



City of Santa Fe  
Request for Qualifications  
JD Edwards E1 Upgrade to 9.10

**The City of Santa Fe is requesting interested firms to submit Qualifications for the upgrade of the City's JD Edwards EnterpriseOne Software System from version 8.12 Tools Release 8.98.3, to version 9.10 and the latest tools release at the time of the upgrade.**

Qualifications submittals from firms will be received by the City of Santa Fe; six (6) copies will be delivered in a sealed envelope to the City of Santa Fe Purchasing Office at 2651 Siringo Rd., Building "H", Santa Fe NM 87505, until 2:00 P.M. local prevailing time, April 25, 2014. Any Qualifications received after the deadline will not be considered.

The City will select firms qualified to bid on the project described below. Criteria for qualification will be based on items 1 through 9 requested below. Failure to submit any one of the nine items may result in disqualification. The numbered items listed below are assigned weighted values. Firms who meet 90% of the total possible 100 points will be qualified. This RFQ is all the information that will be provided. The City plans to request bids within three weeks of receiving qualifications.

The project consists of the following:

Upgrade the City of Santa Fe's JD Edwards E1 system from application release 8.12; tools release 8.98.3, to application release 9.10 and the latest tools release available at the time of implementation. The City is also interested in recommendations related to improved configuration and functionality for this system. The City is considering these upgrades for calendar year 2014. The proposed upgrade will be conducted on the City's current IBM System I hardware platform. The upgrade must be completed by 11/30/14 in order to apply end-of-year Electronic Software Updates (ESUs) for Payroll. The City recently completed an upgrade of the OS400 Operating System on its IBM System I from V5R4 to V7R1. Upon completion of the upgrade of JD Edwards EnterpriseOne, the City is interested in considering alternative hardware platforms including, but not limited to IBM System I – "Blue Stack; Oracle - "Red Stack"; Microsoft – "Green Stack; and any combination of UNIX, AIX, etc. The contracted firm will be expected to submit a formal hardware recommendation at the conclusion of the upgrade.

Below is a list of the criteria that must be included within the qualifications submittal (8 ½" x 11" report format—bound or stapled, and indexed). The weighted value of each item is also listed.

1. The proposing firms' and all sub-contractors' company names, addresses, phone numbers and e-mail addresses. Provide a statement of the firm's history of working with other companies. **(5 points)**
2. Submit the following copies: (a) City of Santa Fe Business License Certificate, (b) New Mexico Tax Identification Number, (c) New Mexico Combined Reporting System (CRS) number, (d) Certificate of Liability Insurance stating firm has comprehensive general liability insurance covering bodily injury and property damage liability, and professional liability insurance, with limits of coverage in the maximum amount which the City could be held liable under the New Mexico Tort Claims Act for each person injured and for

each accident resulting in damage to property. Such insurance shall provide that the City is named as an additional insured. **(5 points)**

3. Have a minimum five years' experience in the implementation of JD Edwards EnterpriseOne upgrades. Have successfully completed a minimum of three such projects within the last 7 years, with a minimum \$150,000 contract amount. Provide project name, address, description of work, original contract amount, final contract amount, original completion date, actual completion date, and references, including contact name and current phone #, for each project. **(10 points)**

4. Have experience working with any municipal or state level government agency on JD Edwards EnterpriseOne. **(10 points)**

5. Have a minimum five years' experience working with any customer running JD Edwards EnterpriseOne on IBM System I (aka AS400, iSeries, etc.) **(10 points)**

6. Resumes for all staff, including sub-contractor's staff, who will be involved in the project. **(5 points)**

7. Has the proposing firm been denied pre-qualification in the past ten years by any State or Local agency? If yes, indicate the agency and provide a detailed explanation. **(10 points)**

8. Statement of any litigation, past or present; indicate the outcome of each. **(10 points)**

9. Provide an implementation plan and schedule based upon Oracle's Upgrade Advisor: JD Edwards (JDE) Enterprise One 9.1 (Doc ID 1426033.1) Step by Step Guide. At a minimum the plan should include the following steps: Planning **(5 points)**, Analysis **(5 points)**, Configure & Data **(10 points)**, Testing **(5 points)**, Training **(5 points)**, and Go Live **(5 points)**. Please clearly distinguish between the CNC tasks and the Functional Analyst tasks. **(35 total points)**

The firm's attention is directed to the fact that applicable Federal Laws, State Laws, Municipal Ordinances, and all rules and regulations of all authorities having jurisdiction over said item shall apply to the RFQ and will apply to the firm that is selected. The laws will be deemed to be included in the contract to be negotiated with the successful proponent, the same as though herein written out in full.

The City of Santa Fe is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation or national origin. The successful proponent will be required to conform to the Equal Opportunity Employment regulations. State wage rates will apply.

Any questions regarding this RFQ should be directed to Thomas J. Williams, City of Santa Fe, ITT Department, phone 505-955-5580 or e-mail: [tjwilliams@santafenm.gov](mailto:tjwilliams@santafenm.gov)

ATTEST:

  
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Robert Rodarte, Purchasing Officer  
City of Santa Fe, New Mexico

Received by the Santa Fe New Mexican on: 04/02/14

To be published on: 04/07/14

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