

Appendix C

RFP 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 PM PACIFIC TIME

RFP: IT-2019-60-RB

VENDOR 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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1.0 Organizational and Executive Responses

1.1 Executive Summary and Introduction

[Insert Executive Summary and Introduction here.]

1.2 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	

1.3 References

Provide at least three references of customers with comparable service.

Reference # 1	
Customer Name	

Reference # 1	
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	

Reference # 3	
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	

1.4 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	DESCRIPTION
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]

2.0 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.

3.0 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.

4.0 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.

5.0 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.

6.0 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