



July 22, 2014

**CITY OF PITTSBURGH
REQUEST FOR PROPOSALS AND QUOTE**

For Professional Services in support of the below noted items:

- 1) The development of City of Pittsburgh requirements for a Workforce Management System;**
- 2) Review of the City's existing JD Edwards Enterprise One version 9.0 Payroll Implementation Project;**
- 3) Recommendations for implementing a Workforce Management System; and**
- 4) Management of the completion/implementation of the project**

Deadline for Submission: September 5, 2014

All questions due: August 4, 2014 by 5 p.m.

Mandatory Pre-Proposal Conference: July 31, 2014 at 1 pm.

Proposals will not be accepted without attendance to Pre-Proposal Conference, which will take place at the following location:

**City-County Building
414 Grant Street
Suite 646
Pittsburgh, PA 15219**

I. OBJECTIVE OF THIS REQUEST FOR PROPOSAL (“RFP”)

The City of Pittsburgh (the “City”) is requesting a proposal and quote for professional services in support of the following:

Phase I:

1. Development of the City’s requirements for a Workforce Management System, which would include position management, benefits administration, employee self-service, payroll, and time and attendance;
2. Review of the City’s existing JD Edwards Enterprise One version 9.0 Payroll Implementation Project (the “PIP”); and
3. Recommendations for implementing a Workforce Management System. These three (3) tasks together comprise Phase I of the project set forth herein (the “Project”).

Phase II:

4. The City would also like a proposal for the management of the completion/implementation of the project through payroll GoLive and acceptance of the Workforce Management System (Phase II). This will include integration with the County ERP financial system on the JD Edwards platform.

II. PROJECT REQUIREMENTS

1. The selected Respondent must be able to demonstrate substantial experience with similar projects described in this RFP, have the human resources and financial capacities to execute the project successfully, and have the availability of the full range of skills and expertise necessary to carry out the Project as dictated by the City’s schedule. Specific discussion of past engagements incorporating similar requirements is preferred over generalized representations of the Respondent’s experience.

The project that the City is undertaking is different than a traditional ERP Workforce Management business case and selection process. The City recently put a hold on implementing the JD Edwards (JDE) Payroll and Human Resources modules which were purchased as a result of Allegheny County’s ERP procurement. Since the City was not involved in the original procurement and requirements definition, the City wishes to determine whether JDE’s payroll and human resources functionality is appropriately matched to the City’s requirements. If it is deemed that JDE does not satisfactorily match the City’s business requirements, the City would like to procure a new system which would integrate with Allegheny County’s system financials.

In addition to the pricing quotes requested below, your response should include:

- An overview of your company and its capability to complete the Project; and
- The bios of the personnel to be assigned to the Project, and a complete Statement of Work, including your proposed methodology for your evaluation/detailed Project Plan.

The City anticipates that Phase I of the project should be completed in 6-8 weeks. Please provide a Proposed Project Schedule, including your recommended timeframe for the Project in your Project Plan and all resources required.

2. **Pricing Quotes** (Quotes must include all costs whatsoever, including any business costs. All costs should directly relate to deliverables/milestones as further discussed in Section III, Proposal Requirements).

Phase I: _____

Development of City Workforce Management System Requirements; Review of the JD Edwards Enterprise One version 9.0 Payroll Implementation Project (i.e. the Existing Project); Recommendations for implementing a Workforce Management System; and

Phase II: _____

Completion of a Workforce Management System with integration into the JD Edwards ERP financial system

III. PROPOSAL REQUIREMENTS

In order to be considered, Respondents must provide the following information:

- Cover letter;
- Detailed Scope of Work, including a Proposed Project Schedule with defined work products/deliverables, including any proposed work not mentioned above. Additional proposed work shall be stated separately;
- A detailed history, including resumes or other similar documentation, for personnel to be assigned to this engagement. Submitted information should include the names of clients for which similar services have been performed, contact names and telephone numbers, and a brief description of services provided;

- The names, experience, and qualifications of the individual(s) who would be primarily responsible for performing the services;
- An all inclusive fee proposal broken down by deliverables/hours as set forth in the Scope of Work; and
- A completed version of either the MBE/WBE/Veteran Owned Solicitation and Commitment Form or the MBE/WBE/Veteran Owned Solicitation and Commitment Form–Waiver Request, copies of which are attached as Exhibit A.

IV. ECONOMY OF PROPOSALS

Proposals should be prepared simply and economically and give a straightforward and concise description of the Respondent's capabilities to satisfy the requirements of the Project. Special bindings, colored displays, etc. may be used when they will aid in clarity, but are not otherwise necessary. Emphasis should be placed on the completeness and clarity of content.

V. REQUESTS FOR INFORMATION

Any requests for clarification or additional information regarding this RFP must be received electronically by **5:00 pm, Eastern Daylight Time, August 4, 2014**, and should be sent to:

ip_professional_services@pittsburghpa.gov

The City will post responses in writing on the City's website by **August 7, 2014**.

The City will convene a pre-subscription meeting and attendance at this meeting is mandatory for a Proposal to be considered. The pre-subscription meeting will be held at the following date, time, and location:

Date: July 31, 2014
Time: 1:00 pm
Location: **City-County Building**
414 Grant Street
Suite 646
Pittsburgh, PA 15219

The City of Pittsburgh will permit attendance via a Conference Bridge for interested vendors who cannot attend in person.

Dial: 1-866-740-1260 Access Code: 2552153

Any Respondent believing that there is any ambiguity, inconsistency, or error in this RFP shall notify the City of Pittsburgh electronically by the above-mentioned July 28, 2014 deadline. Failure to notify the City will constitute a waiver of claim of ambiguity, inconsistency, or error.

Only interpretations or corrections to the RFP made in writing by the City's Department of Innovation & Performance will be binding.

VI. PROPOSAL SUBMISSION

Four (4) hard copies and one (1) electronic copy of the proposal must be received no later than **3pm Eastern Daylight Time, September 5, 2014**. All hard copy submissions should be mailed or hand delivered to:

Paul Leger
Director of Finance
City of Pittsburgh, Department of Finance
City-County Building, Room 200
414 Grant Street
Pittsburgh, PA 15219

The City of Pittsburgh is not responsible for late delivery caused by the postal service, private carriers, traffic, weather conditions, or any other reason.

Electronic copies should be sent to:
ip_professional_services@pittsburghpa.gov

Any proposals received after the deadline will be rejected.

All materials submitted in response to this RFP will become property of the City of Pittsburgh. Respondents shall not retain any rights, including, but not limited to intellectual property rights, to the information and/or ideas contained within or accompanying their Proposals.

The content of all proposals will be maintained as confidential until the Final Respondent selection is publically announced, but may be subject to disclosure pursuant to applicable law thereafter.

Submission of a Response indicates acceptance by the Respondent of the terms and conditions of this RFP unless clearly and specifically noted otherwise in the Response.

VII. CONDITIONS

- 1) No Collusion or Conflict of Interest.** By responding to this RFP, the Respondent shall be deemed to have represented and warranted that its submission was not made in connection with any competing Respondent submitting a separate response to this RFP, is in all respects fair, and was without collusion or fraud.
- 2) Fees Disclosure.** Pursuant to Section 161.36 of the City of Pittsburgh Code, the Respondent must include a disclosure of any finder's fees, fee splitting, firm affiliation or relationship with any broker-dealer, payments to consultants, lobbyists, or commissioned representatives or other contractual arrangements that could present a real or perceived conflict of interest.
- 3) Fair Trade Certification.** By responding to this RFP, the Respondent certifies that no attempt has been made, or will be made, by the Respondent to induce any other person or firm to submit or not to submit a submission for the purpose of restricting competition.
- 4) Debarment.** This RFP is also subject to Section 161.22 of the City of Pittsburgh Code related to debarment from bidding on and participating in City contracts.
- 5) Professional Services Agreement.** By submitting a response, Respondent is confirming its willingness to enter into a Professional Services agreement with the City and to comply with the terms agreed to by the parties therein. The City's Professional Services agreement terms include, but are not limited to, insurance (liability and workers compensation) and indemnification requirements. Respondent acknowledges that such Professional Services Agreement may further be subject to prior authorization by Pittsburgh City Council after the selection process set forth in Section VIII herein is completed.

VIII. SELECTION PROCESS

The criteria used to evaluate the proposals will include:

- The completeness of the proposal, including the proposal's conformance to the standards and objectives set forth in this RFP;
- The quality of the proposal;
- The Respondent's experience in performing similar projects;
- The Respondent's skills, resources, and capacities to execute the Project successfully in a timely manner;

- MBE/WBE/Veteran participation; and
- Total project cost and appropriateness of cost allocation among tasks.

Upon receipt of the proposals, the City will select the proposal that best meets its needs. The proposal with the lowest price will not necessarily be accepted, nor will any reason for the rejection of any proposal be indicated.

The City reserves the right to reject any or all proposals, to waive any procedural informalities, to cancel this RFP (with or without the substitution of another RFP), or reissue the RFP at any time prior to the execution of a final contract if, in the City's opinion, it is in the best interest of the City for any reason whatsoever. The City also reserves the right to supplement, amend, substitute, or otherwise modify this RFP at any time prior to selection of one or more Respondent(s).

The City also reserves the right to permit or reject, at the City's sole discretion, amendments, modifications, alterations and/or corrections to proposals by some or all of the Respondents following proposal submissions. The City also reserves the right to request that some or all of the Respondents modify their proposals, submit additional information, or attend an interview at City offices.

IX. MBE / WBE / VETERAN-OWNED SOLICITATION AND COMMITMENT

The City of Pittsburgh is committed to providing all citizens an equal opportunity to participate in City and related Authority Contracting opportunities. It is therefore the City's goal to encourage increased participation of women and minority groups in all City contracts.

The City requires that all bidders demonstrate good faith efforts to obtain the participation of Minority-Owned Business Enterprises ("MBEs") and Women-Owned Business Enterprises ("WBEs") in work to be performed under City contracts. The levels of MBE and WBE participation will be monitored by the City of Pittsburgh's Equal Opportunity Review Commission ("EORC").

In order to ensure that there are opportunities for historically disadvantaged minority groups and women to participate on Covered Contracts, and consistent with the City's current equal employment opportunity practice and goals, the EORC will review contracts to include an evaluation of a developer/contractor's employment of minority groups and women, encouraging goals of twenty-five (25) percent and ten (10) percent, respectively.

It is also the City's goal to encourage participation by veteran-owned small businesses in all contracts. The City of Pittsburgh shall have an annual goal of not less than five (5) percent participation by veteran-owned small businesses in

all contracts. The participation goal shall apply to the overall dollar amount expended with respect to the contracts.

The City requires that all bidders demonstrate good faith efforts to obtain the participation of veteran-owned small businesses in work to be performed under City contracts. The levels of veteran-owned participation will be monitored by the City of Pittsburgh's Department of Finance.

In order to demonstrate good faith commitment to these goals, all bidders are required to complete and submit with their bids either: the attached MBE / WBE / Veteran Owned Solicitation and Commitment Form (which details the efforts made by the bidder to obtain such participation), or the attached MBE/WBE/Veteran Owned Solicitation and Commitment Form–Waiver Request, which details why no MBE/WBE/Veteran-Owned business participation could be obtained. Failure to submit either of these forms will result in rejection of the bid. Copies of these forms are attached as Exhibit A.

For further information, including definitions and additional requirements, please see Chapter 177A (Sections 177A.01 *et. seq.*) of the City Code and Section 161.40 of the City Code.

X. RESPONDENT'S RESPONSIBILITY

1. All materials and work products prepared, developed or obtained through any Professional Services Agreement or other contract with the City of Pittsburgh shall be promptly delivered to and become the property of the City of Pittsburgh and there shall be no limitation on the subsequent use of same by the City of Pittsburgh. Failure to comply with this provision shall, at the City of Pittsburgh's election, absolve the City of Pittsburgh for payment of any compensation to the Respondent in connection with such agreement or contract.
2. The Respondent's work shall be subject to monitoring and review by the City of Pittsburgh. Where the Respondent's work is determined to be unsatisfactory, it shall be corrected by the Respondent at the direction of the City and at no additional cost to the City.
3. The Respondent shall adhere to the Proposed Project Schedule by completing and furnishing all work products and/or deliverables within the allotted time frame. Any changes to the schedule proposed by the Respondent must be requested and approved by the City in writing.
4. Respondents are responsible for all costs associated with responses to this RFP, including any interviews or meetings, if required. In no event

shall the City be responsible for any costs related or incidental to the preparation of a response to this RFP.

5. It is the responsibility of all interested Respondents to carefully read the entire RFP which contains all provisions applicable to successful completion and submission of a Response.

XI. MINOR SCOPE OF WORK CHANGES

Throughout the course of this project, minor changes in the Scope of Work may occur for which documentation is required. The selected Respondent is required to submit to the City of Pittsburgh for approval a procedure that will track any such minor changes to the Scope of Work. The procedure, at a minimum, must show the nature of the minor change, estimated person-hours with costs, any proposed trade-offs for the person-hours, and a place for City of Pittsburgh approval and sign-off by an authorized City representative.

It is not the intent of the City of Pittsburgh to supplement the Respondent's contract for minor deviations in scope changes. Major changes in the scope of work will require a supplemental agreement to the Professional Services Agreement.

The City of Pittsburgh reserves the right to decide when a supplemental agreement for the contract will be necessary, according to applicable law and procedures.

EXHIBIT A: SOLICITATION FORMS

CITY OF PITTSBURGH MBE / WBE SOLICITATION AND COMMITMENT FORM

PROPOSAL NO.	DATE:
COMPANY NAME	
ADDRESS	
CITY, STATE AND ZIP CODE	
FAX NUMBER AND E-MAIL ADDRESS	
FOR ASSISTANCE CALL THE OFFICE OF BUSINESS AND EMPLOYMENT OPPORTUNITIES AT 412-255-8804	FAILURE TO COMPLETE FORM MAY BE SUFFICIENT CAUSE FOR BID REJECTION

PLEASE LIST ALL MBE / WBE BUSINESSES SOLICITED

NAME	ADDRESS	PHONE	FAX NO.	E-MAIL	MBE	OR	WBE
1.					<input type="checkbox"/> EST \$	OR	<input type="checkbox"/> EST %
					_____		_____
2.					<input type="checkbox"/> EST \$	OR	<input type="checkbox"/> EST %
					_____		_____
3.					<input type="checkbox"/> EST \$	OR	<input type="checkbox"/> EST %
					_____		_____
4.					<input type="checkbox"/> EST \$	OR	<input type="checkbox"/> EST %
					_____		_____

MBE / WBE HISTORY	CONTRACT NO.	DESCRIPTION	MBE USED	WBE USED
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CITY OF PITTSBURGH MBE/WBE SOLICITATION AND COMMITMENT FORM-WAIVER REQUEST

COMPANY NAME:	
ADDRESS:	
CITY AND STATE:	
TELEPHONE FAX NUMBER E-MAIL ADDRESS	

PLEASE EXPLAIN IN DETAIL WHY A WAIVER IS REQUESTED.

CITY OF PITTSBURGH MBE / WBE SOLICITAION AND COMMITMENT FORM - TRADES

NAME	ADDRESS	PHONE	FAX NO.	CHECK MM MF NMF	WORK PERFORMED: _____ EST. PAYMENT: _____ PAYMENT % OF CONTRACT: _____ DATE STARTED: _____
NAME	ADDRESS	PHONE	FAX NO.	CHECK MM MF NMF	WORK PERFORMED: _____ EST. PAYMENT: _____ PAYMENT % OF CONTRACT: _____ DATE STARTED: _____
NAME	ADDRESS	PHONE	FAX NO.	CHECK MM MF NMF	WORK PERFORMED: _____ EST. PAYMENT: _____ PAYMENT % OF CONTRACT: _____ DATE STARTED: _____
NAME	ADDRESS	PHONE	FAX NO.	CHECK MM MF NMF	WORK PERFORMED: _____ EST. PAYMENT: _____ PAYMENT % OF CONTRACT: _____ DATE STARTED: _____

I HEREBY ATTEST THAT ALL THE ABOVE FORMS HAVE BEEN FILLED OUT TO THE BEST OF MY KNOWLEDGE AND I ACKNOWLEDGE THAT THE DOCUMENTS SUBMITTED ARE THE MBE / WBE PARTICIPATION PLAN AS REQUIRED BY THE CITY OF PITTSBURGH. (TYPE NAME AND SS NO.)

SIGNED: _____ DATE: _____

