



Alabama State Port Authority

Business Intelligence Platform Request for Proposal

*Information
Technology*

July 2017

Mobile, Al.

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Introduction

Statement of Purpose

The Alabama State Port Authority (ASPA) in Mobile, Alabama, issues this Request for Proposal (RFP) to solicit proposals for the purchase and implementation of a Business Intelligence (BI) Platform that integrates to Oracle E-Business Suite (EBS). The BI solution will enhance and replace the Oracle Financial Statement Generator (FSG) and Discoverer reporting tools. Oracle EBS reports, custom developed reports, FSG, and Discoverer are currently used to deliver routine reports, ad-hoc reports, and perform data analysis. The desired solution will include: a large repository of pre-defined reports and views fully integrated with Oracle EBS, an Excel front-end for transactional reporting, conversion of FSG and Discoverer reports, mobile device connectivity, and dashboards. Ideally, all existing Oracle EBS modules will have content in the repository.

Company Background and Overview

The Alabama State Port Authority, headquartered in Mobile, Alabama, owns and operates the State of Alabama's deep-water port facilities in Mobile. ASPA directly employs approximately 500 workers and supports approximately 124,000 more logistics and maritime jobs in creating a \$19.4 billion impact of Alabama's economy. The Port of Mobile is the nation's 10th largest in terms of tonnage with 54 million tons moving through the port in 2015. ASPA's container, general cargo, bulk, steel, and heavy lift facilities have immediate access to two interstate systems, five Class I railroads, and nearly 15,000 miles of inland waterway connections.

Oracle E-Business Suite System Overview

In 1999, ASPA implemented Oracle E-Business Suite as the company's Enterprise Resource and Planning system. ASPA is currently using Oracle EBS release 12.1. Four programmer analysts and two database administrators provide functional and technical support to the business applications at ASPA.

List of Oracle EBS R12 Modules

- Oracle General Ledger
- Oracle Fixed Assets
- Oracle Inventory
- Oracle Human Resources
- Oracle Time Keeper
- Oracle Time and Labor (OTL)
- Oracle Payroll
- Oracle Purchasing
- Oracle Payables
- Oracle Enterprise Asset Management (EAM)
- Oracle Receivables
- Oracle Grants Accounting
- Oracle Project Management
- Oracle Property Manager
- Oracle UPK

Custom Applications & Reports Overview

ASPA custom applications are written in Oracle PL/SQL utilizing Oracle Forms and Reports. The Oracle Database version is 11.2.0.3 and the Forms and Reports version is 10.1.2.3. The custom applications are

tightly integrated with the Oracle EBS system. Oracle EBS Standard Reports, custom developed reports, FSG, and Discoverer reports are used by end users for normal work processing and data analysis. Toad for Oracle is used by the programmer analysts.

Project Requirements

Project Overview

The purpose of this project is to purchase and install a Business Intelligence Platform. The project will be implemented in two phases. Initial focus will improve Oracle EBS Financials reporting by streamlining monthly accounting processes and annual budgeting. All current FSG and Discoverer reports will be converted or replaced with pre-defined content. Next, reports and views for the remaining Oracle EBS modules, dashboards, and mobile device functionality will be implemented.

Project Schedule

ASPA expects the RFP process, including award and delivery, to follow the schedule below. The dates identified are tentative and subject to change.

<u>Steps</u>	<u>Description</u>	<u>Date</u>
1)	RFP Issued	08/01/2017
2)	Deadline to indicate intent to propose	08/08/2017
3)	Deadline to submit questions	08/11/2017
4)	ASPA response to questions	08/15/2017
5)	Submission deadline	08/22/2017
6)	Contract negotiation and award	08/29/2017

Functional Requirements

Please respond to each item listed below:

General

- Provide an overview of the BI solution proposed.
- Describe the approach to provide training for all user levels. Include a description of training materials utilized or available.
- Describe the approach to provide technical and end user support for the BI solution proposed.

Oracle EBS

- Describe how the BI solution integrates with Oracle EBS Financials/General Ledger. Include the volume of transactions supported and ability to dynamically scale based on queries.
- Describe the pre-defined content available for Oracle EBS. How is pre-defined content delivered and priced? What is the process to support and modify. Describe how authentication is managed. Are the reports and views available through Oracle EBS responsibilities or in Excel's Front End?
- Describe how users and security are managed. How are users created, logged, provided authentication? Does the solution integrate with Oracle EBS responsibilities? Is user authentication available outside of Oracle EBS for connection made to non-Oracle EBS databases? Is field specific authorization available?

- Describe how the Excel Front End works with Oracle EBS. How are reports and views modified? Are real time updates available through Excel? Is direct access (login credentials) available in the Excel Front End?
- Describe the BI solution for Oracle EBS budget processing. How does it work? What are the advantages and considerations using the BI Solution for processing annual budgets?
- Describe the BI solution for Oracle EBS journal entry processing. How does it work? What are the advantages and considerations using the BI Solution for processing journal entries? Are features available similar to Oracle Web ADI?

Technical & Services

- Describe the proposed approach to installation and configuration of the BI platform including knowledge transfer and training of BI the Administrator. The approach should include initial installation in a development environment with promotion to the production environment.
- Describe security considerations and recommendations of the proposed BI solution.
- Describe the non-Oracle integration points and connectors available for the proposed BI solution.
- Provide an overview of the approach to implement, modify, and create dashboards. Are web based dashboards included in the BI solution proposed?
- Describe the approach to software updates, patches, problem reporting, and resolution. How do you measure customer satisfaction?
- Include the conversation of approximately five FSG reports and five Discoverer reports.
- Describe the approach to provide services to create customer specific reports or dashboards that may be identified during the project.

Instructions to Proposers

Proposals must be received by 10:00 am, on the submission deadline shown above. Proposals may be submitted via mail, courier, or hand delivered to the Alabama State Port Authority, 250 North Water Street, Suite 240, Mobile, Alabama, 36602, or emailed to mbarlow@asdd.com (Michelle Barlow, Information Technology Manager).

In submitting a proposal, the vendor agrees that acceptance of any or all proposals by ASPA within a reasonable period of time constitute a contract. No delivery shall become due or be accepted unless a purchase order shall first have been issued by ASPA.

All reports, surveys, tables, charts, diagrams, design work, product recordings and other data (including electronic audio and video) or documentation prepared or compiled by Proposer in connection with the performance of its obligations under the contract, shall be the sole and exclusive property of ASPA. Proposer shall retain in its files, sufficiently detailed working papers relevant to its engagement with ASPA. Proposer further agrees that its working papers will be held with the strictest confidence and will not be disclosed or otherwise made available to outside sources, except as required by law, without the written consent of ASPA.

Proposer must agree to keep confidential any and all information concerning the plans, operations or activities of ASPA which may be divulged by ASPA or ascertained by Proposer in the course of performing services under any contract with ASPA. In the event Proposer is required to disclose confidential information pursuant to a subpoena, order of a court, or other legal process, Proposer shall, upon notice of such required disclosure and prior to disclosure, immediately notify ASPA disclosure and allow ASPA the opportunity to inspect the information subject to disclosure, and in the event such disclosure is

objectionable under any standard or rule of the court, Proposer shall exhaust all legal means to prevent disclosure.

Additionally, the successful proposer must satisfy the requirements of the Beason-Hammon Act, which requires that the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for damages resulting therefrom.

Also, as a condition for the award of any contract, grant, or incentive by the state, any political subdivision thereof, or a state-funded entity to a business entity or employer that employs one or more employees within the State of Alabama, the business entity or employer shall provide documentation establishing that the business entity or employer is enrolled in the EVerify program.

No work shall commence nor shall any invoices be paid until the vendor provides the requested proof of insurance as outlined in the 'Insurance Requirement for Proposers' document attached and until such proof is accepted by the ASPA. If you have questions concerning the insurance requirements please contact Kevin Malpas, ASPA Risk Manager, at 251-441-7118, or kmalpas@asdd.com.

Proposal must be clearly identified as 'Business Intelligence Platform'. Responsibility for timely submittal and routing of proposal lies solely with the Proposer. Proposals received after the closing time specified will not be considered.

ASPA reserves the right to reject any or all proposals, to further negotiate with successful proposer and to waive informalities and minor irregularities in proposal received, and to accept any portion of the proposal if deemed in the best interest of ASPA.

Evaluation Criteria

Evaluation includes:

Feature	Description	Weight
Cost	Is a government discount included? Is the price reasonable and scalable? Is pricing broken out by module or bundle for each business area such as finance? Is the product purchased or subscription based? Is annual support costing reasonable?	30%
Software Product Evaluation	Are all functional requirements of the BI Solution met? Are connectors available to Oracle EBS, Excel or other databases? Is pre-defined content for all Oracle EBS modules used by ASPA available? Is the proposed BI System scalable? Is the solution proposed a reasonable fit or overkill?	40%
Vendor	Does the vendor have a successful history in implementation of Business Intelligence solutions with integration to Oracle EBS modules used by ASPA? Does the professional staff who will be working on this project have the necessary skills and experience? Is adequate ongoing support and training materials available?	30%

Weight percentages are subject to change based upon ASPA evaluations. ASPA intends to award the agreement to the Proposer whose Proposal best satisfies the scope of services and product described and is otherwise in the best interest of ASPA. The determination of award shall be made by ASPA, in its sole discretion, which decision shall be final. ASPA may request submission of additional information to assist it in evaluating a Proposal, and the Proposer shall cooperate fully with such request. An onsite presentation or online presentation may also be required. The contract resulting from this RFP will be awarded to the qualified Proposer who ASPA believe will be the most advantageous to ASPA. ASPA may condition an award on the successful Proposer's agreement to such terms and conditions as required by ASPA including, but not limited to, ASPA's indemnification.

Proposal Submittal Requirements

Please include the following specified deliverables in your proposal, according to the following:

Introduction and Corporate Overview

- Company Name
- Years in business
- Type of organization, i.e. corporation, partnership, etc.
- Ownership (names, nature of participation)
- Number of employees on staff
- Number of customers
- Number of Oracle Certified Consultants
- Statement that the Proposer is fully qualified to provide the requested services
- Statement regarding bond or surety cancellation or forfeiture
- Statement regarding bankruptcy petitions/judgments
- Describe any pending, contemplated, or on-going administrative or judicial proceedings material to proper's business

Consultant Experience

- Experience with Oracle EBS
- Experience with Oracle EBS integration and the proposed BI Solution
- Experience working specifically with Oracle EBS Financials
- Experience FSG and Discoverer migration utilities

Scope of Work Summary

The proposal must include a work plan which identified necessary resources and tasks. The work plan should include the following:

- Project scope
- Project schedule
- List of key activities
- Deliverables and dates
- Implementation and testing dates and agenda
- Go-live date
- Training plan for administrator and functional user training dates and agenda
- Ongoing support (problem reporting and resolution, upgrades, patches, etc.)

Pricing

- Cost of software purchase and installation with annual support agreement
- Breakdown of pre-defined reports and views grouped by Oracle EBS Module or bundled by business area
- Cost of services to convert five (5) FSG reports and five (5) Discoverer reports
- Cost of services provided to develop customized reports or views

Project Assumptions

- Vendors can make the following assumptions when responding to the proposal:
- ASPA will provide a project manager
- ASPA will provide a database administrator
- ASPA will provide a BI Platform administrator
- ASPA will provide a programming/business analyst per each business area, such as general ledger, for report conversion testing and technical training
- ASPA will provide a testing and production environment

References

- Three (3) client references with current verified contact information.
- References are to include company name, contact, phone, and email address.
- Client references must have completed a successful implementation involving financial modules

ALABAMA STATE PORT AUTHORITY
INSURANCE REQUIREMENTS FOR CONTRACT WORK

INDEMNIFICATION

The Contractor shall assume all liability for and shall indemnify and save harmless the State of Alabama and the Alabama State Port Authority, doing business as Alabama State Docks (ASD), and its officers and employees from all damages and liability for injury to any person or persons, and injury to or destruction of property, including the loss of use thereof, by reason of an accident or occurrence arising from operations under the contract, whether such operations are performed by himself or by any subcontractor or by anyone directly or indirectly employed by either of them occurring on or about the premises, or the ways and means adjacent during the term of the contract, or any extension thereof, and shall also assume the liability for injury and/or damages to adjacent or neighboring property by reason of work done under the contract

INSURANCE REQUIREMENTS

The Contractor shall not commence work under the contract until he has obtained all insurance required under the following paragraphs and until such insurance has been approved by ASD, nor shall the Contractor allow any subcontractor to commence work until all similar applicable insurance has been obtained by the subcontractor or the Contractor has provided coverage for the subcontractor. The Contractor shall provide, at his expense, insurance in accordance with the following:

General Requirements (applicable to all policies)(Required for this project)

All policies of insurance must be written with companies acceptable to ASD. The Contractor shall furnish to ASD certificates of insurance, signed by the licensed agent evidencing required coverages. ASD reserves the right to require certified copies of any and all policies. Each policy of insurance shall provide, either in body of the policy or by endorsement, that such policy cannot be substantially altered or cancelled without thirty (30) days' written notice to ASD and to the insured. *Except for Workers Compensation, said policies will identify Alabama State Port Authority, its officers, officials, agents, servants and employees as Primary and Non-contributory Additional Insureds in connection with work performed for, on behalf of, or on the property of ASD, including a waiver of all rights of subrogation.*

General Requirements (applicable to all policies)(Required for this project)

All policies of insurance must be written with companies acceptable to ASD. The Contractor shall furnish to ASD certificates of insurance, signed by the licensed agent evidencing required coverages. ASD reserves the right to require certified copies of any and all policies. Each policy of insurance shall provide, either in body of the policy or by endorsement, that such policy cannot be substantially altered or cancelled without thirty (30) days' written notice to ASD and to the insured. *Except for Workers Compensation, said policies will identify Alabama State Port Authority, its officers, officials, agents, servants and employees as Primary and Non-contributory Additional Insureds in connection with work performed for, on behalf of, or on the property of ASD, including a waiver of all rights of subrogation.*

Automobile Liability (Required for this project)

The Contractor shall take out and maintain during the life of the contract Business Automobile Liability insurance covering any auto in an amount not less than \$500,000 for any one occurrence for bodily injury, including death, and property damage liability.

Workers Compensation (Required for this project)

The Contractor shall take out and maintain during the life of the contract Workers Compensation and Employers Liability insurance providing coverage under the Alabama Workers Compensation Act in an amount not less than that required by Alabama law.

Where applicable, Contractor shall take out and maintain during the life of the contract insurance providing coverage as required by Federal statute, including but not limited to U.S. Longshoremen and Harborworkers' Compensation Act (USL&H), Jones Act, and Railroad Federal Employers Liability Act (FELA).