

**INVITATION TO QUALIFY (ITQ) (Notice of intended procurement):**

**ENTERPRISE RESOURCE PLANNING (ERP) SOFTWARE FOR FINANCIAL OPERATIONS AND ASSET MANAGEMENT**

**FOR:**

**NCC BUSINESS OPTIMIZATION OF FINANCIAL OPERATIONS AND ASSET MANAGEMENT PROJECT**

**202-40 ELGIN**

**OTTAWA, ONTARIO**

**Date Issued: 2014-07-11**

**Invitation to Qualify, NCC tender file #AL1521**

**Solicitation Closes: 2014-08-20**

**1. SECTION 1 – GENERAL INFORMATION**

**1.1 Nature of this Invitation to Qualify**

The National Capital Commission (NCC) invites vendors to respond to this Invitation to Qualify (ITQ) pertaining to an initiative of NCC to optimize administrative business processes and replace legacy systems.

This ITQ is the first part of a two-phase solicitation process. In this first phase, suppliers are requested to submit only certain information for evaluation (refer to Mandatory Requirements in 2.1) , while in the next phase only those suppliers who have been prequalified to bid after Phase 1 (Qualified Respondents) will be provided the RFP for Phase 2.

**1.2 Project Background**

The current financial system, implemented in 1997 is at the end of its active support life (December 2015) and needs to be replaced. The NCC assets solution was developed in the late 90's and also needs to be modernized. Many manual processes are required in different business activities such as detail budget planning/monitoring and project accounting and there is limited integration between financial operations and assets.

The NCC is seeking improvements in its internal practices, business processes and the creation of cost savings opportunities in the delivery of its administrative and support services, which led to the establishment of the Business Optimization of Financial Operations and Asset Management project.

There is an opportunity not only to review and optimize processes, but to replace two legacy systems with a solution integrating new capabilities for financial operations and asset management (inventory and lifecycle management).

The project will align with the following strategic principles.

**Strategic Principles**

1. Assets Management Oriented
2. Centralize & Real-Time (Financial & Asset) Information
3. Empower Managers - Accountability
4. Formalize/Standardize/Simplify Processes/Best Practice
5. Optimize Transactional Operations

**1.3 NCC Background Information**

**1.3.1 Mandate**

The National Capital Commission (NCC), established in 1958 under the *National Capital Act*, is a federal Crown corporation whose mandate is to prepare plans for and assist in the development, conservation and improvement of the National Capital Region (NCR) in order that the nature and character of the seat of the Government of Canada may be in accordance with its national significance. To fulfill its mandate, the NCC approves and coordinates the acquisition and development of federal lands in the NCR.

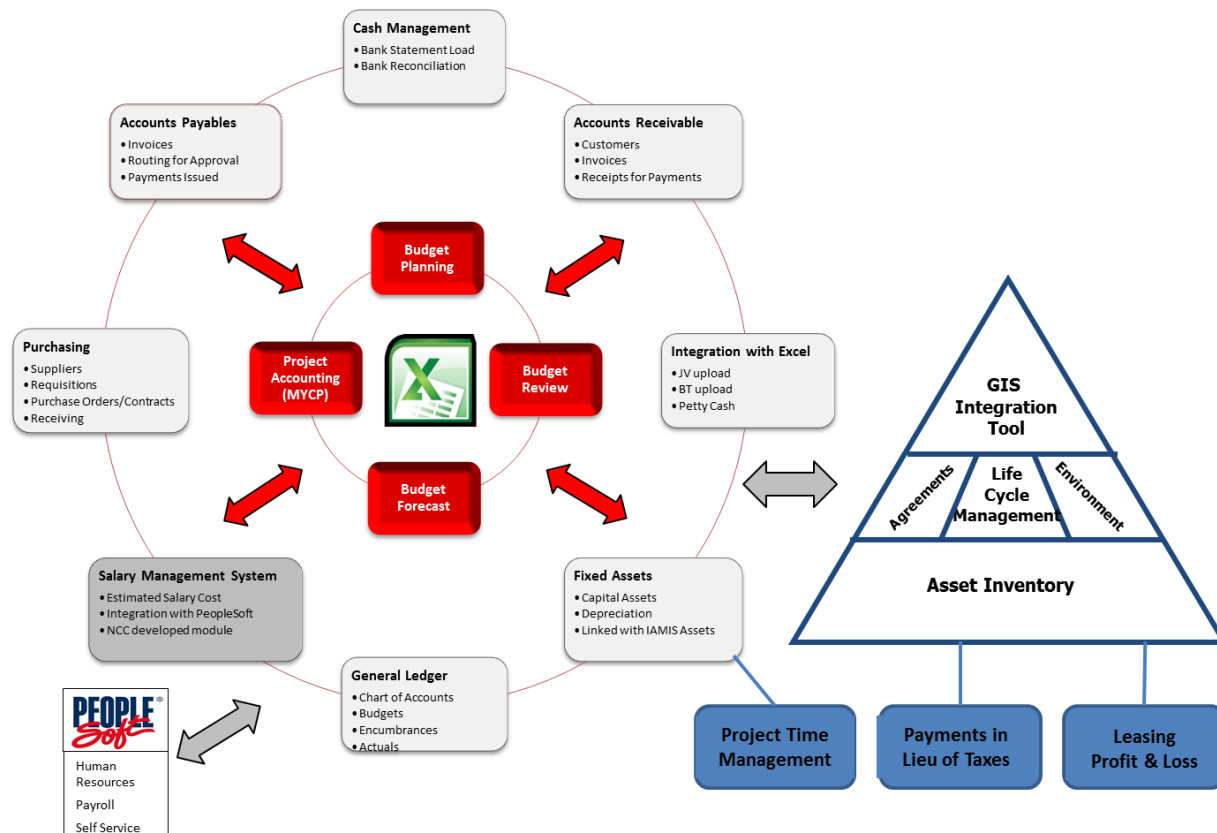
**1.3.2 Crown Corporation Status**

As a Crown corporation, the NCC is subject to the accountability regime set out in Part X of the *Financial Administration Act*, which makes the corporation responsible to Parliament. The NCC is subject to the Access to Information Act and the Privacy Act. However, the NCC is not subject to the requirements of the *Income Tax Act*.

**1.3.3 Demographics for Organization**

The NCC is a mid-size organization of approximately 400 employees. Annual statistics from current financial system: 3500 PO's for 1000 suppliers, 16,000 invoices for 1500 suppliers. NCC manages a very diverse set of assets such as lands, wells, fuel tanks, vehicles, bridges, statues, equipment and furniture. There are approximately 41,000 active assets in the system and 30,000 inactive (historical) records.

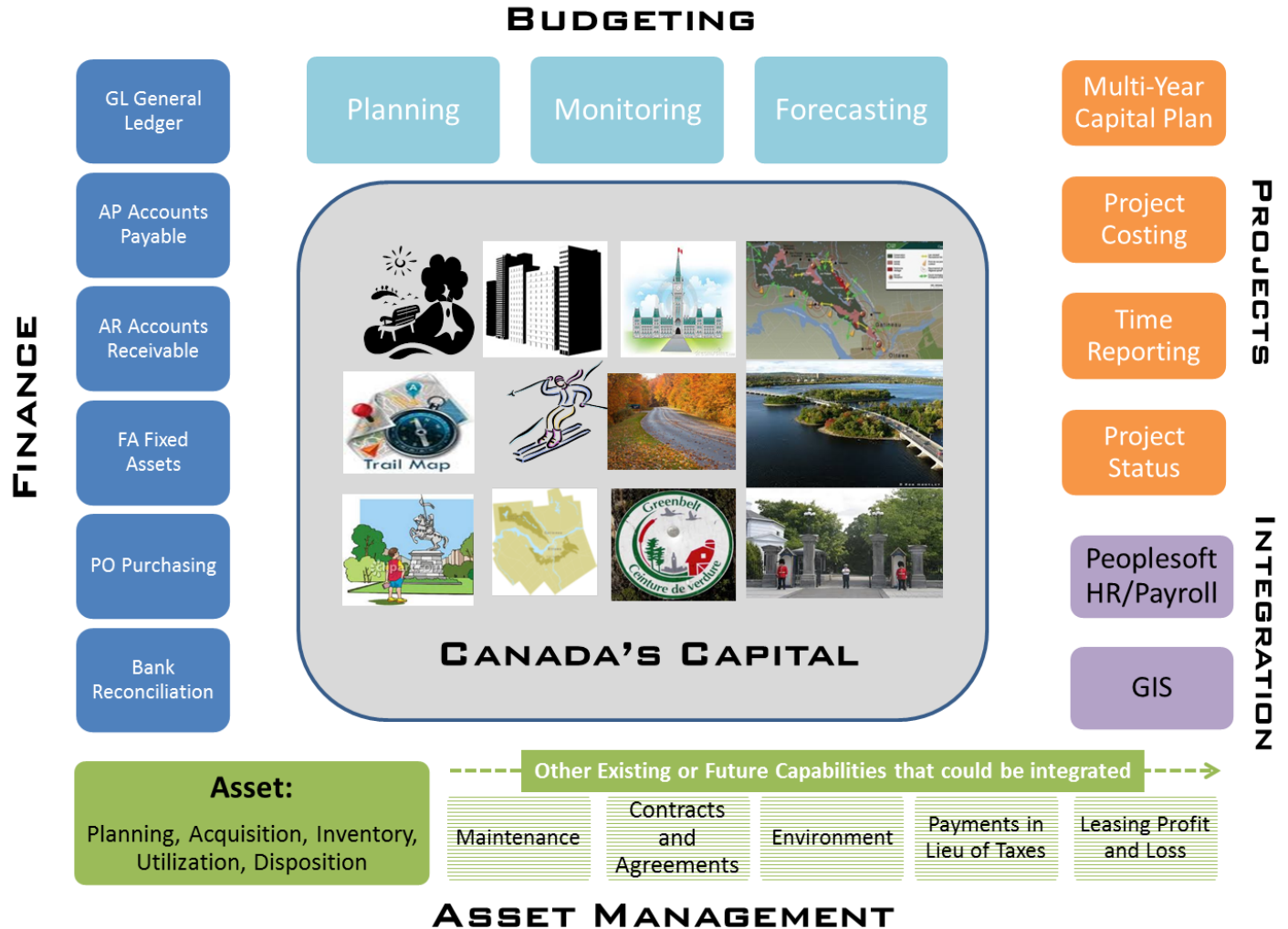
**1.4 Systems Current Configuration**



Financial operations are currently managed with Oracle E-Business Suite system (version 11.5.10.2). Project Accounting, Budget Planning, Forecasting and Review activities are managed via Excel spreadsheets.

Custom-built solutions (developed with Oracle Forms and Reports technologies) are used for Assets Management activities, Capital Project Time Management, Payment in lieu of taxes and Leasing Profit and Loss Management capabilities.

1.5 Future Configuration



NCC would like to implement an integrated solution allowing us to optimize our processes in regards with financial operations, project accounting and assets management (inventory and lifecycle management at a minimum). This new solution should allow us to align with the strategic principles identified in the section 1.2 of this document.

**2. MANDATORY REQUIREMENTS**

NCC would like to acquire a solution from a vendor meeting the following high-level mandatory requirements.

NCC Mandatory Requirements	Vendor's compliance (submission must provide proof for each Mandatory Requirement)  A pass/fail evaluation will be performed
The vendor implemented solution for organizations similar in size (see section 1.3.3) and business (eg. Asset Management)	
The vendor's tool is compliant with Government of Canada policies and standards such as the policy on Government Security and the Canadian Public Sector Accounting Standards (PSAS)	
Functionality is available in both French and English for compliance with the Office Languages Act of Canada	
The proposed solution must include the following financial modules: <ul style="list-style-type: none"> <li>• General Ledger</li> <li>• Accounts Payable</li> <li>• Procurement</li> <li>• Accounts Receivable</li> <li>• Bank Reconciliation and Cash Management</li> <li>• Fixed Assets</li> <li>• Tax Management</li> <li>• Budgeting</li> <li>• Project Accounting/Management</li> </ul>	
The proposed solution must include the following asset management modules: <ul style="list-style-type: none"> <li>• Asset Inventory</li> <li>• Life Cycle Management</li> </ul>	

**3. HIGH LEVEL REQUIREMENTS – PHASE 2 RFP**

The items in this section are excerpts of the draft Phase 2 - RFP requirements for information purposes only. Feedbacks from vendors are encouraged.

**3.1 Vendor Requirements**

NCC Requirements	Vendor's feedback
The proposed solution comprises software from a single supplier if possible	
The vendor have experience with implementation of a similar solution in Government of Canada organizations or other public sector organizations	
The vendor can provide references from other organizations using the proposed solutions	
The vendor provides a customer portal with 24/7/365 support	
The vendor provides regular product updates and enhancements	

**3.2 Technical Requirements**

NCC Requirements	Vendor's feedback
<p>We are looking for a solution compatible with following technologies currently in use at NCC :</p> <ul style="list-style-type: none"> <li>• Windows Server</li> <li>• SQL Server Database</li> <li>• VMWare</li> <li>• MS Office</li> <li>• Blackberry 10</li> <li>• MS Exchange</li> </ul>	
<p>And who could potentially interface with :</p> <ul style="list-style-type: none"> <li>• MS Dynamics CRM (Client Relationship Management)</li> <li>• Open Text ECM (Enterprise Content Management)</li> <li>• Oracle PeopleSoft (HR and Payroll)</li> <li>• Esri – GIS (Geographic Information System)</li> </ul>	
<p>Support and Maintenance</p> <ul style="list-style-type: none"> <li>• Ease of maintenance, patches and upgrades</li> <li>• Annual maintenance/support cost for approximately 25 core ERP licenses, 200 self-service licenses, 450 reporting licenses</li> </ul>	
<p>Compliance, Security and Access</p> <ul style="list-style-type: none"> <li>• Meets Government of Canada policies for security</li> <li>• Single login authentication with Active Directory</li> <li>• Audit trail history for all transactions and specific fields</li> <li>• Purge function</li> <li>• Enhanced security features supporting electronic approvals</li> <li>• Ability to create user profiles by NCC roles (user, position and/or management group), to respect the required segregation of duties and to enforce appropriate limits on viewing and/or update of data</li> <li>• Include security that will limit viewing and/or updating based on asset type and responsibility roles assigned. Reporting is required by asset responsibility and by the asset relationship hierarchy.</li> </ul>	

**3.3 General Requirements**

NCC Requirements	Vendor's feedback
Ability to import/export data through Web Services, excel, automated views or other to interface with other systems using the related data	
Ability to attach photos, images, documents in various formats and view them through the application	
Ability to link to documents in central management system	
Intuitive ad-hoc reporting tool allowing drilldown and publish to desired format (eg. Excel, pdf, charts, etc)	
Setup of alert definitions – ability to define data conditions and checking schedules, for situations where notification should be sent to a user or group of users.	
Set up user defined fields	
Predefined and user-defined workflows; Tool to easily maintain data required for routing of workflows (eg. Approval rules, levels of financial delegation, etc)	

**3.4 Financial Operations Requirements**

NCC Requirements	Vendor's feedback
<p>General</p> <ul style="list-style-type: none"> <li>• Generate unique and sequential numbering system for documents (Invoices, payments, suppliers, purchase orders, requisitions, Journal and budget entries)</li> <li>• Integration between all modules including drill down capability: Financial (Accounts payable, Accounts receivable, General ledger, Fixed Asset), Budget, Time reporting, Procurement, etc.</li> <li>• Ability to export or upload data to or from Excel</li> </ul>	
<p>General Ledger</p> <ul style="list-style-type: none"> <li>• Encumbrance accounting – soft/hard commitments</li> <li>• Allow flexible Chart of Accounts Structure that supports corporate reorganizations and future growth</li> <li>• Ability to support 13 reporting periods</li> <li>• Allow multiple legal/business entities in a single instance</li> <li>• Ability to identify which vendors and customers are governments and Crown corporations entities for both balance sheet and Profit &amp; Loss accounts</li> <li>• Full Quarterly Accrual accounting process</li> </ul>	
<p>Accounts Payable</p> <ul style="list-style-type: none"> <li>• On-line invoice approval; scanned invoices</li> <li>• Diverse invoice entry capabilities : for example, purchase order matched and non-purchase order matched, upload from excel, pre-defined distribution allocations, credit notes, invoice batching</li> <li>• Netting/Offsetting between Accounts Receivable and Accounts Payables</li> <li>• Ability to perform voids, cancels and stop payments</li> <li>• Direct deposit and check payment processing, with pre-printed or system generated format</li> </ul>	
Procurement	

NCC Requirements	Vendor's feedback
<ul style="list-style-type: none"> <li>• Functionality to support diverse procurement : Standing Offer Agreements (SOA), Call-ups against SOA, Purchase Requisitions, Standard Purchase Orders (PO's), Multi-Year Contracts, Construction Contracts (hold back percentages)</li> <li>• Tracking change orders – positive and negative amendments</li> <li>• Multi-Year Capabilities with purchase orders and contracts</li> <li>• Auto-create Purchase Order from requisition</li> <li>• Self-Service capability for creating and approving purchase requisitions.</li> <li>• Flexible supplier merge, which maintains supplier historical data prior to merge</li> <li>• Shared list for suppliers and client</li> <li>• Supplier Details to support T1204 process</li> </ul>	
<p>Accounts Receivable</p> <ul style="list-style-type: none"> <li>• Shared list Suppliers and clients (to support netting).</li> <li>• Customer/Suppliers may be classified by category/type (e.g. Individual, Corporation/Partnership, Employee, other federal entity).</li> <li>• Ability to identify the preferred language of communication.</li> </ul>	
<p>Bank Reconciliation</p> <ul style="list-style-type: none"> <li>• Ability to correlate every transaction to a debit/credit at the bank</li> <li>• Bank statement download from bank to ERP</li> </ul>	
<p>Fixed Assets</p> <ul style="list-style-type: none"> <li>• User defined asset definitions, for example : type, category, group, location, code</li> <li>• Ability to allow direct entry of asset data from AP invoice entry (system detects entry to asset account and requires entry of asset data).</li> <li>• Ability to group assets in hierarchy for reporting and inquiry</li> <li>• Support all asset functions : acquisition, improvement, revaluation, depreciation, retirement, disposal (partial or full)</li> </ul>	
<p>Consumption Taxes Module</p> <ul style="list-style-type: none"> <li>• Flexible configuration for Canadian consumption taxes</li> <li>• Tax definitions shared by all modules</li> <li>• Capability to setup percentages for allocation of recoverable and non-recoverable taxes.</li> <li>• Functionality to support remittance to governments</li> <li>• Audit Trail: The Tax Management module provides a complete audit trail of all tax related transactions. The system maintains the details of all tax related documents, including the originating module, reference numbers, and date of the record</li> </ul>	



**3.5 Budgeting Requirements**

NCC Requirements	Vendor's feedback
<ul style="list-style-type: none"> <li>• Mass entry/upload of budgets and budget adjustments (via Excel spreadsheet for example)</li> <li>• Direct entry of budget adjustments</li> <li>• Notification and online approval of budget adjustments</li> <li>• Centralized budget management for corporate needs and decentralized for branch needs (within approved budgets)</li> <li>• Update/changes to future year budgets for a 5-year period</li> <li>• Annual process to validate, approve and lock annual budgets (for the first year)</li> <li>• Detail salary budgeting (by employee and position)</li> <li>• Multiple structures for corporate budgets reporting purposes (eg. organizational structure, corporate reporting structure, financial management reporting structure)</li> <li>• Identification of sources of funding (ongoing appropriations, segregated funds, reserve funding, etc.)</li> <li>• Alerts for specific budget conditions</li> <li>• Drilldown functionality</li> <li>• Self-service access so budget manager can monitor and control their budget</li> </ul>	

**3.6 Project Management / Accounting Requirements**

NCC Requirements	Vendor's feedback
Budget management and monitoring by project	
Approval and document management at each phase of project	
Project scheduling management	
Multi-year project planning tool base on priorities	
Time management function for capitalized salary costing	
Asset management function or link for asset condition	
Management of construction in progress for accounting/depreciation purposes	
Link to other modules : procurement, GL, Asset Management/ Life cycle management	
Alerts for specific budget conditions	
Alerts for specific project status monitoring and reporting	

**3.7 Asset Management Requirements**

NCC Requirements	Vendor's feedback
<p>Complete inventory of all NCC assets.</p> <ul style="list-style-type: none"> <li>• A corporate inventory of moveable and non-movable assets such as land and building, bridges, vehicles, furnishings, equipment, furnishings, fuel tanks, wells etc., that are owned, managed and/or maintained by the NCC.</li> <li>• Assets must be able to be linked in a hierarchy (parent child) relationship and support non-related asset types such as dams, bridges, signage, sculptures that may not be on property owned by NCC</li> <li>• Responsibility for the asset is assigned to a management group or division</li> </ul>	
<p>Life Cycle Asset Management Module</p> <ul style="list-style-type: none"> <li>• Capture asset condition and lifecycle related work related</li> </ul>	

NCC Requirements	Vendor's feedback
<p>to buildings and structures as well as other asset types.</p> <ul style="list-style-type: none"> <li>• Reporting function that enables development of asset management plans, schedule major work orders/ multi-year projects for 1- 25 years into the future.</li> <li>• Schedule inspections for multiple inspection types</li> <li>• Track/schedule work identified to be done</li> <li>• Track warranties related to the asset</li> <li>• Calculate and track replacement value of the asset and the facility condition index of the building</li> <li>• Track qualitative information regarding buildings</li> <li>• Track historical information related to work completed and actual investment in lifecycle work done to the asset</li> </ul>	
<p>Ability to retrieve or push information via Web services or views to integrate information with our GIS information viewer that serves to retrieve asset, lifecycle and environmental data from any module based on a geographic reference to the unique identifier of the asset layer.</p>	

**3.8 Nice to Have Capabilities**

Nice to have capability	Vendor's feedback
<ul style="list-style-type: none"> <li>• Agreement Module                             <ul style="list-style-type: none"> <li>○ Establish and maintain inventory of all NCC agreements</li> <li>○ Integrates a COTS product (Hotdocs) to streamline the drafting and approval of standard agreement documents</li> <li>○ Assist in the tracking of the terms and conditions along with NCC obligations related to short and long term agreements</li> <li>○ Enables the linking of an agreement to one or many assets.</li> <li>○ Tracks contact information for all agreements</li> </ul> </li> <li>• Environment module                             <ul style="list-style-type: none"> <li>○ Complete inventory of all NCC environmentally sensitive information related to assets</li> <li>○ Assist in the management of NCC environmental and regulatory programs and other related business functions such as contaminated sites monitoring and reporting management, Spill and Incident reports, Designated Substance tracking, and Environmental Assessments</li> </ul> </li> <li>• Full CMMS (Computerized Maintenance Management system) capabilities</li> <li>• A system to track the payments in lieu of taxes to municipalities etc., in both Ontario and Quebec and link this information to land or building unit assets</li> <li>• Ability to upload data submitted from external property managers under contract, for tracking revenues, and expenses related to a sub set of assets from the asset inventory</li> </ul>	

**3.9 Questions**

<b>NCC Question</b>	<b>Vendor's feedback</b>
<ul style="list-style-type: none"><li>The first phase of our project will be the implementation of the financial operations modules. The full asset management capabilities would be integrated in phase two. Please provide your options to support our day-to-day operations during the transition period, before the two phases be fully implemented.</li></ul>	

**4. SUBMISSION OF INVITATION TO QUALIFY RESPONSE INSTRUCTIONS**

**4.1 Delivery Instructions and Deadline**

Timely and correct delivery of submissions to the Invitation to Qualify response delivery email is the sole responsibility of the Vendor.

Submissions must be sent directly to the email [procurement@ncc-ccn.ca](mailto:procurement@ncc-ccn.ca) no later than the submission deadline stated below. Submission email subject must clearly indicate NCC tender file # AL1521, Invitation to Qualify and Company name.

Submissions can be in either Adobe (pdf) or MS Word (.doc) format.

Vendor submissions must also include email(s) of individual(s) who wish to obtain the Phase 2 RFP invitation for Qualified Respondents.

Each ITQ response must be received at the email as specified above before the submission deadline set as:

**3:00 p.m. EDT, on August 20, 2014**

**4.2 Inquiries**

All questions regarding this Invitation to Qualify must be sent in writing by email to the following:

**Allan Lapensée**

Senior Contract Officer

E-mail: [allan.lapensee@ncc-ccn.ca](mailto:allan.lapensee@ncc-ccn.ca)

Questions and requests for clarification from vendors will be accepted no later than ten (10) business days before the submission deadline. Throughout the ITQ process, the NCC shall endeavour to provide responses to inquiries (by the issuance of addenda) deemed relevant by the NCC and received in writing. Only information provided in addenda shall be considered to be an integral part of the ITQ. Your questions and requests for clarification must be submitted in writing and addressed to Allan Lapensée at email [allan.lapensee@ncc-ccn.ca](mailto:allan.lapensee@ncc-ccn.ca). In the event that it becomes necessary to revise any part of the Invitation to Qualify as a result of any inquiry or for any other reason, an addendum to this Invitation to Qualify will be posted on the [buyandsell.gc.ca](http://buyandsell.gc.ca) website.

**4.3 Changes to ITQ Submission**

An ITQ submission submitted in accordance with these instructions may be revised by email at [procurement@ncc-ccn.ca](mailto:procurement@ncc-ccn.ca) provided the submission revision is received at the email on or before the date and time set for the closing of the ITQ solicitation. The submission revision email subject must clearly indicate NCC tender file # AL1521, Invitation to Qualify, Company name and indicate REVISION. Note the initial vendor submission that was superseded by the revision will be replaced by the revised submission and the initial submission will receive no further review.

**4.4 Evaluation and Selection**

The selection of vendors to participate in the subsequent phase 2 RFP process shall be at the sole discretion of the NCC and the NCC reserves the right to accept or reject any or all responses to this ITQ. NCC shall conduct the ITQ evaluation process in a fair manner and will treat all vendors equitably. Objective standards and evaluation criteria will be applied uniformly to all vendors.

**4.5 No Compensation**

The Commission shall not be obligated to reimburse or compensate any vendor, its sub-contractors or manufacturers in any way for any costs incurred in connection with the preparation of a submission to this ITQ. All copies of submissions submitted in response to this ITQ shall become the property of the Commission and will not be returned.

**4.6 Access to Information Act**

Submissions will be held in strict confidence. There will not be a public opening for this ITQ. Notwithstanding the foregoing, vendors are advised that as a Crown Corporation, the Commission is subject to the provisions of the Access to Information Act (ATI Act). Information submitted by third parties will only be exempted from disclosure if the records or part of them qualify for an exemption under the ATI Act.