

**ALLEGHENY COUNTY SANITARY AUTHORITY (ALCOSAN)**

**REQUEST FOR QUALIFICATIONS  
for  
JD EDWARDS SYSTEM UPGRADE  
June 17, 2021**

**1.0 INTRODUCTION**

The Allegheny County Sanitary Authority (“ALCOSAN”) is soliciting Letters of Interest and Statements of Qualification (collectively, “Submittals”) from firms interested in qualifying to provide Services for the upgrade to ALCOSAN’s JD Edwards system.

This document is intended to assist firms in preparing their Submittals for this project. All Submittals that fail to conform to requirements set forth herein will not be considered by ALCOSAN.

**2.0 COMMUNICATIONS REGARDING THE REQUEST FOR QUALIFICATIONS**

Questions and requests for clarification regarding this Request for Qualifications (“RFQ”) must be directed, in writing, to:

Suzanne Thomas  
Procurement Officer  
Allegheny County Sanitary Authority  
Email: Suzanne.thomas@alcosan.org

Responses to all general questions and requests for clarification will be posted on ALCOSAN’s website. ALCOSAN will provide, in writing, any clarifications, changes and/or other information deemed to be necessary as addenda to this RFQ. ALCOSAN cannot guarantee responses to any questions received after 2:00 p.m. on July 9, 2021.

**3.0 OBJECTIVE**

ALCOSAN proposes to retain a highly qualified firm to provide the services described herein. Firms and team members with significant experience in projects with similar characteristics will be given prime consideration for this project. Those firms that participate in this Request for Qualification (RFQ) process will be referred to as “Proposers.” “Proposer” and its Subconsultants shall be referred to collectively as the “Team.” The successful team shall be referred to as the Consultant.

#### 4.0 SCOPE OF SERVICES

Project Name: JD Edwards System Upgrade  
Existing Location: 3300 Preble Avenue, Pittsburgh, PA 15233  
Schedule: December 2021 – July 2022

The selected firm must provide the JD Edwards EnterpriseOne 9.2 product and supply all services necessary to migrate the existing JD Edwards World general ledger system including at a minimum:

- Modules for General Accounting, Payroll, Accounts Payable, Human Resources, Purchasing, Inventory, Budgeting and Project Costing,
- Provide assistance with migration of DreamWriter, WorldWriter, STAR and FASTR reports including rewriting any essential reports as necessary,
- Aide in addressing current system customizations and resort to standard JDE functionality or recreate as necessary,
- Maintain current Organizational Structure and Chart of Accounts,
- Assist with key integrations of Banner Utility Billing and Novatime systems,
- Provide seamless transfer of all ALCOSAN historical data to new system; and,
- Provide on-site training and 24/7 support.

**Please note: ALCOSAN’s current general ledger system is JD Edwards World Version A9.4.**

The following is an outline of the anticipated project schedule based on the information available at this time. The project schedule is subject to change. The official schedule will be included in the contract for professional services.

<u>Date</u>	<u>Milestone</u>
June 17, 2021	RFQ Issued
July 19, 2021	Submittals Due to ALCOSAN
August 2021	Shortlist of Firms for RFP
August 2021*	Distribute RFP
September 2021*	Deadline to Submit Proposal to ALCOSAN
October/November 2021*	Interviews with ALCOSAN staff
November 2021*	Selection of Firm by Authority Board

\*Approximate Dates

Please note that this is a completion contract; any maintenance agreements may be established at the discretion of the Authority under a separate purchase order.

## 5.0 EVALUATION OF QUALIFICATIONS SUBMITTALS/SELECTION PROCESS

The Consultant will be selected based upon the following process:

**Shortlist:** Once the deadline for the RFQ has lapsed, ALCOSAN's Procurement Project Team shall review, discuss, and independently rank all Submittals. The Procurement Project Team will evaluate Submittals based upon the following criteria:

- Firm's history and resource capability to perform required services
- Evaluation of assigned personnel
- Related experience
- Ability to meet schedule and project budget
- Specific experience with JD Edwards migration from World A9.4 to EnterpriseOne 9.2
- Ability to recreate essential DreamWriter, WorldWriter, FASTR and STAR reports
- Ability to relate to project requirements
- Ability to provide training and support
- MBE/WBE/SDV Participation
- Review of vendor references

Based upon the evaluations of the Submittals, the Procurement Committee will develop a shortlist of firms which will be presented to the ALCOSAN Professional Services Committee for approval. Only information provided in this Submittal regarding this RFQ will count toward the firm's score.

**Request for Proposals:** Shortlisted firms will be emailed a Request for Proposals ("RFP"). Following proposal submission, Proposers will be interviewed by ALCOSAN's Project Procurement Team. The Project Procurement Team will evaluate Proposer's performance in the interview when evaluating the proposals.

After completion of the interviews, all proposals will be individually evaluated utilizing criteria clearly set forth in the RFP.

## 6.0 QUALIFICATIONS SUBMITTALS

One (1) electronic copy may be emailed to the Procurement Officer. Submittals must be received by ALCOSAN **no later than 2:00 p.m. on July 19, 2021**. It is the Consultant's responsibility to ensure the documents have been received on time.

Submittals should be addressed as follows:

**STATEMENT OF QUALIFICATIONS FOR  
JD Edwards System Upgrade**  
Allegheny County Sanitary Authority  
Attention: Suzanne Thomas, Procurement Officer  
Suzanne.thomas@alcosan.org

Late and/or noncompliant Submittals will not be accepted for any reason. Submittals that do not include requested information and/or do not follow the requested format will be considered non-responsive. Non-responsive Submittals will not be evaluated. To enable ALCOSAN to efficiently evaluate the Submittals, Proposers must strictly follow the required format in preparing their Submittals.

Each section (as set forth below) shall be separated by a tabbed divider. Elaborate covers, binding, dividers, and the like are not required. Electronic copies shall be submitted as a PDF document. All forms required by this procurement are on the ALCOSAN website at <https://www.alcosan.org/work-with-us/standard-forms> .

Each Submittal shall be organized in the following order:

- A. Letter of Commitment** Provide a cover letter and company profile introducing the firm. This letter shall commit the firm to the terms of this RFQ and shall be signed by a person authorized to bind the company.
- B. Outside Cover and/or First Page:** Shall contain the name of the RFQ, the name of the Proposer, a point-of-contact, contact information (telephone and email) and the submittal date.
- C. Table of Contents**
- D. Team's Experience/References (Section 1):** The Proposer shall select five (5) similar projects using Part I, Section F, SF 330, to highlight, as best representing the Team's project experience. For each project, the Proposer shall prepare a brief, two-page, summary of the project including the following information:
  - Project Name and Location
  - Date(s) of Project
  - Project Owner
  - Contact Name/Address/Telephone Number/Email Address
  - Brief Description of the Project, highlighting the involvement of the Proposer
  - Firm Name and Role
  - Key Personnel involved in the Project, including Subconsultants
  - Project Description
  - Year Completed
  - Total Fees
- E. Team's Experience (Section 2):** The Proposer will submit a completed Form SF 330 (Parts I and II).

The Proposer shall attach a detailed Organizational Chart (Part I, Section D) of the proposed Team, not to exceed one (1) page.

The Proposer may provide no more than three (3) resumes of key personnel for Part I, Section E, with each resume not exceeding two (2) pages.

The Proposer shall provide a matrix of the Projects identified in Section 1 and the team members, including subconsultants, participation on each project.

- F. Commitment to MBE/WBE/SDVOSB Participation Goals (Section 3):** ALCOSAN encourages businesses owned and operated by minorities, disadvantaged, women, and service-disabled veteran business enterprises to submit Submittals or to participate as subconsultants or suppliers. The Proposer shall be required to utilize minority, disadvantaged, women (MBE) and service-disabled veteran owned small business (SDVOSB) business enterprises to the fullest extent possible. The MBE/WBE participation goals are 10-25% of the total value of the Consultant's proposed services. The SDVOSB participation goals are 3% of this same total value. A copy of ALCOSAN's Supplier Diversity Business Policy Statement is available on the ALCOSAN website. At this stage of submitting qualifications, ALCOSAN is looking for more than a general commitment to the goals of the policy. The companies must have a certification from a third party. The Service-Disabled Veteran Owned Small Business must be certified by the Veteran's Administration.

ALCOSAN understands that the ability to use subconsultants will vary and depend greatly on the size and type of project. The Proposer shall describe its commitment to the policy, highlighting MBE/WBE/SDVOSB participation rates on the Proposer's past projects. The Proposer should identify potential team members, if any, proposed under this project and integrate the firms into the project.

Failure to provide a clear MBE/WBE/SDVOSB team structure where the team members are integrated into the program will impact a submittal's evaluation.

- G. Right to Know (Section 4):** ALCOSAN is a municipal authority and is therefore subject to requests through the Pennsylvania Right-To-Know Law (RTKL). Submittals may become part of a RTKL request during and after the subsequent contract. All Proposers shall clearly identify only that portion of the proposal, which is considered company proprietary information and, therefore, exempt under the RTKL. A legend at the beginning of the proposal and/or on every page will not be considered sufficient. If there is no information contained in the submittal that may be exempt from the RTKL, Proposers shall make a statement to that fact in the Submittal.

\*\*\*End of RFQ\*\*\*