

Invitation to Bid #16PSX0001

IT CONSULTING SERVICES for Oracle/PeopleSoft

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Due Date: **6 December 2016 at 2:00 PM Eastern Time**

**Department of Administrative Services
Procurement Services**



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Invitation to Bid (ITB)

IT CONSULTING SERVICES for Oracle/PeopleSoft

Guide to Electronic Bid Submissions

1. **Introduction To BizNet**

It is now a requirement of Department of Administrative Services (DAS)/Procurement Services that all companies create a Business Network (BizNet) Account and add their company profiles to the State of Connecticut BizNet system. Companies are responsible for maintaining and updating company information in their BizNet Accounts as updates occur. Companies that have been certified through the Supplier Diversity or the Pre-Qualification Program, have already created a BizNet account.

The BizNet login is: <https://www.biznet.ct.gov/AccountMaint/Login.aspx>

New Companies: Create an account by clicking the BizNet login link above and then the button on the right labeled "Create New Account". Login and select Doing Business with the State and Company Information. Please be sure to complete information in all tabs (Company Information, Accounts, Address, etc....).

Existing Companies Needing to Update Their Information: Login to BizNet and select Doing Business with the State and Company Information.

Anyone having difficulty connecting to their account or downloading or uploading forms should call DAS/Procurement Services at 860-713-5095.

2. **Business Friendly Legislation**

As a result of Public Act 11-229, DAS/Procurement Services' goal is to make doing business with the State of Connecticut more business friendly. To eliminate redundancy, forms that were repetitively filled out with each invitation to bid are being automated in BizNet.

DAS/Procurement Services began the transition to on-line bidding by automating the submission of Affidavits and Non-Discrimination forms on October 1, 2011. Companies must submit forms electronically to their BizNet account if they haven't already done so. These forms must be updated on an annual basis, no later than 30 days after the effective date of any material change. Rather than completing them with each bid submittal, companies that have already filed these forms have the ability to view, verify and update their information prior to submitting a bid response.

Instructions for Uploading Affidavits and Non-Discrimination Forms:

Click on the following link for instructions on how to upload Affidavits and Non-Discrimination forms:

<http://das.ct.gov/images/1090/Upload%20Instructions.pdf>

(a) AFFIDAVITS

THE FOLLOWING FORMS MUST BE SIGNED, DATED, NOTARIZED, UPLOADED OR UPDATED ON BIZNET. TO OBTAIN A COPY OF THESE FORMS, YOU MUST LOGIN INTO BIZNET AND FOLLOW THE INSTRUCTIONS LISTED ABOVE.

- (1) OPM Ethics Form 1 – Gift & Campaign Contribution Certification
- (2) OPM Ethics Form 5 – Consulting Agreement Affidavit
- (3) OPM Ethics Form 6 – Affirmation of Receipt of State Ethics Laws Summary
- (4) OPM Form 7 – Iran Certification

For information regarding these forms, please access the Office of Policy & Management’s website by clicking on the following link: <http://www.ct.gov/opm/cwp/view.asp?a=2982&q=386038>

(b) NON-DISCRIMINATION

CHOOSE ONE (1) FORM THAT APPLIES TO YOUR BUSINESS. COMPLETE AND UPLOAD OR UPDATE ON BIZNET ANNUALLY. TO OBTAIN A COPY OF THESE FORMS, YOU MUST LOGIN INTO BIZNET AND FOLLOW THE INSTRUCTIONS LISTED ABOVE.

- | | |
|------------------------------------------------|------------------------------|
| (1) Form A – Representation by Individual | (Regardless of Value) |
| (2) Form B – Representation by Entity | (Valued at \$50,000 or less) |
| (3) Form C – Affidavit by Entity (RECOMMENDED) | (Valued at \$50,000 or more) |
| (4) Form D – New Resolution by Entity | |
| (5) Form E – Prior Resolution by Entity | |

For information regarding these forms and on which form your company should complete, please access the Office of Policy & Management’s website by clicking following link: http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav_GID=1806

3. New Revised Process – Online Bid Responses

Any bid posted by DAS/Procurement Services must be submitted electronically. The common forms listed below have also been automated in the BizNet system. In addition, specific forms are now web based and fillable, as noted below. To complete forms; download them from your BizNet account, complete your submittal response, and upload these documents (as well as any other required submittal documents) through BizNet prior to the date and time upon which the Bid is due pursuant to this ITB. Late submissions will not be accepted. Bid pricing will be available for public viewing for 24 hours after bid closing.

- Contractor Information/Electronic Signature Page – Web Based Form
- Employment Information Form (DAS-45) – Web Based Form
- Statement of Qualifications (DAS-14) – Fillable Form
- Connecticut Economic Impact Form (DAS-46) – Web Based Form
- Contract Exhibit 3 - Pricing Schedule
- Bid Addendum (SP-18) – if applicable

Additional forms such as those listed below must be reviewed carefully and accepted by the bidder prior to bid submittal:

- Standard Terms and Conditions (SP-19)
- Invitation to Bid Document (SP-22)
- Invitation to Bid Contract (SP-50)
- Contract Exhibit 1 – Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitations Limitations
- Contract Exhibit 2 – Deliverables Document

4. Insurance Accord Certificates

Contractors are responsible for maintaining their BizNet account with new and/or updated insurance information.

The following documentation will need to be uploaded to each company's BizNet account and evidencing that the State of Connecticut is an additional insured:

- (a) Certificate of Insurance (Accord Form)
- (b) The insurance policy declaration page
- (c) The additional insured endorsement to the policy

Training documentation relating to the completion of the above-reference forms is available through the DAS Website under "DAS Business Friendly Initiatives" at the following website: <http://das.ct.gov/cr1.aspx?page=371>

Bidders are cautioned that there may be additional documents, attachments or requirements depending on the complexity of the bid. Please read ALL bid documents carefully and provide all required information. Failure to do so may result in rejection of your bid.

Overview

The State of Connecticut Department of Administrative Services ("DAS") is issuing this Invitation to Bid ("ITB") to solicit bids for Oracle/ PeopleSoft information technology ("IT") consulting services for use by all state agencies, political subdivisions, municipalities and not-for-profit organizations. The resulting Contract term shall be for one year, with the option to extend one or more times for a combined total period not to exceed three years.

This contract replaces the following contract award(s) in part or in total:
11ITZ0028- http://www.biznet.ct.gov/SCP_Search/ContractDetail.aspx?ID=9655

Scope

The State of Connecticut ("State") is seeking qualified firms to provide support for the Connecticut Oracle/ PeopleSoft ("Core-CT") applications, augmenting the efforts of the State team. The State has implemented Oracle/ PeopleSoft Human Capital Management (HCM) 9.2, Financials 9.1, Enterprise Performance Management (EPM) data warehouse 9.1, Enterprise Portal 9.2 and OBIEE 11.1.1.7/8.

The awarded Bidder(s) will supply IT professionals to assist State personnel with the necessary Oracle/ PeopleSoft project management, administration, development, technical support, problem resolution and training required to support Core-CT.

Core-CT Organization and Scope

Core-CT is co-managed by the Office of the State Comptroller and the Department of Administrative Services.

Oracle/PeopleSoft Modules Implemented at the State of Connecticut

Core-CT Financials		
General Ledger	Accounts Receivable	eProcurement
Accounts Payable	Purchasing	Catalog Management
Asset Management	Inventory	Billing
Project Costing	Customer Contracts	Commitment Control
Vendor Self-Serve (eSupplier)	Supplier Contract Management	Cash Management (future)
Grants	PCard (future)	Direct Connect (future)
eSettlements (future)	Strategic Sourcing (future)	Fluid User Interface
Core-CT HRMS		
Hire Workforce	Monitor Health & Safety	Time & Labor
Maintain Workforce	Benefit Administration	Administer Salary Plans
Payroll for North America	ePay	eProfile
eBenefits	Enterprise Learning	Pension Administration
CRM	TAM/CG (future)	eCompensation (future)
Core-CT EPM		
Enterprise Warehouse	Ascential DataStage 7.52	Oracle Data Integrator (ODI)
Core-CT Portal		
Enterprise Portal		
Core-CT UPK		
All modules		
OBIEE		
All Modules	Oracle Data Integrator (ODI)	

Working Environment

The objective of this ITB is to establish an augmented team, with common processes and tools. A State employee will supervise an integrated team of State and Contractor provided IT professionals. Coordination and cohesion are achieved through status meetings, progress reports and other communication mechanisms (e.g., e-mail, ad hoc meetings). The State provides equipment, telephones and PC workstations connected to the agency network and the Oracle/ PeopleSoft development environment.

Oracle/ PeopleSoft Architecture

The Core-CT systems use Oracle/ PeopleSoft Enterprise Pure Internet Architecture. This architecture is a server centric, component architecture that enables end user access to secure Oracle/ PeopleSoft Internet applications through any web-enabled browser device. It also incorporates the Oracle/PeopleSoft integration technologies such as Application Messaging and uses standard Internet technologies such as HTML, XML and HTTP. It is a scalable, "n-tiered" implementation. The architecture consists of four main components, including the web browser, web server, application server and database server but includes other server types as well.

Oracle Business Intelligence Enterprise Edition 11g (Oracle OBIEE) is deployed for reporting, ad-hoc query and analysis, dashboard and scorecard functionality.

The Core-CT technical infrastructure consists of the following technologies: geographically dispersed clusters, SAN

and NAS storage arrays/ SAN fabrics, WAN, coarse wavelength–division multiplexing, 10GB Ethernet switching and F5 load balancing technologies. The application, process scheduler and web tiers run on Oracle Linux 64 bit and Windows servers hosted on a multi-node VMWare vSphere infrastructure. The database tier includes multiple Oracle LINUX clusters running Oracle 11gR2 RAC or Oracle 12C on Oracle Exadata. Oracle DataGuard, Advanced Compression and OEM are implemented. The primary datacenter is located in Groton, CT and the mirrored datacenter in located in Storrs, CT.

Core-CT Development & Data Conversion Tools

This section describes the current development and data conversion tools being used to support Core-CT:

Software Tool	Use
Developer’s Handbook	Reference guide for customizing Oracle/PeopleSoft.
Quest STAT	Work unit tracking / migration control tool.
PeopleTools 8.54	Tools used for customizing Oracle/PeopleSoft modules (Application Designer, Data Mover, and Configuration Manager)
Microsoft Office	For the creation of design, construction, and test documentation using Word, Excel, Access, and PowerPoint
SSH	Modifying and testing any batch applications, or running on-line transactions that runs on the Application Server
Microfocus COBOL	Batch processing tool
AppEngine	Oracle/PeopleSoft batch processing language
Ascential DataStage 7.52	Data extract, translate, load tool (ETL)- PeopleSoft
Oracle Data Integrator (ODI)	Data extract, load, translate tool (ELT)- OBIEE
Microsoft Excel / nVision Plug-in	nVision templates (layouts) are created with a special nVision menu within Microsoft Excel
Oracle SQL*Plus & PL SQL Developer	SQL query tools for the Oracle RDBMS
UltraEdit	Editing various file formats & programs (i.e. SQR, COBOL, TXT)
XMLSpy	XML Editor
StyleVision	Create & generate reports / XML stylesheets.
BI Publishing	Report writing tool
SQR	Report writing tool
Crystal	Report writing tool
Test Framework	Automated regression testing tool

Instructions to Bidders

1. Bid Schedule

RELEASE OF ITB:	Date:	4 November 2016
RECEIPT OF QUESTIONS:	Date:	15 November 2016, by noon Eastern Time
ANSWERS TO QUESTIONS POSTED AS ADDENDUM:	Date:	22 November 2016
BID DUE DATE:	Date:	6 December 2016 at 2:00 PM Eastern Time

2. Pre-Bid Meeting Requirements:

This bid contains no pre-bid meeting requirements.

3. Questions:

Questions for the purpose of clarifying this bid must be received no later than the date and time specified in Section I, "Bid Schedule" and must be directed to the CT Career Trainee - Contract Analyst, Daniel Dion via email: daniel.dion@ct.gov.

4. Communications

During the period from your organization's receipt of this Invitation to Bid, and until a contract is awarded, your organization shall not contact any employee of the State of Connecticut concerning this procurement except in writing directed to the CT Career Trainee - Contract Analyst, Daniel Dion via email: daniel.dion@ct.gov.

5. Public Bid Opening

Public bid openings are now conducted online. Bid pricing submitted will be available for public view through your BizNet Account and is available for 24 hours after the bid due date and time.

How to View Bid Results:

- Go to the DAS/Procurement website: das.ct.gov/Portal
- Click on the heading "Current Solicitations"
- Click radio button "Under Evaluation"
- Search for the bid
- Click on "Public Opening" under the bid due date and time

Bid Requirements

1. Quantities and/or Usages

Any quantities set forth in this ITB are estimated quantities and/or usages only and in no way represent a commitment and/or intent to purchase any particular amount. Actual quantities may vary and will be identified on individual purchase orders issued by the requesting entity.

2. Lowest Responsible Qualified Bidder; Micro Business Preference

The contract resulting from this ITB shall be awarded to the lowest responsible qualified bidder. The qualities of articles to be supplied, their conformity with the needed specifications, their suitability to the requirements of the state government and the delivery terms will be taken into consideration, and the life-cycle costs and trade-in or resale value of the articles may be considered where it appears to be in the best interest of the state. In determining the lowest responsible qualified bidder, a price preference of up to ten percent (10%) may be given for the purchase of the goods or services from micro businesses. Micro business means a business with gross revenues not exceeding three million dollars (\$3,000,000) in the most recently completed fiscal year. To be considered for this ten percent (10%) price preference, bidders shall provide, with their bid, a copy of their Federal Internal Revenue tax return form for the most recent fiscal year, confirming the amount of their gross revenues for that fiscal year. Failure to provide such tax return with the bid shall deny bidder consideration for price preference. For companies who have not yet filed their tax return for the most recently completed fiscal year, in lieu of a tax return, a letter from a Certified Public Accountant attesting to the company's gross estimated revenues for the most recently completed fiscal year will be accepted.

3. Stability of Bid Prices

Any price offerings from bidders must be valid for a period of 30 days from the due date of the bid.

4. Amendment or Cancellation of the ITB

DAS reserves the right to cancel, amend, modify or otherwise change this ITB at any time if it deems it to be in the best interest of the State to do so.

5. Bid Modifications

No additions or changes to any bid will be allowed after the bid due date, unless such modification is specifically requested by DAS. DAS, at its option, may seek bidder retraction and/or clarification of any discrepancy or contradiction found during its review of bids.

6. Bidder Presentation of Supporting Evidence

Bidders must be prepared to provide any evidence of experience, performance, ability, and/or financial surety that DAS deems to be necessary or appropriate to fully establish the performance capabilities represented in their bids.

7. Bidder Demonstration of Services and/or Products

At the discretion of DAS, bidders must be able to confirm their ability to provide all services bid. Any required confirmation must be provided at a site approved by DAS.

8. Erroneous Awards

DAS reserves the right to correct inaccurate awards.

9. Bid Expenses

Bidders are responsible for all costs and expenses incurred in the preparation of bids and for any subsequent work on the bid that is required by DAS.

10. Ownership of Bids

All bids shall become the sole property of the State and will not be returned.

11. Ownership of Subsequent Products

Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this ITB shall be the sole property of the State unless otherwise stated in the contract.

12. Oral Agreement or Arrangements

Any alleged oral agreements or arrangements made by bidders with any State agency or employee will be disregarded in any State bid evaluation or associated award.

Submittal Requirements

Failure to supply one or more of the required documents may result in Bidder being deemed lacking in the skill, ability or integrity necessary to perform these services, and may not be considered for award.

Description of the Contracting Organization

1. Detailed background information of the company, including main line of business
2. Company organizational structure
3. Company office locations and number of employees at each location
4. Three (3) years financial information establishing the company's financial viability

Rate Structure

For each Classification that the Bidder has bid, the Bidder must include on the bid schedule:

1. The maximum number of IT Professionals available at one time
2. The number of resources on payroll
3. The hourly rate
4. The daily rate (at 8 hours per day)

Metrics

Provide the following information with your bid response:

1. Your company's average retention period for IT Professionals.
2. Your company's average time to placement for IT Professionals.
3. Your company's average number of candidates prior to a successful placement.

Description of the Contracting Organization's Experience

Bidders must include the company's Oracle/PeopleSoft experience:

1. A list of governmental clients for which your company has provided Oracle/PeopleSoft IT Professional services (maximum of five clients). Include:
 - a. the Classification and number of consultants provided for each of the clients
 - b. a description of the services provided
 - c. number of Oracle/PeopleSoft users per client
 - d. the period the consulting services covered
 - e. direct contact information at client company
2. Bidders must submit three (3) references from different companies to which they have supplied IT Professional services for the specific skill level. This requirement is in addition to references requested in DAS-14, *Statement of Qualifications*.
3. Bidders must submit a list of sub-contracted companies to be utilized in order to fulfill the services outlined in this ITB.

Bidders must include the company's risk analysis experience:

1. A list of governmental clients for which your company has provided risk analysis IT Professional services (maximum of five clients). Include:
 - f. the Classification and number of consultants provided for each of the above clients
 - g. a description of the services provided
 - h. the period the consulting services covered
 - i. direct contact information at client company
2. Bidders must submit three (3) references from different companies to which they have supplied IT Professional services for the specific skill level. This requirement is in addition to references requested in DAS-14, *Statement of Qualifications*.

3. Bidders must submit a list of sub-contracted companies to be utilized in order to fulfill the services outlined in this ITB.
4. Describe the company's recruiting methods, training consultants, and retaining knowledgeable risk assessment staff and consultants.

Staffing Profiles and Credentials

Bidders must submit one resume per consultant per each category. Bidders shall be limited to a maximum of five resumes per each category. The detailed staff resume must include company name, name of consultant, and title with classification number, current contact persons and phone numbers, and relevant dates to validate the ability to provide consultant(s) for the Classification. Two customer references must be submitted along with each resume. Resumes should be limited to three (3) pages each. Each project referenced in a resume must include the customer name and the time period of the project. Beginning with the present or the most recent job or project, each project referenced must accurately describe the major responsibilities associated with the project staff member's position. Overall, each person's resume must address all of the experience required in the relevant Classification (***refer to Attachment 1***).

Award Criteria

Pursuant to CGS 4a-59(a)(2), the contract award shall be made to the highest scoring bidder in this multiple criteria bid. Highest scoring bidder in a multiple criteria bid means the bidder whose bid receives the highest score for a combination of attributes, including, but not limited to, price, skill, ability and integrity necessary for the faithful performance of the work, based on multiple criteria considering quality of product, warranty, life-cycle cost, past performance, financial responsibility and other objective criteria that are established in the bid solicitation for the contract.

The following factors, in descending order of relative importance, will be considered in the evaluation to determine the highest scoring bidder:

- Pricing
- Company's past performance, financials, experience
- The conformity of the contractual services to the specifications
- The skill and ability necessary for the performance of services

DAS reserves the right to award contracts to multiple vendor(s) for each classification. Vendors may receive an award for some or all of the classifications.

DAS may also reject any and all bids in whole or in part, and waive minor irregularities and omissions if, in the judgment of DAS, the best interest of the State will be served.