



City of Minneapolis Information Technology

Advanced Project Management Services

PeopleSoft HR Upgrade

Request for Proposal (RFP)

**Proposals Due by:
4:30 p.m. CT
Thursday, September 12, 2013**

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1. OPENING STATEMENT

The City of Minneapolis is seeking advanced project management services to lead its upgrade of PeopleSoft HR (HRIS) and Enterprise Learning Management (ELM) to version 9.2. The work will include:

- Upgrade PeopleSoft HRIS and Time and Labor from version 8.9 to 9.2
- Upgrade PeopleSoft ELM from version 9.0 to 9.2
- Upgrade of People Tools from version 8.49.28 to 8.53
- Upgrade of existing application and web server environments to support the above.

HRIS and ELM were last updated in 2006. While still operational, they lack much of the newer functionality in later releases, and the City wants to be on fully supported versions. The City recently completed an upgrade assessment with Oracle to get their recommendations on the upgrade scope.

The HRIS/ELM upgrade will be a collaborative effort between HR, Finance & Property Services (FPS), and Information Technology (IT) departments. Also, there will be some overlap/interface with several other ERP related projects – PeopleSoft Oracle DB 11g Upgrade, PeopleSoft Financials Application Upgrade (requiring a critical HRIS Payroll to Financials interface), and a new ERP Data Warehouse and Analytics Reporting System using Cognos Analytics & Business Intelligence software.

The effort will impact all City departments, as well as agencies like Minneapolis Park and Recreation Board, Minneapolis Public Housing Authority, Municipal Building Commission and Youth Coordinating Board who are paid through the City of Minneapolis payroll system. Also, any solution must interface with related current technology initiatives within the City.

Information technology-related services for City projects are provided to the City by its IT department. However, on occasion the City uses private firms to assist the IT department. The senior project management services being requested are for the IT Department. The City uses Unisys managed services for data center, network, desktop and help desk support.

The resource selected will have advanced project management services experience in PeopleSoft Human Capital Management (HCM) upgrades, including Time & Labor module. Also, experience in PeopleSoft ELM upgrades is desired.

2. GENERAL INFORMATION AND BACKGROUND

The City reserves the right to negotiate simultaneously with any number of firms or individuals as the City deems to be in its best interests. In responding to this RFP, it is understood by all proposers that the City reserves the right to select none, any, or all proposers.

This engagement is estimated to be full time and last 10-14 months. Office setting is onsite at the City of Minneapolis.

3. SCOPE OF SERVICES / AREAS OF EXPERTISE

Resource will be expected to perform the tasks/activities listed below, and others as may be required:

1. Lead project by planning efforts to define project direction, scope, requirements and project cost and effort estimates.
2. Drive system development life cycle (SDLC), and ensure completion of all SDLC activities.

3. Leverage a broad set of disciplines (including expertise with strategic planning, project management, business analysis, change management and communications) to define the target future state, and drive transformational process improvement, project execution and implementation.
4. Analyze project needs and determine resources needed to meet objectives. Resolve issues that may involve elusive symptoms, often spanning multiple environments in a business area.
5. Ensure project stays on target, scope, cost, and timeline. Create project documentation that tracks progress.
6. Lead the development of appropriate management strategies. Address significant or high impact risks proactively with the project directors and sponsors.
7. Develop and implement a comprehensive project communication plan.
8. Facilitate partnerships and outreach to external stakeholders (e.g. Minneapolis Parks and Recreation Board) for project deliverables.
9. Develop project documentation for management to facilitate the sharing of project outcomes and best practices.
10. Plan and facilitate meetings, make formal presentations to stakeholders and steering committee, as needed.
11. Identify business process “pain points” or disconnections, and translate them into process improvement opportunities, such as cost savings/avoidance, productivity gains, or quality improvements.
12. Recommend the correct process improvement approach for stakeholders to achieve business outcomes.
13. Identify current-state baselines and target performance metrics for the future state. This includes the business value associated with each process improvement effort, such as cost savings, increased quality/error reduction, and improved cycle time.
14. Create a close relationship with the project team, business teams, and other IT teams.
15. Understand complex business issues; identify business/functional user requirements and recommend how best to support them through processes and applications.
16. Ensure vendors are acting in the best interests of the City and the HR department, per the contract terms.
17. Develop and implement appropriate knowledge sharing/training activities, building internal capacity.
18. Champion the use of an application’s features and capabilities, versus always opting for a work-around.

4. RFP SCHEDULE

The anticipated timeframe for the Request for Proposal is as follows:

- A. **RFP Release:** Friday, August 23, 2013
- B. **Proposal Due:** Thursday, September 12, 2013 – 4:30 p.m.
- C. **Selection by:** Friday, September 27, 2013

5. PROPOSAL DUE DATE

Email submittals to LaRae.Olsson@MinneapolisMN.gov by 4:30 p.m. CT, September 12, 2013.

Late submittals may not be accepted. It is not the City’s responsibility, nor practice, to acknowledge receipt of any submittals as a result of the RFP process. In the unlikely event that the candidate has been submitted by another company, the first submittal will be selected.

6. DEPARTMENT CONTACT

The office soliciting this RFP is the Information Technology Department. LaRae Olsson shall be designated as the department contact person and is the only individual who can be contacted about the project prior to September 12, 2013.

The department contact person cannot vary the terms of the RFP. Direct all questions and inquiries regarding this RFP, in writing, to LaRae.Olsson@MinneapolisMN.gov.

7. PROPOSAL FORMAT AND SUBMITTALS

The proposal should set forth full and accurate information as required by this RFP. Submit up to two (2) resumes per company in two separate emails and include all specific billing rates applicable for services rendered for the duration of the project as the last page of the submittal. Label each file “(last name, first name), Advanced Project Management Services – PeopleSoft HR Upgrade, August 2013”. Limit each resume to a maximum of four (4) pages. Resumes over four (4) pages may not be accepted. Font size must be 11 points or larger. Include the following four items in one document for each applicant. Begin each item on a new page:

- a. Resume – limit to four (4) pages maximum.
- b. Evaluation Criteria Table (refer to Section 8 below)
- c. Billing Rate Information
- d. References

Include the following billing rate information as the last page of the file for each resource:

Advanced Project Management Services – PeopleSoft HR Upgrade

Resource Name: _____

Billing Rate Table	
Company Name	
Resource Name	
Resource Hourly Rate	
State Category	Project Manager
State Pay Range Up to	\$
Submitted by	
Telephone Number	

The City will determine the most qualified resource based on the resume that best meets the project tasks with its decision being final. The City may enter into negotiations with finalists prior to contract award. Passing the criminal background check of the Minneapolis Police Department is required.

8. EVALUATION CRITERIA

Please note the evaluation criteria being used to review your qualifications below. Include the “Criteria for Awarding Scope” table below in your submittal.

An evaluation committee consisting of various members of the City will review proposals using the “Criteria for Awarding Scope” and corresponding supporting documentation to determine the most qualified resource. Based on this evaluation, the City will select the resources that best fit the City’s needs with its decision being final. The City may enter into negotiations with finalists prior to contract award. Passing a City background check is required.

Complete the form below and return with each proposal. Share specific examples.

Advanced Project Management Services – PeopleSoft HR Upgrade		
Resource Name: _____		
Criteria for Awarding Scope	Answer	Provide Specific Details/Information
Proven experience in project management	Yes / No	
Number of years of experience in project management		
Proven experience in project management of PeopleSoft HCM/ELM upgrades	Yes / No	List projects below
Number of years of experience in project management of PeopleSoft HCM or HCM/ELM upgrades		
Number of years of experience in project management of public sector PeopleSoft HCM or HCM/ELM upgrades		

Projects – PeopleSoft HCM or HCM/ELM Upgrades	Duration	Budget

Demonstrated experience in project planning including leading efforts to define project direction, to scope and estimate project cost and effort.	Yes / No	
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Demonstrated experience in system development life cycle (SDLC), and ensured completion of all SDLC activities.	Yes / No	
Demonstrated experience in defining project future state and executing the project plan.	Yes / No	
Demonstrated experience in ability to analyze project needs and determine resources needed to meet objectives and solve problems.	Yes / No	
Demonstrated experience keeping projects on target, scope, cost and timeline.	Yes / No	
Demonstrated experience providing project risk management and mitigation oversight.	Yes / No	
Demonstrated experience creating a comprehensive project communication plan.	Yes / No	
Demonstrated experience in ability to establish and maintain a high level of customer trust and confidence.	Yes / No	
Demonstrated experience creating valuable project documentation that meets the needs of the project team, shareholders, and steering committee.	Yes / No	
Demonstrated experience making formal presentations to project sponsors, steering committee or other governance bodies.	Yes / No	
Demonstrated experience taking business “pain points” and translating them into process opportunities.	Yes / No	
Demonstrated experience creating close relationships with project teams, business teams, and other IT teams	Yes / No	
Demonstrated experience understanding complex business problems.	Yes / No	
Demonstrated experience identifying business/functional user requirements and recommending how best to support them through processes and applications	Yes / No	
Demonstrated experience ensuring vendors acted in the best interests of the customer per contract terms	Yes / No	
Demonstrated experience utilizing comprehensive knowledge of facilitation and organization change management	Yes / No	
Demonstrated experience developing and implementing knowledge sharing/training activities, building internal capacity	Yes / No	