

SOUTH FLORIDA WATER MANAGEMENT DISTRICT

**Pre-Proposal Conference  
SAP Consulting Services  
RFP 6000000258**

**South Florida Water Management District  
Headquarters Building**

**May 5, 2009 – 11:00 am  
B-1 Storch**

**[sfwmd.gov](http://sfwmd.gov)**

# Agenda

- 1. Welcome and Introduction**
- 2. Overview of Solicitation**
- 3. Instructions for Preparing Responses**
- 4. Evaluation Criteria**
- 5. Small Business Enterprise (SBE) Utilization**
- 6. Schedule, Rules of Engagement, and Communications**
- 7. Questions and Answers**



# Overview of Solicitation

## Objective

Establish pools of qualified vendors in five Function Areas for SAP consulting services

Intend to award to multiple vendors

- Prime respondent entitled to one award per function area.

# Overview of Solicitation

- *Function Areas*
  - 1.0 Finance and Logistics
  - 2.0 Human Capital Management
  - 3.0 Netweaver Technology
  - 4.0 Programming
  - 5.0 Business Intelligence

# Overview of Solicitation

- Three year contract with (two) one year renewal options
- Services purchased as needed through work orders
- “Spread the Work” System

# Overview of Solicitation

Deadline for Inquiries:

*May 13, 2009 - 5:00 p.m.*

Deadline for Proposals:

*May 26, 2009 - 2:30 p.m.*

**1 Original and 5 Copies**

# Instructions for Preparing Responses

## *Request for Proposals –*

**Part 1. General Guidelines and Information**

**Part 2. Instructions for Preparing Responses**

**Part 3. Evaluation Criteria and Standards**

**Part 4. Small Business Enterprise Program**

**Part 5. Statement of Work**

**Attachments**

# Instructions for Preparing Responses

## Part 1 - General Guidelines and Information

- Submit responses in sealed container and list on the outside of container, the RFP number, the RFP title, and the vendor name and address.
- Submittals - Mark 1 “original”, Mark 5 “copies”

# Instructions for Preparing Responses

## Part 2 - Instructions for Preparing Responses

- Separate Proposal for each Function Area  
(One or more may be submitted)
- Cover
  - Name of Function Area
  - Name of Prime Firm
  - Mark 1 “original”, 5 “copies”
- Font: 12 point Times New Roman except for tables, graphs, other illustrations.
- Single sided 8 ½” x 11” pages

# Instructions for Preparing Responses

## Part 2 - Instructions for Preparing Responses

- Organize and tab according to Part 2 directions
  - Tab A. Responsiveness Conditions
  - Tab B. Responsibility Documentation
  - Tab C. Technical Proposal
  - Tab D. Cost Proposal
  - Tab E. Small Business Utilization Plan

# Instructions for Preparing Responses

## Part 2 - Instructions for Preparing Responses

### Tab A – Responsiveness Conditions, Page 8

- **Timely submission**
- **Compliance Disclosure Form – Page 4 of 4, Non Collusion Certification – MUST BE SIGNED!!**

# Instructions for Preparing Responses

## Part 2 - Instructions for Preparing Responses

### Tab B - Responsibility Documentation, Page 9

- **Insurance Certificate**
- **Corporations / Partnerships - Must be in good standing with Fla. Secretary of State**
- **References:**
  - **3 references for separate and verifiable projects similar to the current solicited work**
  - **Include the ERP software and versions the client was utilizing during engagement and a brief statement of the depth of the client's ERP implementation**

# Instructions for Preparing Responses

Part 2 - Instructions for Preparing Responses

Tab C - Technical Proposal, page 10

**#1 - Respondent's proposed approach and understanding**

**#2 - Provide a copy of each agreement and a summary of how the work will be apportioned for all team members**

**#3 - Respondent provide 1 example of a similar project performed**

**#4 - Provide resumes (2 pages) for all team members**

# Instructions for Preparing Responses

**Part 2 - Instructions for Preparing Responses**

**Tab D - Cost Proposal, page 10**

**Complete Rate Submittal Matrix Part 2 - Tab D.**

| <b>Part 3 Evaluation Criteria</b><br><b>Written Proposals</b>  | <b>Maximum Points</b> |
|--|-----------------------|
| Proposed approach and understanding  | 25                    |
| Staffing availability and workload   | 5                     |
| Qualifications/experience of firm and subcontractors with similar projects and with staff dedicated to project | 30                    |
| Management capabilities  | 5                     |
| Reasonableness of proposed price   | 10                    |
| Location consideration   | 5                     |
| SBE participation  | 10                    |
| Volume of previous District work   | 10                    |
| Total possible points  | 100                   |

## **Part 3 - Evaluation Criteria**

### **Oral Presentations**

#### **Oral Discussions:**

- **Date/time will be assigned by District**
- **Teleconference or on-site meeting**
- **Maximum of 20 points per evaluator**
- **Most points ranked 1, second most ranked 2, etc.**



# Small Business Utilization Plan

## Part 4 - Small Business Enterprise Program

- The Statement of Intent to Perform as an SBE Subcontractor form

**SOUTH FLORIDA WATER MANAGEMENT DISTRICT**  
**STATEMENT OF INTENT TO PERFORM**  
**AS A SBE SUBCONTRACTOR**

Contract No. \_\_\_\_\_

A signed "Statement of Intent to Perform as a SBE Subcontractor" must be completed by the owner or authorized principal of each SBE firm listed in the "SBE Subcontractor-Participation Schedule" Form No. 059B.

\_\_\_\_\_ agrees to perform work on the above contract as (check one):  
 (Name of SBE Subcontractor)  a partnership;  a corporation;  an individual;  a joint venture.

**SBE Subcontractor**  
 The SBE Subcontractor will enter into a formal agreement, conditioned upon the Bidder/Proposer executing a contract with the District for the work with \_\_\_\_\_  
 (Name of Bidder/Proposer)

| Item No.                   | Type of Work | Agreed Price<br>(or COA, based Percentage) | % of Work |
|----------------------------|--------------|--|-----------|
| 1                          |              | \$   | %         |
| 2                          |              | \$   | %         |
| 3                          |              | \$   | %         |
| <b>TOTAL VALUE OF WORK</b> |              | \$   | %         |

SBE Subcontractor Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Bidder/Proposer Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Form 059B (07/2006)

- Proof of certification

**SOUTH FLORIDA WATER MANAGEMENT DISTRICT**  
 1001 Cox Club Road, West Palm Beach, Florida 33411 • (561) 836-8000 • Ft. WAHS 1-800-430-0885 • (561) 836-8000  
 Mailing Address: P.O. Box 30480, West Palm Beach, FL 33410-0480 • www.sfwmd.gov

**REGISTERED VENDOR NO. 106683**

November 13, 2006

Ms. Linda Horstmyer  
 Hartshore Corp. Inc.  
 ultra Maintenance Corp Consulting Group  
 60 SW 6<sup>th</sup> Street, Suite 2000  
 Miami, FL 33130

**CERTIFICATION EXPIRATION DATE**  
**November 13, 2009**

Dear Ms. Horstmyer:

The South Florida Water Management District (District) has certified your firm as a Small Business Enterprise (SBE). This certification is valid for three (3) years and may apply for approval when business is conducted in the following area(s):

**Information Technology; Management Support, Business and Systems Analysis, Technology Evaluation, Business Intelligence Systems and Development, Project Management**

Your submission of bids or proposals to supply other products or services outside of this specialty will not count toward SBE participation. If you require certification in other areas of specialty, please contact the Procurement Department, SBE Section, for additional information.

Renewal is required every three (3) years and should be requested within 45 days prior to the above expiration date.

If any changes occur within your company during the certification period (such as ownership, affiliate company status, address, telephone number, licensing status, gross revenue, or any information that relates to your SBE Certification status), you must notify this office in writing immediately. It is imperative that we maintain current information on your company at all times. **FAILURE TO REPORT CHANGES MAY RESULT IN DECERTIFICATION.**

Certification is not a guarantee that your firm will receive work, nor an assurance that your firm will remain in the District's solicitation database. Upon requesting or downgrading a bid or proposal package your firm must respond by submitting a bid or proposal or submit a *Statement of No Response* form. This is very important, for failure to respond to three (3) solicitations will result in your company being removed from the District's solicitation database.

Sincerely,  
  
 Sandra Hammerstein  
 Sr. Compliance Analyst  
 Procurement Department

SFW

**Governing Board**  
 Bruce McHenry, Chair  
 John M. Pappalardo, Vice Chair  
 Bill J. Lutz

**Executive Office**  
 Alan J. Carlson  
 Michael Lutzke  
 Leonard F. Luchala, P.E.  
 Mark B. Thornton  
 Carol Ann White, Executive Director

(561) 836-8000

# Solicitation Schedule

- **Deadline for Inquiries May 13, 2009 - 5:00 p.m.**
- **Deadline for Proposals May 26, 2009 - 2:30 p.m.**
- **Governing Board Approval & Posting**  
**- July or August 2009**
- **Contract Negotiation/Execution & Work Begins**

# Rules of Engagement

## Section 1.7 of District RFP:

*“All respondents...placed on notice that neither the District’s Governing Board...employees of the District or employees of any other project sponsoring agencies shall be lobbied regarding this solicitation....Any proposal submitted by respondent...who violates these guidelines will not be considered for review...”*

# Communications

## Solicitation / Addenda:

<http://www.sfwmd.gov>

## Contact:

Penny Burger [pburger@sfwmd.gov](mailto:pburger@sfwmd.gov) (561) 682-2536

Technical questions accepted in writing until 5/13

# SAP Overview

- **Part 5 Statement of Work**
  1. Finance, Procurement and Maintenance Management
  2. HR, Payroll, Benefits, Travel, Training
  3. Business Intelligence
  4. Portal and eRecruitment
  5. Upgrade to ERP 6.0
  6. Project Systems
  7. Budget Development
  8. Executive Dashboards
  9. Supplier Relationship Management (SRM)
  10. Governance Risk and Compliance (GRC)

# SOUTH FLORIDA WATER MANAGEMENT DISTRICT



## Sales & Distribution

- Billing

**SD**

## Materials Management

- Procurement
- Inventory Management

**MM**

**PP**

Production  
Planning

**QM**

Quality  
Maintenance

**PM**

## Plant Maintenance

- Maintenance Management

**HR**

**HR**

- Payroll
- Benefits

## Financial

- General Ledger
- Accounts Payable
- Accounts Receivable
- Fixed Assets
- Funds Management
- Special Ledger
- Grants Management

**FI**

## Controlling

- Overhead Cost Controlling

**CO**

## Asset Management

- Fixed Asset Management

**AM**

**SAP ERP 6.0**

Integrated Solution

**PS**

## Project System

- Project Accounting

**WF**

## Work Flow

- Standard SAP Work Flow

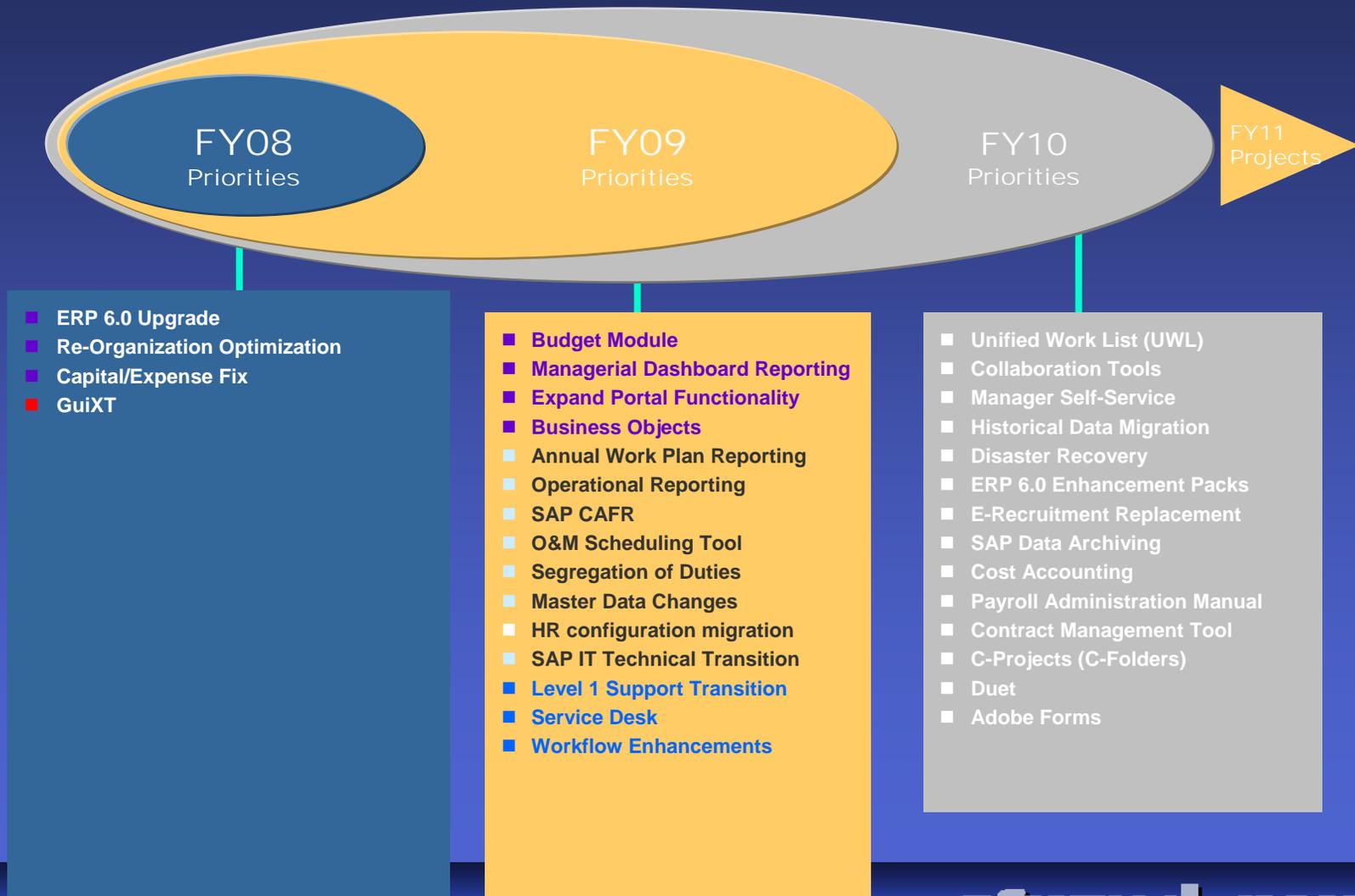
**IS**

## Industry Solution

- Public Sector

**sfwmd.gov**

# SAP Estimated Workplan



# Questions



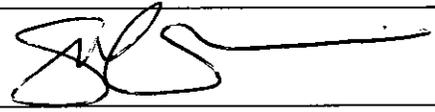
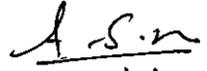
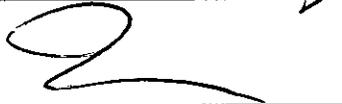
**SOLICITATION No. 600000258**  
**Project Title: SAP Consulting Services**

**SIGN-IN SHEET**

**Date: May 5, 2009**

**Time: 11:00 am**

**Location: Building B1 – Storch Conference Room**

| Name & Title                     | Company Name                                | Telephone No.    | Signature   |
|----------------------------------|---|------------------|---|
| Scott D. Cuticchia<br>Director   | SIGNATURE CONSULTANTS                       | 454-717-1009     |    |
| JEFF LISCO<br>Account Mgr.       | TEK SYSTEMS                                 | 952-267-1585     |    |
| Cerita Lewis<br>Branch Manager   | Sapshire                                    | 954-445-0619     | Cerita Lewis  |
| RAMESH                           | Cognia                                      | 717 460 3254     |    |
| PAUL TERRAULT<br>MGR             | KPMG<br><small>(PTERRAULT@KPMG.COM)</small> | 454-847-3951     |    |
| TENNIFER GYMON<br>Marketing      | RADISE International (SBE)                  | 561-841-0099     |   |
| SANJAY VERMA<br>AVP              | SATYAM COMPUTERS                            | 302 521 7124     |  |
| ED STINGEL<br>Sen. Sales Manager | GDKN  | 954-985-8850/210 |  |
| Jan Peterson                     | TS America / SAGE                           | 954-873-3181     |  |

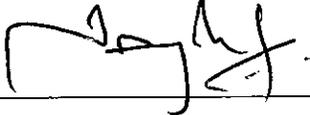
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|--|---|-----------------|---|
| Flo Vitaver<br>VP BUSINESS DEV.                      | Vitaver & Associates SBE                              | 9546104797      |    |
| SARFRAZ PAZADOR<br>NAZTEC INTERNATIONAL<br>GROUP LLC | NAZTEC INTERNATIONAL<br>GROUP LLC                     | 561-802-4110    |    |
| Bala Newmann<br>VP                                   | AMZOR Technolus                                       | 813 368<br>3189 | Bala New  |
| Mortim Polo<br>Director BDM                          | AMZOR Technolus                                       | 813-495<br>1179 | M   |
| WIL MARTINEZ   | MERIDIAN PARTNERS                                     | 305.444.1811    |    |
| Steve<br>Vandewater                                  | Wenklowe Engineers<br>christian@wenkloweengineers.com | 561-222-3736    |   |
| SANJAY DEO   | PROTIVITY   | 954-461-4856    |  |
| YAILRY UBEIDA  | PROTIVITY   | 917-903-8746    |  |
| Troy Mitchell  | Signature Consultants                                 | 9-677-1020      |  |

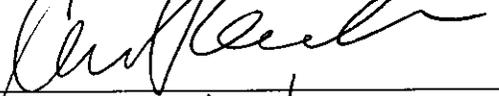
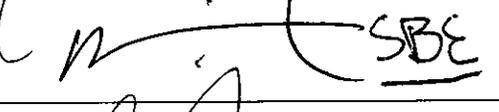
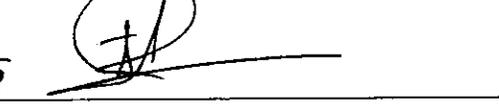
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| Name & Title        | Company Name               | Telephone No.                    | Signature   |
|---------------------|----------------------------|----------------------------------|---|
| Annie Kirsch CEO    | Staffing Resources         | 954 8040<br>454 8040             |      |
| Pablo Vitover       | Vitover & Associates, Inc. | 954<br>382-0075                  |  SBE |
| Irv Silverstein SVP | STANFORD BUCKLES           | 305-614-5077                     |      |
| Rekha Tadala        | RADISE International (SBE) | 561-841-0103                     | Rekha   |
| ORLANDO CHACON      | SEAL CONSULTING, INC       | 9595<br>732-417- <del>9335</del> |      |
| Carlos Benavides    | ROBERT HALE                | 954-763-5578                     |     |
| Sandra Hammerstein  | SFWMD                      | 561-682-2847                     | Sandra Hammerstein  |
| Colleen M. Robbs    | SFWMD                      | 561-682-6446                     | Colleen M Robbs   |
|                     |                            |                                  |   |

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|---------------------------|-----------------------|---------------|---------------------|
| Anthony L. Jackson, Pres. | A.L. Jackson Co. P.A. | 305-623-3032  | A L Jackson         |
| Donna Lee Bromfield       | DBmore Consulting     | 561-792-5190  | Donna Lee Bromfield |
| GABRIEL AGUIRRE           | ALFA GL INC.          |               |                     |
|                           |                       |               |                     |
|                           |                       |               |                     |
|                           |                       |               |                     |
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