ORACLE HYPERION IMPLEMENTATION
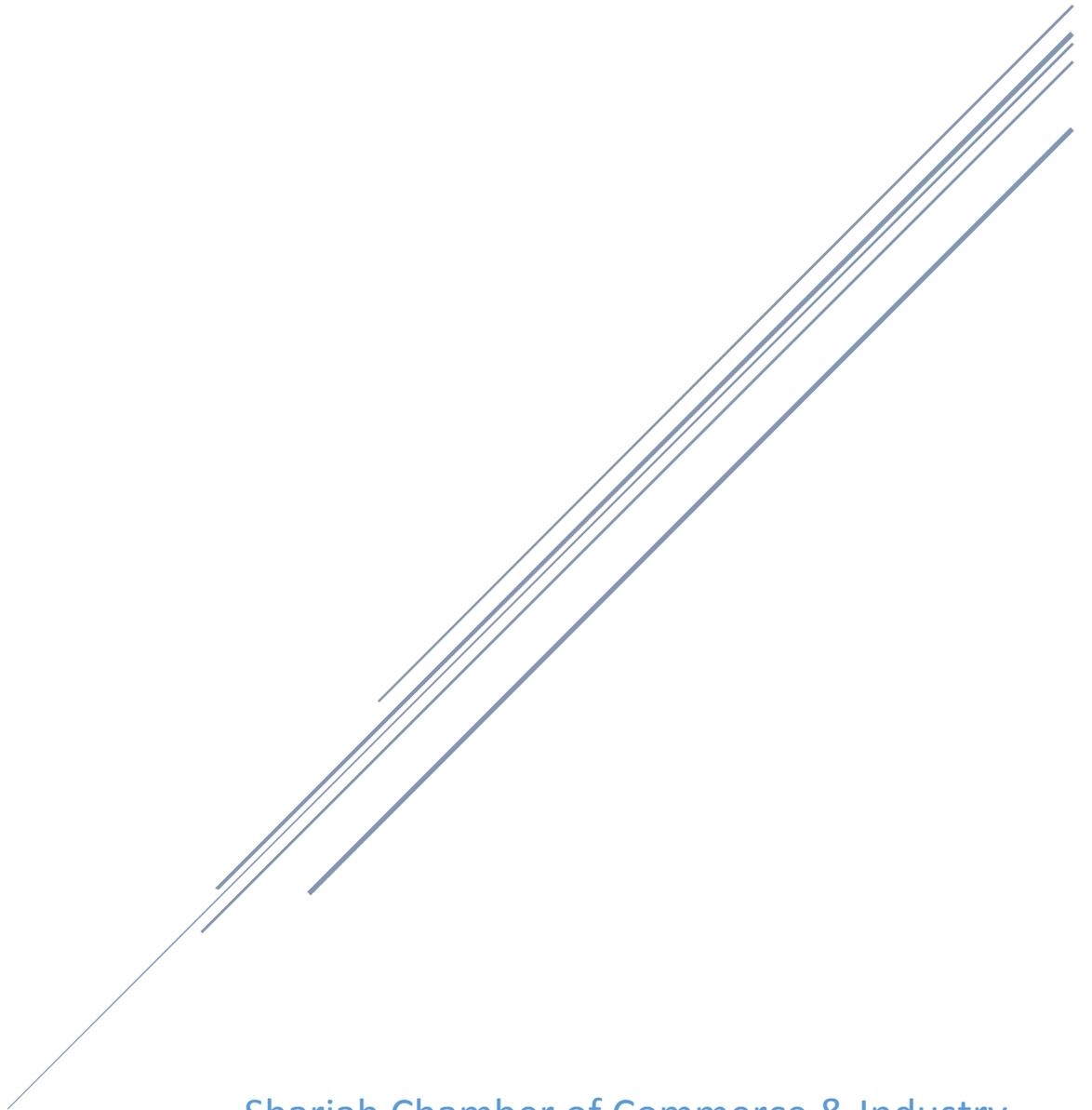
Request for Proposal

Sharjah Chamber of Commerce & Industry

Contents

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Statement of Confidentiality

1. Introduction

This document represents the Request for Proposal (RFP), for Sharjah Chamber of Commerce & Industry (SCCI) to implement Oracle Hyperion. The objective of this project is to have an automated Oracle budgeting system at SCCI.

2. About Sharjah Chamber of Commerce & Industry (SCCI)

Sharjah Chamber of Commerce & Industry- (SCCI) was established in order to effectively and vitally participate in the organization of economic life and the prosperity of its trade, industry and professions sectors on all levels and in cooperation with the concerned establishments and bodies and local departments. The chamber is keen to include in its membership all the companies and establishments practicing economic activity in the emirate whether it is trade, industries or professions. It follows the economic and civilization development witnessed by United Arab Emirates a matter that naturally requires change on the different services and activities of the chamber.

3. Sharjah Chamber of Commerce & Industry (SCCI) Requirements

3.1   Scope of Work

- Oracle Planning, Budgeting and Forecasting solution with integration of Oracle EBS R12
- The application should be in Multilingual (preferrable)
- Understand the requirements and develop process documents
- Need to have reports showing the budget approval status and reports for budget allocated and consumed for the departments and finance.
- Cashflow report for the upcoming years
- Custom Reports development as requested
- Data Security and approval hierarchy to be setup
- Multiple planning versions and forecasting
- Should be able add one more entity in future
- Managing Users and Roles
- Building and Planning Application
- Designing Business Rules, Reports, and Documents
- Backing Up and Restoring an Instance Using the Maintenance Snapshot
- Dashboards
- Oracle Licenses

3.2 Business Rule & Workflow

➢ **Phase 1**

1. The operational plan is set by the Section Head & Operational Plan Team and sent to the buget team after approval and final editing - Manual Pocess. Based on it the buget team will strat the budget process
2. The Budgeting team fixes an initial budget for each department (an optional feature)
3. The Section heads will enter their projects with a brief description, the quarter for project execution and its cost. The budget limit will be visible to the heads but there won't be any system restrictions

Strategic Goal		Indicator number / activity	Measurement / activity index	Performance Index						Time frame		Responsibility		Resources (estimated)			Notes
Initiative number	The initiative			Target	Current level	first quarter	second quarter	Third quarter	Fourth quarter	From	To	Employee Name	Organizational unit	human	Financial	Other	

4. Once the projects are entered, he will submit it for approval to the Department head and then to Director and Asst DG. In case of any rejections, the section head can revise the projects and submit it again for approval. The budgeting team will always be notified of all steps and they can even track the status of each section/ department.
5. Once approved, the budgeting team will add an additional field in which they'll choose the category for each project. For example, internal, assets, contracts etc.
6. Then the budgeting team will be able to run a report that shows a detailed budget for the Projects grouped by Category. This will be exported in the Excel format and submitted to the Management for approval

➢ **Phase 2:**

Once approved by the management, the budget will be reflected in the Procurement and Finance Modules.

The LPOs generated will have to do an auto check to ensure that it's within the budget of the project. The super user will have the privilege to override this rule in case of exceptional cases.

The procurement team will have access to check the budget availability for any department/ projects at any time

4. Proposal Guidelines

4.1 Proposal Content

This RFP seeks a response in the form of a proposal from short-listed vendors who will be capable and willing to carry the scope of work detailed in the previous section.

The RFP cover the bill of items and the scope of services to be provided by the vendors. Vendors are also requested to state all conditions on the use of the proposal. We will take reasonable steps to honor these conditions regardless of whether the proposal is accepted or not. The vendor responses should be structured as follows:

4.1.1 Executive Summary

This section should introduce the company submitting the proposal. If additional third party systems have been considered, vendors are requested to include details of all associated solutions and vendors and explain how the vendor would carry out the implementation as a single point of contact for SCCI.

This section should contain a summary of the proposed system vendor's proposal written for nontechnical personnel. The summary may be included in the covering letter, but should contain:

- Overall solution including systems and applications proposed, implementation services and methodologies
- How the system is fit to cater to requirements of SCCI.
- What relevant experience can the vendor leverage for timely and effective implementation?
- Summary of costs and investments.

4.1.2 Vendor Profile

This section should provide a profile of the vendor organization and any partners. The following should also be included:

- Legal documents to prove that the vendor is an authorized representative / reseller of the proposed software components.
- Evidence that show that the vendor is an established partner of major software product vendors (if the solution proposed uses the software products).
- Certifications and capabilities in areas of software process management, quality assurance.

4.1.3 Proposed Solution / System

This section should contain a detailed description of the proposed software solution(s). The following should also be included:

- An overview of the solution components, their brief descriptions and their contribution to the overall solution to achieve SCCI's objectives.
- The proposed solution architecture; if the proposed solution consists of more than one software product from the same or different vendors, the integration architecture and approach also needs to be mentioned
- Any related sales and technical literature detailing the proposed system features
- Benefits of the proposed system and solution that SCCI would achieve
- It should be clearly mentioned:

  - Whether the solution supports n-tier architecture.
  - Whether the solution components are compliant with open standards / industry standards
  - Does not have any specific dependency / technology platform limitations / constraints

4.1.4 Training

- Administration training which will be conducted for the IT which will cover the application operations activities (such as configuration, user management, etc) as well as system operations activities (such as backups, restores, etc).
- End user training which will cover training on the system functionalities and processes including the screens, reports, outputs, etc.

4.1.5 Documentations

Vendor should specify the type of documentation which will be handed over to SCCI for example but not limited to User Manuals, Admin manuals, technical setup documents & installation guides.

4.1.6 Source Code

SCCI will have the ownership of the source code for all the modules & the vendor shall submit a complete detailed document of the source code that can be understood by SCCI technical resources.