



Making a difference...together

REQUEST FOR STANDING OFFER (RSO)

**2017-2018 SAP INFORMATION TECHNOLOGY
CONSULTANT SERVICES**

Capital Regional District
Information Technology
625 Fisgard Street
Victoria, BC V8W 1R7
Tel: 250.360.3141

TABLE OF CONTENTS

1.	2017-2018 SAP INFORMATION TECHNOLOGY CONSULTANT SERVICES	1
2.	SCOPE	2
3.	BASIS OF PAYMENT	2
3.1	CONSULTING FEES	2
3.2	ADDITIONAL SERVICES.....	2
3.3	DISBURSEMENTS.....	3
3.4	GST	3
4.	INSTRUCTIONS TO CONSULTANTS	3
4.1	CONSULTANT'S SUBMISSION	3
5.	SUBMISSION REQUIREMENTS	3
5.1	ADMINISTRATIVE INFORMATION (FORM PROVIDED)	3
5.2	PAST EXPERIENCE AND ACHIEVEMENT (FORM PROVIDED)	3
5.3	TECHNICAL AND MANAGERIAL EXPERTISE (CONSULTANT TO PROVIDE).....	4
5.4	FEE SCHEDULE (FORM PROVIDED)	4

1. 2017-2018 SAP INFORMATION TECHNOLOGY CONSULTANT SERVICES

The purpose of this procurement process is to create a list of Consultants who are able to provide SAP Information Technology Consultant Services for the Capital Regional District (CRD), on an “as and when requested” basis.

The CRD intends to establish Standing Offer agreements with selected Consultants to provide consulting services within the time frame requested by the CRD. No commitments or guarantees are made with the number or value of Service Requests that may be requested from the Consultant over the term of the Standing Offer agreement.

Selection for a Standing Offer agreement does not guarantee work will be obtained from the CRD. When the Consultant signs the Standing Offer agreement, the Consultant is offering to deliver the consulting services at the specified rate over a specific period of time. Consultants should review the attached sample Standing Offer Consultants Contract and ensure they are familiar with the terms and conditions that will apply to any Standing Offer agreement established as a result of this RSO.

All Consultants are required to submit the information required in this RSO to ensure inclusion in the review process. Past history with the Capital Regional District or inclusion on a CRD qualified consultants list does not guarantee the Consultant will be selected for a Standing Offer agreement.

This RSO is simply an invitation for Consultants (including prices and terms) for the convenience of all parties. It is not a tender and no obligations of any kind will arise from this RSO or the submission of a proposal. The CRD may negotiate changes to any terms of a proposal, including terms in the forms and schedules attached to the RSO, including prices, and may negotiate with one or more Consultants or may at any time invite or permit the submission of proposals (including prices and terms) from other parties who have not submitted a proposal in response to this RSO.

Consultants who wish to be considered for a Standing Offer agreement for CRD SAP Information Technology Consultant Services for 2017-2018 should complete the information forms and submit their proposal to:

Attn: Vanda Chytilova, Manager, ERP
Capital Regional District
Information Technology & GIS Services
625 Fisgard Street
Victoria, BC, V8W 1R7

Proposals will be accepted at the CRD office at 625 Fisgard Street, Victoria, BC, V8W 1R7 or by email at vchytilova@crd.bc.ca.

Inquiries should be directed to Vanda Chytilova, Manager, ERP, 625 Fisgard Street, Victoria, BC, V8W 1R7. Tel 250.360.3152 or email to: vchytilova@crd.bc.ca

All proposals shall be accompanied by proof of General and Professional Liability Insurance.

2. SCOPE

The CRD invites proposals from SAP Consultants or SAP Consulting Firms with experience working in Local (Municipal/Regional) Canadian Governments.

It is anticipated that this RSO will result in a standing offer agreement with selected SAP Consultants or SAP Consulting Firms that may be used to provide the CRD with SAP business analysis, SAP module configuration expertise, and SAP development expertise, on an as and when needed basis. The term may be required up to two years with an option to renew for two additional one year terms upon mutual agreement. The Client within the CRD will be the Information Technology Division.

The CRD requires the Consultants or Consulting Firms to identify the specific SAP modules associated with each consultant identified and their experience working within Municipal/Regional Governments. All resources must meet the following general requirements:

Service Orientation: Consultant understands the service needs of a client/customer (internal or external) and actively focuses on anticipating, meeting and exceeding the needs in a timely and appropriate manner;

Results Focus: Consultant takes action to achieve challenging goals or high standards. That is, the Consultant is focused on the desired outcomes, setting challenging goals, and taking action to meet or exceed them; and

Teamwork and Co-operation: Consultant works co-operatively with diverse teams, work groups and across the organization to achieve group and organizational goals. This includes communicating effectively and collaboratively with others.

A Standing Offer Consultants Contract (attached for information) as well as all Insurance and WCB requirements will need to be agreed to and completed prior to commencing work with the CRD.

3. BASIS OF PAYMENT

3.1 Consulting Fees

The basis of payment for all consulting services is inclusive of all payroll costs, profit and office administration, computer and stenographic costs, in accordance with the rates quoted in the Fee Schedule.

When a proposal for a specific assignment is required, CRD Information Technology Services will provide a Scope of Work. The Consultant will respond with a proposal outlining their understanding of the project, and an upset fee utilizing the hourly rates quoted in the Fee Schedule. CRD Information Technology Services will review the Consultant's proposal, and if acceptable, an approval will be provided to proceed with the specific project. No payment will be made for preparation of the proposal.

A portion of the Upset Fee will be payable monthly on an hourly basis or a percentage basis directly proportional to the percentage of work completed as verified by CRD Information Technology Services.

This Upset Fee will remain unchanged, unless the scope of work changes.

3.2 Additional Services

The cost of additional services will be reimbursed to the Consultant at the hourly rates quoted in the Fee Schedule. Estimated costs will be negotiated with CRD Information Technology Services based on an upset amount submitted prior to undertaking additional services.

3.3 Disbursements

Disbursements and out-of-pocket expenses will be reimbursed at actual cost for the following: long distance telephone, long distance fax, courier, printing, photocopying. Copies of all receipts must be submitted with invoices.

Reimbursement for travel will require pre-approval.

3.4 GST

GST will be paid on all fees and sundry expenses that are not tax exempt. GST will not be part of the contract value, but will be paid in addition to amounts payable under the contract. Instructions will be given to the successful firm on how to invoice for GST.

4. INSTRUCTIONS TO CONSULTANTS

4.1 Consultant's Submission

The RSO submission for the SAP Information Technology Consultant Services must include in the supplied documents:

Past Experience and achievement specific to work performed in the Public Sector Market space for Local Municipal/Regional Canadian Governments, including:

- Business analysis expertise, highlighting all relevant SAP modules
- Function and module configuration expertise, highlighting all relevant SAP modules
- SAP development expertise, highlighting all relevant SAP modules, tools and development languages
- Fee schedule
- Proof of insurance

The format of the forms provided must be maintained. The Consultant may use as much space as necessary for the individual appendices to furnish the required information within the page limits stated. The forms submitted may be either typewritten or computer generated.

The proposal is to be submitted in a sealed envelope clearly marked "Proposal for 2017-18 SAP Information Technology Consultant Services".

5. SUBMISSION REQUIREMENTS

This section describes information required in your proposal.

5.1 Administrative Information (Form provided)

Provide the listed information for the office to be providing the requested services. For a multi-discipline firm, identify the specific local staff numbers to be providing the requested services.

5.2 Past Experience and Achievement (Form provided)

List and briefly describe past projects, maximum of five (5), undertaken by your firm within the last 5 years that are relevant and closely comparable to work proposed herein. All experience and achievement must be in Local Municipal/Regional Canadian Governments.

Use this form to highlight your firm's capabilities within the stated scope of work and through the project descriptions, demonstrate your firm's understanding of our requirements.

Indicate the degree of responsibility of the firm in each of the listed projects and if the firm acted as a prime or sub-consultant.

Provide names, address and telephone numbers of client contacts for the projects listed. Note: spot checks of references will be made to verify client satisfaction with the services provided.

5.3 Technical and Managerial Expertise (Consultant to Provide)

The proponent must demonstrate that the firm's organization and specialists have the necessary technical expertise, managerial background and experience to carry out this assignment. Include a one (1) page maximum, dissertation on the Firm's capabilities in this regard.

Provide a one (1) page organization chart with the names and specialty of the key team members. Highlight key individuals with experience with business analysis, project implementation, configuration, and development. List the SAP modules each individual has experience and expertise in (only in Local Governments within Canada)

Provide resumes of one (1) page maximum per key individual. Resumes shall include the background, experience with comparable projects, SAP modules involved, and the individual's role on this assignment.

The Category Scores will be totaled (the maximum possible score is 100 points) and the firm with the highest overall score, including price, will be selected for the work. In the event of a tie, the firm with the lowest price will be selected for the commission.

Evaluation Criteria

The following weighting and minimum score(s) have been assigned by the CRD and will be used during the evaluation process.

Company/Consultant's Overview	40 points
Qualifications	40 points
Hourly rates/Fee Structure	<u>20 points</u>
Total	100 points

5.4 Fee Schedule (Form provided)

The rates quoted in this Schedule will serve as the basis for fee reimbursement throughout the term of the contract.

NOTE: One (1) page is defined as an 8½ x 11 single sided page.

ADMINISTRATIVE INFORMATION

1. Firm Name: _____

2. Is this the Head Office? Yes No

Is this the Branch Office? Yes No

3. Street Address:

4. Mailing Address:

5. Telephone Number: (____) ____ - _____

6. Fax Number: (____) ____ - _____

7. Provide the following information about the office(s) providing the requested services.

Year established: _____

Number of Employees: _____

Type of Organization:

- Sole Partnership
- Partnership
- Corporation

Business Analysts: _____

Functional Experts: _____

Development Experts: _____

8. Type of Consulting Provided:

SAP Business Analysis _____

SAP Functional Services _____

SAP Development Services (ABAP, Forms, etc.) _____

9. Principal to contact regarding this commission:

Name: _____

Position: _____

Telephone Number: ____ - ____ - _____

10. I confirm that this submission complies with all rules and regulations and guidelines applicable to the performance of this work and of the Province of BC, wherein this work will be carried out.

Signed: _____

Position: _____

11. Telephone Number ____ - ____ - _____

PAST EXPERIENCE AND ACHIEVEMENTS

Firm's Name: _____

Previous Project: _____

Year Completed: _____

Project Details: _____

Firm's Responsibility: _____

Consultant's Responsibility: _____

Explain the relevance of this experience to our requirements:

Client's Name and Phone Number: _____

MAXIMUM OF FIVE (5) PROJECTS TO BE HIGHLIGHTED

FEE SCHEDULE

Our total fixed amount quotation in accordance with Section 5, Basis of Payment is:

CATEGORY	SAP MODULES	CHARGE OUT RATE/HR * (Canadian Funds)
SAP Business Analyst		
SAP Functional Expert		
SAP Developer		

*Charge out rates must remain unchanged for a two (2) year period.

Name and Title

Signature

Firm

Date