



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

Updated: November 6, 2014

Request for Proposals #2014-010

JD Edwards EnterpriseOne 9.1 Upgrade

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SECTION I – SUMMARY

The Bay Area Air Quality Management District is soliciting proposals for a software upgrade from J.D. Edwards applications Release 8.0 (One World) to Release 9.1 (EnterpriseOne). Proposals should include implementation services, web hosting solutions, on-going training and technical support. Ideally, the District would like to acquire these from one vendor; however; it is understood that some vendors partner with other vendors to provide web hosting services, and we encourage them to submit their consolidated proposal.

To respond to this Request for Proposals (RFP), an interested company should submit two hard (2) copies and one (1) electronic copy (in Microsoft Office or Adobe Acrobat PDF file format) of its proposal to:

Mailing Address:
Tina Landis, Administrative Analyst
Bay Area Air Quality Management District
939 Ellis Street; San Francisco, CA 94109

Email Address:
tlandis@baaqmd.gov

**Proposals must be received at the District offices at
939 Ellis Street; San Francisco, California, 94109
by 4:00 p.m. on Thursday, December 4, 2014.
Late proposals will not be considered.**

Proposals must address all information requested in this RFP. A proposal may add information not requested in this RFP, but the information should be in addition to, not instead of, the requested information and format. Minority business enterprises, women's business enterprises, veteran's business enterprises, and Certified Green Businesses are encouraged to submit proposals. **Any questions regarding this RFP should be directed to Tina Landis at: tlandis@baaqmd.gov.**

SECTION II – BACKGROUND

A. District Overview

The Bay Area Air Quality Management District (District) was created by the California Legislature in 1955 as the first regional agency to deal with air pollution in California. The District jurisdiction includes Alameda, Contra Costa, Marin, Napa, Santa Clara, San Francisco, San Mateo, southwestern Solano, and southern Sonoma counties.

The State Legislature originally gave the District the authority to regulate stationary sources of air pollution, such as factories, oil refineries, chemical plants, gasoline stations, and agricultural burning. With more recent legislation, the District was granted authority to enact certain transportation and mobile source measures.

The District is governed by a twenty-two member Board of Directors, consisting of elected officials, including county supervisors, mayors, and city council members. The chief executive officer of the District is the Air Pollution Control Officer (APCO), a position currently held by Jack Broadbent.

B. Overall JD Edwards Software Upgrade Project

The District will upgrade its current JD Edwards One World 8.0 to JD Edwards EnterpriseOne 9.1 to take advantage of new functionality and enhancements with greater overall performance and productivity.

The District has used JD Edwards One World since 2004. The current ERP Software is running on Microsoft Servers 2008R2 (Deployment Server, Two Enterprise Servers, Web Server, and two Database Servers). The system consists of four (4) environments: Development (DV), Prototype (PY), Staging (ST), and Production (PD). The system also interfaces with the District's two billing system business applications Production System and IRIS. [See

ATTACHMENT D].

The District has eighty (80) licenses and approximately twenty-five (25) concurrent users.

C. Overall District Objectives

- The overall project approach will be to implement JD Edwards EnterpriseOne 9.1 (E1 9.1) and modify to meet business requirements
- Upgrade the current JDE Software from OneWorld 8.0 to the JDE EnterpriseOne 9.1 accomplishing the project deliverables as outlined in ATTACHMENT A –DELIVERABLES BY PROJECT PHASE and according to the scheduled cost proposed in ATTACHMENT B – ESTIMATE OF COST
- Attain a satisfactory level of functional performance and technical standards while positioning the District to leverage additional capabilities in the future.

SECTION III – INSTRUCTIONS TO BIDDERS

A. General

1. All proposals must be made in accordance with the conditions of this RFP. Failure to address any of the requirements is grounds for rejection of this proposal.
2. All information should be complete, specific, and as concise as possible.
3. Proposals should include any additional information that the respondent deems pertinent to the understanding and evaluation of the bid.
4. The District may modify the RFP or issue supplementary information or guidelines during the proposal preparation period prior to the due date. Please check our website for updates prior to the due date.
5. Proposals shall constitute firm offers. Once submitted, proposals cannot be altered without the written consent of the District, but proposals may be withdrawn.
6. The District reserves the right to reject any and all proposals.

7. Based on the information provided, bidders will supply a “fixed cost” quote for installation and delivery of the modules in accordance with both ATTACHMENTS A and B. Bidders will also disclose all relevant assumptions made in calculating the costs.
8. All questions must be in written form and sent or emailed directly to Tina Landis, Administrative Analyst, and received no later than **Thursday, October 16, 2014**. All questions will be answered in writing and posted on the BAAQMD RFP webpage at least one week prior to the due date.
9. Vendors may request an on-site review of the District’s current JDE system and billing system interfaces. Such request must be made in written form and sent or emailed directly to Tina Landis, and received no later than **Thursday, October 16, 2014**.
10. The cost for developing the proposal is the responsibility of the bidder, and shall not be chargeable to the District.

B. Submittal of Proposals

All proposals must be submitted according to the specifications set forth in Section V (A) – Contents of Proposal, and this section. Failure to adhere to these specifications may be cause for the rejection of the proposal.

1. Due Date – All proposals are due no later than 4:00 p.m., **Thursday, December 4, 2014**, and should be directed to:

Mailing Address:

Tina Landis, Administrative Analyst
Bay Area Air Quality Management District
939 Ellis Street; San Francisco, CA 94109

Email Address:

tlandis@baaqmd.gov

2. Proposals received after the time and date provided previously specified will not be considered.
3. Signature – All proposals should be signed by an authorized representative of the bidder.
4. Submittal – Submit two hard (2) copies of the proposal in a sealed envelope to the mailing address above, plus one (1) electronic copy (in Microsoft Office or Adobe Acrobat PDF file format). Electronic submissions submitted via email will be acknowledged with a return

email. Plainly mark hard copies of the proposal in the upper, left-hand corner of the submission with the name and address of the bidder and the RFP number. Late proposals will not be accepted. Any correction or re-submission of proposals will not extend the submittal due date.

5. Grounds for Rejection – A proposal may be immediately rejected at any time if it arrives after the deadline, or is not in the prescribed format, or is not signed by an individual authorized to represent the firm.

6. Disposition of the Proposals – All responses to this RFP become property of the District and will be kept confidential until a recommendation for award of a contract has been announced. Thereafter, submittals are subject to public inspection and disclosure under the California Public Records Act. If a respondent believes that any portion of its submittal is exempt from public disclosure, it may mark that portion “confidential.” The District will use reasonable means to ensure that such confidential information is safeguarded, but will not be held liable for inadvertent disclosure of the information. Proposals marked “confidential” in their entirety will not be honored, and the District will not deny public disclosure of any portion of submittals so marked.

By submitting a proposal with portions marked “confidential,” a respondent represents it has a good faith belief that such portions are exempt from disclosure under the California Public Records Act and agrees to reimburse the District for, and to indemnify, defend, and hold harmless the District, its officers, employees, and agents, from and against any and all claims, damages, losses, liabilities, suits, judgments, fines, penalties, costs, and expenses, including without limitation, attorneys’ fees, expenses, and court costs of any nature whatsoever, arising from or relating to the District’s non-disclosure of any such designated portions of a proposal.

7. Modification – Once submitted, proposals, including the composition of the contracting team, cannot be altered without prior written consent of the District. All proposals shall constitute firm offers valid for ninety (90) days from the due date.

C. Interviews

1. The District, at its option, may interview bidders. The interviews will be for the purpose of clarifying the proposals.

2. Submittal of new proposal material at an interview will not be permitted.

3. Interviews may involve a presentation and/or a question-and-answer session.

SECTION IV – SCOPE OF WORK

Scope of work for this project includes all deliverables listed in ATTACHMENT A. In addition, the following activities should be considered as a part of the scope.

1. Perform the technical upgrade/migration from JDE OneWorld Software 8.0 to JDE EnterpriseOne Software 9.1. The migration is from both a platform side (Hardware, Database change, hosted, or on premises) and from a functional side (EnterpriseOne, security, migration, etc.)
2. Provide District with a fixed bid cost for the project based on two hosting alternatives for the new JDE environments including an on-premises solution and a managed service/hosted solution. In accordance with ATTACHMENT A, the response to this RFP must include any cost and schedule differences for this scope of work due to an on-premises solution versus a hosted solution. In order to enable two potential costs for this proposal, two cost forms are attached as ATTACHMENTS B-1 and B-2 for the on-premises solution and hosted solution respectively.
3. Provide District technical resources in the following activities:
 - Installing and configuring EnterpriseOne 9.1
 - Applying the latest service packs
 - Applying the latest electronic software updates
 - Building and deploying packages in all environments
 - Generate web versions of above objects for all environments.
 - Troubleshooting
4. Implement “to be” functionality and perform the migration/configuration from JDE OneWorld Software 8.0 to JDE EnterpriseOne 9.1 for the following modules:
 - Foundation Systems
 - a. Address Book
 - b. Workflow Management
 - c. Tools
 - d. Report Writer
 - Financials
 - a. Accounts Receivable
 - b. Accounts Payable
 - c. General Accounting
 - Distribution/Logistics
 - a. Procurement
 - Human Resources

- a. HRM Foundation
 - b. Benefits Administration
 - c. Position Control
 - d. Recruitment Management
 - e. Compensation Management
 - f. Governmental Management
 - g. Governmental Reporting
 - h. Safety & Health
 - i. Employee Self Service
 - j. COBRA
5. Migrate interfaces to line of business systems as outlined in ATTACHMENTS D and E. ATTACHMENT D is provided for illustration purposes only. Vendor must perform its own verification of District's process.
 6. Advise and assist the District with business areas that require changes to the existing processes, both standard and customized, based on the functional requirements in EnterpriseOne 9.1.
 7. Work closely with District to ensure that the implementation is completed on time and on budget.
 8. Ensure that appropriate and necessary vendor resources are available and scheduled when needed.
 9. Advise and assist District in implementing "vanilla" (i.e. out of the box) functionality to eliminate or minimize need for custom code.
 10. Provide District with Go Live support for thirty (30) days. Support would include on-site presence, availability during District's normal business hours with a 1-hour response from contact and a return for month end processes.

SECTION V – PROPOSAL FORMAT, SCHEDULE AND SUBMITTAL

A. Contents of Proposal

Submitted proposals must follow the format outlined below and include all requested information. Failure to submit proposals in the required format can result in the proposal being eliminated from evaluation and consideration.

1. Technical Proposal

Section 1: Introduction

- a. Cover Letter – Must include the name, address, and telephone number of the company, and must be signed by the person(s) authorized to represent the firm.
- b. Provide an overview of your firm’s services and expertise both in general and specific to the scope of work laid out in the RFP.
- c. Firm Contact Information – Provide the following information about the firm:
 - Address and telephone number of office nearest to San Francisco, California and the address and phone number of the office that each of the proposed staff members are based out of if different.
 - Name of firm’s representative designated as the contact and email address.
 - Name of project manager, if different from the individual designated as the contact.
 - Indicate how long firm has been in consulting business.
- d. Table of Contents – Clearly identify material contained in the proposal by section

Section 2: Implementation Approach

Provide the steps and actions you will take to accomplish the project described in this RFP. Proposers should describe the methodology to be used to plan, assess and implement the technology/software infrastructure. Provide a proposed schedule for delivery of the major project milestones. This timeline need not include specific implementation dates but should include the time required for each phase of implementation. A template has been provided to store a Min/Max number of hours for each key Project Deliverables (See ATTACHMENT B- ESTIMATE OF COSTS MATRIX).

Section 3: Firm Organization and References

Provide a statement of your firm’s background and related experience in providing similar services to governmental organizations within the last five (5) years, if any. Describe the technical capabilities of the firm and, in particular, the firm’s exposure with working with environmental regulations, if any. Provide references of other, similar projects including contact name, title, and telephone number for all references listed.

Section 4: Project Organization

Describe the proposed management structure, program monitoring procedures, and organization of the engagement team. Provide a statement detailing your approach to the project, specifically addressing

the firm's ability and willingness to commit and maintain staffing to successfully conclude the project on the proposed schedule.

Section 5: Assigned Personnel

Provide the following information about the staff to be assigned to the project:

- List all key personnel assigned to the project by level, name and key responsibilities related to the requested services. Provide a description of their background, along with a summary of their experience in providing similar services for governmental agencies, and any specialized expertise they may have. Background descriptions can be a resume, CV, or summary sheet. Substitution of project manager or staff will not be permitted without prior written approval of the District's assigned program manager.
- Provide a statement of the availability of staff in any local office with requisite qualifications and experience to conduct the requested project.
- The District expects on-site support will be required during most of the project phases. Please provide your on-site staffing support plan as a part of the RFP.
- Provide a statement of education and training programs provided to, or required of, the staff identified for participation in the project. Make particular mention of with reference to experience dealing with governmental agencies, procedures, and environmental regulations.

Section 6: Retention of Working Papers

All working papers are the property of the District. Include a statement acknowledging that if your firm is awarded the contract, you will retain project related papers and related reports for a minimum of five (5) years.

Section 7: Subcontractors

List any subcontractors that will be used, the work to be performed by them, and the total number of hours or percentage of time they will spend on the contract.

Section 8: Conflict of Interest

Address possible conflicts of interest with other clients affected by contractors' actions performed by the firm on behalf of the District. The District recognizes that prospective bidders may have contracts to perform similar services for other clients. Include a complete list of such clients for

the past three (3) years with the type of work performed and the total number of years performing such tasks for each client. The District reserves the right to consider the nature and extent of such work in evaluating the proposal.

Section 9: Additional Data

Provide other essential data that may assist in the evaluation of the proposal (e.g. green business certification, etc.).

2. Cost Proposal

- a. Name and Address – The Cost Proposal must have the name and complete address of the bidder in the upper, left hand corner.
- b. Cost Proposal – Bidders will supply a “fixed cost” quote as noted in Section III A.7 of this RFP. The Cost Proposal must list the fully-burdened hourly rates and the total number of hours estimated for each level of professional and administrative staff to be used to perform the tasks required by this RFP. In addition, costs should be estimated for each project phase based on deliverables outlined in ATTACHMENT A using ATTACHMENT B.1 for “On-premise solution” and ATTACHMENT B.2 for “Hosted Solution”

The format of ATTACHMENT B – ESTIMATE OF COSTS MATRIX should not be modified. If you wish to include additional details not covered in the attachment, please provide them as a separate add on.

- c. The Cost Proposal does not need to be a separate, sealed document.

3. Schedule

RFP Release Date	September 29, 2014
On-site Review Request Due Date	October 16, 2014
Questions Due Date	October 16, 2014
Answers Provided Via Website by	November 6, 2014
Proposal Submission Due Date	December 4, 2014
Selection of Finalist	December 19, 2014*
Contract Submission for Board Consideration	January 7, 2015*
Commencement of Contract	January 30, 2015*

* Dates are tentative and subject to change

SECTION VI – PROPOSAL EVALUATION

A panel of District staff will evaluate all proposals. The panel will recommend the selection of the contractor to the Air Pollution Control Officer (APCO), who will, in turn, make a recommendation to the District Board of Directors. The District Board of Directors must approve the contract to carry out the work described in this RFP. An example of a typical contract for professional services used by the District is included in Section VII.

Proposals will be evaluated on the following criteria:

Expertise	Technical expertise, size and structure of the firm and personnel assigned to RFP tasks; firm's ability to perform and complete the work in a professional and timely manner.*	30%
Skill	Past experience of the firm and, in particular, experience of the team working on projects of similar scope for other governmental agencies.	30%
Approach	Responsiveness of the proposal, based upon a clear understanding of the work to be performed.	20%
Cost	Cost or cost effectiveness and resource allocation strategy	10%
References	References of the firm	5%
Firm's Specialty Focus Area	Local business/Green Business	5%
	Total	100%

- * "Size and structure of firm" refers to the ability of a firm's size to meet the needs of the District. It does not give absolute preference to larger or smaller firms.

The District reserves the right to reject any and all proposals submitted and/or request additional information. During the selection process, the District's evaluation panel may interview bidders. The interviews will be for clarification only. The submittal of new material will not be permitted at that time. Interviews may involve a presentation and/or a question-and-answer format or any combination of these.

If two or more proposals receive the same number of points, the District will accept the lower cost offer.

SECTION VII – SAMPLE CONTRACT

A sample contract to carry out the work described in this RFP is available on the District's website at <http://www.baagmd.gov/Divisions/Administration/RFP-RFQ/Sample-Documents.aspx>

SECTION VIII – LIST OF ATTACHMENTS

- Attachment A – Deliverables by Project Phase
- Attachment B
 - B.1 Estimate of Costs Matrix (on-premises solution)
 - B.2 Estimate of Costs Matrix (hosted solution)
- Attachment C – Custom or customized objects in current PD environment
- Attachment D – Permitting Process Flowchart
- Attachment E – Billing Systems Interfaces