “Functional Specifications” means the documented technical requirements identified in the gap/fit analysis;
- e) “H.S.T.” means the harmonized sales tax administered under the Excise Tax Act (Canada) and any successor tax or levy therefore in force from time-to-time;
- f) “Project” means the implementation of an Electronic Purchase Requisitioning System at the City; the Project includes the scope of Work and Requirements described in this RFEOI;
- g) “Request for Expressions of Interest” or “RFEOI” means this document and related process;
- h) “Requirements” means all of the specifications, requirements and services set out in the RFEOI that describes the general requirements that the goods, materials, equipment and services must meet and the selected Respondent must provide;
- i) “Respondent” means an individual or a company (vendor) that submits, or intends to submit, a Response;

- j) “Response” or “Submission” means an Expression of Interest;
- k) “Selected Respondent” or “Successful Respondent” is the Respondent whose Expression of Interest, as determined through the evaluation criteria described in this RFEOI, provides the best overall value in meeting the requirements of the RFEOI, and with whom a Contract may be considered;
- l) “Walkthrough” means a step-by-step demonstration of the workflow screens, content and data; and
- m) “Work” means all the labour, materials, equipment, supplies, services and other items necessary for the execution, completion and fulfilment of the Requirements;

3.0 Background and Objectives

- 3.1. The City’s financial system and procurement activity is administered through *PeopleSoft Financials* version 9.0.
- 3.2. The City’s Procurement and Stores sections are part of the City’s Finance division. With a complement of six (6) full-time buying staff, the Procurement and Stores sections are responsible for all of the City’s buying activities, except for the acquisition of lands.
- 3.3. The City’s Procurement and Stores sections create approximately 6,000 purchase orders annually with a total approximate value of \$62 million. The current format for administering purchase orders is paper-based without consistency in application. Purchase orders are created to either initiate orders, or to confirm contracts at the conclusion of a competitive bidding process.
- 3.4. The purpose of this Project is to implement the City’s *PeopleSoft Financials* 9.0, Purchase Requisition Module which will allow staff to submit purchase requisitions electronically and prior to completing purchase transactions with vendors, in contrast to the existing paper-based system which is antiquated, inefficient and exposes the City to risk.
- 3.5. The objectives of the Project aim to replace and consequently improve upon the current paper-based requisitioning system, through:
 - a) Providing cost savings and process efficiencies:
 - 1. **Budget and Staff Authority Upfront:** Implementation of the existing purchase requisition functionalities in the Purchasing module will provide the availability of system enhancements such as

confirmations of budget at the requisition stage, immediate staff authorization, correction of gaps in the current workflow process for a complete business workflow, better spend reporting and an automated approval process.

2. **Reduction in Paper Administration:** Staff will no longer need to administer paper copies of documents and will enjoy easier access to their purchase requisition information online which can be shared with managers in real time.

b) Minimizing risk by enhancing system controls:

1. **Staff Control and Accountability:** The electronic requisitioning module will require dedicated staff group access and approval access assigned by commitment and spending authorities. Such access will also require new security roles within the *PeopleSoft Financials* system (PS Financial) and this will help ensure that functional role assignment is restricted to those directly responsible for purchases in their business units, keeping accountability at the source.
2. **Workflow Improvement:** The electronic requisitioning module will allow the City's purchasing workflow to follow processes which are compliant with the City's internal control procedures:

Requisition - > Authorization to spend - > Buyer - > PO Creation - > Receiving Goods - > Invoice - > Vendor Payment.

3. **Spending and Commitment Authority:** Those with spending and commitment authority (e.g., the management team) will have direct visibility and better control over their staff spending, accessible from their desk tops or mobile devices. Also, the electronic requisitioning module features that control spending authority will improve the timeliness of the requisition workflow (faster approvals) and will also ensure that controls are applied at the appropriate approval stages of the purchase workflow.

4.0 Scope

4.1. The scope of Work includes:

- a) Implementation of the electronic purchase requisition.
- b) Implement and setup of a new security model *PeopleSoft Financials 9.0*.

- c) Implement workflow and approval hierarchy model for purchase requisitions, purchase order, receiving and accounts payable.

I. Overall Responsibilities

The Selected Respondent(s) will be part of a Project team assigned to implement the delivered features with the PeopleSoft Enterprise Purchasing module release 9.0. The Selected Respondent will work with the key Finance and Information Technology personnel. The Selected Respondent(s) will be both the functional expert and functional lead to the Project team and affected departments. The Selected Respondent will be responsible for the implementation of the functionalities described, provide knowledge transfer to City staff and will complete the duties and deliverables as outlined herein.

II. Electronic Requisitions

To implement the electronic requisition system, the Selected Respondent will be responsible to:

Duties and Deliverables

- a. Review the user requirements for system design and implementation.
- b. Review the existing setup PeopleSoft configuration and business processes including an administration review of vendor, ship-to and item lists.
- c. Assist in the preparation of the fit/gap analysis with Finance, Information Technology and other affected departments/users.
- d. Recommend system and configuration/setup changes and identify related impacts.
- e. Recommend business process and workflow implementation requirements and identify related impacts.
- f. Provide detailed recommendations on to ensure that commitment control features that ensure funding is available before the requisition is sent for approval.
- g. Provide the Functional Specifications for changes/customizations and reporting requirements.
- h. Provide Walkthroughs with the Project team and user departments.
- i. Provide recommendations for changes to procedures and provide assistance as required.

- j. Prepare test plans, work with a test lead and participate in testing as required.
- k. Provide documentation of all deliverables including recommendations, business process diagrams and descriptions, configuration, designs and specifications.

III. Implement New Security Model

The implementation and setup of a new security model for *PeopleSoft Financials 9.0* will be required. This security model will complement the features and functionalities with the enhancements of the electronic requisitioning module. The Selected Respondent will be required to:

Duties and Deliverables

- a. Review the security role requirements to implement the PeopleSoft Enterprise Purchasing module.
- b. Review the existing security model. This includes the security structure in the Purchasing module of *PeopleSoft Financials 9.0* as well as applicable corporate policies and procedures in effect.
- c. Perform a fit/gap analysis with Finance, Information Technology and other impacted departments/users.
- d. Determine the user access and security requirements and provide the functional specifications for technical work and/or customizations required.
- e. Provide detailed recommendations about features that control spending authority and escalating approval stages within the requisition workflow.
- f. Recommend changes to the business process and workflow.
- g. Provide recommendations for new/changes to procedural manuals and provide assistance as required.
- h. Recommend a test plan, work with a test lead and assist in unit testing and/or system testing as required.
- i. Provide documentation of all deliverables including recommendations, business process diagrams and descriptions, configuration, designs and specifications.

IV. Workflow Automation

4643 EOI – Functional Consultant to Lead the Implementation of Purchase Requisition Module in the *PeopleSoft 9.0 Financials* and Supply Chain Product

Automating the workflow of creating purchase requisitions, purchase orders, receiving and accounts payable, is an expected outcome of the Project. The Selected Respondent will be required to:

Duties and Deliverables

- a. Review the Workflow user requirements for the PeopleSoft Enterprise Purchasing module.
- b. Review existing setup system configuration and manual approval business processes.
- c. Perform a fit/gap analysis with Purchasing, Stores (Inventory), Budgeting and Accounts Payables, Information Technology and other impacted departments/users.
- d. Recommend system and configuration/setup changes and identify related impacts.
- e. Recommend business process and workflow changes and identify related impacts.
- f. Provide the functional specifications for changes/customizations and reporting requirements.
- g. Provide walkthrough with project team and user departments.
- h. Provide recommendations for changes to procedures and provide assistance if required.
- i. Recommend test plan, work with test lead and assist in unit testing and/or system testing as required.

5.0 Requests for Proposals

- 5.1. Respondents, who are pre-qualified as a result of this RFEOI process, may be invited to submit proposals, if required, to a Request for Proposals (“RFP”) from the City. The City anticipates that, if required, the RFP may be distributed three to four weeks following the completion of the RFEOI process.

6.0 Qualification Criteria

- 6.1. The Selected Respondent should have extensive functional knowledge and experience in the operation of Purchasing, Budgeting and Accounts Payable Departments. The Selected Respondent should have significant functional and implementation experience working with *PeopleSoft Financials 9.0* and Supply Chain software, including Purchasing, General Ledger, Commitment Control,

Accounts Payable and other financial modules. The Selected Respondent must have extensive experience performing PeopleSoft Financial fit/gap analyses, functional analyses and system design.

- 6.2. The Successful Respondent shall have previously and successfully completed Projects of a similar size and complexity to the Work described in this RFEOI.

7.0 Submission Details

- 7.1. Respondents are requested to submit three (3) copies of their Expressions of Interest marked “**4643 EOI – Functional Consultant to Lead the Implementation of Purchase Requisition Module in the *PeopleSoft 9.0 Financials* and Supply Chain Product**” to the Purchasing Section, c/o the Information Counter, Main Floor, Richmond City Hall located at 6911 No. 3 Road, Richmond, BC V6Y 2C1. Submissions will be received on or before:

3:00 pm, local time on Thursday March 15th, 2012.

- 7.2. Submissions will be evaluated at the discretion of the City based upon the information contained in the submissions. Questions relating to this RFEOI may be directed to Kerry Lynne Gillis, Buyer II by email to purchasing@richmond.ca.
- 7.3. The City will only respond to questions that are submitted in writing. Any questions that are received and answered by the City that affect the RFEOI process, any interpretation of, additions to, deletions from, or any other corrections to the RFEOI document, may be issued as written addenda by the City.
- 7.4. Inquiries and responses relating to the RFEOI will be posted on
- a) BC Bid (<http://www.bcbid.gov.bc.ca/open.dll/welcome?language=En>) and
 - b) the City’s website (<http://www.richmond.ca/busdev/tenders.htm>).
- 7.5. It is the sole responsibility of each Respondent to check these sites on a regular basis for amendments, addenda, or questions related to this RFEOI.
- 7.6. 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 EOI, 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.

8.0 Format Requirements

8.1. Responses submitted should consist of:

I. Title Page (1 page)

- a) The title page should identify the RFEOI number identified on the cover page of these pre-qualification documents, Closing Time (as specified in section 8.1), Respondent's name, address, telephone number fax number, email address and contact person's name.
- b) Table of Contents.

II. Corporate Experience:

- c) 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.
- d) Describe the company/entity size, depth and annual sales volume (in dollars).
- e) Provide client references.
- f) Provide a history of litigation or claims made against the Respondent during the three (3) 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 an insurance company confirming the Respondent's existing commercial general liability insurance.

IV. Completed and Current Projects:

- a) List three (3) 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 to providing the Requirements of the Work.
- b) Provide an estimated Work plan schedule to supplement your methodology.

VI. Pricing Information:

- a) Provide pricing information, exclusive of H.S.T., to complete the Work, which includes hourly rates for all of the Respondent's staff that would be assigned by the Respondent to complete the Work.

9.0 Review of Submissions

- 9.1. The City will review the Expressions of Interest submitted to determine whether, in the City's opinion, the Respondent has demonstrated that it has the required experience and qualifications to fulfill the obligations of the services identified in this RFEOI.

10.0 Inquiries

- 10.1. 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 Respondent's bankers and clients regarding any financial and experience issues.
- 10.2. Subsequent to the receipt and review of responses the City reserves the right to issue a RFP for all or any part of the requirement described herein or to negotiate with any Respondent or with any number of Respondents concurrently for the purpose of entering into an agreement or to cancel this process in its entirety.

11.0 Non-Conforming Submissions

- 11.1. Submissions which fail to conform to the Format Requirements or which fail to conform to any other requirement of these Documents may be rejected by the City.
- 11.2. Notwithstanding the foregoing or any other provision of these documents, the City may at its sole discretion elect to retain for consideration Responses which deviate either materially from the format requirements set out in hereto or which otherwise fail to conform to any other requirement of this RFEOI except the requirement of delivery of the Submission prior to the Closing Time.

12.0 Notifications and RFP Process

- 12.1. Following the Closing Time, the City will only notify those Respondents who are selected as being pre-qualified and may be invited to submit their proposal under an RFP process, if the City decides to issue an RFP process for this Project.
- 12.2. The City will not approve any change in the structure of formation of a short listed Respondent.
- 12.3. 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 services to be procured under any RFP process as described in this RFEOI, and the qualifications that may be required to meet those Requirements. In such event, proposals may be invited from those Respondents who meet the resulting amended Requirements;
 - b) reject or accept any or all Submissions;
 - c) cancel the RFEOI process at any time and reject all Proposals; or
 - d) cancel the RFEOI process and recommence in respect of the same RFP with the same or an amended set of documents, information and Requirements.
- 12.4. Subsequent to the receipt and review of the Responses, the City reserves the right, in its sole discretion, to issue a Request for Proposal (RFP) for all or part of the Requirements or Work described herein or to enter into negotiations with any Respondent or with any number of Respondents for the purpose of entering into an agreement, or to cancel this process in its' entirety.
- 12.5. The Respondent acknowledges and agrees that any submission is in no way whatsoever, an offer to enter into an agreement and a submission by any Respondent does not in any way whatsoever create a binding agreement. The Respondent acknowledges that the City has no contractual obligations whatsoever arising out of the RFEOI process.
- 12.6. The Respondent acknowledges and agrees that the pre-qualification of a Consultant pursuant to this RFEOI is only a preliminary step in the City's procurement process. Each Successful Respondent will be evaluated further under any subsequent RFP (if required) evaluation process.

13.0 Information Disclaimer

- 13.1. The City and its directors, officers, employees, agents consultants and advisors are not liable or responsible for any oral, verbal or written information, or any advice, or any errors or omissions, which may be contained in this RFEOI or otherwise provided to the Respondent or Consultant pursuant to this RFEOI.
- 13.2. The Respondent 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 RFEOI is provisional and will be superseded by the RFP and/or other agreement documents.
- 13.3. The City makes no representation, warranty, or undertaking of with respect to this RFEOI 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 RFEOI 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.

14.0 Intent to Enter Into an Agreement

- 14.1. By submission of an Expression of Interest, the Respondent agrees that, should it be identified as the successful respondent, it is willing to enter into agreements, if required, as necessary to complete the transactions contemplated in the Respondent's Response to this Request for Expression of Interest.

15.0 Modification of Terms

- 15.1. The City reserves the right to modify the terms of this RFEOI at any time at its sole discretion. This includes the right to cancel this RFEOI at any time without liability to any Respondent.

16.0 Ownership of Submissions

- 16.1. All documents submitted to the City, including Expressions of Interest, and any drawings, plans and models (as applicable), become the property of the City and will not be returned to Respondents. They will be received and held in confidence by the City, subject to the provisions of Section 19.1.

17.0 Right to Not Accept Any Expression of Interest

- 17.1. The City reserves the right to not accept any Expression of Interest and is not bound to enter into an agreement with any Respondent or issue a Request for Proposal. In the event that no Expression of Interest is selected, the City will declare the RFEOI terminated, in which case the City reserves the right to enter

into negotiations with any party, regardless of whether or not such party previously participated in the RFEOI.

18.0 No Commissions

- 18.1. The City will not pay any commission to any Respondent or any agent acting on behalf the Respondent in connection with any transaction arising from the RFEOI. Any agent working with or for an interested party is assumed to be compensated by the Respondent.
- 18.2. Use of this Request for Expressions of Interest
- 18.3. This document, or any portion thereof, may not be used by others for any purpose other than for the submission of Expressions of Interest.

19.0 Confidentiality, Freedom of Information and Protection of Privacy

- 19.1. All submitted Expression of Interests shall become the property of the City. The City reserves the right to release information to the public about the Expression of Interests received and any agreement(s) entered into. As the property of the City, Expressions of Interests will be considered government records, which are public documents and subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia. However, any commercial information that could cause potential economic harm to a Respondent's business interests should be identified as such.
- 19.2. Information pertaining to the City obtained by the Respondent as a result of participation in this RFEOI is confidential and must not be disclosed without written authorization from the City.

20.0 No Claim for Compensation of Expenses

- 20.1. The City is not liable to pay such costs and expenses or to reimburse or compensate a Respondent under any circumstances.
- 20.2. As such, Respondents are advised they are responsible for bearing all costs of preparing and submitting an EOI and any subsequent discussions with the City. Respondents shall have no claim for compensation in the preparation of their Submissions and by submitting an EOI, each Respondent shall be deemed to have agreed that it has no claim.

21.0 Conflict of Interest

- 21.1. Respondents are responsible for ensuring that any and all conflicts of interest or potential conflicts of interest are disclosed in their Submission. Failure to

disclose a conflict of interest may result in the rejection of the Expression of Interest.

22.0 No Solicitation

- 22.1. If any directors, employees, officers, agents, consultants, or representatives, or other representative of a Respondent makes any representation or solicitation offering a personal benefit to any officer, employee, agent, consultant, or elected official of the City, concerning the Respondent's Expression of Interest, the City reserves the right to reject the Respondent's Response to this Request for Expressions of Interest.

23.0 No Lobbying

- 23.1. From the date on which this RFEOI is issued until the RFEOI process is concluded or terminated, Respondents (including any directors, employees, officers, agents, consultants, or representatives) should not communicate with the City, directly or indirectly, about the RFEOI except via the designated Contact Person in Section 7.2.

24.0 Publicity

- 24.1. Respondents must not issue any news release or other public announcement that discloses details of this Request for Expression of Interest, or the Respondent's Response to this RFEOI, without the prior written consent of the City.