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# Peoplesoft System Finance Review

## RFP 11-1832

### **Finance & Regulatory Services**

600 NE Grand Ave.  
Portland, OR 97232  
503-797-1700

### **Project Manager**

Tim Collier, Deputy Director  
Finance and Regulatory Services  
[Tim.Collier@oregonmetro.gov](mailto:Tim.Collier@oregonmetro.gov)  
503-797-1913

### **Procurement Analyst**

Angela Watkins, MCA  
MWESB Program Coordinator  
[Angela.Watkins@oregonmetro.gov](mailto:Angela.Watkins@oregonmetro.gov)  
503-797-1816

**Notice is hereby given that proposals for RFP 11-1832 for *Peoplesoft Finance System Review* shall be received by Metro, 600 NE Grand Avenue, Portland OR 97232 until 3:00 PM on February 15, 2011. It is the sole responsibility of the proposer to ensure that Metro receives the Proposal by the specified date and time. All late Proposals shall be rejected. Proposers shall review all instructions and contract terms and condition.**

# Request for Proposals (RFP 11-1832)

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## I. INTRODUCTION

The Finance and Regulatory Services Department of Metro, a metropolitan service district organized under the laws of the State of Oregon and the Metro Charter, located at 600 NE Grand Avenue, Portland, OR 97232-2736, is requesting proposals for a system analysis of PeopleSoft Finance 9.0. Proposals will be due no later than 3:00 p.m., February 15, 2011 in Metro's business offices at 600 NE Grand Avenue, Portland, OR 97232-2736. Proposals may be faxed or emailed.

Details concerning the project and proposal are contained in this document.

## II. BACKGROUND/HISTORY OF PROJECT

PeopleSoft Finance has been in place at Metro since version 5.4. Since that time, a number of business practices, customizations and integration points have been written into the software. Wherever possible, Metro would like to take advantage of delivered systems and more automated processes. Metro has already gone through this process with PeopleSoft HRMS and it is listed here as a reference point. The project will focus on PeopleSoft Financials 9.0.

Environment includes:

PeopleSoft Financials App 9.0/Tools 8.48.07 (HP-UX 11.23 64-bit, Oracle 10.2)

- General Ledger
- Accounts Payable
- Accounts Receivable
- Purchasing
- Billing
- Asset Management

PeopleSoft Modules App 8.9/Tools 8.47.10 (HP-UX 11.23 64-bit, Oracle 10.2)

- HRMS
- Payroll for North America
- Base Benefits
- eProfile
- eCompensation
- ePay

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eBenefits

### III. PROPOSED SCOPE OF WORK/SCHEDULE

Metro is seeking proposals from qualified firms to perform the following services and to deliver the products described:

#### **Purpose of System Analysis:**

This exercise will be required to determine and recommend to Metro functionality enhancements, streamlined interfaces and/or business process changes for possible implementation in the current setup of Oracle PeopleSoft Finance version 9.0. Identifying both business process and system modification solutions to determine “gaps” and providing guidance on the impacts and costs (man hours, calendar time, etc) of various solutions.

#### **Consultant will:**

#### **Determine, recommend and perform for Metro a Business Process Review and Fit-Gap Analysis by:**

- A. Reviewing current business processes and propose changes to those business processes to make better use of the system, gain operational efficiencies and increase automation where possible.
- B. Reviewing current setups and help determine where and how to implement functionality available in 9.0 to enhance service and reduce complexity.
- C. Working with functional leads (G/L, A/P, Procurement, Assets and A/R/Billing) to review Metro's current Finance installation to identify critical issues, potential functional business process changes, possibilities for manual process automation, elimination of existing customizations and provide a recommended course of action to avoid major obstacles.
- D. Developing functional specifications for system modifications and setup configurations for proposed changes.
- E. Review reporting and inquiry methods for end users and propose best practices for enhancing accessibility to information to provide greater value to end users.
- F. Deliver final findings and recommendations in a written report and presentation to Finance and IS group.

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**Process Improvement Area/Areas for further exploration:**

- A. Workflow (General)
- B. Supplier Contracts (Procurement)
- C. Customers (AR)
- D. Current Chartfield for Financials (GL)
- E. Vendors (Procurement)
- F. Purchase Orders (Procurement)
- G. Procurement Cards (Procurement)
- H. eProcurement (Procurement)
- I. Billing (AR)
- J. Accounts Payable (AP)
- K. General Ledger (GL)
- L. Worklist (General)

**Schedule**

Metro intends to award the contract by within the first two weeks of March 2011 pending contract negotiations and with final report to be delivered by April 29, 2011.

**IV. QUALIFICATIONS/EXPERIENCE**

Proposers shall have the following experience:

- A. PeopleSoft Financials 9.0 / 9.1
- B. PeopleSoft HCM 9.1
- C. PeopleSoft People Tools 8.4x and 8.5x

**V. PROJECT ADMINISTRATION**

Tim Collier will manage the resulting contract. All work products provided under the contract are subject to the project manager's approval, including all invoices. Metro will make payment 30 days from date of invoice after

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authorization by project manager. Invoice is to include detailed summary of all work done for which the invoice is submitted.

## VI. PROPOSAL INSTRUCTIONS

### A. Submission of Proposals -

3 copies of the proposal shall be furnished to Metro, addressed to:

Metro  
Finance and Regulatory Services  
600 NE Grand Avenue  
Portland, OR 97232-2736  
Attn : Tim Collier RFP 11-1832

Proposals may be faxed or emailed.

### B. Deadline

Proposals will not be considered if received after 3:00 p.m., February 15, 2011.

### C. RFP as Basis for Proposals:

This Request for Proposals represents the most definitive statement Metro will make concerning the information upon which Proposals are to be based. Any verbal information which is not addressed in this RFP will not be considered by Metro in evaluating the Proposal. All questions relating to this RFP should be addressed to Tim Collier at [tim.collier@oregonmetro.gov](mailto:tim.collier@oregonmetro.gov). Any questions, which in the opinion of Metro, warrant a written reply or RFP amendment will be furnished to all parties receiving this RFP. Metro will not respond to questions received after February 8, 2011.

### D. Information Release

All Proposers are hereby advised that Metro may solicit and secure background information based upon the information, including references, provided in response to this RFP. By submission of a proposal all Proposers agree to such activity and release Metro from all claims arising from such activity. In Accordance with Oregon Public Records Law (ORS 192), proposals submitted will be considered part of the public record, except to the extent they are exempted from disclosure.

### E. Minority, Women and Emerging Small Business Program

In the event that any subcontracts are to be utilized in the performance of this agreement, the Proposer's attention is directed to Metro Code provisions 2.04.100, which encourages the use of minority, women and emerging small businesses (MWESB) to the maximum extent practical. Copies of these MWESB



600 NE Grand Ave.  
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(503) 797-1700

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requirements are available from the Metro Procurement Office, 600 NE Grand Avenue Portland, OR 97232, (503) 797-1816.

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## VII. PROPOSAL CONTENTS

The proposal should contain not more than 20 pages of written material (excluding biographies and brochures, which may be included in an appendix), describing the ability of the consultant to perform the work requested, as outlined below. The proposal should be submitted on recyclable, double-sided recycled paper (post consumer content). No waxed page dividers or non-recyclable materials should be included in the proposal.

- A. Transmittal Letter: Indicate who will be assigned to the project, who will be project manager, and that the proposal will be valid for ninety (90) days.
- B. Approach/Project Work Plan: Describe how the work will be done within the given timeframe. Include a proposed work plan and schedule.
- C. Staffing/Project Manager Designation: Identify specific personnel assigned to major project tasks, their roles in relation to the work required, percent of their time on the project, and special qualifications they may bring to the project. Include resumes of individuals proposed for this contract.

Metro intends to award this contract to a single firm to provide the services required. Proposals must identify a single person as project manager to work with Metro. The consultant must assure responsibility for any subconsultant work and shall be responsible for the day-today direction and internal management of the consultant effort.

- D. Experience: Indicate how your firm meets the experience requirements listed in section IV. of this RFP. List projects conducted over the past five years which involved services similar to the services required here. For each of these other projects include the name of the customer contact person, his/her title, role on the project, and telephone number. Identify persons on the proposed project team who worked on each of the other projects listed, and their respective roles.
- E. Cost/Budget: Present the proposed cost of the project and the proposed method of compensation. List hourly rates for personnel assigned to the project, total personnel expenditures, support services, and subconsultant fees (if any). Requested expenses should also be listed.
- F. Diversity in Contracting and Employment Practices: Describe the firm's business practices as they relate to supporting minority-owned, women-owned and emerging small businesses in the firm's contracting and purchasing practices. Examples include written purchasing and contracting policies, joint ventures with

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state certified MWESB firms, participation as a minority-owned, women-owned or emerging small business. Also include the firm's practices and policies as they relate to diversity in employment. Examples include non-discrimination policies, annual or periodic reports on workforce demographics, outreach and support to organizations that promote the use of women and minorities in the workforce.

- F. Exceptions and Comments: To facilitate evaluation of proposals, all responding firms will adhere to the format outlined within this RFP. Firms wishing to take exception to, or comment on, any specified criteria within this RFP and attached personal services agreement are encouraged to document their concerns in this part of their proposal. Exceptions or comments should be succinct, thorough and organized.

### VIII. GENERAL PROPOSAL/CONTRACT CONDITIONS

- A. Limitation and Award: This RFP does not commit Metro to the award of a contract, nor to pay any costs incurred in the preparation and submission of proposals in anticipation of a contract. Metro reserves the right to waive minor irregularities, accept or reject any or all proposals received as the result of this request, negotiate with all qualified sources, or to cancel all or part of this RFP.
- B. Billing Procedures: Proposers are informed that the billing procedures of the selected firm are subject to the review and prior approval of Metro before reimbursement of services can occur. Contractor's invoices shall include an itemized statement of the work done during the billing period, and will not be submitted more frequently than once a month. Metro shall pay Contractor within 30 days of receipt of an approved invoice.
- C. Validity Period and Authority: The proposal shall be considered valid for a period of at least ninety (90) days and shall contain a statement to that effect. The proposal shall contain the name, title, address, and telephone number of an individual or individuals with authority to bind any company contacted during the period in which Metro is evaluating the proposal.
- D. Conflict of Interest. A Proposer filing a proposal thereby certifies that no officer, agent, or employee of Metro or Metro has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of Metro; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Proposer for the same call for proposals; the Proposer is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

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- E. Equal Employment and Nondiscrimination Clause Metro and its contractors will not discriminate against any person(s), employee or applicant for employment based on race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made, or any other status protected by law. Metro fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a Title VI Complaint Form, see [www.oregonmetro.gov](http://www.oregonmetro.gov).

## IX. EVALUATION OF PROPOSALS

- A. Evaluation Procedure: Proposals received that conform to the proposal instructions will be evaluated using the evaluation criteria identified in the following section. Interviews may be requested prior to final selection of one firm.
- B. Evaluation Criteria: This section provides a description of the criteria which will be used in the evaluation of the proposals submitted to accomplish the work defined in the RFP.

	Percentage of Total Score
Project Work Plan/Approach	
1. Demonstration of understanding of the project objectives	15
2. Performance methodology	10
Project Staffing Experience	
1. Project consultant	20
2. Commitment to project	10
Diversity in Employment and Contracting Practices	15
Budget/Cost Proposal	
1. Projected cost/benefit of proposed work plan/approach	15
2. Commitment to budget and schedule parameters	<u>15</u>
	100%

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### **X. NOTICE TO ALL PROPOSERS -- STANDARD AGREEMENT**

The attached personal services agreement is a standard agreement approved for use by the Office of Metro Attorney. This is the contract the successful Proposer will enter into with Metro; it is included for your review prior to submitting a proposal.



600 NE Grand Ave.  
Portland, OR 97232-2736  
(503) 797-1700

# Personal Services Agreement

For contracts under \$25,000

Contract No. \_\_\_\_\_

THIS AGREEMENT is between Metro, a metropolitan service district organized under the laws of the State of Oregon and the Metro Charter, whose address is 600 NE Grand Avenue, Portland, Oregon 97232-2736, and \_\_\_\_\_ whose address is \_\_\_\_\_

\_\_\_\_\_, referred herein to as "CONTRACTOR."

In exchange for the promises and other consideration set forth below, the parties agree as follows:

1. Duration: This personal services Agreement shall be effective \_\_\_\_\_, 20\_\_\_\_, and shall remain in effect until and including \_\_\_\_\_, 20\_\_\_\_, unless terminated or extended as provided in this Agreement.
2. Payment: METRO shall pay CONTRACTOR services performed in an amount of/not to exceed (written amount) \_\_\_\_\_ and \_\_\_\_\_/100 (\$\_\_\_\_\_).
3. Terms: Payment for services will be made in the manner: \_\_\_\_\_ (lump sum, monthly installments, progress payments, etc.). Payment to be made within 30 days of receipt of an approved invoice.
4. Scope of Work: Contractor shall provide all services and materials specified below which is incorporated into this Agreement by reference. All services and materials shall be provided by CONTRACTOR in accordance with the Scope of Work in a competent and professional manner.

**SCOPE OF WORK** (attach additional pages as needed)

All terms on the reverse side of this document are hereby made a part of this AGREEMENT.

**Contractor**

**Metro**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Department: \_\_\_\_\_

\_\_\_\_\_

Division: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Tax I.D. or SS#: \_\_\_\_\_

Telephone/Fax: \_\_\_\_\_

# Personal Services Agreement

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THE PARTIES AGREE AS FOLLOWS:

## ARTICLE I: LIABILITY AND INDEMNITY

CONTRACTOR is an independent contractor and assumes full responsibility for its performance and assumes full responsibility for all liability for bodily injury or physical damage to persons or property arising out of or related to this Contract, Contractor shall indemnify, defend and hold harmless METRO, its elected officials, officers, employees and agents, from any and all claims, demands, damages, actions, losses, and expenses, including attorney's fees, whether before the commencement of litigation at trial or on appeal, arising out of or in any way connected with its performance of this Contract. CONTRACTOR is solely responsible for paying CONTRACTOR's subcontractors and nothing contained herein shall create or be construed to create any contractual relationship between any subcontractor(s) and METRO. CONTRACTOR is solely responsible for the acts and omissions of its' agents, employees, subcontractors, and/or representatives and for all claims.

## ARTICLE II: TERMINATION

METRO may terminate this Contract upon giving CONTRACTOR seven (7) days' written notice. In the event of termination, CONTRACTOR shall be entitled to payment for goods received prior to the date of termination. METRO shall not be liable for any indirect or consequential, or any other damages whatsoever. Termination by METRO shall not waive any claim or remedies it may have against CONTRACTOR.

## ARTICLE III: INSURANCE

CONTRACTOR shall purchase and maintain at CONTRACTOR's expense, the following types of insurance covering the CONTRACTOR, its employees and agents. Insurance coverage shall be a minimum of \$1,000,000 per occurrence.

- A. Broad form comprehensive general liability insurance covering personal injury, property damage, and bodily injury with automatic coverage for premises and operation and product liability. The policy must be endorsed with contractual liability coverage. METRO, its elected officials, departments, employees, and agents shall be named as an ADDITIONAL INSURED.
- B. Automobile bodily injury and property damage liability insurance. METRO, its elected officials, departments, employees, and agents shall be named as an ADDITIONAL INSURED.

This insurance as well as all Workers' Compensation coverage for compliance with ORS 656.017 must cover CONTRACTOR'S operations under this Contract, whether such operations are by CONTRACTOR or by any subcontractor or anyone directly or indirectly employed by either of them.

CONTRACTOR shall provide METRO with a certificate of insurance complying with this article and naming METRO as an additional insured within fifteen (15) days of execution of this Contract or twenty-four (24) hours before services under this Contract commence, whichever date is earlier. Notice of any material change or policy cancellation shall be provided to METRO thirty days (30) prior to the change.

## ARTICLE IV: PUBLIC CONTRACTS

All applicable provisions of ORS Chapters 187 and 279A & B, and all other terms and conditions necessary to be inserted into public contracts in the State of Oregon, are hereby incorporated as if such provision were a part of this Agreement including, but not limited to, ORS 279B.220 TO 279B.235.

## ARTICLE V: ATTORNEY'S FEES

In the event of any litigation concerning this Contract, the prevailing party shall be entitled to reasonable attorney's fees and court costs, including fees and costs on appeal to any appellate courts.

## ARTICLE VI: QUALITY OF GOODS

Unless otherwise specified, all materials shall be new and both workmanship and materials shall be of the highest quality. All workers and subcontractors shall be skilled in their trades. CONTRACTOR guarantees all work against defects in material or workmanship for a period of one (1) year from the date of acceptance or final payment by METRO, whichever is later. All guarantees

# Personal Services Agreement

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and warranties of goods furnished to CONTRACTOR or subcontractors by any manufacturer or supplier shall be deemed to run to the benefit of METRO.

In addition to any express warranties provided by the CONTRACTOR, all implied warranties covered by ORS Chapter 72 shall apply to any goods provided under this Contract, and are hereby expressly not disclaimed.

## ARTICLE VII: SAFETY

If services of any nature are to be performed in connection with the provision of goods pursuant to this Contract, CONTRACTOR shall take all necessary precautions for the safety of employees and others in the vicinity of the services being performed and shall comply with all applicable provisions of federal, state and local safety laws and building codes, including the acquisition of any required permits. All applicable Material Safety Data (MSD) sheets shall accompany the goods.

## ARTICLE VIII: RIGHT TO WITHHOLD PAYMENTS

METRO shall have the right to withhold from payments due CONTRACTOR such sums as necessary, in METRO's sole opinion, to protect METRO against any loss, damage or claim which may result from CONTRACTOR's performance or failure to perform under this agreement or the failure of CONTRACTOR to make proper payment to any suppliers or subcontractors.

## ARTICLE IX: COMPLIANCE

CONTRACTOR shall comply with federal, state, and local laws, statutes, and ordinances relative to the execution of the work. This requirement includes, but is not limited to, non-discrimination, safety and health, environmental protection, waste reduction and recycling, fire protection, permits, fees and similar subjects.

## ARTICLE X: INTEGRATION OF CONTRACT DOCUMENTS

All of the provisions of any bidding documents including, but not limited to, the Advertisement for Bids, General and Special Instructions to Bidders, Proposal, Scope of Work, and Specifications which were utilized in conjunction with the bidding of this Contract are hereby expressly incorporated by reference. Otherwise, this Contract represents the entire and integrated agreement between METRO and CONTRACTOR and supersedes all prior negotiations, representations or agreements, either written or oral. This Contract may be amended only by written instrument signed by both METRO and CONTRACTOR. The law of the state of Oregon shall govern the construction and interpretation of this Contract.

## ARTICLE XI: ASSIGNMENT

CONTRACTOR shall not assign any rights or obligations under or arising from this Contract without prior written consent from METRO, which consent shall not be unreasonable withheld.

## ARTICLE XII: OWNERSHIP OF DOCUMENTS AND MAINTENANCE OF RECORDS

Unless otherwise provided herein, all documents, instruments and media of any nature produced by Contractor pursuant to this agreement are Work Products and are the property of Metro, including but not limited to: drawings, specifications, reports, scientific or theoretical modeling, electronic media, computer software created or altered specifically for the purpose of completing the Scope of Work, works of art and photographs. Unless otherwise provided herein, upon Metro request, Contractor shall promptly provide Metro with an electronic version of all Work Products that have been produced or recorded in electronic media. Metro and Contractor agree that all work Products are works made for hire and Contractor hereby conveys, transfers, and grants to Metro all rights of reproduction and the copyright to all such Work Products.