|  |  |
| --- | --- |
|  | Appendix CRFP Response Template  |

[Insert Company Name Here]

***template MUST be completed***

RFP: PHOENIX SAP HANA CLOUD MIGRATION

RFP # IT-2019-60-RB

**PROPOSALS DUE:**

February 10, 2020 no later than 3:00 pmPacific Time

|  |
| --- |
| RFP: IT-2019-60-RBVENDOR RESPONSE{insert cover letter here}  |

***Proposer Information***

Company name:

Address:

Phone:

Fax:

Federal Tax Id:

Representative Name:

Title:

Address:

Phone:

E-mail:

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1. Organizational and Executive Responses

## Executive Summary and Introduction

[Insert Executive Summary and Introduction here.]

## Company Overview

|  |  |
| --- | --- |
|  | **Information** |
| **Company name** |  |
| **RFP Response lead/account executive name, title and contact information:** |  |
| **Industry (NAICS)** *(North American Industry Classification System)* |  |
| **Most Recent FY company revenue (note FY)** |  |
| **Most Recent Company net income (note FY)** |  |
| **Headquarters Location** |  |
| **Date Founded** |  |
| **Company Ownership** *(i.e. private/public, joint venture)* |  |
| **Number of years Proposer has been providing Similar Services as are being proposed** |  |
| **Number of employees:****Total:****Implementation Services:** |  |
| **Service Delivery Locations in the Continental United States** |  |
| **End of Table** |

## References

Provide at least three references of customers with comparable service.

| **Reference # 1** |
| --- |
| **Customer Name** |  |
| **Industry** |  |
| **Contact Name and Title** |  |
| **Address** |  |
| **Telephone**  |  |
| **Vendor’s Project Manager Name** |  |
| **Please provide the Internet links to products, services and project overviews that are relevant to the services being proposed.** |  |
| **Describe overall satisfaction, success in meeting target dates, target dates, etc.** |  |
|  **End of Table** |  |

| **Reference # 2** |
| --- |
| **Customer Name** |  |
| **Industry** |  |
| **Contact Name and Title** |  |
| **Address** |  |
| **Telephone**  |  |
| **Proposer’s Project Manager Name** |  |
| **Please provide the Internet links to products, services and project overviews that are relevant to the services being proposed.** |  |
| **Describe overall satisfaction, success in meeting target dates, target dates, etc.** |  |
| **End of Table** |

| **Reference # 3** |
| --- |
| **Customer Name** |  |
| **Industry** |  |
| **Contact Name and Title** |  |
| **Address** |  |
| **Telephone**  |  |
| **Proposer’s Project Manager Name** |  |
| **Please provide the Internet links to products, services and project overviews that are relevant to the services being proposed.** |  |
| **Describe overall satisfaction, success in meeting target dates, target dates, etc.** |  |
|  **End of Table** |  |

## Administrative Requirements

Please review the Respondent Actions. Respondents are to submit specific content in the space provided below.

| **ATTACHMENT**  | **DESCRIPTION** |
| --- | --- |
| Attachment 1: Administrative Rules Governing RFPs (IT Services): | These rules govern this solicitation. |
| Attachment 2: JCC Standard Terms and Conditions | If selected, the person or entity submitting a proposal (the “Proposer”) must sign a JCC Standard Form agreement containing these terms and conditions (the “Terms and Conditions”).  |
| Attachment 3: Proposer’s Acceptance of Terms and Conditions | On this form, the Proposer must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions.  |
| Attachment 4: General Certifications Form | The Proposer must complete the General Certifications Form and submit the completed form with its proposal. |
| Attachment 5: Small Business Declaration | The Proposer must complete this form only if it wishes to claim the small business preference associated with this solicitation.  |
| Attachment 6:Darfur Contracting Act Certification | The Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal. |
| Attachment 7: Unruh and FEHA Certification | The Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification. |
| Attachment 8: Payee Data Record Form | This form contains information the JCC requires in order to process payments and must be submitted with the proposal. |
| Attachment 9: References  | The Proposer must complete the Past Performance Form. |
| Attachment 10: DVBE Bidder Declaration | The Proposer must complete this form only if it wishes to claim the DVBE preference associated with this solicitation.  |
| Attachment 11: DVBE Declaration | The Proposer must complete this form only if it wishes to claim the DVBE preference associated with this solicitation.  |

[INSERT ADMINISTRATIVE RESPONSES HERE]

# System Implementation Requirements

See **Appendix A Section 2.0**. Include responses for all Requirements.

[INSERT CONTENT HERE]

* **Check** - Respondent has fully responded to each Requirement of the separately numbered worksheets in 2.0 System Implementation RTM.
* **Check** – Respondent has provided comments for responses marked as **No** or **Partial**.
* **Check** – Respondent has indicated whether a requirement is applicable to SoH and/or S/4HANA.
* **Check** – Respondent has developed one workbook submission that includes both SoH and S/4HANA.
* **Check** – Respondent has indicated where Respondent and JCC may differ in the initial designation of Roles and Responsibilities and selected Respondent’s Role determination and provided commentary.

# Phoenix Functional Requirements

See **Appendix A Section 3.0**. Include responses for all Requirements.

[INSERT CONTENT HERE]

* **Check** - Respondent has fully responded to each Requirement of the separately numbered worksheets in 3.0 Functional RTM.
* **Check** – Respondent has provided comments for responses marked as **No** or **Partial**.
* **Check** – Respondent has indicated whether a requirement is applicable to SoH and/or S/4HANA.
* **Check** – Respondent has developed one workbook submission that includes both SoH and S/4HANA.
* **Check** – Respondent has indicated where Respondent and JCC may differ in the initial designation of Roles and Responsibilities and selected Respondent’s Role determination and provided commentary.

# Phoenix Technical Requirements

See **Appendix A Section 4.0**. Include responses for all Requirements.

[INSERT CONTENT HERE]

* **Check** - Respondent has fully responded to each Requirement of the separately numbered worksheets in 4.0 Phoenix Technical RTM.
* **Check** – Respondent has provided comments for responses marked as **No** or **Partial**.
* **Check** – Respondent has indicated whether a requirement is applicable to SoH and/or S/4HANA.
* **Check** – Respondent has developed one workbook submission that includes both SoH and S/4HANA.
* **Check** – Respondent has indicated where Respondent and JCC may differ in the initial designation of Roles and Responsibilities and selected Respondent’s Role determination and provided commentary.

# Cost Proposal Response

* **Check** – Respondent has completed a separate and clearly marked and named **Appendix D4 – Cost Proposal Response Template** for **Scenario 1:** Migrating Phoenix ECC ERP on-premise to SAP Suite on HANA and SAP BW on HANA [Respondent to name as Appendix D4 – Cost Proposal Response Template SoH]
* **Check** – Respondent has completed a separate and clearly marked and named **Appendix D4 – Cost Proposal Response Template** for **Scenario 2:** Migrating Phoenix ECC ERP on-premise to SAP S/4HANA and SAP BW on HANA [Respondent to name as Appendix D4 – Cost Proposal Response Template S4]
* **Check** – Respondent has completed Appendix D2 - Resource Planner [Rates Tab]
* **Check** – Respondent has completed Appendix D3 - Schedule Planner [Hours Tab] and validated that the Schedule Planner accurately defines anticipated resource loading for the Project by Resource Classification.
* **Check** – All quoted proposal costs are NTE (Not-to-Exceed)
* **Check** – Quoted rates are ‘Blended’ rates which include travel, lodging, meals, and all expenses.
* **Check** – Respondent has included Resource Classifications for all planned resources anticipated for the Project.
* **Check** – Respondent has double-checked all calculations and validated that the Total Cost Summary reflects the true and accurate NTE Project Cost.
* **Check** – All Labor Category Rates have been included.
* **Check** – Implementation worksheet denotes expected completion dates.

# RFP Checklist

*To prevent* *disqualification, please ensure you have included or addressed all the items below in your response.*

[ ]  Included Proposer Company’s Name, Address, Telephone, and Fax numbers, and Federal identification number

[ ]  Included Proposer’s representative’s Name, Title, Address, telephone, and Email Address

Volume I:

[ ]  Appendix C: RFP Response Template

[ ]  Title Page

[ ]  Cover Letter

[ ]  Table of Contents

[ ]  Executive Summary and Introduction

[ ]  Company Overview

[ ]  References

[ ]  Strategic Partnerships

[ ]  SAP Certifications

[ ]  Industry Ranking

[ ]  Administrative Requirements (small business, DVBE)

[ ]  Proposed Solution Requirements Response

[ ]  Solution has a target hosting environment of Azure or AWS

[ ]  Solution accommodates the JCC’s existing VPC Isolation Security Model

[ ]  Solution meets all Mandatory (Priority 1) Requirements

[ ]  Completed Vendor Response Requirements Traceability Matrices (RTM) 1.0

[ ]  Completed Vendor Response Requirements Traceability Matrices (RTM) 2.0

[ ]  Completed Vendor Response Requirements Traceability Matrices (RTM) 3.0

[ ]  Completed Vendor Response Requirements Traceability Matrices (RTM) 4.0

[ ]  Bidders Experience and Project Staff Response

[ ]  Project Staff CVs

[ ]  Business Solution Response

Volume II:

[ ]  Appendix D: Cost Work Book, according to the instructions listed in Appendix D.

Volume III:

[ ]  Appendix A

Additional Documentation

[ ]  Included California Seller’s permit or certification of registration

[ ]  Included proof of good standing and qualification to conduct business in California

[ ]  Included current business license, professional certification or other credentials

[ ]  Attachment 1: Completed Attachment 1, Administrative Rules

[ ]  Attachment 3: Completed Attachment 3, Proposer’s Acceptance of Terms and Conditions

[ ]  Attachment 4: Completed Attachment 4, General Certifications

[ ]  Attachment 5: Small Business Declaration ***only*** if you wish to participate in the Small Business Incentive.

[ ]  Attachment 6 & 7: Completed Attachment 6 & 7, Darfur and Unruh

[ ]  Attachment 8: Completed Attachment 8, Vendor Payee Data Record

[ ]  Attachment 9: Completed Attachment 9, References

[ ]  Attachment 10: Completed Attachment 10, Bidder Declaration ***only*** if you wish to participate in the DVBE incentive

[ ]  Attachment 11: Completed Attachment 11, DVBE Declaration ***only*** if you wish to participate in the DVBE incentive

[ ]  Attachment 8: Completed Attachment 8, Proposed Consultants Titles