

Alabama State Port Authority
Oracle R12 Upgrade, EAM, Projects,
and Grants Implementations
Request for Proposal



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Introduction

Statement of Purpose

The Alabama State Port Authority (ASPA) in Mobile, Alabama is issuing this Request for Proposal (RFP) to solicit proposals to assist ASPA in:

- Upgrading its Oracle E-Business Suite (EBS) software from release 11.5.10.2 to release 12.1.3 or the latest stable release of Oracle EBS 12i.
- Implementing the Oracle Enterprise Asset Management, Projects, and Grants modules ASPA has purchased but not implemented.
- Implementing the UPK software ASPA purchased, and utilizing it to develop user and procedural documentation.

Company Background & Overview

The Alabama State Port Authority (ASPA), headquartered in Mobile, Alabama, owns and operates the State of Alabama's deep-water port facilities in Mobile. The authority directly employs approximately 600 workers and supports thousands more logistics and maritime jobs in creating an \$8 billion impact on Alabama's economy. The Port of Mobile is the nation's 13th largest in terms of tonnage with 58 million tons moving through the port in 2010.

The Authority's container, general cargo, bulk, steel, and heavy lift facilities have immediate access to two interstate systems, five Class 1 railroads, and nearly 15,000 miles of inland waterway connections.

ERP Background & Current Situation

The Oracle EBS was implemented at ASPA in 1999. ASPA is currently using Oracle EBS release 11.5.10.2. Application modules in use include Payroll, Human Resources, Oracle Time and Labor, General Ledger, Purchasing, Receivables, Payables, Assets, and Inventory.

ASPA purchased the Oracle Enterprise Asset Management (EAM), Project Management, and Grants modules in 2008 and plans to implement these modules as part of the Release 12 upgrade project.

ASPA staff has two Database Administrators (DBA) and six programmers that support the Oracle EBS modules.

High Level Requirements

The purpose of this RFP is to identify a consultant to provide the required expertise to take us through the upgrade process; guide the implementation of UPK, EAM, Projects, and Grants; develop training material with UPK and provide 1 week post upgrade/go-live support. Preparatory activities toward implementation of the new modules should be planned as concurrent activities with the upgrade.

The selected consultant must demonstrate a history of directing multiple successful Release 12 upgrades, as well as experience and expertise in implementing all modules of Oracle EBS. ASPA anticipates starting the upgrade project in October 2012, with go-live in early 2013. The selected proposer shall also consult on upgrading customizations and interfaces, and converting data to the upgraded system, and responsible for providing user training.

All Proposers must be Oracle Partners. The successful Proposer must provide personnel with significant hands-on experience implementing, upgrading, and maintaining Oracle enterprise applications including Oracle 11i and 12i. Proposers must provide resumes for key project personnel with their proposal, which resumes must include qualifications and relevant experience and their role for the project.

Vendors responding to this RFP are expected to make schedule recommendations as a part of their RFP response.

Please direct all questions regarding this RFP, in writing, to Linda Paaymans, Senior Vice President of Finance at lpaaymans@asdd.com.

Schedule

ASPA expects the RFP process, including award and delivery, to follow the schedule below. The dates identified are tentative and subject to change. Answers to questions will be posted by close of business on August 3, 2012.

	Step	Date(s)
1	RFP Issued	July 23, 2012
2	Deadline to indicate intent to propose, as well as to submit questions	July 31, 2012
3	Submission Deadline	August 13, 2012
4	Respondent Short List Notification	August 24, 2012
5	On-site presentation at ASPA, if needed	August 27 – September 12, 2012
6	Contract Negotiation and Award	October 1, 2012

Instructions to Proposers

Sealed proposals to this RFP must be received by **Monday August 13, 2011 10 AM CDT** at the Alabama State Port Authority, 250 North Water Street, Suite 320, Mobile, Alabama 36602. **Eight copies** of your proposal are required. Proposals must be submitted via mail, courier, or hand delivered to the above address. **Emails or faxes will not be accepted.**

In submitting a proposal, the vendor agrees that acceptance of any or all proposals by ASPA within a reasonable period of time constitute a contract. **No delivery shall become due or be accepted unless a purchase order shall first have been issued by ASPA.**

All reports, surveys, tables, charts, diagrams, design work, product recordings and other data (including electronic, audio and video) or documentation prepared or compiled by Proposer in connection with the performance of its obligations under the contract, shall be the sole and exclusive property of ASPA. Proposer shall retain in its files, sufficiently detailed working papers relevant to its engagement with ASPA. Proposer further agrees that its **working papers will be held in the strictest confidence** and will not be disclosed or otherwise made available to outside sources, except as required by law, **without the written consent of ASPA.**

Proposer must agree to keep confidential any and all information concerning the plans, operations or activities of ASPA which may be divulged by ASPA or ascertained by Proposer in the course of performing services under any contract with ASPA. In the event Proposer is required to disclose confidential information pursuant to a subpoena, order of a court, or other legal process, Proposer shall, upon notice of such required disclosure and prior to disclosure, immediately notify ASPA and allow ASPA the opportunity to inspect the information subject to disclosure, and in the event such disclosure is objectionable under any standard or rule of the court, Proposer shall exhaust all legal means to prevent disclosure.

Additionally, the successful proposer must **satisfy the requirements of the Beason-Hammon Act**, which requires that the contracting parties affirm, for the duration of the agreement, that they **will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama.** Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

Also, as a condition for the award of any contract, grant, or incentive by the state, any political subdivision thereof, or a state-funded entity to a business entity or employer that employs one or more employees within the State of Alabama, the business entity or employer shall **provide**

documentation establishing that the business entity or employer is enrolled in the EVerify program.

No work shall commence nor shall any invoices be paid until the vendor provides the requested proof of insurance as outlined in the 'Insurance Requirement for Proposers' document attached and until such proof is accepted by the ASPA. If you have questions concerning the insurance requirements, please contact Kevin Malpis, ASPA Risk Manager, at (251) 441-7118 or kmalpas@asdd.com.

Proposal must be clearly identified on the front of the envelope as 'Oracle R12 Upgrade, EAM, Projects, and Grants Implementation Proposal'. Responsibility for timely submittal and routing of proposals lies solely with the proposer. **Proposals received after the closing time specified will not be considered.**

ASPA reserves the right to reject any or all proposals, to further negotiate with successful proposer and to waive informalities and minor irregularities in proposals received, and to accept any portion of the proposal if deemed in the best interest of ASPA.

Evaluation Criteria

Evaluation includes:

Feature	Description	Weight
Cost	Did the consultant include a government discount? Is the hourly rate reasonable?	30%
Recommended Approach	Does the response show an understanding of the project scope and objectives? Were all the questions answered? Are the desired results covered in the proposal?	30%
Consultant Experience	Has the consultant done previous projects of this type and scope? Does the professional staff who will be working on this project have the necessary skills and experience? Has the consultant provided account references of similar customers who have upgraded successfully?	40%

Weight percentages are subject to change based upon ASPA evaluations.

ASPA desires to choose a single respondent that will be awarded the upgrade and implementation contracts. ASPA intends to award the agreement to the Proposer whose Proposal best satisfies the scope of services described and is otherwise in the best interest of ASPA. The determination of award shall be made by ASPA, in its sole discretion, which decision shall be final. ASPA may request submission of additional information to assist it in evaluating a Proposal, and the Proposer shall cooperate fully with such request. The contract resulting from this RFP will be awarded to the qualified Proposer whose Proposal ASPA believes will be the most advantageous to ASPA. ASPA may condition an award on the successful Proposer's agreement to such terms and conditions as required by ASPA including, but not limited to, ASPA's indemnification.

Current Oracle EBS Modules Implemented

Oracle Fixed Assets

Oracle Fixed Assets is used to track and depreciate property that is greater than \$500.00 using the straight-line depreciation method. The Mass Additions functionality is not currently used. All assets are entered manually. The end-of-month process produces the Journal Entry Reserve Ledger report that is used as backup to the Additions, Retirements, Transfers, Deprecation and Adjustment journal entries.

Personal property items are assigned a State property number and other Descriptive Flexfield information that is needed to track items for inventory purposes.

The following is the way ASPA has defined the Fixed Assets module and a breakdown of Flexfields used to capture information.

- Straight-Line depreciation
- One Set of Books
- Personal and real property
- Flexfields
 - Category
 - Asset Class
 - Asset Sub-Class
 - Asset Life
 - Asset Key
 - ASD Key Asset Class
 - ASD Key Asset Sub-Class
 - Location
 - State
 - FA Cost Center
 - FA Cost Unit
 - Physical Location
- Descriptive Flexfields
 - Asset Category – Additional Information
 - ASD Bar Code Number
 - State Disposal # (SD1)
 - State Disposal (SD1) Date
 - Location (Building)
 - Location (Room #)
 - AFE Number
 - Physical Loc of Asset #
 - Vehicle Ins #
 - Vehicle Type
 - Vehicle Year
 - Vehicle # (ASPA Assigned)
 - Vehicle Tag #
 - Vehicle Insurance Coverage
 - Vehicle Comments
- Custom Oracle Reports

Oracle Inventory

Oracle Inventory is used by six inventory organizations to track their parts inventories. Inventory items are purchased and received through Oracle Purchasing. They are then issued by using the 'Miscellaneous Issue' transaction.

Annual physical inventories are taken at the end of the fiscal year and adjustments are launched after counts are entered.

The following is the way ASPA has defined the Inventory module and a breakdown of the Flexfields used to capture information:

- Six Inventory Organizations
 - Bulk Materials Handling Plant (BMH)
 - Sub Inventories
 - ALCO Bulk Material
 - Building Number 20
 - Building Number 22
 - Building Number 24
 - BMH Stock
 - Conveyor Number 8
 - North Pad Bulk Material
 - Supplies for Main. And Equipment
 - South Pad Bulk Materials
 - McDuffie Coal Handling Facility (MCD)
 - Sub Inventories
 - Area 1 Pad-McDuffie
 - Area 2 Pad-McDuffie
 - Area 3 Pad-McDuffie
 - BULK PLANT
 - Garrows Bend
 - MCD GARAGE
 - McDuffie Stock
 - MCD Stock
 - Terminal Railroad (TRR)
 - Sub Inventories
 - Diesel Shop
 - Maintenance of Way
 - TRR Stock
 - Central Maintenance (CMT)
 - Sub Inventories
 - CMT Stock
 - Maintenance Stock
 - Stock for Central Maintenance
 - Central Garage (CG)
 - Sub Inventories
 - CG Stock
 - Pinto Island (PI)
 - Sub Inventories
 - PI Stock
- Annual Physical Inventory
- Transaction Types Used
 - Inventory Adjustment Charge
 - Inventory Adjustment Credit
 - Miscellaneous Issue
 - Miscellaneous Receipt
- Flexfields
 - System Items
 - Type
 - Commodity
 - Revenue Code
 - Attribute
- Descriptive Flexfields

- Transaction History
 - ASD Vehicle
 - Work Order Owner
 - Work Order Number
- Items
 - Location
 - Invoice UOM
 - Part Number
- Custom Oracle Reports

Oracle General Ledger

Oracle General Ledger uses the Chart of Accounts and calendar for all sub ledgers at the beginning of the month to start accumulating activity information. Once all monthly information is accumulated, journal entries are created summarizing the information for each module. These journal entries are reviewed, approved and then posted to the General Ledger. A trial balance and preliminary financials are generated and reviewed. Once financials are finalized and generated the period (month) is closed and the cycle starts over by opening the next period.

The Oracle 11i modules that feed General Ledger are A/R, A/P, Purchasing, Inventory and Fixed Assets.

The following is the way ASPA has defined the General Ledger module and a breakdown of Flexfields used to capture information.

- Encumbrance accounting not used
- One Set of Books
- Current chart of accounts will be retained
- One Calendar
- Currencies are 'USD' and 'STAT'
- Cross-Validation Rules
 - ASD Accounting Flexfield
 - AFE's - Valid AFE combinations for ASD
 - AFE's - I.D. - Valid AFE combinations for Inland Docks
 - Bal_Sheet-ctr - Cost centers valid for Balance Sheet accounts
 - Comp_ctr_01 - Cost centers valid for company ASD
 - Comp_ctr_02 - Cost centers valid for company ASD
 - Inventory - Valid Inventory cost center
 - Rev_Exp_ctr - Valid cost center and revenue / expense account combination required
- Journal Entries
 - Journal Entries Types (Source)
 - Spreadsheet
 - Inventory
 - Recurring
 - Receivables
 - Assets
 - Mass Allocation
 - Payables
 - Manual
 - Purchasing
 - Payroll
 - Categories used
 - Allocation
 - Other
 - MTL
 - Credit Memos
 - Trade Receipts
 - Credit Memo Applications
 - Depreciation
 - Sales Invoices
 - Payments

- Purchase Invoices
 - Revenue
 - Payroll
 - Tax
 - Retirement
 - Adjustment
 - Addition
 - Receiving
 - Accrual
- Mass Allocations Defined
 - JE012 GENERAL OFFICE ALLOCATIONS
 - JE013 PORT POLICE ALLOCATIONS
 - JE024 SAFETY ALLOCATIONS
 - JE026 PINTO ISLAND ALLOCATION
- Flexfields
 - ASD Accounting Flexfield
 - Company
 - Cost Center – With Parent Cost Centers
 - Account – With Parent Accounts
 - Commodity
 - AFE
- Descriptive Flexfields
 - State Exp Code
- Budgets
 - Budget organizations defined for all Cost Centers
 - Budgets entered through G/L and imported using WebADI
- WebADI used to generate and upload journal entries.
- FSG Custom Reports
- Oracle Custom Reports

Oracle Human Resources

Oracle Human Resources contains personnel information required by the Oracle Payroll and Oracle Time and Labor (OTL) modules. The Human Resource module also contains:

- Training and Certifications for employees
- Employee emergency contact Information
- Leave information for hourly employees
- Job Title, position, and related information needed for EEOC reporting.
- Seniority information for unions

Leave information for merit employees is maintained in a separate custom system.

Oracle Time and Labor (OTL)

Time worked for Hourly and Terminal Railway employees are entered into the Oracle Time and Labor (OTL) module.

Hourly employee's time is entered by a time keeper clerk at each division. Time is entered for each shift and a custom report created that the shift foreman can sign to verify the time entered is accurate.

Terminal Railway employee time is entered by the payroll clerk.

Oracle Payroll

ASPA has six payrolls with differing timing and/or frequencies. Each has a unique set of rules depending on State of Alabama regulations and contracts with nine unions. Annual, sick, vacation, and personal leave is calculated differently for each payroll. Holidays vary for each

payroll. All payrolls are processed and balanced separately. Balance totals are maintained by payroll and GRE. There currently are three GREs used at ASPA.

A custom sub-system facilitates the payment of garnishments.

Payroll Descriptions

Port Executive Payroll

This payroll currently has 7 people. They are paid 86.67 hours with a recurring pay element unless it is overridden by the payroll accountant. Leave time, i.e. annual and sick for individual hours is entered into a separate leave system and not updated into the time entry or the payroll system. Only Jury Duty and Military time is entered into the payroll system and the regular time is reduced by those hours.

These employees are paid semi-monthly, 2 weeks in arrears. The pay dates are set by the State of Alabama, but are generally on the first and the sixteenth unless the pay date falls on a weekend. Employees are paid for 1/24th of the yearly salary, not the amount of actual time worked during the pay period.

Annual leave and sick leave are accumulated at the end of each pay period. Sick leave is the same for all employees regardless of the time employed by the state. Annual leave depends on the time employed by the state.

These employees are paid longevity pay once a year depending on service time. Some may also be paid a bonus.

These employees are all direct deposit except when newly hired or changing bank accounts. Holidays are set by the State of Alabama or the Governor. These employees are appointed by the ASPA board of directors.

Merit Payroll

This payroll currently has 180 people. They are paid 86.67 hours with a recurring pay element unless it is overridden by the payroll accountant. Leave time, i.e. annual and sick for individual hours is entered into a separate leave system and not updated into the time entry or the payroll system. Only Jury Duty and Military time is entered into the payroll system and the regular time is reduced by those hours.

These employees are paid semi-monthly, 2 weeks in arrears. The pay dates are set by the State of Alabama, but are generally on the first and the sixteenth unless the pay date falls on a weekend. Employees are paid for 1/24th of the yearly salary, not the amount of actual time worked during the pay period.

Annual leave and sick leave are accumulated at the end of each pay period. Sick leave is the same for all employees regardless of the time employed by the state. Annual leave depends on the time employed by the state. Prior service with other state agencies is also considered.

These employees are all direct deposit except when newly hired or changing bank accounts. Holidays are set by the State of Alabama or the Governor. These employees are paid longevity pay once a year depending on service time. These employees are hired from the State of Alabama Merit Register.

Terminal Railroad

This payroll currently has 124 people. These employees are paid semi-monthly on the 13th and the 28th following the end of the pay period (15th and last day of the month). They are paid for the actual time worked during the pay period. These employees are all direct deposit except when newly hired or changing bank accounts.

Time entry for these employees is done by the payroll clerk. They all have a rate of normal pay but may be paid varying rates, depending on what job they worked that day. Most of the pay elements in our current system are for the TRR employees.

Vacation, Personal, and sick leave are accumulated January 1st based on (1. the number of hours worked last year, (2. the number of years employed, (3. the job classification, (4. the union affiliation.

There are seven unions representing these employees, dues are a flat rate per pay period.

Holidays are set by the union contract.

Currently the Tier I, Tier II, and Railroad Medicare Taxes are set up as voluntary deductions, not as taxes. This causes problems when garnishments are calculated by the Oracle formulas .

Hourly

This payroll currently has 261 people. These employees are paid weekly. The pay period is from Monday to Sunday and they are paid on Friday two weeks in arrears. They are paid by the hour, for the actual time worked. Overtime is paid for over 40 hours in one pay period in all operating areas, or over 8 in one day in most operating areas. There are some jobs that employees work that are paid a different rate from their normal pay rate, these jobs are input into OTL with a special pay element.

Vacation leave is accumulated January 1st. Vacation is calculated based on 1) time employed; and 2) number of hours worked the prior year.

There are two unions representing these employees, one is the local and one is national. Dues are calculated based separately for each union. One is based on the number of hours worked and their rate. The other is based on gross pay.

Time worked for these employees is entered on a daily basis, at the division. These employees are all direct deposit except when newly hired or changing bank accounts. Holidays are set by the union contract.

Retired Payroll

These 213 ex-employees are paid monthly on the last day of the month. They are paid a salary amount. Currently, there are no taxes withheld on these payments. There are some voluntary deductions withheld.

They are paid principally by direct deposit with a few by check.

Contract Payroll

These employees are paid once a month on the 1st for the hours worked the prior month. There are no voluntary deductions withheld on these payments.

Payroll Notes

Pay Elements

Currently we have nearly 500 pay elements, some of which are assigned a set rate of pay for that type and others pay the rate set on the individual's record. Supplemental pay is taxed at a rate different from regular pay. Subsistence pay is subject to all Federal taxes, but exempt from Alabama State tax.

Taxes

All regular pay is taxed at the regular Federal and State tax rates. All leave pay, paid as a lump sum when retiring or resigning is taxed at the supplemental rate. Back time pay calculated over an extended amount of time after union contract settlements is taxed as supplemental. Estate pay, paid after the death of an employee, is taxed as supplemental.

Vertex

We use the Standard Vertex Tax Interface.

Deductions

Currently there are approximately 500 deductions available to the employees. Not every deduction is available to every employee classification. Some deductions are a set amount per pay period, some have an accumulating balance, and some a decreasing balance. Deductions are handled by element sets at each pay run.

Some of the deductions are pre-tax to Federal and State tax, some are pre-tax to Federal only, and some to State only.

We have a Healthcare Flexible Spending Account, a Childcare Spending Account, and multiple pretax annuities.

Flexfields

We use many of the flex-fields in the payroll system, and will need them upgraded into the next release.

Check Printing

Leave accrual balances for vacation and sick for the Merit and Port Executive payrolls are merged into the check file from the accrual subsystem immediately after the check file is created by Oracle payroll on the server. It is then sent by FTP to the Accountant's office to be printed by the Secure32 system.

If the check file has a format change from 11i to Release 12, then it will require that changes be made to the transfer system and the check printing software.

W-2 Subsystem

We currently pull the end of year information from the archive table into a custom table and print the W-2's from that table. If the archive table is changed in release 12 we will need information on those changes.

Oracle Receivables

Invoices are imported into Oracle Receivables from ASPA custom billing systems weekly and at month end. Collections and credits against invoices and at the account level are recorded in the Receivables module. Miscellaneous receipts are also processed in the system. Line items for invoices imported into Oracle Receivables may have multiple accounting distributions.

ASPA bills and collects monies for third parties (stevedores) that handle cargo at some locations on the port. ASPA deducts an administrative fee from the stevedore charges. The invoice amounts due stevedores is not reflected in the ASPA General Ledger, but the amounts are reflected in the Receivables module.

Amounts collected are distributed to the stevedores twice monthly (at mid-month (15th) and month end)

Billings are currently closed for a month at the close of business on the third business day of the following month. Receivables are usually closed on the fourth business day of the following month.

Oracle Purchasing

ASPA uses Standard and Contract Purchase orders to purchase goods and services. ASPA does not have Centralized Purchasing at this time. There are 70 Buyers and Approvers at varied locations. Three-way matching and hierarchy forwarding methods with the seeded PO approval workflow are used. Requisitions, Encumbrance Accounting and value added tax are not used. Inventory is accrued at the time of receipt.

Oracle Payables

All invoices are processed when received. ASPA uses 7 banks. Payments are made using checks and wire transfers. Zero payments are allowed. The invoice match option is Purchase Order. Supplier payment terms are Immediate by Check. Primary accounting method is Accrual. Automatic offset method is Balancing. The transfer to GL interface is Summarized by Accounting Period.

ASPA does not use Multiple Currencies or approve invoices in Workflow.

Oracle EBS Modules Purchased but not Implemented

Oracle Enterprise Asset Management (EAM)

Overview

In November 2008, ASPA purchased a 40 user license for the Oracle EAM module and a 40 user license for the Oracle Self Service Work Request for EAM license. This module is targeted to meet needs at the following ASPA departments:

McDuffie and Bulk Plant

The McDuffie Coal Terminal and the Bulk Material Handling Plant handles import and export coal and is the largest import coal facility in the nation. The McDuffie facility has an annual throughput capacity of more than 30 million tons. The facility is asset intensive with extensive material handling equipment and miles of conveyors, and will provide the most complexity in implementation.

General Cargo/Intermodal

The General Cargo/Intermodal facilities handle a wide assortment of cargo. The majority of their assets are docks and buildings, with some material handling equipment.

Maintenance

The Central Maintenance department is responsible for maintaining buildings and properties at ASPA. A system that allows approved users to submit self-service work requests and tracks work done on the requests is needed. The system should maintain labor and material costs for work requests.

Garage

The Central Garage is responsible for maintaining cars, trucks, fork lifts, and other ASPA vehicles. The system must track work done and maintain a history for cars, trucks, fork lifts, and other ASPA vehicles.

Terminal Railway

The Terminal Railway provides rail switching capabilities for ASPA piers and adjacent private industries. Personnel are responsible for maintaining locomotives and rolling stock, and maintaining 75 miles of track.

Pinto Island

ASPA's Pinto Island facility unloads steel slabs from vessels that are trans-loaded into barges for delivery or placed in storage for later loading.

Initial Installation

All ASPA facilities will use the EAM system to:

- Generate scheduled and unscheduled Preventative Maintenance Work Orders
- Assign tasks/documents to a Work Order
- Auto generate Work Orders based on schedule or meter readings
- Create Work Orders that can pull directly from parts inventories
- Track labor for Work Order tasks
- Print Work Order tickets and historical asset reports
- Print asset maintenance history and other related reports

McDuffie is currently using asset management software called Asset Controller. Assets and transactional history will **not** need to be exported from this system into the EAM system. A proposed hierarchy has been developed by maintenance staff that will be utilized as the basis for this implementation.

Oracle Grants Accounting

In November, 2008, ASPA purchased a 5 user license for Grants Accounting. The grants module will be used to record grant awards and track grants projects and fund expenditures. The module must be fully integrated with other Oracle modules such as purchasing and inventory to record material costs, time and labor to record labor costs, and project management to track overall project costs. This module is also expected to be useful in tracking the status of bond issue proceeds and their associated construction funds.

Oracle Project Management

In November, 2008, ASPA purchased a 20 user license for Project Management. This module was purchased to provide better project management capabilities for our Engineering personnel, and to provide greater transparency for port management. Projects are currently tracked via a collection of Excel-based workbooks.

UPK

In November, 2008, ASPA purchased 2 UPK developer licenses to assist in preparing system and user documentation primarily for the Oracle E-Business Suite. This software will be used in the Oracle R12 Upgrade and the EAM, Projects Management and Grants implementations.

Project Requirements

The overall project will be broken down into the 1) R12 Upgrade, and 2) the New Modules Implementation, with each component following a phased approach as outlined below. The project may be planned for in accordance with a single implementation date, but that is not a firm requirement. The final project plan may indicate a phased approach.

R12 Upgrade

Project Overview

The R12 Upgrade will be broken down into the assessment, improvements, upgrade, and testing, training, and go-live phases. Consultant responsibilities in each phase are shown in bold.

Project Assumptions

Vendors can make the following assumptions when responding to this proposal:

- ASPA will provide a project manager and two Database Administrators for the project.
- ASPA programmers that are responsible for various EBS modules will be available for the project.
- ASPA functional personnel will be available on an as needed basis.

Assessment Phase

The assessment phase will be brief (three weeks or less) and focus on matching new functionality in R12 against ASPA needs and creating a realistic upgrade plan. It is anticipated that much of the initial assessment work will have been done by vendors during preparation for the submission of the RFP response. **Consultants will lead the assessment phase in conjunction with ASPA Project Manager.** ASPA Information Technology (IT) staff will participate in the assessment phase with consultants and assess changes required to ASPA custom systems.

The R12 Vision demo instance will be available during the assessment period.

Improvements Phase

ASPA, in conjunction with Oracle and process improvement consultants, have identified areas for improvement within the system as currently configured and utilized. Consultant will evaluate the suggested improvements to help determine what can be accomplished during the upgrade without significant impact to project cost and schedule. Identified areas include, but are not limited to:

- Frequency of posting
- Month-end closing
- Year-end closing
- Drilldown capabilities
- Cash application
- Stevedoring payments
- Workflow
- Attachments
- Purchasing/Receiving
- Retainage

Upgrade Phase

Technical Requirements:

The upgrade phase will consist of a minimum of two iterations of performing the upgrade to R12. This will give Database Administrators (DBA) a chance to document, test, and time upgrade

steps. A third iteration may be required. **It is anticipated one consultant DBA will assist staff DBAs in the first iteration of the upgrade and provide assistance in problem resolution in the second and later iterations.**

Functional Requirements

Functional consultants will train ASPA IT staff and key users on the new functionality of modules and perform system configuration changes. ASPA IT staff and key users will test the functional capabilities of the new software, prepare training materials and assist in training users. **Functional consultants will assist in problem resolution on process and software issues as needed, and ensure that training materials are appropriate.**

Testing Phase

Consultant will work with ASPA IT staff and key users on development of business scenarios and test scripts, and will resolve issues and inconsistencies with expected results.

Training Phase

Consultant will lead the development of training materials adequate for on-going activities, and present classroom training for functional users.

Go-Live Phase

After sufficient testing and problem resolution is complete, a weekend will be selected for the upgrade of the production instance. Test upgrades should provide an estimate of the time the upgrade will take and the downtime that is required.

ASPA's DBAs and the consultant DBA will perform the upgrade. ASPA programming staff will re-test critical functionality after the upgrade is complete and ensure the production instance is functional. The consultant DBA will remain on-site to assist in problem resolution for the week following the upgrade.

Functional consultants should be available on-site to assist in problem resolution for the week following the upgrade.

New Modules Implementation Requirements

Project Overview

The New Modules Implementation (UPK, EAM, Projects, and Grants) will each be broken down into the module capabilities training, assessment, setup, and testing, training, and go-live phases.

Project Assumptions

Vendors can make the following assumptions when responding to the proposal:

- ASPA will provide a project manager and two Database Administrators to the project.
- ASPA will provide sufficient programmers for each module to assist in the project implementation. At the completion of the installation, one will assume the role of primary support for each module with others as backup.
- ASPA will provide a training facility equipped for 8 students and an instructor.
- ASPA will provide key users to participate in the project and take the functional lead at the conclusion of the implementations.

Module Capabilities Training

The Consultant will provide a minimum of two weeks of on-site training to establish a baseline understanding of and acquaint ASPA personnel with the new software modules.

Assessment

The assessment phase for each module will be a key part of the project as the requirements of the organizational units are defined and are mapped against module capabilities, and a reasonable project plan is created.

UPK Installation and Training

Consultant DBA and ASPA DBAs will install the UPK software on the server and configure it for use. Consultants will train a minimum of 2 designated ASPA employees on use of the UPK software.

Setup

During the setup phase, the consultant and ASPA personnel will configure each module to address the requirements definition, build the appropriate master data, and define procedures for all of the appropriate transactions.

Testing

Consultant will assist ASPA personnel in developing scenarios and scripts for the testing of each module. Reports should be run to verify the system is setup and working properly and as expected.

Go-live

After two or three iterations of setup and testing, the system should be setup in the production system and master data entered/imported. The consultant shall provide on-site support for the week after go-live of each module and off-site support, if needed, for the following two weeks.

New Modules Goals

The EAM module implementation should provide the capabilities to:

- Allow assets and maintenance and preventive maintenance transactions to be entered.
- Generate scheduled and unscheduled Preventive Maintenance Work Orders.
- Assign tasks/documents to Work Orders.
- Auto-generate Work Orders based on schedule or meter readings.
- Work Orders should be able to pull from parts inventories and purchases made in the purchasing system.
- Track labor and material costs for a Work Order.
- Print Work Orders and historical asset reports.
- Allow work order requests by approved parties (self-service work orders) to be entered and tracked.

The UPK module implementation should provide the capabilities to:

- Drive end-user adoption of Oracle EBS
- Promote standardized utilization of the EBS modules
- Utilize the developer tool by training personnel
- Utilize the display tool by functional personnel
- Capitalize on institutional knowledge
- Improve Workforce Effectiveness

The Projects module implementation should provide the capabilities to:

- Track projects from inception to finalization
- Set transaction and budgetary controls
- Provide for more efficient and more detailed capitalization of assets
- Improve transparency of information
- Provide information for cash flow planning
- Eliminate the use of spreadsheets for project tracking
- Integrate with Time and Labor accounting
- Integrate with Grants accounting

The Grants module implementation should provide the capabilities to:

- Maintain compliance with award terms
- Track spending and reimbursements
- Distribute project costs to funding sources

- Integrate with Time and Labor accounting
- Integrate with Project Costing
- Provide a basis for tracking Revenue Bonds

Proposal Submittal Requirements

Please include the following specified deliverables in your proposal, **separated by tabs** according to the following:

1. Introduction (Corporate Overview)
 - a. Company Name
 - b. Years in Business
 - c. Type of organization, i.e. corporation, partnership, etc.
 - d. Ownership (names, nature of participation)
 - e. Number of consultants on staff
 - f. Number of customers
 - g. Number of Oracle Certified Consultants
 - h. Statement that the Proposer is full qualified to provide the requested services
 - i. Statement regarding bond or surety cancellation or forfeiture
 - j. Statement regarding bankruptcy petitions/judgments
 - k. Describe any pending, contemplated, or on-going administrative or judicial proceedings material to Proposer's business
2. Consultant Experience
 - a. Experience with Oracle E-Business Suite (EBS)
 - b. Experience with Oracle EBS R12 upgrades
 - c. Experience with the Oracle EAM module
 - d. Experience with the Projects and Grants modules
 - e. Experience with the UPK module
 - f. Experience performing assessments for R12 upgrade
 - g. Experience working with the Financial modules
 - h. Project Management experience
3. Scope of Work: Proposal must include a work plan which identifies necessary resources and subtasks. The work plan should include a planning schedule, list of key activities, deliverables and dates. Please breakdown by R12 Upgrade, UPK, EAM, Projects, and Grants modules. The proposal shall include, but not be limited to, the following information:
 - a. Project Scope – Objectives and critical success factors
 - b. Upgrade approach – Management and methodology, risk management strategy, change management process, issue escalation process, project assumptions etc.
 - c. Organization structure – Roles, responsibilities, assessment team Involvement
 - d. Strategies for upgrade – Recommendations for Conference room pilots.
 - e. System performance – Recommendations for warehousing or query database requirements necessary to meet acceptable performance standards and recommendations for additional hardware and server capacity to support 12i during production cutover and during testing process.
 - f. Quality assurance policies and procedures – Include the level of post-production support including through the monthly accounting close cycle.
 - g. High Level Project Plan – Include relevant milestones with associated dates.
 - h. Milestone check points
 - i. Client signoffs
 - j. Product delivery dates
 - k. Functional training dates and agenda
 - l. Weekly status reports
4. Pricing (please breakdown by R12 Upgrade, UPK, EAM, Projects, and Grants modules)
 - a. Type/Level and number of your staff that will be involved with the upgrade.
 - b. Estimated number of hours for each staff member.
 - c. Each proposal must include both (i) a fixed cost proposal inclusive of all lodging, travel and related expenses; and (ii) hourly rates and estimated number of hours to provide the scope of services described above. Fixed cost proposal must include completed identifiable milestones for progress payments.
5. Staff (please breakdown by R12 Upgrade, EAM, Projects, and Grants modules)

- a. Resumes of proposed consultants who will work on the project, including an evaluation of their fluency in the English language along with an assessment of how easily they will be understood by people speaking in a southern U.S. dialect
 - b. Specify experience of each consultant on similar projects.
 - c. Specify if the Consultants performing the work are employees or Sub-consultants of the company.
 - d. Indicate the areas of the project that each individual will be involved with or have responsibility for.
 - e. For each staff member, provide a reference list with phone numbers.
- 6. References
 - a. Three (3) client references with current verified contact information, include at least two (2) EBS R12 Upgrade projects successfully completed that involved Financial modules. References are to include company name, contact, phone, and e-mail address.
 - b. Client references from two successful EAM implementation projects.
 - c. Client references from two successful Projects implementation projects.
 - d. Client references from two successful Grants implementation projects.
- 7. Prior Work Examples. Provide examples of the following documentation:
 - a. Project Plans
 - b. Project status reports
 - c. Training manuals
 - d. User guides
 - e. Test scripts
 - f. Data migration plans
 - g. Change request forms
- 8. Summary
 - a. Final summary of your proposal to achieve the upgrade.
 - b. How you feel you can achieve the deliverables on time and within budget.
 - c. Why you would be a good match for this project and what potentially differentiates you from others responding.
 - d. Summary pricing.
- 9. Appendices
 - a. Corporate Financial Statement