



Supplies & Services Branch

THE REGIONAL MUNICIPALITY OF YORK

REQUEST FOR PROPOSAL

P-10-91

CONSULTING SERVICES FOR THE IMPLEMENTATION OF DATA WAREHOUSE AND CORPORATE DATA MARTS

CLOSING DATE: JUNE 24, 2010
CLOSING TIME: 1:00 P.M. (LOCAL TIME)

Proposal:	P-10-91
Description:	Consulting Services for the Implementation of Data Warehouse and Corporate Data Marts
Closing Date:	June 24, 2010
Closing Time:	1:00 p.m. (Local Time)

TABLE OF CONTENTS

1	DEFINITIONS	4
2	INTRODUCTION	5
	2.1 INFORMATION TECHNOLOGY SERVICES	5
3	INSTRUCTIONS TO PROPONENTS	6
3.1	INVITATION	6
3.2	OBTAINING DOCUMENTS.....	6
3.3	COSTS INCURRED BY PROPONENTS.....	6
3.4	ACCEPTANCE OF TERMS	6
3.5	PURCHASING BY-LAW	6
3.6	ENVIRONMENTALLY RESPONSIBLE (GREEN) PROCUREMENT.....	7
3.7	SCHEDULE OF EVENTS.....	7
3.8	PROponents' MEETING	7
3.9	CLARIFICATION	8
3.10	LOBBYING PROHIBITED	8
3.11	BLACKOUT PERIOD	8
3.12	AMENDMENTS TO SOLICITATIONS	9
3.13	SUBMISSION PROCESS	9
3.14	COST INFORMATION.....	10
3.15	TAXES UNDER THE CONTRACT.....	10
3.16	PROPOSAL EXPIRY DATE	11
3.17	TERMS OF PAYMENT (INCLUDING INVOICING)	11
3.18	SUBCONTRACTING & ASSIGNMENTS	12
3.19	INSPECTION OF BOOKS, PAYROLLS, ACCOUNTS AND RECORDS	12
3.20	ORAL PRESENTATIONS AND ON-SITE DEMONSTRATIONS	13
3.21	NEGOTIATIONS	13
3.22	ERRORS & OMISSIONS.....	13
3.23	INDEMNIFICATION.....	13
3.24	CONFIDENTIALITY	14
3.25	POTENTIAL FOR CONFLICTS OF INTEREST	14
3.26	INSURANCE	14
3.27	WORKPLACE SAFETY AND INSURANCE BOARD (WSIB).....	15
3.28	LEGISLATIVE & LICENSING REQUIREMENTS	16
3.29	PATENTS AND COPYRIGHTS	16
3.30	INTELLECTUAL PROPERTY RIGHTS.....	16
3.31	MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (MFIPPA).....	16
3.32	SHARING OF RESOURCES	17
3.33	COLLUSION	17
3.34	NON-EXCLUSIVE.....	17
3.35	CONTRACT TERMINATION.....	17
3.36	FORCE MAJEURE.....	17
3.37	PERFORMANCE EVALUATION	18
3.38	FORM OF PROPOSALS.....	18
4	TERMS OF REFERENCE [STATEMENT OF WORK].....	19
4.1	OBJECTIVE AND SCOPE.....	19
4.2	TIMEFRAME	20
4.3	QUALIFICATIONS	20
4.4	DELIVERABLES	20

Proposal:	P-10-91
Description:	Consulting Services for the Implementation of Data Warehouse and Corporate Data Marts
Closing Date:	June 24, 2010
Closing Time:	1:00 p.m. (Local Time)

5	PROPOSAL SUBMISSION CONTENT	23
5.1	EXECUTIVE SUMMARY [ENVELOPE A]	23
5.2	TECHNICAL SUBMISSION [ENVELOPE A]	23
5.3	FINANCIAL SUBMISSION [ENVELOPE B]	24
6	EVALUATION CRITERIA	26
7	SELECTION PROCESS	28
7.1	AWARD	28
8	FORM OF PROPOSALS	29
8.1	TECHNICAL MANAGEMENT PROPOSAL FORM.....	29
8.2	FINANCIAL PROPOSAL FORM	30
9	APPENDIX A – YORK REGION ELECTRONIC FUNDS TRANSFER	31
10	APPENDIX B – PEOPLESFT EPM PRODUCT AND DEVELOPMENT ENVIRONMENT	32
11	APPENDIX C - YORK REGION VENDOR CONSULTANT UNDERTAKING (SEPARATE DOCUMENT ATTACHED).....	36
12	APPENDIX D - YORK REGION INSURANCE CERTIFICATE	37
13	APPENDIX E – NOTICE OF ‘NO BID’	39

Proposal:	P-10-91
Description:	Consulting Services for the Implementation of Data Warehouse and Corporate Data Marts
Closing Date:	June 24, 2010
Closing Time:	1:00 p.m. (Local Time)

1 DEFINITIONS

Award: the acceptance by the Region of a proposal to furnish specific goods and/or services

Best and Final Offer: Proponent(s) response to a request for their best and final offer following any clarifications of the requirements or cost negotiation discussion(s) with Preferred Proponent(s)

Consultant/Contractor/Service Provider/Vendor: the individual, firm, company or corporation to whom a contract has been awarded against an offer and who has undertaken to provide the goods/services required by this proposal

Conflict of Interest: an actual or potential situation in which the personal interests of a vendor, employee or public official are, or appear to be, in conflict with the best interests of the jurisdiction.

Contract: an agreement and any attachments thereto approved by the Region

May: used in this document denotes permissive

Preferred Proponent(s): refers to those Proponents who have been selected by the Region for further consideration

Proponent: any individual/firm/company receiving this invitation to submit a proposal in response to this Request for Proposal

Recommended Proponent: the Proponent that has had their proposal recommended for acceptance by the Region for Committee/Council approval

Region: The Regional Municipality of York

Request for Proposal (RFP): the document issued by the Region to which Proponents are invited to propose solutions that will result in the satisfaction of the Region's objectives in a cost effective manner

Responsive Proponent: a Proponent that follows the requirements of the RFP, includes all documentation, is of timely submission, and has the appropriate authorized signatures as required on each document

Responsible Proponent: a Proponent who has the capability to perform the contract requirements and the integrity and reliability that will assure good faith performance

Selected Proponent: the Proponent whose proposal has been selected by the Region for further consideration

Shall and Will: used in this document denotes imperative

Successful Proponent: the Proponent whose proposal has been approved by the Region and its respective authoritative bodies

Proposal:	P-10-91
Description:	Consulting Services for the Implementation of Data Warehouse and Corporate Data Marts
Closing Date:	June 24, 2010
Closing Time:	1:00 p.m. (Local Time)

2 INTRODUCTION

The Regional Municipality of York is located in the heart of the Greater Toronto Area (GTA) in Southern Ontario and is the only GTA Region without direct access to Lake Ontario. York Region is composed of nine area municipalities covering 1,756 square kilometres (678 square miles), stretching from the City of Toronto in the south to Lake Simcoe and the Holland Marsh in the north, and bounded by Peel Region in the west and Durham Region in the east.

The dominant physical features of the Region are Lake Simcoe and the Oak Ridges Moraine, an east-west rolling topography, including forested areas, wetlands, and kettle lakes covering 500 square kilometres or 193 square miles. These features enhance the quality of life for the Region's residents, provide abundant recreational opportunities, and are a basis for tourism in the Region.

During the first nine months of 2009, York Region grew by approximately 16,200 people reaching a total estimated population of 1,028,159.

2.1 Information Technology Services

The Information Technology Services (ITS) Department of the Region is primarily responsible for providing computing and communications services of the organization and support York Region Staff. It provides services for both voice and data, including corporate and departmental application administration and support, Internet based services, wide-area network, remote network access and the provision, management and support of the technology infrastructure.

IT Services facilitates and enables the deployment of automated processes to meet the evolving service delivery needs of the Region, support staff and Council in delivery of these services. It assists departments to streamline operations and track and access financial, statistical and qualitative data for decision support and performance management through the integration and enhancement of the Region's ERP system.

In addition, IT Services meets regularly with Corporate Technology Review Committee (CTRC) to find technology solutions for future needs of various Business Departments of the Region.

Proposal:	P-10-91
Description:	Consulting Services for the Implementation of Data Warehouse and Corporate Data Marts
Closing Date:	June 24, 2010
Closing Time:	1:00 p.m. (Local Time)

3 INSTRUCTIONS TO PROPONENTS

3.1 Invitation

The Region is inviting proposals from qualified Proponents to provide project management and implementation services for implementation of its Corporate Data Warehouse using PeopleSoft Enterprise Performance Management (EPM) Application.

The roles and deliverables to be fulfilled, and the information to be provided for evaluation, is specified in this RFP.

3.2 Obtaining documents

A set of the RFP documents may downloaded from the Biddingo.com site at www.biddingo.com on or after June 3, 2010. The RFP document and all subsequent Addenda (if any) are only available for download from Biddingo.com. The onus remains with Proponents to ensure that they have downloaded all Addenda posted prior to submission of their proposal, whether or not they've received notification from Biddingo.com. Non-subscribers are subject to a nominal fee payable to Biddingo.com.

3.3 Costs Incurred by Proponents

All expenses involved with the preparation and submission of proposals to the Region, or any work performed in connection therewith shall be borne by the Proponent. No payment will be made for any proposals received, nor for any other effort required of or made by the Proponent prior to commencement of work as defined by the proposal approved by the Region.

3.4 Acceptance of Terms

Each Proponent, by submitting a proposal, represents that the Proponent has read, completely understands, and accepts the terms and conditions of the RFP in full.

3.5 Purchasing By-law

Proposals will be called, received, evaluated, accepted and processed in accordance with the Region's Purchasing By-law and Tendering/Proposal Procedures. By submitting a response to this RFP, the Proponent agrees to be bound by the terms and conditions of such By-law and Procedures and any amendments from time to time, as fully as if they were incorporated herein.

To view a copy of the Region's Purchasing By-Law;

Go to <http://www.york.ca>

Click Regional Government

Click By-Laws

Click file name 'Providing for the Purchases of Goods and Services.pdf' which is found under "P" Purchasing.

Proposal:	P-10-91
Description:	Consulting Services for the Implementation of Data Warehouse and Corporate Data Marts
Closing Date:	June 24, 2010
Closing Time:	1:00 p.m. (Local Time)

Proponents are advised that, unless otherwise permitted by the Region's Purchasing By-law, no proposal shall be accepted from, nor shall any contract be awarded to, any Proponent with whom the Region is engaged in unresolved litigation.

3.6 Environmentally Responsible (Green) Procurement

In order to contribute to the reduction of waste, toxic or harmful emissions and substances and to increase the development and awareness of environmentally preferred purchasing, the Region urges its contractors to, wherever possible during the provision of goods and services, to propose amendments to the Region's specifications and requirements to provide for the expanded use of durable products, reusable products and products (including those used by service contractors) that contain the maximum level of post-consumer waste, and the least amount of toxic or harmful content for the sustainability of a clean environment without significantly altering the effectiveness of the product or services. It is recognized that a cost analysis is required in order to ensure that the products are made available at competitive prices.

The "Governments Incorporating Procurement Practices which are Environmentally Responsible" (GIPPER) Statement of Principle as outlined above expresses the Region's commitment to environmentally responsible (Green) procurement and overall waste reduction. In support of the Vision 2026 statement and the Corporate Clean Air Committee initiative this Statement of Principle was adopted by Regional Council on June 27, 2002.

Products considered to be environmentally responsible may be given preference during the evaluation stage of the submission when the tender/proposal documents either directly call for "green" products or where "green" products may be priced as an option.

3.7 Schedule of Events

The RFP process will be governed according to the following schedule. Although every attempt will be made to meet all dates, the Region reserves the right to modify any or all dates at its sole discretion.

Release of Proposal:	June 3, 2010
Proponents' Information Meeting:	June 10, 2010
Submission Date:	June 24, 2010
Anticipated Award Date:	July 07, 2010
Commencement of Implementation	July 19, 2010

3.8 Proponents' Meeting

Proponents are invited to attend an Information/Site Meeting to be held on Wednesday, June 10, 2010 commencing at 10:00 a.m. at ITS Boardroom, 395 Mulock Drive, Town of Newmarket, Newmarket.

All Proponents are encouraged to email their questions to the Region's Senior Purchasing Analyst, Sarah O'Connor, at sarah.oconnor@york.ca a minimum of two (2) business days prior to the meeting date. All questions submitted and asked at the meeting will be addressed. Minutes of the meeting will be sent to each Proponent as an Addendum to form part of the proposal documents.

Proposal:	P-10-91
Description:	Consulting Services for the Implementation of Data Warehouse and Corporate Data Marts
Closing Date:	June 24, 2010
Closing Time:	1:00 p.m. (Local Time)

No other meeting will be scheduled. It is the responsibility of the Proponent to understand all aspects of the RFP prior to submitting their proposal.

3.9 Clarification

It is the responsibility of the Proponent to seek clarification of any matter that they consider unclear before submitting a proposal. The Region is not responsible for any misunderstanding of the RFP on the part of the Proponent.

Inquiries regarding the RFP should be directed to:

Sarah O'Connor, B.A. (Hons), C.P.P., Senior Purchasing Analyst, Supplies & Services Branch
 Email: sarah.oconnor@york.ca (preferred method)
 Telephone: (905) 830-4444 ext. 1651
 (877) 464-9675 ext. 1651(Ontario only)
 Facsimile: (905) 895-0502

Verbal clarifications will not be interpreted to change the terms of the RFP.

No employee or agent of the Region is authorized to amend or waive the requirements of the RFP document in any way unless the amendment or waiver is signed by the Region's designate in the form of an addendum. Under no circumstances shall the Proponent rely upon any information or instructions from the Region, its employees, or its agents unless the information or instructions are provided in writing in the form of addenda issued by Supplies & Services. Neither the Region, its employees, nor its agents shall be responsible for any information or instructions given to the Proponent, with the exception of information or instructions provided in writing by the Supplies & Services designate as outlined above.

3.10 Lobbying Prohibited

If any director, officer, employee, agent or other representative of a respondent, including any other parties that may be involved in a joint venture, consortium, or similar business relationship with the respondent, makes, from the time the RFP documents are released, any representation or solicitation to any elected representative or employee or agent of The Regional Municipality of York including project consultants, or to the media, with respect to the respondent's proposal, the Region will be entitled to reject the proposal. This requirement does not extend to any public deputations that may be made to Regional Committee or Council, in accordance with the Region's Procedural By-laws.

3.11 Blackout Period

The Region prohibits communications with respect to this RFP initiated by a Proponent to any Regional official, consultant or employee (not designated in the RFP document) for the period of time from the closing of the RFP up to and including the date that the Contract has been awarded (the "Blackout Period"). Any communication between the Proponent and the Region during the Blackout Period will be initiated by the Region's Purchasing Analyst for the purpose of obtaining information or clarification necessary in order to ensure a proper and accurate evaluation of the submission. Any communication during the Blackout Period, initiated by a Proponent must be limited exclusively to the

Proposal:	P-10-91
Description:	Consulting Services for the Implementation of Data Warehouse and Corporate Data Marts
Closing Date:	June 24, 2010
Closing Time:	1:00 p.m. (Local Time)

Purchasing Analyst named herein (or their designate). Contact with any other party during the Blackout Period may be grounds for disqualifying the offending Proponent from consideration for the Contract award and/or any future Regional solicitations.

3.12 Amendments to Solicitations

In the event that this solicitation is amended via addendum, all terms and conditions, which are not modified, shall remain unchanged.

Each Proponent shall acknowledge receipt of any addenda to this solicitation by initialling in the appropriate space provided on the Form of Proposal. Where there is no evidence of receipt of Addenda, the Proposal will be rejected.

3.13 Submission Process

Each Proponent is asked to submit **five (5) identical sets** of their **Technical and Management Proposal (ENVELOPE A)** - One (1) bound original copy identified as "Master" and four (4) copies marked "Copy", sealed, and clearly marked as to contents.

Proponents are also asked to submit **two (2) identical sets** of their **Financial Proposal (ENVELOPE B)** - One (1) bound original copy identified as "Master" and one (1) copy marked "Copy", sealed and clearly marked as to contents.

All proposals must be received by the:

Stan Gal, Director
Supplies & Services
The Regional Municipality of York
17250 Yonge Street, 1st Floor
Newmarket, Ontario L3Y 6Z1

on or before 1:00 p.m. (local time) on Thursday, June 24, 2010.

It is our intent that proposals will be opened at 2:30 p.m. local time, of the same day in Supplies & Services, for registration of submissions only. For a proposal to be considered responsive and responsible, it must be legibly signed by an individual(s) who has the authority to bind the organization.

Faxed or electronic submissions will not be accepted in response to this RFP.

The onus unequivocally remains with the Proponent to ensure that submissions are delivered to the Director, Supplies & Services on the 1st Floor, by the closing time stipulated herein, in accordance with the submission process. Misdirected submissions, submissions received after the closing date and/or time will not be accepted and will be returned unopened. Requests for extensions of closing date or time will not be granted and adjustments to submissions by telephone, fax or electronically will not be considered.

Proposal:	P-10-91
Description:	Consulting Services for the Implementation of Data Warehouse and Corporate Data Marts
Closing Date:	June 24, 2010
Closing Time:	1:00 p.m. (Local Time)

Proponents will be permitted to withdraw their proposal unopened after it has been deposited, if such request is received in writing, by the Director of Supplies & Services, prior to the closing date and time specified in this document.

Proposals which are incomplete, conditional, obscure or illegible, are not written in ink or typewritten, have not been signed or do not have an original signature, are restricted or altered in an unacceptable way, do not provide evidence of receipt of Addenda, fail to conform to the terms and conditions set out herein, or otherwise fail to conform to the requirements of the RFP documents, will be deemed to be informal and will be rejected by the Region.

Erasures, overwriting and strike-outs will not be reason for rejection, provided that all such changes are legible and have been initialled by the same authorized signatory that executed the proposal on behalf of the Proponent.

Proposals which are late will not be received and will be returned to the Proponent unopened.

3.14 Independent Contractor Status

The Selected Proponent is an independent contractor and this agreement does not create an employment relationship with the Selected Proponent, or with the Proponent's agents, employees or servants.

Notwithstanding the above, the Selected Proponent expressly agrees that the Region has the right but not the obligation to supervise any services performed on its property for the compliance with safety & environmental laws, regulations and guidelines as well as the Region's policies and procedures. The Selected Proponent will not be compensated for vacation time or statutory holidays.

3.15 Cost Information

All prices and charges quoted for the proposed services shall include all applicable taxes, with the **exception** of Goods and Services Tax and Provincial Sales Tax.

Prices quoted shall be for a firm fixed price without escalator clauses or other qualifications for the duration of the contract.

All pricing shall be expressed in Canadian currency.

3.16 Taxes Under The Contract

The Proponent acknowledges that on July 1, 2010, the existing Provincial Sales Tax system is proposed to move to Harmonized Sales Tax with tax treatment similar to the existing Goods and Services Tax. As a result, the costs of goods and services purchased by the Proponent for use within this Contract will be subject to a reduced cost as the Harmonized Sales Tax on goods and services purchased on or after July 1, 2010 will be recoverable as an input tax credit. Accordingly, the Region expects to see these savings incorporated into this Contract from July 1, 2010 forward.

In anticipation of the change in taxation, the Region requests that all prices set out in the Price Submission be submitted exclusive of Provincial Sales Tax and Goods and Services Tax.

Proposal:	P-10-91
Description:	Consulting Services for the Implementation of Data Warehouse and Corporate Data Marts
Closing Date:	June 24, 2010
Closing Time:	1:00 p.m. (Local Time)

Payments for all Work performed under this Contract shall be subject to the taxes in force at the time that the Work was performed, in accordance with the following:

(i) All Work performed prior to July 1, 2010 (or such other date upon which Harmonized Sales Tax comes into effect) shall be subject to Goods and Services Tax and, in the event that the Proponent has paid Provincial Sales Tax for any part of the Work performed prior to July 1, 2010, the Proponent shall be reimbursed for the actual Provincial Sales Tax paid, provided that the Region receives documentation which establishes, to the Region's satisfaction, that the Proponent has paid such Provincial Sales Tax.

(ii) All Work performed on or after July 1, 2010 (or such other date upon which Harmonized Sales Tax comes into effect) shall be subject to Harmonized Sales Tax only.

The Proponent shall not be entitled to claim for any additional costs incurred as a result of the introduction of Harmonized Sales Tax.

Where a change in Canadian Federal or Provincial taxes occurs after the closing date for this RFP, and this change could not have been anticipated at the time of bidding, the Region will increase or decrease Contract payments to account for the exact amount of tax change involved.

Claims for compensation for additional tax cost shall be submitted by the Proponent to the Supplies & Services Branch for review and consideration. Such claims for additional tax cost shall be submitted before payment has been made.

Where the Proponent benefits from a change in Canadian Federal or Provincial Government taxes, the Proponent shall submit to the Region a statement of such benefits. This statement shall be submitted before the final payment is made.

The Region reserves the right to make deductions from payments to compensate for the estimated benefit from decreased tax costs. Such deductions will be set-off from payments pending receipt of the statement itemizing the benefits which have resulted from a decrease in tax costs at which time the final payment adjustment will be determined.

3.17 Proposal Expiry Date

Proponents hereby acknowledge that offers contained within their Proposals shall be irrevocable for a period of one hundred and twenty (120) days from the closing date of the RFP or until a Contract is signed with the Successful Proponent, whichever comes first.

3.18 Terms of Payment (Including Invoicing)

Payment will be made in response to invoices itemized in accordance with the final executed contract, provided the invoices are based on work/deliverables described in the scope of the project and are consistent with the timetable of each negotiated deliverable, are completed to the Region's satisfaction and provided that the Successful Proponent is not in default of its obligations under the Contract.

Proposal:	P-10-91
Description:	Consulting Services for the Implementation of Data Warehouse and Corporate Data Marts
Closing Date:	June 24, 2010
Closing Time:	1:00 p.m. (Local Time)

In its efforts to meet strategic goals in the delivery of its core services to promote efficiencies, sustainability, and reduce costs the Region is moving several of its processes to electronic protocols.

Electronic invoicing may be the preferred Invoicing method if the subject of this acquisition is for low-dollar high-volume purchases (i.e. supply contracts where line-by-line transactions are a requirement on the invoice). If e-Invoicing is a requirement of this project the Region will provide the Successful Proponent with several format options acceptable to the Region. Note: PeopleSoft is the Region's Financial Information System.

Electronic invoicing is not a payment requirement for this project.

The Region has moved to an electronic payment process. All payments will be made via Electronic Funds Transfer (EFT) directly into the Proponent's preferred bank account. The Successful Proponent must complete the EFT form included in this competitive RFP document after notification of contract award.

An alternate payment option, via the Region's Corporate Purchasing Card (Pcard), may be available to the Successful Proponent at the sole discretion of the Region, based upon considerations which include, but may not be limited to, its practical application given the commodities or services purchased and the terms and conditions of the Contract.

3.19 Subcontracting & Assignments

It is understood and agreed that the Successful Proponent will be an independent contractor and that the employees or agents of the Successful Proponent will perform all services offered. Subcontracting agreements made by the Successful Proponent will not release the Successful Proponent from any obligation to the Region with respect to the performance of its obligations under the Contract. Joint or consortium proposals must have one prime who will be responsible for overall project success, provide one point of contact and a single billing point. The Region shall not be responsible for payment to the prime Proponent's partners, subcontractors or suppliers in the event the prime defaults on its responsibilities. The Successful Proponent must communicate such to its partners, subcontractors and suppliers.

The Region must grant prior written approval for any assignments and all sub-contracts. In the event that the Region grants prior written approval for an assignment or subcontract, the prior written approval may be granted on such terms, if any, as the Region in its sole discretion deems advisable. The Region's consent to any assignment or subcontract shall, in no way, release the Successful Proponent from its duties and obligations under the Contract.

3.20 Inspection of Books, Payrolls, Accounts and Records

The Region and/or the Ministry of Labour shall have the right to audit all books and records (in whatever form they may be kept, whether written, electronic or other) relating or pertaining to the Contract (including any and all documents and other materials, in whatever form they may be kept, which support or underlie those books and records), kept by or under the control of the Successful Proponent, including, but not limited to those kept by the Successful Proponent, its employees, agents, assigns, successors and Subcontractors. The Successful Proponent shall maintain and preserve all original books and records, together with such supporting or underlying documents and materials, for the duration of the Contract and for at least two years following the completion of the

Proposal:	P-10-91
Description:	Consulting Services for the Implementation of Data Warehouse and Corporate Data Marts
Closing Date:	June 24, 2010
Closing Time:	1:00 p.m. (Local Time)

Contract, including any and all renewals thereof. The books and records, together with the supporting or underlying documents and materials shall be made available, upon request, to the Region, through its employees, agents, representatives, contractors or other designees, during normal business hours at the Successful Proponent's office or place of business, and the Successful Proponent shall supply certified copies of payrolls and any other records required by the Region as and when called for. In the event that no such location is available, then the books and records, together with the supporting or underlying documents and records, shall be made available for audit at a time and location in The

Regional Municipality of York, Ontario, which is convenient for the Region.

The above shall not be construed to limit, revoke, or abridge any other rights, powers, or obligations relating to audit which the Region may have by Federal, Provincial, or Municipal statute, ordinance, regulation, or agreement, whether those rights, powers, or obligations are express or implied.

3.21 Oral Presentations and On-Site Demonstrations

The Region may require Proponents to give oral presentations in support of their proposals or to exhibit or otherwise demonstrate the information contained therein.

3.22 Negotiations

The Region may award a Contract on the basis of initial offers received, without discussion. Therefore, each initial offer should contain the Proponent's best terms/information, including all required documentation as listed in the Terms of Reference.

The Region reserves the right to enter into discussions/negotiations with a Selected Proponent. If the Region and the Selected Proponent cannot negotiate a successful Contract, the Region may terminate the negotiations and begin negotiations with the next Selected Proponent. This process will continue until a Contract has been executed or all Proponents have been rejected. No Proponent shall have any rights or remedies against the Region arising from such negotiations.

3.23 Errors & Omissions

The Region shall not be held liable for any errors or omissions in any part of this RFP. While the Region has used considerable effort to ensure an accurate representation of information in this RFP, the information contained in the RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Region, nor is it necessarily comprehensive or exhaustive. Nothing in the RFP is intended to relieve the Proponents from forming their own opinions and conclusions with respect to the matters addressed in the RFP.

3.24 Indemnification

The Successful Proponent shall indemnify and hold harmless the Region, its officers, Council members, partners, agents and employees from and against all actions, claims, demands, losses, costs, damages, suits or proceedings whatsoever which may be brought against or made upon the Region and against all losses, liabilities, judgements, claims, suits, demands or expenses which the Region may sustain, suffer or be put to resulting from or arising out of the Successful Proponent's failure to exercise reasonable care, skill or diligence or omissions in the performance or rendering of any work or service required hereunder to be performed or rendered by the Successful Proponent, its

Proposal:	P-10-91
Description:	Consulting Services for the Implementation of Data Warehouse and Corporate Data Marts
Closing Date:	June 24, 2010
Closing Time:	1:00 p.m. (Local Time)

agents, officials and employees. This indemnification shall include any legal costs incurred by the Region on a substantial indemnity basis, including those incurred to defend any criminal prosecutions against the Region resulting from the actions of the Successful Proponent.

3.25 Confidentiality

Proponents shall not at any time before, during or after completion of the project, divulge any confidential information communicated to or acquired by the Proponent or disclosed by the Region in the course of carrying out this project.

The Successful Proponent further acknowledges that all reports, data, documents, materials and information of any kind whatsoever prepared in the course of carrying out this project are the sole and exclusive property of the Region and shall not be disclosed or released to any person or organization without the prior written consent of the Region. Any breach of this requirement for confidentiality may result in the Contract being terminated and may also result in damages being assessed and applied against any amounts owing to the Successful Proponent under the Contract.

3.26 Potential for Conflicts of Interest

Each Proponent, in their proposal submission, shall declare all conflicts of interest or any situation that may be reasonably perceived as a conflict of interest that exists now or may exist in the future.

Failure to comply with this requirement will render the proposal non-compliant and will cause the proposal to be rejected. The Region reserves the right to disqualify from further consideration proposals which in the Region's opinion demonstrate a conflict of interest.

A conflict of interest arising during the term of contract must be reported immediately to the Region's project manager; failure to advise the Region may result in termination of the contract.

3.27 Insurance

Without restricting the generality of the section on Indemnification, the Successful Proponent shall obtain, maintain, pay for and provide evidence of insurance coverage, taken out with insurance companies licensed to transact business in the Province of Ontario and not otherwise excluded by the Region's Insurance and Risk Manager.

1. Commercial General Liability Insurance

Commercial General Liability insurance shall include as an Additional Insured, the Region, with limits of not less than Two million dollars (\$2,000,000.00) inclusive per occurrence for bodily and personal injury, death and damage to property including loss of use hereof. Where such policies have aggregates, the minimum acceptable aggregates shall be Five million dollars (\$5,000,000.00) each for the General Aggregate and Products & Completed Operations aggregate. The Commercial General Liability (CGL) insurance will include Cross Liability & Severability of Interest Clauses, Products & Completed Operations coverage (24 months) and Standard Non-Owned Automobile endorsement including standard contractual liability coverage.

2. Automobile Liability Insurance

Proposal:	P-10-91
Description:	Consulting Services for the Implementation of Data Warehouse and Corporate Data Marts
Closing Date:	June 24, 2010
Closing Time:	1:00 p.m. (Local Time)

Automobile Liability Insurance in respect of licensed vehicles shall have limits of not less than \$2 million (\$2,000,000.00) inclusive per occurrence for bodily injury, death and damage to property. Coverage shall be in the form of a Standard owner's form automobile policy providing third party liability and accident benefits insurance and covering licensed vehicles owned &/or leased or operated by or on behalf of the Successful Proponent.

3. Professional Liability Insurance

The Successful Proponent is required to provide evidence of Professional Liability Insurance coverage with a limit of not less than Two million dollars (\$2,000,000.00) per claim, subject to an annual aggregate of Two million dollars (\$2,000,000.00).

The form of all insurance to be provided herein, shall in all respects be satisfactory to the Region's Insurance and Risk Manager and shall be maintained continuously from either the commencement of the services for the signing of this agreement, whichever is sooner. The policies shall be endorsed to provide the Region with not less than 30 days written notice in advance of cancellation, change or amendment restricting coverage.

All of the above Insurance is to be outlined, **by the Successful Proponent only**, on the Region's standard "Certificate of Insurance" form.

The form of all insurance to be provided herein, shall in all respects be satisfactory to the Region's Insurance and Risk Manager and shall be maintained continuously from either the commencement of the services or the signing of this agreement, whichever is sooner. The policies shall be endorsed to provide the Region with not less than 30 days written notice in advance of cancellation, change or amendment restricting coverage.

All of the above Insurance is to be outlined, by the Successful Proponent **only, and** on the Region's standard "Certificate of Insurance" form.

3.28 Workplace Safety and Insurance Board (WSIB)

The Successful Proponent must be in good standing with the Workplace Safety and Insurance Board and shall furnish the Region with satisfactory evidence, in the form of a valid WSIB Clearance Certificate, prior to commencement of the project, upon presentation of a final invoice and at any other time during the Contract at the Region's request.

If the Successful Proponent is a Sole Proprietor, an Independent Operators Ruling is required. The Successful Proponent shall download the Form that corresponds to the classification of Work for which this RFP is the subject from the Workplace Safety and Insurance Board site at: <http://www.wsib.on.ca/wsib/wsibsite.nsf/Public/FormsEmployers> and submit the completed form to WSIB to receive the Independent Operators Ruling. The WSIB Ruling must be submitted to the Region prior to commencement of the Work.

The Successful Proponent shall maintain such Insurance or pay such assessments as will protect the Successful Proponent and the Region from claims under Workplace Compensation Acts. And, from any other claims for damage from personal injury, including death, and from claims for property damage which may arise from the Successful Proponent's operations under this Contract.

Proposal:	P-10-91
Description:	Consulting Services for the Implementation of Data Warehouse and Corporate Data Marts
Closing Date:	June 24, 2010
Closing Time:	1:00 p.m. (Local Time)

In the event that the Successful Proponent is exempt from WSIB or has opted out, confirmation of Employer's Liability in the amount of \$2,000,000.00 is required. Such coverage can be confirmed on the Region's Certificate of Insurance form.

3.29 Legislative & Licensing Requirements

All Proponents and submissions shall comply with any law, including all legislation and regulations, which may be applicable to the services provided subsequent to the RFP including, but not limited to, the:

Occupational Health and Safety Act (Ontario),
Ontario Human Rights Code, and the
Pay Equity Act (Ontario)
Environmental Protection Act (Ontario)

Any agreement that results from this RFP will be subject to the above-mentioned legislation and all other applicable laws of the Province of Ontario and Canada.

3.30 Patents and Copyrights

The Proponent shall, at their own expense, defend all claims, actions or proceedings against the Region based on any allegations that the proposal or any work or any part of the work arising therefrom constitutes any infringement of any patent, copyright or other proprietary right, and shall pay to the Region all costs, damages, charges and expenses, including its lawyers' fees on a substantial indemnity basis occasioned to the Region by reason thereof.

The Proponent shall pay all royalties and patent license fees required for the work provided.

If the proposal or any work or any part thereof becomes the subject of any action or proceeding held to constitute an infringement, the Proponent shall forthwith either secure for the Region the right to continue using the work or shall at the Proponent's expense, replace the infringing items with non-infringing work or modify them so that the work no longer infringes.

The above refers only to the Successful Proponent's own contributions to the project.

3.31 Intellectual Property Rights

The Region shall have absolute Intellectual Property (IP) rights on all the reports, designs, software, interfaces, source codes, applications, reports etc developed as part of this project. The Successful Proponent shall handover all the reports, designs, software, source codes and documentation developed as part of this contract.

3.32 Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31, this is to advise that the personal information Proponents provide is being collected under authority of the Municipal Act and will be used exclusively in the selection process. All proposals

Proposal:	P-10-91
Description:	Consulting Services for the Implementation of Data Warehouse and Corporate Data Marts
Closing Date:	June 24, 2010
Closing Time:	1:00 p.m. (Local Time)

submitted become the property of the Region. In accordance with the requirements of MFIPPA, Proponents are reminded to identify in their proposal material, any specific scientific, technical, commercial, proprietary, or similar confidential information, the disclosure of which could cause them injury. Complete proposals are not to be identified as confidential.

3.33 Sharing of Resources

The Region is involved in the co-operative sharing of resources to deliver corporate management solutions within departments, area municipalities, local boards and related agencies. Conceptually this would involve implementing a common solution across multiple organizations.

The Regional Municipality of York's purchasing policies and procedures will apply for the calling, receiving and opening of the RFP documents. Each entity will be responsible for awarding their own requirements, issuing their own purchase orders, receiving goods/services and paying invoices in accordance with their appropriate governing regulations, procedures and by-laws.

3.34 Collusion

By submitting a response to this RFP Proponents declare that the proposal is not made in connection with any other Proponent submitting an offer for the same services and is in all respects fair and without collusion or fraud.

3.35 Non-Exclusive

Any Contract awarded as a result of this RFP will be non-exclusive. The Region may, at its sole discretion, purchase the same or similar services from other sources during the term of the Contract.

3.36 Contract Termination

In the event that the Successful Proponent, in the opinion of the Region, fails to satisfactorily perform the services in accordance with the terms and conditions of the Contract including the Instructions to Proponents, Terms of Reference and any other terms and conditions as stated herein, the Region reserves the right to terminate the Contract. Furthermore, the Region at its sole discretion, reserves the right to terminate the Contract without showing cause, prior to its conclusion, upon giving at least thirty (30) days written notice to the Successful Proponent.

The Region shall pay all reasonable costs incurred by the Successful Proponent up to the date of termination, less any excess costs incurred by the Region in re-procuring and completing the work where the termination is for cause. However, in no event shall the Successful Proponent be paid for any amount that exceeds the price of the agreed fee for the work performed. The Successful Proponent will not be entitled to, or reimbursed for any profits which may have been anticipated but which have not been earned up to the date of termination.

3.37 Force Majeure

Both the Region and the Successful Proponent shall not be held liable for any losses resulting if the fulfilment of the terms of the Contract shall be delayed or prevented by wars (whether war has been declared or not), acts of public enemies, strikes, fires, floods, acts of God, or for any other cause not

Proposal:	P-10-91
Description:	Consulting Services for the Implementation of Data Warehouse and Corporate Data Marts
Closing Date:	June 24, 2010
Closing Time:	1:00 p.m. (Local Time)

within the control of the Contractor/Successful Proponent or the Region and which, by the exercise of reasonable diligence, the Contractor/Successful Proponent or the Region is unable to prevent. However, lack of finances or shortage of labour is not Force Majeure. Should the performance of the Contract be delayed or prevented as herein set forth, the party that encounters such difficulty agrees to give immediate written notice and explanation of the course and probable duration of any such delay to the other party. The Region and the Contractor/Successful Proponent shall use their reasonable commercial efforts to manage the work to minimize delays caused by any events that are referred to in this paragraph.

3.38 Performance Evaluation

Please be advised that all firms undertaking assignments for the Region may be subject to a performance evaluation during the course of, and/or at the conclusion of the assignment.

3.39 Forms of Proposal

Proposals are to include the Forms of Proposal supplied by the Region in this RFP. Proponents shall use only the Region's Forms of Proposal for their submission. All information as required by the Region's Forms of Proposal must be provided by the Proponent. The Technical and Management Proposal Form will be signed and sealed by duly authorized officers of the corporation and the proper legal name of the corporation and of the individual signing will be clearly identified. It is a requirement that the Proponent return all completed portions of the Region's Forms of Proposal. The Technical and Management Proposal Form shall be included in the Technical and Management Proposal (ENVELOPE A) and The Financial Proposal Form shall be included in the Financial Proposal (ENVELOPE B). Failure to conform to these requirements shall render the proposal non-compliant and will cause the proposal to be rejected.

Proposal:	P-10-91
Description:	Consulting Services for the Implementation of Data Warehouse and Corporate Data Marts
Closing Date:	June 24, 2010
Closing Time:	1:00 p.m. (Local Time)

4 TERMS OF REFERENCE [STATEMENT OF WORK]

4.1 Objective and Scope

As part of the ongoing development of its Corporate Reporting and Business Intelligence System, The Region has plans to implement PeopleSoft Enterprise Performance Management (EPM) System as its Data Warehouse (Data Repository) application (DW) and foundation for Business Intelligence Reporting. It is envisaged that the corporate Business Intelligence Tools would use these Data Sources both for Reporting and Analytic applications.

The Region owns licenses of EPM 9.0 Data Warehouse and Data Marts for Financial and Supply Chain (FSCM) and HCM products as listed in Appendix B.

The primary objectives of the project are to create a base foundation of data repository by loading financial and human resources data into the repository and develop a standard for future Data Warehouse and Reporting initiatives of the Region. Moreover the project would also provide functional and technical staff of the Region with training in this new technology.

The high level scope of the services includes the following:

- Complete Setup of PeopleSoft EPM Warehouses for Financial (FMS), Supply Chain (SCM) and HCM products.
- Complete Setup of Ascential Data Stage as ETL Tools.
- Use the ETL process to load source data from FSCM and HCM applications to OWS.
- Use the ETL utility to move data from OWS to the OWE.
- Use the ETL utility to move data from OWS to the MDW.
- Complete additional Setup required to create identified Data Marts
- Create Identified Data Marts
- Conduct Product Demo and Training Workshops for Technical and Functional staff of the Region
- Conduct Design Capability Workshop for Business Users of the Region

The above list is provided as a guide for the Proponent as to the areas of interest for the Region in delivering the EPM solutions. The detailed scope of service has been elaborated under Deliverables (Section 4.4) of the RFP.

The Region has already commissioned PeopleSoft EPM 9.0 development environment for this project within Region's internal network. Refer to Appendix B for more details. The consulting resources of the Successful Proponent will be provided access to the environment to work on this project. However the consulting resources are also expected to assist Database Administrator (DBA) to create a new environment for the project, when required.

During project implementation Database Administration and Network Support services will be provided by the technical support staff of the Region.

Out of Scope:

Proposal:	P-10-91
Description:	Consulting Services for the Implementation of Data Warehouse and Corporate Data Marts
Closing Date:	June 24, 2010
Closing Time:	1:00 p.m. (Local Time)

The configuration and setup of Analytic Components of EPM 9.0 Modules and Campus Solutions (CS) and Customer Relations Management (CRM) products are considered out of scope for this project.

As PeopleSoft EPM is a product with integrated interdependent components, it is however expected that some configuration and setup performed within Analytic modules are required for successful implementation of other Modules identified within the scope of this project. Such configuration and setup tasks within Analytic Modules and Common Dimensions are to be considered as a part of scope of this project.

4.2 Timeframe

The Region desires to have these services delivered by November 30, 2010 from the date of engagement of successful Proponent.

4.3 Qualifications

The Proponent must have demonstrated experience implementing the scope of services outlined within this RFP. The Proponent must have demonstrated experience in the modules and components of PeopleSoft Enterprise Performance Management Version 9.0 (or above) Application and PeopleTools Version 8.49 (or above), as they relate to the implementation and delivery of the EPM modules defined under Objective and Scope section of this document.

The Proponent must have experience in:

- Project Management
- Conducting stakeholder workshops and JAD sessions
- Application Configuration
- Conducting unit and acceptance testing
- Conducting user training

The Region would prefer that the Proponent have experience in:

- Component development
- Infrastructure design
- Server administration

The Proponent must also have demonstrated experience in analysing, conducting and implementing ERP solutions in the public sector. They must be able to specify business needs concisely and clearly, make recommendations and implement solutions.

4.4 Deliverables

The scope of work for this project includes:

4.4..1 Technical Installation deliverables

1. Completion of Configuration Road Map document and Implementation of the environment within PeopleSoft EPM products.

Deliverables:

Proposal:	P-10-91
Description:	Consulting Services for the Implementation of Data Warehouse and Corporate Data Marts
Closing Date:	June 24, 2010
Closing Time:	1:00 p.m. (Local Time)

- a. EPM Foundation Implementation Road Map.
 - b. Configured EPM 9.0 Foundation Setup.
2. Completion of Configuration Road Map document and Implementation of Ascential Data Stage environment.

Deliverables:

 - a. Ascential Implementation Road Map.
 - b. Configured Ascential Setup.
3. Completion of source data load into OWS form FSCM and HCM applications by running ETL Jobs. The scope of these deliverables covers all PeopleSoft delivered ETL Jobs and Utilities for FSCM and HCM products.

Deliverables:

 - a. List of ETL and Data Lineage Documentation by Products.
 - b. OWS Data Warehouse loaded with source data.
4. Completion of data load from OWS to OWE by running ETL Jobs. The scope of these deliverables covers all PeopleSoft delivered ETL Jobs and Utilities for FSCM and HCM products.

Deliverables:

 - a. List of ETL and Data Lineage Documentation by Products.
 - b. OWE Data Warehouse loaded with source data.
5. Completion of data move from OWS/OWE to MDW by running ETL Jobs and processes. The scope of these deliverables covers all PeopleSoft delivered ETL Jobs and Utilities for FSCM and HCM products.

Deliverables:

 - a. List of ETL and Data Lineage Documentation by Products.
 - b. MDW Data Warehouse loaded with source data.
6. Completion of Configuration Road Map document and Implementation of Setup required for Data Marts. The scope of these deliverables covers configurations to support all PeopleSoft delivered Reports for all Marts delivered within FSCM and HCM products.

Deliverables:

 - a. EPM Data Mart Implementation Road Map.
 - b. Configured EPM 9.0 Data Mart Setup.

4.4..2 Training Deliverables

1. Design and Develop Training Workshop for Technical and Functional Support Staff of the Region. We expect to have a maximum of 15 Technical staff consisting of DBA, Technical Developer and Business Support Analysts, and 20 Functional Support Analysts for this Workshop. We recommend that this Training Workshop should be conducted at the Region's Training facility where a maximum of 10 participants could be accommodated at a time.

Deliverables:

 - a. Training Materials for Technical and Functional Staff of the Region.
2. Conduct Product Demo and Training Workshop for Technical and Functional Staff of the Region.

Proposal:	P-10-91
Description:	Consulting Services for the Implementation of Data Warehouse and Corporate Data Marts
Closing Date:	June 24, 2010
Closing Time:	1:00 p.m. (Local Time)

Deliverables:

- a. Product Demonstration Workshop of Reporting Capabilities of various Data Marts
- b. Conduct Training for Technical Staff of the Region.
- c. Conduct Training for Functional Staff of the Region.

4.4..3 Design Capability Workshop Deliverable.

1. The Workshop should demonstrate to various Business Users of the Region the capabilities of EPM products and how they can leverage it to formulate their respective BI Project Road Map. We expect to have a maximum of 30 participants consisting of Departmental Heads, Business Managers and Senior Business Analysts from Region's six Business Areas for the workshop. The Proponent is expected to offer this workshop at an external training centre and quote the cost of such services as a separate item in the Financial Proposal Form.

Deliverables:

- a. Conduct Design Capability Workshop for Business Users of the Region.

While preparing technical documentation deliverables (i.e. Configuration Road Maps, etc.) it is expected that the consultants would leverage them with appropriate product resource documents and templates available within their organization and also with that from Oracle where applicable, and customize them for the implementation environment of the Region.

The Proponent will be expected to provide project management services for the project, as well as providing functional and technical consultative services.

Functional resources will be required to guide and support the Region's internal functional leads to:

- Finalize functional Setup of configuration Road Maps for EPM and Data Marts.
- Analyze and implement required security configuration for row-level security in design for reporting.
- Develop training plans and materials for end-user training

Technical resources will be required to guide and support the Region's technical analysts to:

- Analyze the technical requirements of the Performance Management Warehouse components like dimension sources, dimensions, facts, marts, etc.
- Analyze and identify the mandatory fixes and patches required to be applied to the environment for optimal functioning of the environment.
- Assist the server administration team in performance monitoring and tuning

Proposal:	P-10-91
Description:	Consulting Services for the Implementation of Data Warehouse and Corporate Data Marts
Closing Date:	June 24, 2010
Closing Time:	1:00 p.m. (Local Time)

5 PROPOSAL SUBMISSION CONTENT

In order for the Evaluation Committee to conduct a thorough evaluation of all Proposals received, Proposals must be well ordered, detailed and concise. Clarity of language and adequate documentation are essential. Proponents are requested to provide detailed technical/functional information. General sales and promotional literature will not suffice and may not be considered.

Proposals should be submitted using a binder or similar cover and include a table of contents noting all requirements by section. Each section is to be tabbed, and presented in a logical order, following the format of this RFP (unless otherwise requested).

The RFP document is not intended to limit proposals but rather to provide a framework for the Region to evaluate each proposal and determine which submission most closely addresses the Region's needs. Proponents are encouraged to provide any additional information or innovative equipment and/or services not specifically outlined in the context of this RFP.

Proposals should also contain, at a minimum, the following information:

5.1 Executive Summary [Envelope A]

Proponents should provide a brief summary of their understanding of the objectives of this RFP and describe how the Proponent will address those objectives, should they be the Selected Proponent.

5.2 Technical Submission [Envelope A]

Proponents must have the requisite experience, resources, qualifications, plant and capacity to successfully meet the objectives of the RFP over the long term by providing quality service to the Region on an on-going basis, including after sales services. Proponents are therefore requested to provide detailed information that clearly demonstrates the Proponent's and the proposed team qualifications, experience and resources available to deliver exceptional results to the Region within the requisite timeframe.

At a minimum, Proposals shall include:

- Technical and Management Proposal Form
- Overview of the Organization
- A company profile including years in business
- Documentation confirming the firm's financial capacity and stability to deliver the project on time and on budget
- Demonstrated experiences of the responding firm's ability to provide similar products / services to the public sector
- And any other relevant information about the responding firm, including procedures employed to ensure confidentiality of client information.

Identification of all resources that will be assigned to this project. Resources will be identified as follows:

- A list of all personnel, their resumes, identifying their;
- Demonstrate experience in the qualifications listed in section 4.3

Proposal:	P-10-91
Description:	Consulting Services for the Implementation of Data Warehouse and Corporate Data Marts
Closing Date:	June 24, 2010
Closing Time:	1:00 p.m. (Local Time)

- Number of years they have worked for the Proponent's company
- Experience on similar projects / Name of project
- Confirmation of the availability of the key staff during the required timeframe
- Years of Experience in PeopleSoft EPM Implementation

Any sub-contractors, indicating the specific roles and responsibilities which will be assigned to each person involved. In addition, the Proponent shall provide as part of the Proposal a written statement from an officer of the proposed sub-contractor(s) agreeing to be bound to the same terms and conditions as the Proponent is to be bound according to the requirements of this RFP and the final project contract (if any). In granting consent to any sub-contractor or assignment by the Proponent, the Region reserves the right to impose such additional terms as the Region deems advisable as a condition of any such sub-contract or assignment.

A description of available support staff and firm resources.

Confirmation of the availability of key staff during the required timeframe.

A methodology that describes key elements of the approach that would be employed by the Proponent in undertaking this project as outlined in the Terms of Reference. The methodology need not be very detailed, but must contain enough information to indicate a sound understanding of the needs of the project and provide the evaluators with step by step procedures and a schedule of activities which indicate how it proposes to meet these needs.

A specific timetable and work plan (Project Plan), including timelines for the completion of specific tasks, progress reports and identification of specific Regional staff required to participate during the performance of the work.

A description of specific deliverables and proposed resource plan in terms of content and purpose that address the items identified in the Terms of Reference sections of this RFP.

A minimum of three positive references, preferably from the municipal or public sector. References shall be of recent projects of a similar scope and magnitude undertaken by the Proponent within the last 5 years.

Proponents shall complete the York Region REFERENCE form attached as Appendix C to this RFP. Each reference will include:

- Name and size of project
- Name of client organization, contact name, address, telephone numbers
- Duration of project
- Approximate total cost
- A brief description of the project including whether or not the project was completed within/under/over budget and within the time limit assigned

5.3 Financial Submission [Envelope B]

- Financial Proposal Form

Proposal:	P-10-91
Description:	Consulting Services for the Implementation of Data Warehouse and Corporate Data Marts
Closing Date:	June 24, 2010
Closing Time:	1:00 p.m. (Local Time)

- Total all inclusive upset cost to the Region for the complete project and the per diem rates for all proposed staff, including all associated costs (e.g. mileage) and any other fees that may be applicable, excluding the Goods and Services Tax (GST) or the Provincial Sales Tax (PST)

Proposal:	P-10-91
Description:	Consulting Services for the Implementation of Data Warehouse and Corporate Data Marts
Closing Date:	June 24, 2010
Closing Time:	1:00 p.m. (Local Time)

6 EVALUATION CRITERIA

Proposals will be evaluated on the basis of all information provided by the Proponent. Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in the RFP. Failure to comply with these requirements may deem the proposal non-responsive.

Selection of a proposal will be based on (but not solely limited to) the following criteria and any other relevant information provided by the Proponent at the time of submission as well as any additional information provided during subsequent meetings with the Proponent.

In recognition of the importance of the procedure by which a Proponent may be selected, the following criteria outline the primary considerations to be used in the evaluation and consequent awarding of this project (not in any order). The Evaluation Criteria weighting will be based on a total score of 100 points; 70 points allocated to technical merit and 30 points allocated to fee structure. To be considered for award, Proponents must achieve a minimum technical score of 60% (42 points) out of the potential 70 points allocated to technical merit. The Region reserves the right to prioritize and weigh the importance of each individual criterion confidentially.

The Region may choose the Successful Proponent on the basis of initial offers received, without discussion. Therefore, each initial offer should contain the Proponent's best terms/information, including all required documentation as listed in the RFP Document.

Following the initial proposal review and clarification of the proposals with the Proponents, the Evaluation Team may recommend Preferred Proponent(s) for further negotiations within the scope of the original RFP and call for best and final offers.

Discussions may be conducted with Proponents for the purpose of clarification to assure full understanding of, and responsiveness to, the RFP requirements. Proponents shall be accorded fair and equal treatment with respect to any opportunity for discussion and clarification of proposals within the scope of the original RFP, and such clarifications may be permitted after submissions and prior to selection of the Successful Proponent, for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing Proponents.

No Proponent shall have any rights against the Region arising from such discussions, negotiations or best and final offers submissions.

Qualifications and Experience

- Experience and credentials of the firm and personnel assigned to the project, particularly as they relate to the delivery of the PeopleSoft EPM installation and upgrade environment defined in this document
- Demonstrated experience in the relevant modules and components of PeopleSoft Enterprise Performance Management Version 9.0 (or above).
- Demonstrated experience in the components of PeopleTools Version 8.49 (or above)
- Experience with business processes for municipal program delivery
- Experience in delivering ERP solutions in the public sector.
- References indicating the competence and track record of the Proponent in the marketplace with regard to the services required by the Region

Proposal:	P-10-91
Description:	Consulting Services for the Implementation of Data Warehouse and Corporate Data Marts
Closing Date:	June 24, 2010
Closing Time:	1:00 p.m. (Local Time)

- Capacity to protect confidential information

Submission

- Responsiveness to the RFP, completeness/comprehensiveness of submission
- Demonstrated full understanding of the project objectives and the services to be provided
- Demonstrated willingness to comply with terms and conditions of the RFP

Project Deliverables

- Quality of the proposal in terms of methodology and approach to the project, project scheduling and proposed deliverables to meet the requirements outlined in the Objectives and Deliverables sections of this RFP
- Quality of the proposal in terms of specific tasks, milestones, products and required resources related to the proposed deliverables
- Ability to provide research and analysis, guide decision-making and deliver application solutions efficiently and effectively
- Ability to provide all services as per the specifications identified herein
- Availability of Proponent to work within the project's scheduling requirement
- Ability to provide all services in a timely manner

Other

- Value-added services within the scope of the services required
- Interview (if requested)

Financial

- Identification of per diem rates of all resources proposed for this project in the format listed in the Financial Proposal Form
- Total all inclusive upset cost to the Region for the complete project, including all associated costs (e.g. mileage) and any other fees that may be applicable, excluding G.S.T. & P.S.T.

Proposal:	P-10-91
Description:	Consulting Services for the Implementation of Data Warehouse and Corporate Data Marts
Closing Date:	June 24, 2010
Closing Time:	1:00 p.m. (Local Time)

7 SELECTION PROCESS

The Proponent is urged to ensure that their proposal is submitted in the most favourable terms in order to reflect the best possible potential, since less than best potential could result in exclusion of the proposal from further consideration.

An Evaluation Team comprised of representatives from the Region will evaluate responses to the RFP.

Proponents, whose proposals have been selected for further evaluation, may be invited to attend an interview with the Evaluation Team where their proposal will be discussed. Proponents may be requested to clarify information provided in their submission. Proponents are encouraged to provide any additional information that may be relevant in the evaluation of their proposal.

All proposals shall be submitted by the Proponent on the understanding that the proposals shall become the property of the Region and may be made public by the Region after appropriate consultation with the Proponent involved.

7.1 Award

The Region reserves the right to accept or reject the lowest, or any or all submissions received, and the right to conduct a subsequent request for proposal process. Additionally, the Region may accept or reject any part of the Proponent's submission. Proposals that do not provide all of the information required for the products and services proposed may not be considered.

Provided that at least one of the Proposals received meets the approval of the Evaluation Team, a recommendation on Contract award will be made on the basis of the evaluation. Where two or more Proponents are within 5 points of the highest overall score, a dollar cost per technical point methodology shall be applied to determine the Proponent to whom the contract will be awarded. All awards are subject to the approval of Committee, Regional Council (if applicable) and the availability of funds. No announcement concerning the successful proposal(s) will be made until a complete report is prepared and approved by the appropriate bodies.

Written communication to the Successful Proponent of notification of Award before the time of expiration specified by the Region, shall result in a binding Contract without further action by either party. The Region may accept an offer whether or not there are negotiations after its receipt. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by the Region.

On approval of the Evaluation Team's recommendation, and upon successful completion of negotiations (if any), a blanket purchase order will be issued to the Successful Proponent after all the required documents (WSIB certificate, Certificate of Insurance) are received by the Region.

Proposal:	P-10-91
Description:	Consulting Services for the Implementation of Data Warehouse and Corporate Data Marts
Closing Date:	June 24, 2010
Closing Time:	1:00 p.m. (Local Time)

8 FORM OF PROPOSALS

8.1 Technical Management Proposal Form [Envelope A]

I/We, the Undersigned, having examined the Instructions to Proponents, Terms of Reference, Forms of Proposal and Standard Terms and Conditions, do hereby offer to enter into a Contract with The Regional Municipality of York, to provide the Region with the consulting services to implement Data Warehouse and Corporate Data Marts, and

I, We _____
 _____ (Name-Print) _____ (Position)
 of _____
 _____ (Company Name)

agree to provide the services identified for the prices and fees proposed, and any other services negotiated between the Region and the Successful Proponent, upon mutually acceptable terms to both parties.

Dated at _____ this _____ day of _____, 2010.

 AUTHORIZED SIGNATURE

 STREET ADDRESS

 CITY PROVINCE POSTAL CODE

 TELEPHONE NO. FACSIMILE NO. E-MAIL ADDRESS

Receipt of all addenda shall be acknowledged by initialling in the space provided opposite each addendum received.

Addendum No. 1 _____ Addendum No. 3 _____
 Addendum No. 2 _____ Addendum No. 4 _____

Signature in the designated space, by an authorized officer of the Proponent's company affirms acceptance of the Request for Proposal requirements set forth in this document, the associated costs attributed to the business arrangement between the Proponent and the Region, and hereby certifies that the information supplied in this proposal to be true and complete in all respects.

Company Seal

Proposal:	P-10-91
Description:	Consulting Services for the Implementation of Data Warehouse and Corporate Data Marts
Closing Date:	June 24, 2010
Closing Time:	1:00 p.m. (Local Time)

8.2 Financial Proposal Form [Envelope B]

The Proponent shall enclose this form in the Financial Proposal envelope.

Project Cost Breakdown:

Resource Type	Resource Rate (Per Diem Rate)	Effort in Days	Total Costs (Diem Rate x Effort in Days)
Project Manager	\$ /day		\$
EPM Implementation Specialist	\$ /day		\$
Acential DataStage Administrator	\$ /day		\$
EPM Configuration Specialist	\$ /day		\$
ETL Developer	\$ /day		\$
EPM Training Instructor	\$ /day		\$
Training Documentation Developer	\$ /day		\$
External Training Facilities Cost	\$ /day		\$

Total Upset Limit Cost (excluding P.S.T. & G.S.T.):	\$
--	-----------

The undersigned has examined the RFP documents specific to Request for Proposal P-10-91 and is fully informed as to the nature of the work and conditions related to providing the required services. The undersigned hereby proposes to furnish all necessary labor, equipment, tools, apparatus and any other means of service to complete the work herein described in strict accordance with the terms and conditions of the RFP.

The undersigned agrees that this Request for Proposal shall remain open for acceptance and the that the identified per diem rate prices shall remain firm and unchanged for a period of twelve (12) months from the closing date of the RFP. The undersigned agrees that the awarding of this RFP, issued by The Regional Municipality of York, shall constitute an acceptance of this bid. This RFP, including all the Bid Documents and addenda shall represent the agreement between The Regional Municipality of York and the Proponent.

The rates quoted are to be inclusive of all operating costs and disbursements (supplies, equipment, vehicles, fuel, travel, meals, etc.) and excluding G.S.T. & P.S.T.

I HAVE AUTHORITY TO BIND THE PROPONENT:

Signature of Authorized Signing Officer:

(Print Name, Title):

(Date)

Proposal:	P-10-91
Description:	Consulting Services for the Implementation of Data Warehouse and Corporate Data Marts
Closing Date:	June 24, 2010
Closing Time:	1:00 p.m. (Local Time)

9 APPENDIX A – YORK REGION ELECTRONIC FUNDS TRANSFER

This document will only be required of Successful Proponent.

York Region has moved to an electronic payment process. All payments will be made via Electronic Funds Transfer (EFT) directly into the Proponent's preferred bank account. The Successful Proponent shall complete the EFT form below after notification of contract award.

Electronic payments save you time spent on deposit preparation.

Pay advises are mailed directly to you while the money goes directly into your bank account.

The Electronic Funds Transfer set-up will be confirmed once complete.

For further information, contact:

Anne Bragg
at 905-830-4444, Ext # 1623

✂

Return this form to:
Accounts Payable,
Regional Municipality of York
17250 Yonge Street,
Newmarket, Ontario
L3Y 6Z1

I, _____ on behalf of _____
Name Company Phone:

Request to be enrolled in the **Electronic Funds Transfer (EFT)** for bill payment with the Region of York. All disbursements will now be made via EFT. A **VOID** cheque is attached. I understand pay advises will be mailed to our company for all payments made.

Bank Name:	Transfer No.:	Account:	Bank No.:
Authorized Signature:		Date:	
Banking Officer (for bank account verification)		Signature of Banking Officer:	
Print Name:			
Phone No:		Date:	
York Region Office Use:	Void Cheque:	Set-up:	Confirmation:
			Date:

Proposal:	P-10-91
Description:	Consulting Services for the Implementation of Data Warehouse and Corporate Data Marts
Closing Date:	June 24, 2010
Closing Time:	1:00 p.m. (Local Time)

10 APPENDIX B – PEOPLESFT EPM PRODUCT AND DEVELOPMENT ENVIRONMENT

.1 EPM 9.0 Product Licences:

The following screenshots provides the details of various components of EPM licensed by the Region.

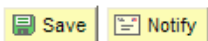
EPM Products	ERP Products	Web Services
---------------------	---------------------	---------------------

Foundation		
☒ Performance Mgmt Warehouse	☒ EPM Foundation	Country CAN Canada
Analytic Applications		
☒ Activity-Based Management	☐ Healthcare Scorecard	☒ Scorecard
☒ Customer Behavior Modeling	☐ Manufacturing Scorecard	☒ Supplier Rating System
☒ Customer Scorecard	☒ Project Portfolio Management	☒ Workforce Scorecard
☒ EPM Portal Pack	☒ Planning & Budgeting	☒ Workforce Rewards
☐ Funds Transfer Pricing	☒ Risk-Weighted Capital	☒ Workforce Planning
☐ Global Consolidations		
CRM Warehouse		
☐ CRM Warehouse		
☐ Customer Mart	☐ Sales Mart	
☐ Marketing Mart	☐ Services Mart	
Financials Warehouse		
☒ Financial Warehouse		
☒ Advanced Cost Accounting Mart	☒ General Ledger and Profit Mart	☒ Real Estate Mart
☒ ESA Mart	☒ Payables Mart	☒ Receivables Mart
HCM Warehouse		
☒ HCM Warehouse		
☒ Compensation Mart	☒ Recruiting Mart	
☒ Learning & Development Mart	☒ Workforce Profile Mart	
Supply Chain Warehouse		
☒ Supply Chain Warehouse		
☒ Fulfillment and Billing Mart	☒ Manufacturing Mart	☒ Spend Mart
☒ Inventory Mart	☒ Procurement Mart	☒ Supply Chain Planning Mart
Campus Solutions Warehouse		
☐ Campus Solutions Warehouse		
☐ Admissions Mart	☐ Student Financials Mart	☐ Student Records Mart

Proposal:	P-10-91
Description:	Consulting Services for the Implementation of Data Warehouse and Corporate Data Marts
Closing Date:	June 24, 2010
Closing Time:	1:00 p.m. (Local Time)

Fusion Intelligence	
☐ Fusion CamSol Intell PSFT	☐ Fusion Intell JDE Edition
☐ Fusion FIN Intellignc PSFT	☐ Fusion PubSec Intell PSFT
☐ Fusion HR Intellignc PSFT	☐ Fusion SCM Intellignc PSFT

Other	
☐ Implementation Toolkit	☒ Catalog Management
☒ ETL Repository	☒ Public Sector Warehouse



The details of various Marts within a Warehouse covered in the scope are as follows:

PeopleSoft Enterprise Financials (FMS) Warehouse.

- PeopleSoft Enterprise General Ledger and Profitability Mart.
- PeopleSoft Enterprise Receivables Mart.
- PeopleSoft Enterprise Payables Mart.
- PeopleSoft Enterprise ESA Mart.
- PeopleSoft Enterprise Real Estate Mart.
- PeopleSoft Enterprise Advanced Cost Accounting Mart.

PeopleSoft Enterprise Human Capital Management (HCM) Warehouse.

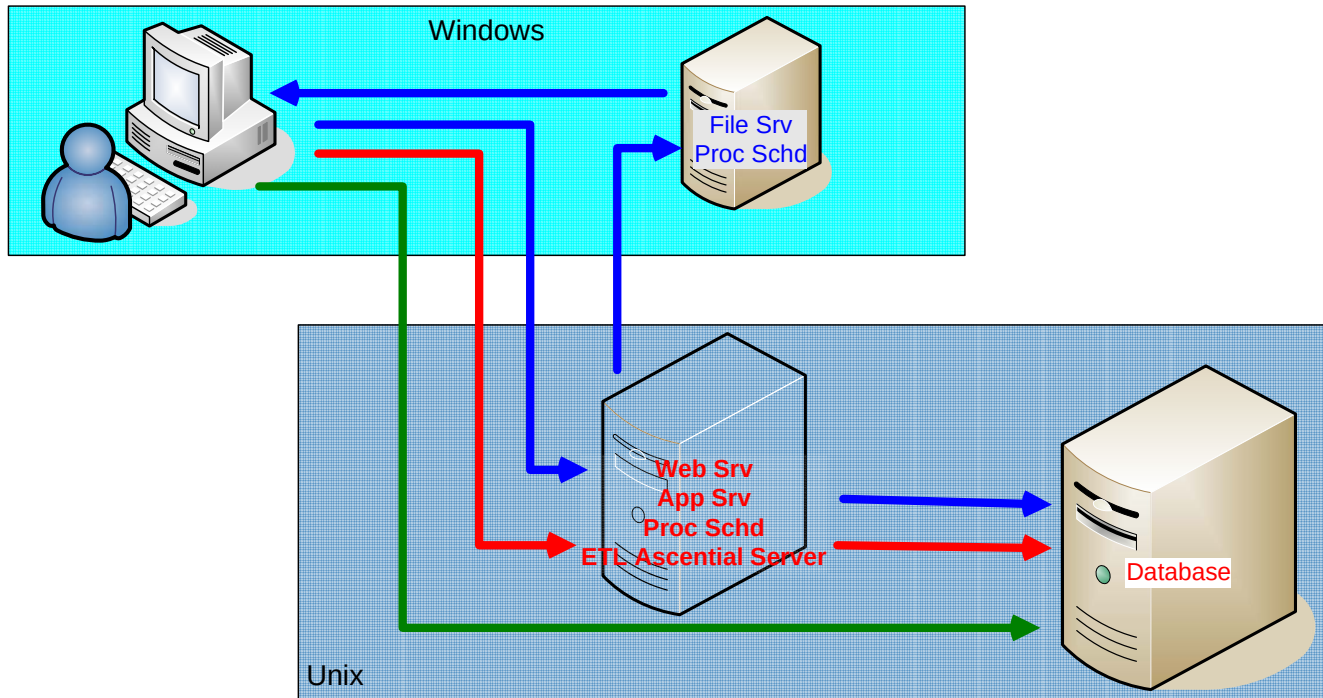
- PeopleSoft Enterprise Workforce Profile Mart.
- PeopleSoft Enterprise Compensation Mart.
- PeopleSoft Enterprise Learning and Development Mart.
- PeopleSoft Enterprise Recruiting Mart.

PeopleSoft Enterprise Supply Chain Management (SCM) Warehouse.

- PeopleSoft Enterprise Fulfillment and Billing Mart.
- PeopleSoft Enterprise Procurement Mart.
- PeopleSoft Enterprise Spend Mart.
- PeopleSoft Enterprise Inventory Mart.
- PeopleSoft Enterprise Manufacturing Mart.
- PeopleSoft Enterprise Supply Chain Planning Mart.

Proposal:	P-10-91
Description:	Consulting Services for the Implementation of Data Warehouse and Corporate Data Marts
Closing Date:	June 24, 2010
Closing Time:	1:00 p.m. (Local Time)

.2 PeopleSoft EPM 9.0 Development Environments:



Windows Environment: Windows Server 2003 SP2.

Unix Environment: AIX 6.1 / 64 bits on IBM eServer p6 Model 570.

Proposal:	P-10-91
Description:	Consulting Services for the Implementation of Data Warehouse and Corporate Data Marts
Closing Date:	June 24, 2010
Closing Time:	1:00 p.m. (Local Time)

11 APPENDIX C - YORK REGION REFERENCE FORM

Name of Project:	
Size of Project Team:	
Name of Client Organization:	
Name of Client Contact:	
Address:	
Contact Telephone No.:	
Contact E-mail:	
Duration of Project:	
Brief Description of Project:	
Project Completed within Budget?	(Y/N)
Project Completed on Schedule?	(Y/N)

Proposal:	P-10-91
Description:	Consulting Services for the Implementation of Data Warehouse and Corporate Data Marts
Closing Date:	June 24, 2010
Closing Time:	1:00 p.m. (Local Time)

12 APPENDIX D - YORK REGION VENDOR CONSULTANT UNDERTAKING (SEPARATE DOCUMENT ATTACHED)

This document will only be required of Successful Proponent.

Proposal:	P-10-91
Description:	Consulting Services for the Implementation of Data Warehouse and Corporate Data Marts
Closing Date:	June 24, 2010
Closing Time:	1:00 p.m. (Local Time)

13 APPENDIX E - YORK REGION INSURANCE CERTIFICATE



CERTIFICATE OF INSURANCE

THIS IS TO CERTIFY TO:

THE REGIONAL MUNICIPALITY OF YORK, 17250 YONGE STREET, NEWMARKET, ONTARIO L3Y 6Z1

CERTIFICATE TYPE: ☐ **Blanket - Covering all work performed for the Region by the Named Insured for 2010**
☐ **Project/Service Specific - Region File No./Municipal Reference:**

Description/Project Name:

Start Date (dd/mm/yr): _____ **End Date**

(dd/mm/yr): _____

That Policy(ies) of Insurance as herein described have been issued to the insured named below and are in force at this date.

Insured:		Address:			
TYPE OF INSURANCE	POLICY NO.	EFFECTIVE dd/mm/yyyy	EXPIRY dd/mm/yyyy	LIMIT (If other than CDN \$, indicate)	DEDUCTIBLE
COMMERCIAL GENERAL LIABILITY (occurrence form)				\$ Per occ. \$ Gen. Agg. \$ P&C Ops Agg..	\$
Non-Owned Auto				\$	\$
Employer's Liability				\$	\$
Sudden & Accidental Pollution				\$	\$
AUTOMOBILE LIABILITY				\$	\$
UMBRELLA LIABILITY				\$ Per occ. \$ Gen. Agg.	\$
GARAGE LIABILITY				\$ Per occ. \$ Collision \$ Comp.	\$ \$ \$
ALL RISK PROPERTY				\$	\$
BOILER & MACHINERY				\$	\$
CRIME				\$ Emp. Dish.	\$
CONTRACTOR'S EQUIPMENT				\$	\$
PROFESSIONAL LIABILITY (Errors & Omissions)				\$ Per claim \$ Gen. Agg.	\$
ENVIRONMENTAL IMPAIRMENT				\$ Per claim/occ \$ Agg.	\$
BUILDER'S RISK/INSTALLATION FLOATER				\$	\$
DIRECTOR'S & OFFICER'S LIABILITY				\$ Per claim \$ Gen. Agg.	\$

Required Provisions:

1. Commercial General Liability policy is extended to include Personal Injury Liability, Contractual Liability, Owner's and Contractor's Protective Coverage,

Products – Completed Operations, Contingent Employer's Liability, Cross Liability and Severability of Interest.

Proposal:	P-10-91
Description:	Consulting Services for the Implementation of Data Warehouse and Corporate Data Marts
Closing Date:	June 24, 2010
Closing Time:	1:00 p.m. (Local Time)

2. It is understood and agreed that **The Regional Municipality of York is added as an Additional Insured to the Commercial General Liability and Umbrella**

Liability Policies with respect to liability arising out of the operations of the Named Insured performed / supplied / conducted for/to the Region.

3. It is agreed and understood that the deductible or self insured retention (SIR) arranged between the Named Insured and the Insurers must be declared herein

and is subject to approval by The Regional Municipality of York, Commissioner of Finance. It is further understood and agreed that claims arising out of the

operations of the above mentioned project, which fall within the deductible or SIR limit, are the sole responsibility of the Named Insured.

4. If the insurance provided under the said policy(ies) is cancelled or if coverage is reduced, the Insuring Company will give thirty (30) days written notice in

advance by registered mail of such a cancellation to: **The Regional Municipality of York**

17250 Yonge Street, Newmarket, Ontario, L3Y 6Z1 Attn: Risk Management, Policy, Risk and Treasury Branch

5. The policy(ies) identified above shall apply as primary insurance and not excess to any other insurance available to the Additional Insured as set out in Item 2.

DATE:	NAME & ADDRESS OF INSURANCE COMPANY(IES)
CERTIFICATION I certify that the insurance is in effect as stated in this certificate and that I have authorization to issue this certificate for and on behalf of the insurer(s). This certificate is valid until the expiration date(s) shown unless notice is given in writing in accordance with item 4.	
Broker Name & Address: Tel No.: () - E-Mail Contact & Address:	SIGNATURE AND STAMP OF CERTIFYING OFFICIAL

The Region reserves the right to contact your broker or insurer directly to obtain a renewal certificate on your behalf should your insurance coverage expire during the term of your contract with the Region.

Proposal:	P-10-91
Description:	Consulting Services for the Implementation of Data Warehouse and Corporate Data Marts
Closing Date:	June 24, 2010
Closing Time:	1:00 p.m. (Local Time)

14 APPENDIX F – NOTICE OF ‘NO BID’

Tender/Quote/Proposal No.: _____

Closing Date: _____

It is important to the Region to receive a reply from Proponents. There is no obligation to submit, however should you choose not to bid, completion of this form will assist the Region in determining the type of goods or service you are interested in bidding on in the future.

INSTRUCTIONS:

If you are unable, or do not wish to bid, please complete the following portions of this form. State your reason for not bidding by checking applicable space(s) or by explaining briefly in the space provided.

- | | |
|---|--------------------------|
| 1. We do not manufacture/supply this commodity | ☐ |
| 2. We do not manufacture/supply to this specification | ☐ |
| 3. Unable to quote competitively | ☐ |
| 4. Cannot handle due to present plant loading | ☐ |
| 5. Quantity/job too large | ☐ |
| 6. Quantity/job too small | ☐ |
| 7. Cannot meet delivery/completion requirements | ☐ |
| 8. Agreements with distributors/dealers do not permit us to sell direct | ☐ |
| 9. Licensing restrictions | ☐ |

Other reasons/additional comments:

Do you wish to bid on these goods/services in the future? Yes ☐ No ☐

COMPANY NAME _____

ADDRESS _____

POSITION _____

TELEPHONE NO _____

SIGNATURE _____

DATE _____