



# CITY OF PITTSBURGH

## Office of Management & Budget



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### Request for Proposal

*for*

### J.D. Edwards Procurement Optimization Consulting Services

RFP No. 2015-0007

Release Date: December 21, 2016

Submittal Deadline: January 4, 2016  
no later than 3:00pm EST



## **I. Introduction**

The City of Pittsburgh (“the City”) Office of Management and Budget (“OMB”) is seeking the services of a consultant to support the design of future state business processes leveraging the City’s existing investment in the J.D. Edwards Enterprise Resource Planning (ERP) system. While the system was originally set-up to support a traditional requisition-to-purchase order process, the current business processes and practices have not been implemented in that manner, and the City would like to redesign its business processes to be more in line with best practices.

Currently the J.D. Edwards system is used to create purchase orders as merely a means to process invoices after a purchase has already been made. There is very little data completed in the available fields and that data is very inconsistent and therefore practically unsuitable for the analysis that the City would like to do (e.g., identify strategic sourcing opportunities).

The City has recently completed a review of its policies and procedures through the National Institute of Government Purchasing (NIGP) and also has built several tools to support internal and external processes, so we are not expecting the consultant to focus on analyzing current processes. The City will provide the selected vendor with materials related to these initiatives as well as documentation regarding the current state process flows.

## **II. Project Goals**

The City has identified several key goals that we would like to accomplish through the optimization of the J.D. Edwards procurement functionality:

- Flexibility in establishing roles and workflow approvals;
- Front-end procurement requisition review and approvals, including commodity-based approvals;
- Automated purchase order creation and submission to suppliers;
- Expanded use of item master, catalog, and punch-out capabilities;
- More robust and on-demand reporting capabilities;
- Automated purchase order and invoice matching rules and exception processes;
- Improved data integrity through centralized procurement ownership of the supplier master, item master, and other applicable data sets; and
- Implementation of a procurement card program to improve overall efficiency and effectiveness.



### **III. Scope of Work**

The City is seeking a consultant to perform the following services as part of this project:

- Meet with OMB staff to understand current state processes and overall vision and goals for the future state;
- Meet with J.D. Edwards Service Center staff to understand current system configuration, staff expertise/capabilities, and bandwidth to support implementation and on-going support of redesigned processes;
- Leverage experience implementing J.D. Edwards procurement functionality to develop detailed future state process flows aligned with the City's vision and goals;
- Participate in process design workshops with OMB and departmental staff to review the draft future state process flows, address questions/concerns, and incorporate feedback;
- Identify key organizational, policy, process, and technology changes that will be required to support the future state processes; and
- Provide a high-level implementation roadmap, including key tasks, roles and responsibilities, and timeline for completion.

In accordance with the City's procurement policies, the cost for this project is anticipated to be less than \$30,000. Subsequent work effort that may be required to support implementation of the future state processes will be procured in accordance with City Code.

### **IV. Submission Requirements**

Vendors should submit a brief (3-5 pages maximum) proposal that includes the following:

- Overview of the firm;
- Experience implementing J.D. Edwards procurement functionality;
- Brief resume/bio of consultants who will work on this project; and
- Cost proposal, with hourly rates for each proposed role along with estimated required hours.
- EORC commitment or waiver request

Proposals should be submitted via email to the following contact by 3:00 PM on January 4, 2016.

Jennifer Olzinger, Assistant Director/Procurement  
City of Pittsburgh, Office of Management and Budget  
Room 502, City-County Building  
Pittsburgh, PA 15219  
Email: [jennifer.olzinger@pittsburghpa.gov](mailto:jennifer.olzinger@pittsburghpa.gov)



Any questions or issues for clarification should be directed to the above contact as well. The selected consultant will be expected to enter into a professional services agreement with the City upon approval of Pittsburgh City Council. The anticipated start date for this effort is mid-January 2016, and the City would like the project completed within four (4) weeks of commencement.

## **V. Equal Opportunity**

### **MWE/DBE**

The City of Pittsburgh is committed to the ideal of providing all citizens an equal opportunity to participate in City and its Authorities' 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 (MBE's) and Women-Owned Business Enterprises (WBE's) 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, encourage goals of twenty-five (25) percent and ten (10) percent respectively.

### **Veteran-Owned Small Business**

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 business in work to be performed under City contracts. The levels of veteran-owned participation will be monitored by the City of Pittsburgh's EORC.

### **Good Faith Commitment**

In order to demonstrate good faith commitment to these goals, all bidders are required to complete and submit with their bids either: the attached MDE/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 MDE/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 Appendices B & C.