State of Rhode Island

Department of Administration
Division of Purchases
One Capitol Hill
Providence, RI 02908

REQUEST FOR PROPOSAL (RFP) – BID# 7549883

ORACLE R12 UPGRADE-RIDOT FINANCIAL MANAGEMENT SYSTEM

SUBMISSION DEADLINE: Friday, October 02, 2015 at 11:30 AM (ET)

PRE-BID CONFERENCE: ☒ **NO** ☐ **YES** _____

Mandatory: ☐ **NO**
☐ **YES:** Any vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory pre-bid conference. The representative must register at the pre-bid conference and disclose the identity of the vendor whom he/she represents. Because attendance at the pre-bid conference is mandatory, a vendor's failure to attend and register at the pre-bid conference shall result in disqualification of the vendor's bid proposal as non-responsive to the solicitation.

Location:

Lisa Hill

Buyer Name: LISA HILL
Title: CHIEF BUYER

QUESTIONS Prospective bidders are hereby notified that all questions pertaining to this contract must be submitted to the Department of Transportation in writing through its website at http://www.dot.ri.gov/contracting/bids by accessing the questions & answers menu located within the 'contracting', then 'bidding opportunities' link. Response to the submitted questions will also be posted under this link as an addendum as appropriate. Phone calls will not be accepted.

SURETY REQUIRED: NO

BOND REQUIRED: NO

DISK BASED BID: ☒ **NO** ☐ **YES:** See attached Disk Based Bidding Information

NOTE TO VENDORS:
Vendors must register on-line at the Rhode Island Division of Purchases website at www.purchasing.ri.gov. Offers received without the completed three-page Rhode Island Vendor Information Program (RIVIP) Generated Bidder Certification Cover Form attached may result in disqualification.

THIS IS NOT A BIDDER CERTIFICATION FORM

Rhode Island Department of Transportation
Office of Information Technology

REQUEST FOR PROPOSAL

RFP# 7549883
ORACLE R12 Upgrade of the RIDOT Financial Management System

DBE GOAL: NONE

INTRODUCTION

The Rhode Island Department of Administration / Office of Purchases, on behalf of the Rhode Island Department of Transportation / Office of Information Technology (RIDOT) is seeking to acquire the services of a qualified Oracle certified software consulting firm (VENDOR) to implement the successful upgrade of RIDOT's current Oracle E-Business Suite 11.5.10 (EBS) to the latest Oracle E-business Suite release version 12.2.4 (**ORACLE R12**), as per requirements and qualifications herein described in this document. RIDOT plans to enter into a performance-based contract with the selected VENDOR to not only provide all functional and technical services related to this upgrade but also to include in-house training and post-production support as needed. The successful VENDOR shall be responsible for delivering the project requirements and will work not only with RIDOT's Office of Information Technology, but also the Department's Finance, Grants, and HR Divisions along with other RIDOT Oracle E-Business Process Owners toward completion of a successful upgrade to **ORACLE R12**. Potential Respondents shall carefully review the technical requirements as outlined in this document and propose an appropriate solution for RIDOT review and evaluation.

RIDOT anticipates achieving the following primary objectives and defined project goals as a direct result of these services:

- Perform an applications assessment to find ways to more effectively leverage the Oracle applications within RIDOT either through implementing new functionality or through better leveraging existing functionality;
- Eliminate any customizations where vanilla functionality provides the same functionality;
- Upgrade any customizations *(**SEE APPENDIX E - CUSTOMIZATION INVENTORY**)* required to allow RIDOT to operate normally;
- Evaluate list of new features and provide best solutions; *(SEE APPENDIX E - CUSTOMIZATION INVENTORY)*
- Transfer all functional and technical knowledge to support **ORACLE R12** upgrade.

VENDORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE RFP.

CONTRACT TERMS/CONDITIONS

The proposed budget for the **ORACLE R12** Upgrade shall include all professional services and training including costs to implement the proposed solution as well as all support services per the specific requirements and instructions as defined herein.

RIDOT has assigned a dedicated Project Manager (PM) and a Database Administrator (DBA) as well as a dedicated IT Staff to provide administrative and managerial oversight for this ORACLE R12 upgrade. RIDOT has also installed a new **ORACLE** R12 Application server and Database server on new hardware. The PM and DBA tasks are not included in the scope of this RFP. The expectation is that the R12 instance will be ready before this work begins.

The PM will be responsible for the development and coordination of a complete and comprehensive project work plan and will manage and oversee all facets of this **ORACLE R12** Upgrade Project; therefore the VENDOR will not be required to provide a project management resource as part of their proposal response but will be required to work under the direction of the RIDOT assigned PM. The VENDOR will however be required to provide the names and qualifications of the specified key personnel as further defined in this RFP.

The work must start within **TWO (2) WEEKS** after issuance of the Notice to Proceed. The "Go Live" date must occur within **SIX (6) MONTHS** after issuance of the Notice to Proceed. The **ORACLE R12** Upgrade Project "Go Live" date must occur no later than

May 31st, 2016 to ensure a timely transition to the State's fiscal year closing date on June 30th, 2016. In addition, the VENDOR will also provide a minimum of **TWO (2) MONTHS** post-production support after "Go-Live" and these additional services shall be included in the proposed project cost.

The "Go-Live" date is defined as the date RIDOT issues a notice of final acceptance of the system. Delivery of goods and services as described herein shall be deemed acceptance of these requirements. RIDOT may, without cause, terminate the Agreement by giving 30 DAYS written notice to the successful VENDOR.

Upon termination for any reason or expiration of the Agreement, RIDOT will have 60 DAYS to request a copy of its materials and documentation, and if requested, the VENDOR shall provide such materials and documentation. After the 60-DAY period, the VENDOR has no obligation to maintain or provide RIDOT its materials and documentation and will destroy all of RIDOT's materials and documentation in its possession or under its control.

To the extent applicable, the VENDOR agrees to comply with the State's Department of Information and Technology (DoIT) rules and policies located at **www.doit.ri.gov** provided that RIDOT notifies the VENDOR of any applicable DoIT rules and policies in advance.

The selected VENDOR will be required to perform all work as may be necessary **on site** at RIDOT Main Headquarters located at 2 Capitol Hill, Providence, RI 02903 and to complete the contract in a satisfactory and acceptable manner, and unless otherwise provided, shall furnish all transportation, materials, equipment, labor and incidentals necessary to complete the project.

VENDORS are instructed to submit a **TECHNICAL PROPOSAL** response along with a *separately sealed* all inclusive, fixed fee **COST PROPOSAL** both described in detail herein.

It is the intention of RIDOT to award based on fees for services outlined on the required **COST Proposal** format defined herein. ***SEE COST PROPOSAL SECTION FOR INSTRUCTION AND FORMAT.***

Proposals received shall be in accordance with guidelines as outlined in this request and the State's General Conditions of Purchase which can be accessed online through the *Rhode Island Vendor Information Program, or "RIVIP"* as it is known at:

http://www.purchasing.ri.gov

GENERAL INSTRUCTIONS AND NOTIFICATIONS TO VENDORS

- All VENDORs **MUST** register online at the Rhode Island Vendor Information Program (RIVIP) Internet website at ***http://www.purchasing.ri.gov***

- A fully-completed signed ***RIVIP Bidder Certification Cover Sheet*** – *All THREE pages* **MUST** accompany **EACH** response submitted. Failure to make a complete submission inclusive of this three--page document may result in disqualification.

- Should there be a need for assistance in registering and/or downloading any document, call (401) 574-8100 and request the RIVIP HELP DESK technical assistance. Office Hours: 8:30 AM – 4:00 PM.

- The State does not require E-VERIFY compliance in any of its purchasing and/or hiring of services; however, VENDORs are hereby advised that in line with the Federal Acquisition Regulations any federal contract based on the services requested may require that the State obtain evidence of E-VERIFY compliance from the successful VENDOR.

- The Rhode Island Department of Transportation, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d - 2000d-4 and 49 C.F.R. Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, national origin, age, or disability in consideration for an award.

- Services provided by the successful VENDOR - and if applicable any sub-contracts generated through this Contract - shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. The VENDOR shall carry out applicable requirements of 49 C.F.R., Part 26, Participation of Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs, in the award and administration of DOT-assisted contracts.

Failure by the VENDOR to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or such other remedy as the recipient deems appropriate.

- All costs associated with developing and submitting a proposal in response to this RFP, and to provide oral or written clarification of its content shall be borne by the VENDOR. The State assumes no responsibility for these costs.

- It is intended that an award pursuant to this RFP will be made to a prime VENDOR, who will assume responsibility for all aspects of the work. Joint venture(s) will not be considered, but sub-contract(s) are permitted provided the sub-contractor(s) proposed are clearly identified with the type of work to be performed in response to this RFP.

- All pricing submitted will be considered to be *firm* and *fixed* unless otherwise indicated herein.

- Submissions in response to this solicitation are considered to be irrevocable for a period of not less than one hundred twenty (120) days following the established due date and may not be withdrawn without the express written permission of the State Purchasing Agent.

- Responses misdirected to other State locations or which otherwise are not received by the State Division of Purchases by the established due date for any cause will be determined to be late and will not be considered. The office clock, for the purpose of registering the arrival of a document, is in the reception area of the Department of Administration (DOA), Division of Purchases, One Capitol Hill, Providence, Rhode Island.

- VENDORs are advised that all materials submitted to the State for consideration will be considered to be public records as defined in RI Gen Laws 38-2, without exception, and will be released for inspection immediately upon request once an award is made.

- In accordance with RI Gen. Laws 7-1.1-1401, no **foreign corporation** (a corporation established other than in Rhode Island) has the right to transact business in this State until it has procured a Certificate of Authority to do so from the Office of the Secretary of State (401) 222-2357.

- Although not required, **Disadvantaged Business Enterprise (DBE)** participation is encouraged on all RIDOT projects. A list of current Rhode Island State certified DBE firms may be obtained through the State's MBE Office website at **www.mbe.ri.gov**. Any questions should be directed to:

Office of Business and Community Resources
Room 110, Two Capitol Hill
Providence, RI 02903
(401) 222-3260

ADDITIONAL REQUIRED FORMS

Besides the ***RIVIP Bidder Certification Cover* Sheet** -as required at the State level and obtained through the RIVIP website, RIDOT also requires that the following **THREE (3) FORMS** be completed and included in your submission package in line with federal regulations and departmental policy. These FORMS will be reviewed for completeness and at the point of award will be made part of contract document.

- **CONFLICTS DISCLOSURE STATEMENT:** In line with directions stated, completed FORM(s) must be signed and submitted accordingly.

- **W-9 FORM:** Must be completed and signed by authorized agent of your Firm. ***Form may be downloaded* at www.purchasing.ri.gov.**

- **CERTIFICATION FOR TITLE VI ASSURANCE:** Shall be fully-completed and submitted accordingly.

All FORMS (except W-9) are attached to solicitation and shall be completed and copies submitted along with each TECHNICAL PROPOSAL submission. ("ORIGINAL" & COPIES). Please note, for W-9 form only, one (1) unbound "Original" copy is required at time of submission. Copies of W-9 need not be included in individual proposal submissions.

INSTRUCTIONS FOR RFP SUBMISSION CONTENT AND FORMAT

Upon review of the Scope of Work (SOW), submissions must include, at a minimum, the following information for RIDOT review and subsequent final selection recommendation:

- **Letter of Transmittal**: A Letter of Transmittal shall accompany each response signed by an owner, officer, or other authorized agent of the Firm.

- **RIVIP BIDDER CERTIFICATION FORM:** ALL THREE (3) Pages shall accompany each response submitted. Failure to make a complete submission of this document may result in disqualification. ***(SEE GENERAL NOTIFICATIONS).***

- **Proposal Format**: **TECHNICAL PROPOSAL ("Proposal"-"Original" plus SIX (6) COPIES)** and a *separately sealed* **COST PROPOSAL (3 COPIES)** are to be submitted *simultaneously*. The Proposal shall be bound or contained in a single volume. All documentation submitted with the proposal shall be contained in that single volume. The Proposal shall be prepared on **8 1/2" x 11"** letter sized white paper sequentially numbered and limited in length to a total of **25 PAGES** – exclusive of exhibits, which shall be tabbed and included in the bound submission. Font size shall be a minimum of **12 POINTS** for all submittals. ALL documentation in excess of 25 PAGE MAXIMUM will be removed and discarded. The Proposal shall contain a Table of Contents that cross-references each requirement with specific pages in the technical submission.

- RIDOT requires that the Proposal submission be submitted not only in hard copy form but also on CD-ROM. Clearly labeled CD ROM should be attached to the inside cover of each Proposal submission. RIDOT requires that the electronic version of said Proposals be submitted in Adobe PDF format.

- **RIDOT SOW and Addenda**: VENDORs shall include as part of the PROPOSAL submission as an "exhibit" a copy of RIDOT'S original RFP and any supplemental Addenda, as applicable.

Respondents are encouraged to PLEASE LIMIT THE SIZE AND VOLUME of the PROPOSAL provided; the evaluation process will be based on the content of the 25 PAGE technical narrative which should be focused on the defined selection criteria cited in this RFP; Respondents are encouraged to concentrate on this 25 PAGE entry in outlining/preparing their submission.

Additionally, RIDOT requests SPIRAL BOUND PROPOSALS PLEASE; the use of 3-RING binders is discouraged due to the limited storage capacity both at RIDOT and RIDOA.

All information requested below must be organized in the exact order in which the following RFP requirements are presented with page numbers in consecutive order. The TECHNICAL PROPOSAL submission should contain a Table of Contents that cross-references each RFP requirement with specific page cited. Failure to provide proposals in the exact order with a Table of Contents will be disqualified.

The TECHNICAL PROPOSAL submission shall NOT contain any references to PROJECT COST. Inclusion of cost information within the TECHNICAL Proposal submission may result in disqualification.

BACKGROUND & PREVIOUS EXPERIENCE

- **Company Introduction:** VENDORS are to include a complete description of their organizational structure and other relevant information documenting the Firm's professional practice and areas of specialization.

- **Relevant Experience**: VENDORS are to include a comprehensive listing of similar projects and/or clients served similarly in concept to the project being proposed. The selected VENDOR must have been in **continuous business since 2008** providing similar products and services as described in this RFP.

  The selected VENDOR must have successfully completed a minimum of **TWO (2) ORACLE R12** Upgrade Projects in either private or public sectors, **ONE (1)** of which must be for a **Government, State or Educational Institution.** (See APPENDIX A).

- **Client References**: Names, addresses, and contact information (Phone & E-mail) of at least **TWO (2)** previous clients who are familiar with the services provided by your firm shall be included. (See APPENDIX A). This information is required not only for the VENDOR but also for any key Sub-VENDOR to be assigned to project. By so listing, specific

permission is granted to RIDOT to contact said individuals to verify the satisfactory performances of the services provided. VENDOR acknowledges that RIDOT is granted specific permission to discuss past performance of VENDOR and any of its proposed team members on any projects.

- **Current Workload:** VENDORS are to include a current listing of ALL PROJECTS contracted to perform similar in concept to the services requested. (See APPENDIX B).

- **Organizational Chart:** VENDORS are to provide an organizational chart to include TITLES, NAMES and PHYSICAL LOCATION of proposed staff.

- **Point of Contact:** All potential VENDORS must provide the NAME, TITLE, OFFICE LOCATION and CONTACT INFORMATION (E-Mail and Phone Number) of the your Firm's primary Point of Contact to whom clarification questions can be forwarded.

PROJECT APPROACH/ SCHEDULE

- **Project Approach:** VENDORS shall provide a detailed synopsis of their proposed system qualifications and abilities to provide the desired functionalities as described in the project's Scope of Work including any issues that will or may be confronted at each stage of the project.

- **Training Requirement:** VENDOR shall provide a detailed description and timeframe of the required training (including R12 Delta training) associated with this project and document as part of proposal submission as well as any other training opportunities that may be made available to RIDOT.

- **Project Schedule:** The proposed schedule shall also define implementation deliverables, major milestones and step-by-step tasks in addition to timeframe anticipated to complete this project.

- **Supplemental Information:** VENDORS are encouraged to submit any other information deemed useful to provide RIDOT with sufficient relevant information to evaluate the firm's qualifications and technical approach to the project.

ORGANIZATION & STAFFING

- **Staff Qualifications:** VENDORS are to include an overview of experienced personnel presently on staff including resumes, curricula vitae or statements of prior experience and/or qualifications of key personnel to be directly assigned to project. Staff assignments and concentration of effort for each staff member are to be addressed. Note that we reserve the right to interview key resources. For all resources, indicate the percentage of time they are expected to work on the project.

Please note that RIDOT has assigned a dedicated **PROJECT MANAGER (PM)** on this project who shall be responsible for the successful delivery of this project. The PM will be responsible for the development and coordination of a complete and comprehensive project work plan and will manage and oversee all facets of this **ORACLE R12** Upgrade Project. Therefore, VENDORS shall not be required to provide a Project Management resource as part of this proposal but will be required to work under the direction of the RIDOT assigned PM.

The VENDOR must disclose the name, qualifications and physical office location for the **LEAD FUNCTIONAL SPECIALIST(S)** to be assigned as individuals who will lead all functional and operational tasks through to completion. The designated **Lead Functional Specialist(s)** must demonstrate an expert level experience in Release R12 Oracle Financials *(Refer to SCOPE OF WORK for list of modules)* and each Specialist assigned must have successfully completed a minimum of **TWO (2) ORACLE R12** Upgrade implementations including **ONE (1) Government, State or Educational Institution upgrade**. RIDOT strongly recommends resources having multiple modules implementation experience.

The VENDOR must disclose the name, qualifications and physical office location for the **TECHNICAL SPECIALISTS** to be assigned as individuals who will analyze all technical programs and remediate/develop all programs for this project

through to completion. They will also provide technical documentation as required. The designated Technical Specialists must be expert in Oracle Financials (*Refer SCOPE OF WORK for list of modules*) in terms of CEMLI remediation and evaluation and must also have successfully completed a minimum of **TWO (2) ORACLE R12** Upgrade implementations for any private or public sectors.

Provide the expected number of the VENDOR'S representatives, **ALL ON-SITE**, that will be involved in the implementation of the system.

Additionally, provide in detail an explanation of the expected RIDOT staff involvement for the implementation of the system. Include the type of staff and number of hours, part time and full time.

- **Sub-VENDOR(S):** As applicable, disclosure of any Sub-VENDOR's organizational structure and business background as well as the type of work they will perform must be documented in response to this Request. Full disclosure of the proposed team to be assigned this project is required in the **Technical Proposal.**

- **Change in Personnel:** RIDOT shall be informed in writing of any changes in personnel for review and acceptance at any time during the contract term. RIDOT reserves the right to reject personnel and/or if in the event key personnel are no longer available, RIDOT reserves the right to terminate this agreement.

SUMMARY OF KEY DIFFERENTIATORS

- The VENDOR shall provide a summary of any **key differentiators** that make their qualifications/ services uniquely positioned to provide the **ORACLE R12** upgrade to RIDOT

- The VENDOR shall describe any additional features, aspects, or advantages of its goods and/or services specific to any relevant area not covered elsewhere in this request.

COST PROPOSAL: (THREE (3) "HARD" COPIES ONLY)

- VENDORS shall submit, separate from the Technical Proposal, **THREE (3) COPIES of** a completed *signed and sealed* **COST PROPOSAL** using the required format attached.

- **COST PROPOSAL** shall reflect a Lump Sum total contract budget itemized per defined **PRODUCTION PHASE** inclusive of proposed deliverables/activity milestones and anticipated delivery date associated with each task as defined in the VENDOR's PROPOSAL. *(SEE "PROPOSED SYSTEM COST" FOR ITEMIZED BREAKDOWN)*

  VENDORS are also asked to provide a Lump Sum **OPTIONAL BUDGET** as part of the Cost Proposal for each potential Enhancement Implementation as cited as part of APPENDIX E- CUSTOMIZATION INVENTORY. Depending on the availability of funding, RIDOT may, at its discretion, additionally include "any or none" of these enhancement costs as part of this current Contract award. VENDORS shall be advised that all enhancement pricing will be subject to final negotiation. Proposed pricing for potential module enhancements labeled **a through f is mandatory** but pricing for **"INVENTORY" (g) and "OTHER" (h) enhancement categories will be discretionary.** VENDORS will not be penalized if pricing is not provided for discretionary enhancement categories.

- **COST PROPOSAL** prices submitted will be considered *firm and fixed.* RIDOT will not increase the contract or any purchase order (either dollar amount or time) for items not included in the submitted proposal documents. RIDOT reserves the right to purchase part of the proposal or the entire proposal.

- RIDOT will not consider change orders or amendments unless it is deemed a change in the original scope of the project directed and authorized by RIDOT.

- Describe, in detailed narrative, all aspects of your pricing policy.

Failure to fully disclose formatted total contract cost and pricing policy as cited may result in disqualification.

ON-LINE QUESTIONS

Any pertinent questions subsequent to this solicitation may be posted at the RIDOT'S *"Bidding Opportunities"* web page accessible at: **http://www.dot.ri.gov/contracting/bids** and follow the link to **"?"** to submit questions for this solicitation. Responses to questions submitted for the subject project will also be posted under the same questions menu. The Q & A Forum will disable 5 FULL CALENDAR DAYS prior to the due date for this project. Therefore, questions will not be accepted **after NOON on SEPTEMBER 25, 2015.** Upon the close of questions, all questions received and responses posted by RIDOT will be subsequently posted as a formal ADDENDUM on the RIVIP Website and therefore incorporated as part of this RFP.

SUBMISSION REQUIREMENTS & DUE DATE

TECHNICAL PROPOSAL ("Original" plus SIX (6) COPIES) and a *separately sealed* **COST PROPOSAL (THREE (3) COPIES)** are to be submitted simultaneously. RIDOT requires that the Proposal submission be submitted not only in hard copy form but also on **CD-ROM.** Clearly labeled CD ROM should be attached to the **inside cover of each Technical Proposal submission**. RIDOT requires that the electronic version of said Proposals be submitted in **Adobe PDF format.**

Requested documentation is to be either mailed or hand-delivered in a sealed envelope marked *"RFP 7549883 - ORACLE R12 Upgrade of the RIDOT Financial Management System"* by **OCTOBER 2, 2015 no later than 11:30 A.M. to:**

BY COURIER OR MAIL:
RI Department of Administration
Division of Purchases (2nd fl)
One Capitol Hill
Providence, RI 02908-5855

NOTE: ***Proposals received after the above-referenced due date and time will not be considered.*** **SEE GENERAL INSTRUCTIONS AND NOTIFICATIONS.**

INTERVIEW/DEMONSTRATION

RIDOT reserves the right to schedule interviews as part of its evaluation process. If the VENDOR is requested to attend an interview and provide a demonstration of the proposed approach, the **LEAD FUNCTIONAL SPECIALIST**, as the individual that will manage the functional aspect of the project, will take the lead role in the interview and approach. The VENDOR'S **Senior TECHNICAL SPECIALIST** and other experts must also be available during the interview process. Information from the interview, including content and style, will be made part of the evaluation process.

RIDOT will provide a 10-DAY notice to VENDORS including the time and location of presentation. All presentations will be limited to **ONE (1) HOUR** in duration, including questions. Each VENDOR will be responsible for all costs associated with the preparation, submission, travel and execution of the work necessary to provide their presentation to RIDOT.

EVALUATION AND SELECTION

A Technical Evaluation Committee (TEC) will be comprised of RIDOT/RIDOA personnel responsible for the project under consideration based on the cited evaluation criteria:

SELECTION CRITERIA:		MAXIMUM POINTS
1.	**VENDOR'S CAPABILITY, CAPACITY AND TECHNICAL QUALIFICATIONS** • Has the VENDOR been in business since 2008 and has documented their organizational structure and areas of specialization? • Did the VENDOR provide samples of **TWO (2)** successful **ORACLE R12** Upgrade Projects citing the Project OWNER/Contact Information, Project Term and Date of Completion for each project cited? • Were minimum **TWO (2)** client references and contact information provided? **(Evaluated from Appendix A)** • Does the VENDOR describe their current workload along with the completion date for each project cited and the availability of their personnel to perform the project within the timeframe anticipated? Is it feasible? **(Evaluated from Appendix B)** • If applicable, did any proposed key Sub-VENDORS provide similar requirements and contact information? • Was an organizational chart provided? Were all anticipated technical services represented? • Does the VENDOR possess the capacity suitable to the level of project complexity anticipated under this Project? • Does the VENDOR possess the ability to handle all elements addressed in the project scope in a timely and responsive manner? • Did the VENDOR present a complete Proposal inclusive of all required APPENDICES? Did the VENDOR's approach provide a full understanding of the project scope and potential tasks and services? • Was a detailed description of the training requirement provided along with the timeframe anticipated? • Were any potential technical issues discussed and mitigation factors proposed? • Was there a project schedule provided by the VENDOR inclusive of proposed deliverables and activity milestones and is that schedule achievable?	**0-40 POINTS**
2.	**VENDOR'S STAFF QUALIFICATIONS AND RELEVANT EXPERIENCE** • Does the Proposal illustrate that the assigned FUNCTIONAL and TECHNICAL SPECIALISTS each have the background and experience necessary for a successful ORACLE R12 Project Upgrade?. • Does the Proposal and staff assignment proposed provide a clear understanding of both the VENDOR'S and RIDOT's roles under this Project?	**0-10 POINTS**
3.	**INTERVIEW/DEMONSTRATION** *Scoring for this criterion shall be solely based on VENDOR'S project presentation/delivery and their responses to the questions presented by the Technical Evaluation Committee Members.*	**0-10 POINTS**
4.	**SUMMARY OF KEY DIFFERENTIATORS (Evaluated from APPENDIX C)** • Did the VENDOR provide a summary of any **key differentiators** that makes their qualifications/ services uniquely positioned to provide the **ORACLE R12** upgrade to RIDOT? • Does the VENDOR describe any additional features, aspects, or advantages of its goods and/or services specific to any relevant area not covered in the RFP request?	**0-10 POINTS**
5.	**COST PROPOSAL (Evaluated separately)**	**0-30 POINTS**
	MAXIMUM SCORE	**100 POINTS**

Technical and **Cost Proposals** will be evaluated separately. **COST Proposals** will remain sealed at RIDOA/Purchases until such time as technical scoring has been completed.

NOTE: The Proposals receiving scores of less than 50 POINTS out of the 70 eligible POINTS will NOT be scored for cost and will be disqualified.

The Review Committee will then evaluate the qualifying **Cost Proposals** and the results will be integrated with the Technical review. This will result in a final ranking and recommended selection.

The findings will then be reviewed and accepted by RIDOT'S Advisory Consultant Selection Panel. With the support of the DOT Director, the final selection recommendation(s) will be submitted to the State Purchasing Agent for final approval and contract execution. Upon completion of formal award process, RIDOT will issue a formal Notice to Proceed to the successful VENDOR.

At any point during the review process, any proposal found to be substantially non-responsive will be excluded from further consideration.

Evaluation will also consider commitment to Affirmative Action and DBE Participation. The State may, at its sole option, elect to require presentation(s) by VENDORs clearly in consideration for award. Other submissions, certifications, or affirmations may be required, as appropriate.

The State reserves the right to solicit separately for selected initiatives within its SOW.

RIDOT retains the right to audit all costs charged under this Agreement during the review and selection process in addition to the initial and any extended contract term. All supporting documents for costs charged under this Agreement are to be retained THREE (3) years after final payment or until three (3) years after settlement of any disputes or litigation associated with the Contract.

The State reserves the right to make an award or multiple awards or to reject any or all proposals based on what it considers to be in its best interest.

SCOPE OF WORK
FOR
ORACLE R12 Upgrade of the RIDOT Financial Management System

INTRODUCTION

The Rhode Island Department of Transportation / Office of Information Technology (RIDOT) is seeking the services of a qualified and experienced Oracle consulting firm (VENDOR) to provide expertise to upgrade Oracle EBS from current ORACLE EBS 11i to release R12.2.4. The **ORACLE R12** proposals must be able to handle all of the RIDOT's requirements.

The following **ORACLE R12** application modules are included within the scope of the Project.

- Purchasing
- General Ledger
- Accounts Payable
- Accounts Receivable
- Grants
- Oracle Time and Labor
- Human Resources
- Oracle Inventory
- Payments – part of footprint once upgraded
- Sub Ledger Accounting – part of footprint once upgraded

Because time and cost are concerns for RIDOT, we do not plan to upgrade components that do not require remediation. For example, reports developed in Oracle Reports ***should*** continue to work in R12 as long as the data model has not changed. In order to mitigate risk to the project plan, we do not plan to upgrade any reports from Oracle Reports to BI Publisher during this project, unless the underlying data model has changed and remediation is required for the report to run. All details of customizations can be found in Error! Reference source not found.. Please take our upgrade strategy into account when estimating the remediation efforts required for the upgrade. Due to cost limitations the RIDOT may choose to eliminate some of module enhancements. The current hardware and software versions are listed in **APPENDIX D – TECHNICAL ENVIRONMENT.**

RIDOT's IT staff, consisting of One (1) System Administrator, and Two (2) Programmer Analysts will, as much as practical, be dedicated full time to the project. The current plan is to share RIDOT's IT staff partly on this project and partly to provide

production support for the current systems. As noted above, RIDOT will assign a dedicated Project Manager and Application Data Base Administrator.

VENDOR Minimum Qualifications

The following minimum qualifications have been established as a basis for determining the eligibility of the proposed VENDOR, required **LEAD FUNCTIONAL SPECIALISTS, FUNCTIONAL SPECIALISTS, TECHNICAL SPECIALISTS** and the proposed solution. A proposal will be considered non-responsive unless sufficient documentation is provided in the proposal to determine that the VENDOR, Functional Specialist, Technical Specialist and the proposed solution meet the following requirements:

The VENDOR must have been in continuous business since 2008 providing similar services as described in this RFP (information concerning the name and address of the companies along with contact information and the types of products and services is required), and

The selected VENDOR must have successfully completed a minimum of **TWO (2) ORACLE R12** Upgrade Projects in either private or public sectors, **ONE (1)** of which must be for a **Government, State or Educational Institution.**

The VENDOR must disclose the name, qualifications and physical office location for the **LEAD FUNCTIONAL SPECIALIST(S)** to be assigned as individuals who will lead all functional efforts through to completion. The designated **Functional Specialists** must have extensive experience in Release R12 Oracle Financials (refer SCOPE OF WORK for list of modules) and must have successfully completed a minimum of **TWO (2) ORACLE R12** Upgrade Projects in either private or public sectors, **ONE (1)** of which must be for **Government, State or Educational Institution**. RIDOT strongly recommends resources having multiple module implementation experience.

The VENDOR must disclose the name, qualifications and physical office location for the **TECHNICAL SPECIALISTS** to be assigned as individuals who will analyze all technical programs and remediate/develop technical programs for this project through to completion. The designated Technical Specialists must be an expert in Oracle Financials *(Refer SCOPE OF WORK for list of modules)* to assist staff in analyzing/remediating programs in R12 version and must also have successfully completed a minimum of **TWO (2) ORACLE R12** Upgrade Projects in either private or public sectors, **ONE (1)** of which must be for **Government, State or Educational Institution**.

SOFTWARE CONFIGURATION/DATA MIGRATION

The VENDOR delivery, configuration, customization remediation, data migration and verification, testing, implementation, and training shall be on-site done at the Rhode Island Department of Transportation Main Headquarters located at 2 Capitol Hill, Providence, RI, 02903.

The VENDOR shall provide detailed documentation for all configuration, all programs and end-user training.

The selected VENDOR'S **TECHNICAL SPECIALIST** must be an expert in Oracle Financials in terms of CEMLI remediation and evaluation. The VENDOR will remediate/evaluate the Customizations mentioned in APPENDIX E. All new development / existing code remediation must follow industry best standards and RIDOT development standards. The VENDOR shall be responsible for ensuring all requirements are met.

TRAINING REQUIREMENTS

THE VENDOR will provide **ORACLE R12** Delta Training WITHIN 30 DAYS of issuance of Notice to Proceed. All other training shall be completed within **30 DAYS** of final user acceptance of the **ORACLE R12** Upgrade Project; maximum duration of training cannot exceed **THREE (3) BUSINESS DAYS**. The successful VENDOR shall provide end-user and IT Software Administration documentation in the form of manuals or electronic documents at onset of training. On-site training is required for up to 25 individuals (which includes 2 Support Staff).

RESPONSIBILITIES OF RIDOT

RIDOT will be responsible for the following:

- Provide **Point of Contact (POC)** to the selected VENDOR during the implementation. The VENDOR resources will be reporting to the dedicated Project Manager for this project.
- Provide adequate work space.
- Provide the development and coding standards for technical work.
- Provide workstations for all resources provided by Vendor but the vendor will provide all software development tools needed for this **ORACLE R12** Upgrade.

CONTRACT TERM

The work must start within **TWO (2) WEEKS** after issuance of the Notice to Proceed. The "Go Live" date must occur within **SIX (6) MONTHS** after issuance of the Notice to Proceed. The **ORACLE R12** Upgrade Project "Go Live" date must occur no later than May 31st, 2016 to ensure a timely transition to the State's fiscal year closing date on June 30th, 2016. In addition, the VENDOR will also provide a minimum of **TWO (2) MONTHS** post-production support after "Go-Live" and these additional services shall be included in the proposed project cost. Delivery of services as described herein shall be deemed acceptance of these requirements. RIDOT may, without cause, terminate the Agreement by giving 30 days written notice to the successful VENDOR.

PROPOSED COST – ORACLE R12 UPGRADE

Proposed cost pricing should include the following:

The proposed budget for the **ORACLE R12** Upgrade shall include all professional services and training including costs to implement the proposed solution as well as all support services. The Total Price must include **services** covering all proposed solution components and covering post production support (beginning on the date of "Go-Live) and training of personnel as set forth below. The VENDOR must include a high level SOW associated with the implementation and detailed comprehensive **on-site training** costs for up to 25 individuals (includes 2 Support Staff) for the solution proposed.

The cost of the proposed system shall be an **ALL INCLUSIVE FIXED FEE** that includes all costs associated with the successful implementation and operation of the system, excluding hardware infrastructure, Application DBA tasks and Project Manager tasks in **ORACLE R12** Upgrade. *RIDOT will not separately reimburse for travel and expenses.* Payment to the selected VENDOR will be according to completion of specific tasks and based on a percentage of the fee. The fee will be paid in accordance with the terms and conditions as outlined in the Letter of Agreement to be established with the selected VENDOR prior to contract award.

OPTIONAL PRICING

VENDORS are also requested to provide as part of the COST PROPOSAL a Lump Sum OPTIONAL BUDGET for each individual potential module enhancement implementation listed under APPENDIX E- CUSTOMIZATION INVENTORY along with their requested functional capabilities. This would be in addition to the cost of the **ORACLE R12** Upgrade; however, due to funding availability, it will be at RIDOT's discretion whether to add "any or none" of the proposed individualized module enhancement costs to this Contract award. VENDORS shall be advised that all enhancement pricing will be subject to final negotiation.

It shall be noted that Proposed pricing for potential module enhancements labeled **a through f is mandatory** but pricing for **"INVENTORY" (g) and "OTHER" (h) enhancement categories will be discretionary.** VENDORS will not be penalized if pricing is not provided for discretionary Enhancement categories.

PAYMENT TERMS

The resultant Agreement will be performance-based. The percentage of payment shall be based on the accepted **ORACLE R12 TOTAL COST** as cited on the VENDOR's COST PROPOSAL with payments issued upon the successful completion and acceptance by RIDOT of each **ORACLE R12 PRODUCTION PHASE** as detailed below. Changes to this payment structure can only be changed by a mutually agreed upon contract amendment. The RIDOT requires payment terms of 30 business days net. Please highlight any other payment terms you offer or ideas that may maximize RIDOT's working capital.

1.	***15% - Upon Completion of ANALYSIS PHASE-*** This shall be defined as the date when following milestones are complete and subject to acceptance and approval by RIDOT: • Establish baseline • **ORACLE R12** Delta Training • Prepare proof-of-concept/ Conference Room Pilot Round 1 (CRP1) • Map / Gap to R12 / Preliminary Design • Analyze RIDOT Customization
2.	***15% - Upon Completion of DESIGN PHASE-*** This shall be defined as the date when following milestones are complete and subject to acceptance and approval by RIDOT: • Configure for Conference Room Pilot Round 2 (CRP2) • Unit Test / Integration Test • Conduct CRP2 • Iterate / Design Changes
3.	***20% - Upon Completion of DEVELOPMENT AND BUILD PHASE-*** This shall be defined as the date when following milestones are complete and subject to acceptance and approval by RIDOT: • Update Configurations / Customizations • Identify Data Migration • Unit Test / Integrate & Iterate with User Acceptance Testing (UAT)
4.	***20% - Upon Completion of TEST, TRAINING AND TRANSITION PHASE-*** This shall be defined as the date when following milestones are complete and subject to acceptance and approval by RIDOT: • Migrate All Customizations • Prep / Conduct UAT • Assess & Fix / Iterate • Final Acceptance • Develop Training Plan / Material • Conduct Pre-Production Training
5.	***20% - Upon successful "GO LIVE" PHASE AND IMPLEMENTATION of the Software Program on a separate Production Environment-*** This shall be defined as the date of the Final **ORACLE R12** Upgrade for production that has been accepted as complete by RIDOT and no additional changes, modifications or implementation is to take place at that time. • Implement detailed cut-over plan
6.	***10% - Upon Completion of Two (2) Month POST PRODUCTION PHASE*** This shall be defined as the date of successful implementation of the **ORACLE R12** with no unreasonable fixes, problems or downtime as accepted and approved by RIDOT. • Submission of final Training and Functional/Technical documentation • Project Close Out

RIDOT shall provide written notification of acceptance or rejection of all deliverables.

INSURANCE

The selected VENDOR must provide the insurance coverage and limits as outlined below:

A. Insurance Terms & Conditions

The following minimum limits and coverage will be maintained by the selected VENDOR throughout the term of the Agreement. In the event the selected VENDOR becomes in default of the following requirements, RIDOT reserves the right to take whatever actions deemed necessary to protect its interests. Liability policies, other than Workers' Compensation/Employer's Liability and Professional Liability, will provide that RIDOT is an additional insured.

B. Required Coverage – Minimum Limits

1. WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE

The minimum limits of insurance (inclusive of any amount provided by an umbrella or excess policy) are:

Part One (Workers' Compensation): Rhode Island Statutory	
Part Two (Employer's Liability):	
Each Accident	$100,000
Disease – Policy Limit	$500,000
Disease – Each Employee	$100,000

2. COMMERCIAL GENERAL LIABILITY – PRODUCTS & COMPLETED OPERATIONS

The minimum limits of insurance (inclusive of any amounts provided by an umbrella or excess policy) covering the work performed pursuant to the Agreement will be the amounts specified herein. Coverage will be provided for liability resulting out of, or in connection with, ongoing operations performed by, or on behalf of, the selected VENDOR under the Agreement or the use or occupancy of RIDOT premises by, or on behalf of, the selected VENDOR in connection with the Agreement.

Agreement Specific	
General Aggregate	$1,000,000
Each Occurrence	$1,000,000
Personal and Advertising Injury	$1,000,000

3. BUSINESS AUTO LIABILITY

Coverage must be provided for all owned, hired and non-owned vehicles.
The minimum limits of insurance (inclusive of any amounts provided by an umbrella or excess policy) will be:

Each Occurrence - Bodily Injury and Property Damage Combined	$1,000,000

4. PROFESSIONAL LIABILITY

Such insurance will cover the selected VENDOR for those sources of liability arising out of the rendering of or failure to render professional services in the performance under the Agreement. The insurance will include coverage for liability contractually assumed by the selected VENDOR in the Agreement.
The minimum limits of insurance (inclusive of any amounts provided by an umbrella or excess policy) covering the work performed pursuant to the Agreement will be:

Per Claim	$1,000,000
Annual Aggregate	$1,000,000

C. Conditions Of Acceptance

The Letter of Agreement will incorporate by reference RIDOT'S Operating Directive concerning contractual insurance terms and conditions in effect as of the date of the **NOTICE TO PROCEED**.

D. Hold Harmless & Indemnification

To the full extent of Rhode Island law, the contractor agrees to indemnify, defend and hold harmless the State, its officers, representatives, agents, servants, employees and successors from any liability, damages, claims and or losses arising from the performance of the contractor, its agents or employees, including all costs, expenses and attorneys fees which in any manner result from or arise out of this agreement.

The VENDOR'S obligations to indemnify, defend and hold harmless extend to the use of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in the performance of the contract to which the contractor is not the patentee, assignee or licensee.

The VENDOR shall reimburse the State for any and all damages to the real or personal property of the State caused by the acts of the contractor, its agents or employees. The State shall give reasonable notice of any such claim.

The VENDOR'S duties under this section shall remain fully in effect and binding in accordance with the terms and conditions of the contract, without being lessened or compromised in any way, even where the contractor is alleged or is found to merely contributed in part to the acts giving rise to the claims and/or where the State is alleged or is found to have contributed to the acts giving rise to the claims.

-END OF SCOPE-

RHODE ISLAND DEPARTMENT OF TRANSPORTATION
ORACLE R12 Upgrade of the RIDOT Financial Management System

APPENDIX A – REFERENCES QUESTIONNAIRE

The selected VENDOR must have successfully completed a minimum of **TWO (2) ORACLE R12** Upgrade Projects, in either private or public sectors, **ONE (1)** of which must be for a **Government, State or Educational Institution.** Rhode Island Department of Transportation may not be submitted as a reference. Include company name, address, phone, fax, email, and name of person who is to be contacted for references. The State shall contact references using the attached sample form.

Business Name: _____
Business Address: _____
City, ST, Zip: _____
Contact Person: _____
Phone: _____ Fax: _____
Email: _____

Business Name: _____
Business Address: _____
City, ST, Zip: _____
Contact Person: _____
Phone: _____ Fax: _____
Email: _____

Business Name: _____
Business Address: _____
City, ST, Zip: _____
Contact Person: _____
Phone: _____ Fax: _____
Email: _____

Business Name: _____
Business Address: _____
City, ST, Zip: _____
Contact Person: _____
Phone: _____ Fax: _____
Email: _____

Business Name: _____
Business Address: _____
City, ST, Zip: _____
Contact Person: _____
Phone: _____ Fax: _____
Email: _____

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR TECHNICAL PROPOSAL RESPONSE.

APPENDIX B – CURRENT WORKLOAD: VENDOR CLIENT INFORMATION

Response must include a current listing of **ALL PROJECTS** contracted to perform similar in concept to the services requested.

Client Name	Contact Name, Email, Phone Number	Estimated Go-Live Date

Vendor Name	Date

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR TECHNICAL PROPOSAL RESPONSE.

RHODE ISLAND DEPARTMENT OF TRANSPORTATION
ORACLE R12 Upgrade of the RIDOT Financial Management System

APPENDIX C - MINIMUM REQUIREMENT FORM

The Vendor must provide the following technical, and functional requirements; cite "Yes" or "No" next to each entry. **The following FORM must be completed in its entirety**.

#	Minimum ORACLE R12 UPGRADE Requirements	Y	N	Comments
1	The COST PROPOSAL must not include the cost for **ORACLE R12** hardware infrastructure and DBA services. The COST PROPOSAL also must not include the cost for **ORACLE R12** Upgrade project Management services.			
2	As part of an applications assessment, the VENDOR must find ways to more effectively leverage the Oracle applications within RIDOT, either through implementing new functionality or better leveraging existing functionality.			
3	The VENDOR must eliminate any customizations where vanilla functionality provides the same functionality.			
4	All assigned resources be accessible during the overall Upgrade project timelines			
5	The VENDOR must track/test all new required patches after install and help Project Manager to consolidate all patches.			
6	The VENDOR must assist Project Manager to manage Scope, Acceptance and Approvals.			
7	The VENDOR must define/map Business Requirements and Analysis and provide documentation.			
8	The VENDOR must perform Mapping and Configuration and provide documentation.			
9	The VENDOR must perform Analysis and Design of new features or solutions.			
10	The VENDOR must analyze ALL custom solutions to replace with **ORACLE R12** standard functionality.			
11	The VENDOR must provide **ORACLE R12** Delta Training to Key Users in modules mentioned in SCOPE OF WORK			
12	The VENDOR must recommend Enhanced Operational Efficiencies with new Application version.			
13	The VENDOR must recommend Testing strategy.			
14	The VENDOR must implement NEW essential **ORACLE R12** functionality, such as SLA, Payments, etc.			
15	The VENDOR must execute Unit Testing, System Integration Testing and User Acceptance Testing			
16	The VENDOR must perform Technical/Functional Analysis and Remediation of ALL customizations referenced in **APPENDIX E – Inventory of RIDOT Customizations** required to allow RIDOT to operate normally.			
17	The VENDOR must build/design new solutions as per business requirements.			
18	The VENDOR must analyze/build/test all Interfaces in and around RIDOT Oracle Applications.			
19	The VENDOR must help Project Manager in planning detailed cutover plan.			
20	The VENDOR must build end-to-end Training Documentation.			
21	The VENDOR must build/provide ALL functional and technical documentation.			
22	The VENDOR must follow Best Practices and provide efficient way to remediate the existing customization.			
23	The VENDOR must bring any issue, risk, problems to Project Manager's attention.			
24	The VENDOR must have good experience with OUM Methodology.			
25	The VENDOR must conduct post-production knowledge transition to support team.			
26	Test Single SIGN ON functionality.			
27	The VENDOR must track Scope creep items and bring to the Project Manager's attention.			
28	The VENDOR must provide a mechanism for users to access their files on Linux operating system. Currently Oracle EBS is in Windows operating system and end users access the server for file maintenance. The **Oracle R12's** new servers are in Linux operating system and users will need access to their files on the server.			
	OPTIONAL REQUIREMENT:			
29	Expertise/Capacity to Implement Oracle Discoverer 11g Reporting Tool and provide training to key users *(Listed under APPENDIX E)*			

APPENDIX C - MINIMUM REQUIREMENT FORM (Continued)

Additional Comments:

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR TECHNICAL PROPOSAL RESPONSE.

APPENDIX D - TECHNICAL ENVIRONMENT

Below are the current hardware and software versions we are running at RIDOT. Our goal is to upgrade the Oracle EBS software to release 12.2.4 without procuring additional servers. If you note deficiencies in our hardware (including storage), note that in your response to this RFP so we make sure that we can take steps to address those concerns while keeping the project on schedule.

A. SOFTWARE PATCH LEVELS

RIDOT is currently running Oracle E-Business Suite 11.5.10 running on Oracle RDBMS ..... The following family packs and RUPs have been applied:

PRODUCT/MODULE	CURRENT PATCH LEVEL
General Ledger	11i.GL.K
Self-Service Web Applications	11i.ICX.I
Payables	11i.AP.N
Purchasing	11i.PO.I
Receivables	11i.AR.O
Projects	11i.PA.M
Inventory	11i.INV.J
Human Resources	11i.PER.P.5
Oracle Time and Labor	11i.HXT.J.5
Grants Accounting	11i.GMS.M

B. PRODUCTION HARDWARE

RIDOT has **ONE (1) production applications server.** The server specifications are:

Hardware:	HP Proliant DL380G9
CPU:	8
Memory:	64GB
Non-OS Disk space:	2x450GB
Operating System:	Red Hat Enterprise Linux Server

APPENDIX D - TECHNICAL ENVIRONMENT (Continued)

RIDOT has **ONE (1) production database server**. The server specifications are:

Hardware:	**HP Proliant DL580G8**
CPU:	**12**
Memory:	**128GB**
Non-OS Disk space:	**2x140GB**
Operating System:	**Red Hat Enterprise Linux Server**

C. DEVELOPMENT AND TEST HARDWARE AND ENVIRONMENTS

RIDOT has **ONE (1) development/test applications server**. The server specifications are:

Hardware:	**HP Proliant DL380G9**
CPU:	**8**
Memory:	**64GB**
Non-OS Disk space:	**2x450GB**
Operating System:	**Red Hat Enterprise Linux Server**

RIDOT has **ONE (1) production database server**. The server specifications are:

Hardware:	**HP Proliant DL580G8**
CPU:	**12**
Memory:	**128GB**
Non-OS Disk space:	**2x140GB**
Operating System:	**Red Hat Enterprise Linux Server**

APPENDIX E – CUSTOMIZATION INVENTORY

1. Below is an inventory of RIDOT customizations to the **ORACLE R12** Applications. All non-standard functionality not provided with the **ORACLE R12** applications will require **testing and potential remediation** for situations where things have changed. The custom technical objects will need to be evaluated as needed, and tested to make sure they function in the **ORACLE R12** environment. Following table includes custom programs as categorized below.

Required Additions

Custom Object	Oracle Module	Number of Objects
Concurrent Programs	AP	41
Concurrent Programs	AR	14
Concurrent Programs	Grants	64
Concurrent Programs	GL	22
Concurrent Programs	HR	58
Concurrent Programs	OTL	35
Concurrent Programs	Foundation	29
Concurrent Programs	INV	6
Concurrent Programs	PO	23
Custom Library (CUSTOM.PLL)		1
Extensions	Grants	1
Oracle Workflows	OTL/PO	3
OTL Customization	OTL Layouts	3
Fast Formulas	OTL	36
Custom Triggers	ALL	14
Custom DB Programs (NOT in Concurrent Programs)	ALL	36
Custom Forms	Custom	6

APPENDIX E – CUSTOMIZATION INVENTORY (Continued)

2. ADDITIONAL APPLICATION REQUIREMENTS

As a result of the R12 Assessment, there is an objective to implement the following Enhancements. This is in addition to any requirements for R12 functionality. We would like each module priced separately as an individual "Optional Budget" item and included in the **COST PROPOSAL**.

a. GRANTS Enhancements:

1. To show the "record history" feature in the funding pattern screen to know when it was changed or updated.
2. We would like to be able to split an AR number into more than one program code, if necessary.
3. When changing an end date or close date under an award, we do not need to re-baseline all projects under the award again
4. Four new simple custom Reports with output in Excel – Details will be provided
5. The start date of an employee under fine grain reverts to the start date of the project when copying an existing project to set up a new project.

b. PURCHASING Enhancements:

1. Enable e-Mail Notifications to improve user experience for Requisition and PO approval.
2. Rounding Issue - Often time's shipment lines with Federal/State accounting share will be divided in such a way that 10-20 decimal places are required for entering an 80/20 split. These entries will not allow the PO to save without being exact.
3. PO Fund change – reducing amount on PO lines to Billed amount and carrying the balance over to a new award
4. Final Closing PO - not allow to Finally Close a PO that has an invoice pending?
5. Upon approving POs, if any "Award Distribution" throughout the PO is not in place, an error appears saying "Please enter AWARD distribution", but it does not indicate which line
6. Can the supplier information be entered once on the requisition and automatically populate on all other lines? Currently we need to enter the supplier information on each line of the requisition.
7. Could line numbers in FMS POs be changed without the need for re-approval?
8. Viewing Invoices - Could invoices be viewable within a PO rather than at the header level? Sometimes this information can be relevant to the entries we are making, adding or reducing funds on a PO.
9. Print entire PO including attachment using Oracle's new standard functionality.
10. Cancel PO lines / shipment lines within PO instead of at Header level.
11. PO Change History "View Purchase Order History" – This OAF screen is only accessible through "Purchase Order Summary" Tools menu. It's not accessible in "Purchase Order" Tools menu. Also rather than only being able to view a PO's changes since the last "reservation", it would be helpful if we could set a custom timeframe to view a PO's changes; often Change Orders are not fully entered within one reservation.

c. ACCOUNTS PAYABLES Enhancements:

1. Implement AP Invoice Approval Workflow using custom approval hierarchy
2. Add a field for the item code on the distribution lines (i.e.: 01.01.01 – will be extremely helpful when reviewing design invoices for accuracy)
3. The 6 way distributions on 84127 need to be corrected and the ability to distribute multiple lines at a time needs to be restored
4. Evaluate Check Run Process and assign Check Number based on unique grouping at RIDOT which will simplify check cancellation process

APPENDIX E – CUSTOMIZATION INVENTORY (Continued)

d. ACCOUNTS RECEIVABLES Enhancements:

1. Receipts batches- it would be nice to see the distributions to the GL Revenue account when we apply a Standard Receipt.
2. It would be great if we could create recurring invoices all our customers in one batch when we invoice each month. Currently each invoice must be manually input.
3. It would be nice, if at the first of each month, the system automatically opened the next period.4. Automate "Outdoor Advertisement" Invoices interfacing from another application.

e. GENERAL LEDGER Enhancements:

1. GL Journal Entry Approval Notification

f. ORACLE DISCOVERER (11g) Enhancements:

1. Oracle Discoverer is installed but not being used. We would like to implement EUL, Business Folders, key reports and end user training to create new report
2. Training to use Discoverer Desktop, Viewer and Plus

g. INVENTORY Enhancements:

1. Bar Code Scanning and integrating with Inventory module

h. OTHER Enhancements:

1. Cost and Level of Efforts to implement following functionalities -
    - Project Management, Project Budgeting and Forecasting
    - Contract Estimates and Management
    - Online Bidding
    - Change Orders for Contract Changes
    - Request for Information (RFI)
    - Shop Drawings
    - Analysis and reporting for long-term planning

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COST PROPOSAL

VENDOR NAME/CONTACT PERSON	
Street Address/PO Box	
City/State/Zip	
(Area Code) Phone #	

Respondents must indicate in the space provided their LS FIRM FIXED PRICE OR (FEE) for each of the services and deliverables proposed below. These services and deliverables are the only charges that will be eligible to be paid to the VENDOR, and shall include all associated costs of delivering services covered by this Request. NOTE: Implementation and training must be inclusive of all activities listed in solicitation and fully burdened to include but not limited to: travel, labor, per diem, overhead, etc.

ORACLE R12 UPGRADE: *PRODUCTION PHASE and PROPOSED LS COST*			*ASSOCIATED DELIVERABLE(S) / MILESTONES*	*DELIVERABLE(S) DUE DATE*
1.	ANALYSIS PHASE:	$ _____		
2.	+ DESIGN PHASE:	$ _____		
3.	+ DEVELOPMENT AND BUILD PHASE:	$ _____		
4.	+ TEST, TRAINING AND TRANSITION PHASE:	$ _____		
5.	+ GO-LIVE AND IMPLEMENTATION PHASE:	$ _____		
6.	+ POST PRODUCTION SUPPORT PHASE:	$ _____		
	TOTAL CONTRACT:	$ _____		

OPTIONAL BUDGET: *PROPOSED MODULE ENHANCEMENTS*		*PROPOSED LS COST*	*ASSOCIATED DELIVERABLE(S) / MILESTONES*
a.	GRANTS	$ _____	
b.	PURCHASING	$ _____	
c.	ACCOUNTS PAYABLES	$ _____	
d.	ACCOUNTS RECEIVABLES	$ _____	
e.	GENERAL LEDGER	$ _____	
f.	ORACLE DISCOVER (11G)	$ _____	
g.	INVENTORY	$ _____	
h.	OTHER	$ _____	

NARRATIVE DISCLOSURE

CONFLICTS DISCLOSURE POLICY

To ensure that the Rhode Island Department of Transportation (RIDOT) maintains the continued confidence and trust of the people of Rhode Island in carrying out its mission, prospective vendors must disclose any family (or other personal) relationships, associations or connections that the vendor, its affiliates, or employees, may currently have with any RIDOT employee. A Conflicts Disclosure Statement shall be submitted to RIDOT from the following:

- Owners;
- Directors;
- Principals;
- Officers, board members, or individuals with corporate authority;
- If the vendor is a partnership, the applicant's partners;
- If the vendor is a limited liability company, its members and managers;
- Employees with decision-making authority, including executive directors, managers or individuals in a similar position with corporate authority; and
- Shareholders with a controlling interest.

RIDOT 12/27/07

CONFLICTS DISCLOSURE STATEMENT

RE: _____

_____

I, _____**hereby certify as follows:**

I am employed as a _____ **of** _____
[TITLE] **[COMPANY]**
and to the best of my knowledge:

PLEASE CHECK THE APPROPRIATE BOX:

☐ **I have no family or personal relations currently employed either on a full-time or part-time basis at the Rhode Island Department of Transportation.**

☐ **I do have family or personal relations currently employed at the Rhode Island Department of Transportation. Please list their name(s), title(s), and RIDOT Division(s) (if known):**

NAME	TITLE	RIDOT DIVISION

If necessary, please add any additional names as attachments hereto.

FOR ILLUSTRATIVE PURPOSES, FAMILY RELATIONS SHALL INCLUDE, WHETHER BY BLOOD, ADOPTION OR MARRIAGE, ANY OF THE FOLLOWING RELATIONSHIPS:

Father, Mother, Son, Daughter, Brother, Sister, Grandfather, Grandmother, Grandson, Granddaughter, Father-In-Law, Mother-In-Law, Brother-In-Law, Sister-In-Law, Son-In-Law, Daughter-In-Law, Stepfather, Stepmother, Stepson, Stepdaughter, Stepbrother, Stepsister, Half-Brother Or Half-Sister, Niece, Nephew, And Cousin

❖ *If you are unsure whether a relationship, association, or connection you have may need to be disclosed, please consult with RIDOT's Legal Office at (401) 222-6510.*

_____

SIGNATURE **DATE**

By signing this form you: (1) certify that the information contained in this form is complete and accurate to the best of your knowledge; and (2) acknowledge your continuing obligation to complete and submit a new Disclosure form when there is any change in your family or personal relations during the course of this Contract.

This document is used for internal RIDOT purposes only in order to address and avoid any potential conflicts at the inception of the contract process and to avoid any impropriety or the appearance of impropriety during the contract process. Any disclosures made hereto will not prejudice prospective vendors from selection.

Dated: 6/27/2011

CERTIFICATION FOR TITLE VI ASSURANCE

I, _____, _____ a duly authorized representative of
(Name) *(Title)*

_____ do hereby certify that the organization affirmatively agrees to the provisions
(Company)

set forth below:

1. **The Certificate.**

   For all contracts subject to Title VI of the Civil Rights Act of 1964, 42 U.S.C. part 2000d – 2000d4 (the Act) and 49 C.F.R. Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 (the Regulations), prospective bidders shall be required to complete a Certification affirming compliance with the Act and the Regulations.

2. **Certification.**

   By submission of a Proposal, each bidder and each person signing a Proposal subject to the Act and the Regulations certifies that the bidder shall affirmatively agree as follows:

   (a) **Compliance with Regulations:**

   The bidder shall comply with the regulations relative to nondiscrimination in federally-assisted programs of the Department, 49 C.F.R. Part 21, as they may be amended from time to time.

   (b) **Nondiscrimination:**

   The bidder shall not discriminate on the grounds of race, color, sex, national origin, age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The bidder shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the Contract covers a program set forth in Appendix B of the Regulations.

   (c) **Solicitations for Subcontractors, Including Procurements of Materials and Equipment:**

   In all solicitations either by competitive bidding or negotiation made by the bidder for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the bidder of its obligations relative to nondiscrimination on the grounds of race, color, sex, national origin, age, or disability.

   (d) **Information and Reports:**

   The bidder shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Department or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of the bidder is in the exclusive possession of another who fails or refuses to furnish this information, the bidder shall so certify to the Department, or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.

   (e) **Sanctions for Noncompliance:**

   In the event of the bidder's noncompliance with the nondiscrimination provisions, the Department shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

   (1) withholding of payments under the Contract until the bidder complies, and/or

   (2) cancellation, termination or suspension of the Contract, in whole or in part.

   (f) **Incorporation of Provisions:**

The bidder shall include the provisions of paragraphs (a) through (f) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto.

The bidder shall take such action with respect to any subcontract or procurement as the Department or the Federal Highway Administration may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided, however, that in the event the bidder becomes involved in or is threatened with litigation with a subcontractor or supplier as a result of such direction, the bidder may request the Department to enter into such litigation to protect the interests of the Department and, in addition, the bidder may request the United States to enter into such litigation to protect the interests of the United States.