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Battelle Memorial Institute, Pacific Northwest Division
Acting Under Contract DE-AC05-76RL01830
With the U.S. Department of Energy
Operating the Pacific Northwest National Laboratory (PNNL) (www.pnnl.gov)

Request for Proposal Number 230937

Issued by: Battelle Battelle Boulevard, K9-15 P.O. Box 999 RICHLAND, WA 99352-0999 USA	Ship To address: PO#: XXXXXX Battelle for US DOE 790 6th Street Richland, WA 99354 United States
Contracts Specialist: Name: Douglas Akers Telephone Number: 509/372-6722 Fax Number: 509/375-3818 Email: doug.akers@pnnl.gov	Anticipated Freight Terms: N/A
Proposal Due Date: February 11, 2013, 12:00 p.m. PST	Estimated Start Date: February 25, 2013
Payment Terms: Net 30	Anticipated Contract Type: Labor Hour Time and Material

Offer

We offer to sell the items (or alternate items as specified) at the prices indicated, on the terms and conditions stated and the referenced General Provisions which will be a part of any resulting contract.

Offeror shall sign and return with the submitted response

Firm Name	Telephone Number	Fax Number
Offer Date	Email Address	
Name	Title	
Signature		

This is a request for proposal for Oracle Fusion Accounts Receivable and General Ledger design and implementation technical services. Proposals should be initially submitted on the most favorable price and technical terms which can be offered because of the possibility that award will be made without discussion of proposal received.

In response to this request, a quotation with all information requested shall be provided. Quotations shall include unit and total prices for meeting the stated estimated start date. If unable to meet stated date, offer best start date.

Statement of Work

The enclosed Statement of Work outlines the services required.

Environment, Safety and Health Requirements

Offerors shall note that any resulting contract shall include the following provisions:

Environment, Safety, and Health Requirements - PNNL Work Sites (AHA) *(cl3113a - Feb 2012)*

- A. In performing any work under this contract on property or facilities owned or controlled by Battelle that are identified as PNNL Work Sites (hereinafter "onsite"), the Contractor shall comply with all applicable federal, state and local environment, safety, and health laws and regulations. The Contractor shall also comply with 10 CFR 851, DOE Worker Safety and Health Program, and DEAR 970.5223-1, Integration of Environment, Safety and Health (ES&H) into Work Planning and Execution (Dec. 2000). In order to comply with the requirements of 10 CFR 851 and DEAR 970.5223-1, the Contractor shall be guided by the principles set forth below.
- B. The Contractor shall perform work safely and in a manner that ensures adequate protection for employees, the public, and the environment, and shall be accountable for the safe performance of work. The Contractor shall exercise a degree of care commensurate with the work and the associated hazards. The Contractor shall ensure that management of ES&H functions and activities becomes an integral but visible part of the Contractor's work planning and execution processes. The Contractor shall, in the performance of work, ensure that-
1. Line management is responsible for the protection of employees, public, and the environment. Line management includes those contractor and subcontractor employees managing and supervising employees performing work.
 2. Clear and unambiguous lines of authority and responsibility for ensuring (ES&H) are established and maintained at all organizational levels.
 3. Personnel possess the experience, knowledge, skills, and abilities that are necessary to discharge their responsibilities, and shall retain records respecting such competency and qualifications, making them available upon request.
 4. Resources are effectively allocated to address ES&H, programmatic, and operational considerations. Protecting employees, the public, and the environment is a priority whenever activities are planned and performed.
 5. Before work is performed, the associated hazards are evaluated and a set of ES&H standards and requirements are established which, if properly implemented, provide adequate assurance that employees, the public, and the environment are protected from adverse consequences.
 6. Administrative and engineering controls to prevent and mitigate hazards are tailored to the work being performed and associated hazards. Emphasis should be on designing the work and/or controls to reduce or eliminate the hazards and to prevent accidents and unplanned releases and exposures.
- C. The Contractor, relative to the Statement of Work and contract specifications, shall be able to demonstrate through documentation and work practices that its performance of work under this contract -
1. Fulfilled the scope of work as outlined in this contract
 2. Identified and analyzed specific, task-level hazards associated with the work
 3. Developed and implemented hazard controls related to the hazards
 4. Allowed the performance of work within the controls
 5. Provided feedback to Battelle and Contractor employees on adequacy of hazard controls
- D. The Contractor shall work in accordance with a DOE-approved Worker Safety and Health Program (also referred to in the DEAR as a Safety Management Plan) as described below:

1. The Contractor shall demonstrate well-established safety protocols applicable to the scope of work and consistent with the required elements stated in this clause. Prior to the initiation of any onsite work, the Contractor shall either-
 - a. Accept and incorporate Battelle's PNNL Contractor Environment Safety and Health Manual (<http://www.pnl.gov/contracts/esh-procedures/>) as its own. The Battelle Contracts Representative can provide a hard copy of the manual upon request. In those cases where the Contractor's onsite activities are limited to an office or meeting environment, with no additional or unusual hazards, the CES&H Manual requirements can be met through review of the Visitor Orientation Pamphlet, available on-line at <http://www.pnl.gov/contracts/esh-procedures/>.
 - b. Submit its own 10 CFR 851 and DEAR 970.5223-1 compliant Worker Safety and Health Program (WSHP) document to the Battelle Contracts Representative. The Battelle Contracts Representative will coordinate the review and approval of the program document by DOE. The Contractor will be notified by the Battelle Contracts Representative of the program document's approval by DOE. Acceptance of the Contractor's program document will be at the sole discretion of DOE.
 2. The Contractor will be provided a completed Acquisition Hazard Assessment (AHA) checklist by the Battelle Technical Administrator prior to initiation of Contractor's onsite work. The AHA incorporates elements of effective job planning. Elements include identifying: the scope of work to be performed; potential hazards to Battelle and Contractor staff, the public and environment created by the work performed; hazard control methods and mitigation; and mechanisms to evaluate the adequacy of those controls. The AHA is a key control process in the safe conduct of work at Battelle. The Contractor is expected to possess the completed AHA in order to access Battelle property or facilities and initiate work.
- E. The Contractor shall perform the following additional hazard identification tasks consistent with an approved WSHP:
1. The Contractor shall be responsible for identifying all potential occupational exposures that its employees and the employees of its lower-tier subcontractors will be exposed to while performing any work under this contract.
 2. The Contractor shall assure that its employees and those of any lower-tiered subcontractor are medically qualified to perform work associated with any potential occupational exposures that have been identified. Medical qualification and medical surveillance programs are the sole responsibility of the Contractor. In addition, the Contractor is responsible for maintaining any records associated with the administration of these programs.
 3. For each of its employees and each of its lower-tier subcontract employees that the Contractor has identified as having potential occupational exposures that require enrollment in a medical surveillance or medical qualification program, the Contractor shall provide its Occupational Medical provider with the following information:
 - a. Current information about actual or potential work-related site hazards (chemical, radiological, physical, biological, or ergonomic);
 - b. Employee job-task and hazard analysis information, including essential job functions;
 - c. Actual or potential work-site exposures of each employee; and
 - d. Personnel actions resulting in a change of job functions such that a change of hazards, or exposures results.
 4. For each of its employees and each of its lower-tier subcontract employees, a copy of the exposure information provided to the Contractor's occupational medical provider shall be submitted to the Battelle Contracts Representative and approved by Battelle before any of these employees begin work under this contract.

- F. The Contractor shall notify the Battelle Contracts Representative immediately of any OSHA-recordable injuries/illnesses, any "off-normal occurrences," or Government property damaged, that the Contractor determines to have occurred in the course of operations onsite and shall furnish such further information as the Battelle Contracts Representative may require. An "off-normal occurrence" is any unplanned or unexpected event, including near misses, or the discovery of a deficiency in a procedure, plan, or system that has real or potentially undesirable consequences to personnel, equipment, facilities, the environment, and/or programs.
- G. The Contractor's onsite ES&H activities will be subject to review by the Technical Administrator of this contract. Other representatives of Battelle may conduct periodic inspections of the Contractor's equipment, work and storage areas for compliance with the applicable ES&H requirements. The Battelle Contracts Representative will notify the Contractor by a written Notice of Non-compliance of any observed non-compliance with applicable ES&H requirements. The Contractor shall immediately take appropriate corrective action. The Contractor shall advise the Battelle Contracts Representative, in writing, within five (5) working days of the corrective action taken on any safety non-compliance noted on the written Notice of Non-compliance. If the Contractor fails or refuses to correct the safety non-compliance, Battelle may perform, or cause to be performed, the necessary corrective work and unilaterally charge the Contractor for the cost thereof. Such charges will be deducted from payments otherwise due the Contractor under this contract.
- H. The Contractor shall promptly evaluate and resolve any non-compliance with applicable ES&H requirements. If the Contractor fails to provide resolution or if, at any time, the Contractor's acts or failure to act causes substantial harm or an imminent danger to the environment, or health and safety of employees or the public, the Battelle Contracts Representative may issue an order stopping work in whole or in part and the Contractor shall be liable for the delay and any costs thereby incurred. Any stop-work order issued by Battelle under this clause (or issued by the Contractor to a subcontractor in accordance with this clause) shall be without prejudice to any other legal or contractual rights of Battelle. In the event that the Battelle Contracts Representative issues a stop-work order, an order authorizing the resumption of the work may be issued at the discretion of the Battelle Contracts Representative. The Contractor shall not be entitled to an extension of time, or additional cost or fee, or damages by reason of, or in connection with, any work stoppage ordered in accordance with this clause.
- I. Employee Concerns Program
1. The Contractor, its agents, employees or subcontractors, are entitled to use the Battelle Employee Concerns Program and Hotline (509) 375-3999. The Hotline operates 24 hours per day, 7 days a week. Messages may be left anonymously, and all concerns are handled with confidentiality to the maximum extent possible. Employee concerns may also be submitted in writing to the Battelle Employee Concerns Office, Battelle, Pacific Northwest National Laboratory, P.O. Box 999, K1-42, Richland, Washington, 99352, or in person at the Staff Concerns Office, Battelle's Research Operation Building during normal business hours, Monday through Friday 7:30 a.m. to 4:30 p.m.
 2. For the purpose of this document, allegations, concerns, and complaints are handled in a like manner and are referred to collectively as "employee concerns." A concern can consist of a declaration, statement, or assertion of impropriety or inadequacy on the part of one's employer or others at a DOE Site that has affected (or threatens to affect) aspects of operations, such as the environment, health, safety, quality, or security, and may include fraud, mismanagement, waste, or abuse of authority.
 3. No retaliation or retribution shall be taken toward any individual as a result of filing an employee concern consistent with 10 CFR 708.

J. Civil Penalties and Indemnification

1. The 2002 Bob Stump National Defense Authorization Act amended the Atomic Energy Act by adding section 234C "Worker Health and Safety Rules for Department of Energy Nuclear Facilities." It required DOE to promulgate a worker safety and health rule, published in the Federal Register on February 9, 2006, as 10 CFR 851. It establishes worker safety and health requirements that govern the conduct of contractor activities at both nuclear and non-nuclear DOE Sites. Contractors that fail to comply with the Rule are subject to civil penalties or contract penalties.
 2. The Contractor assumes full responsibility and shall indemnify, hold harmless, and defend Battelle, its directors, officers, and employees from any civil or contractual liability under section 234C of the Atomic Energy Act of 1954, as amended, or the implementing regulations, arising out of the activities of the Contractor, its subcontractors, suppliers, agents, employees, and their officers, or directors. The Contractor's obligation to indemnify and hold harmless shall expressly include attorney fees and other reasonable costs of defending any action or proceeding instituted under section 234C or DOE's implementing regulations.
- K. The Contractor is responsible for its subcontractors' compliance with the ES&H requirements of this contract. The Contractor shall include a clause substantially the same as this clause in lower-tier subcontracts involving work at on property or facilities owned or controlled by Battelle that are identified as PNNL Work Sites. Such subcontracts shall provide for the right to stop work under the conditions described herein.

Environment, Safety, and Health Requirements - Offsite (cl. 3113e – May 2012)

- A. In performing work under this contract at its own facilities or any other location that is not a DOE-owned or leased facility, the Contractor shall comply with all applicable federal, state, and local environment, safety, and health laws and regulations. The Contractor shall also perform work safely, in a manner that ensures adequate protection for employees, the public, and the environment, and shall be accountable for the safe performance of work. The Contractor shall exercise a degree of care commensurate with the work and the associated hazards. The Contractor shall ensure that management of environment, safety, and health functions and activities becomes an integral but visible part of the Contractor's work planning and execution processes.
- B. The Contractor is responsible for its subcontractors' compliance with the environment, safety, and health requirements of this contract.

Contract Contents

Each proposal submitted shall include a statement of acceptance for the following General Provisions:

- The General Provisions Applicable to Labor-Hour/Time and Materials Contracts, Form A-409.10-LH dated November 2012, apply and may be viewed at <http://www.pnl.gov/contracts/documents/generalprovisions.asp>.

Insurance

As required in the referenced General Provisions, a valid insurance certificate must be provided prior to any work performed on-site.

Performance Schedule

Offerors shall note that any resulting contract shall include the following provision for submittal of a Performance Schedule:

"Contractor shall provide a performance schedule identifying major production milestones and deliverables to accomplish the requirements of this contract. Contractor shall submit the contract award and provide written, electronic status reports by the 15th of each succeeding month. If at any time the Contractor has

reason to believe that a production milestone or delivery date may not be met, Contractor shall immediately notify the Battelle Contracts Representative in writing, outlining the milestone or delivery date in jeopardy, the reasons, and steps the Contractor will take to recover the schedule in order to meet delivery requirements."

Battelle Contracts Representative

The Battelle Contracts Representative, Doug Akers, is the sole point of contact for any communications or questions regarding this acquisition

Solicitation Provisions

In addition to the requirements outlined herein, the Solicitation Provisions, Form A-609-SP (December 2012), available at <http://www.pnnl.gov/contracts/documents/solicitations.asp> apply to this Request for Proposal.

Organization and Structure of the Proposal

Proposals should be prepared simply and economically, and provide a straightforward, concise delineation of the information required to be furnished. Emphasis should be on completeness and clarity. Elaborate brochures or other presentations are neither required nor desired.

Proposals shall be organized into three Volumes, and individual electronic files provided for each form or document within each Volume. Do not combine into one PDF.

Volume 1 – Administrative

Part A – Executive Summary

The executive summary shall summarize the key points of the offeror's proposal. It will be used to review the important aspects of the offeror's approach. The executive summary shall demonstrate the offeror's thorough understanding of this solicitation's requirements. The offeror should explain the approach taken to phase in the recommended solution and to indicate the advantages of the proposed solution.

Part B – Business Management Information

In this section, the offeror shall provide the following information:

Completed Representation and Certification – Commercial form, which is found at:

<http://www.pnnl.gov/contracts/documents/solicitations.asp>

- ⊕ The NAICS code for section A.1 of the Representations and Certifications is 541512
- ⊕ The size standard for section A.2 is \$25.5M. (If a manufacturing NAICS code is used, a wholesale trade or retail trade business concern submitting an offer or quote is categorized as a "non-manufacturer" and deemed small if it has 500 or fewer employees and meets the requirements of 13 CFR 121.406)

Volume 2 – Technical Proposal – maximum 50 pages

****No financial or pricing information shall be included in this Volume****

A Technical Proposal that provides, but is not limited to, the offeror's approach to performance of the services outlined in the Statement of Work dated January 21, 2013; key assumptions; proposed key personnel including their educational and professional qualifications; proposed materials; proposed travel, including dates, duration and purpose of the travel; offeror's past experience in providing services of a similar nature and magnitude; and reference information, i.e., contact data, for other firms which the offeror has performed similar services.

The following shall be included for **EACH** bullet of the SOW for both Phase I and Phase II (reference the Evaluation Criteria section of this RFP for additional details):

1. Detailed examples of demonstrated industry experience, your approach to the solution, and how you significantly contributed to the fulfillment of these services
2. A list of reference implementation sites and contact information for those sites
3. Complete resumes for each person identified to provide technical services on the resulting contract.

Volume 3 – Financial Proposal

The following shall be included for both Phase I and Phase II:

Part A – Pricing Proposal

1. Completed Contract Pricing Proposal for LH-TM Contracts form, located at <http://www.pnl.gov/contracts/documents/solicitations.asp>
2. A price offer with all information requested herein including the completed Certificate of Established Catalog of Market Price form, located at <http://www.pnl.gov/contracts/documents/solicitations.asp>

Battelle reimburses travel expenses according to the Federal Travel Regulations located at <http://gsa.gov/portal/content/104790>. Travel expense proposals should reflect Richland, Washington per diem rates located at <http://www.gsa.gov/portal/category/21287>.

Part B – Contractual/Pricing Issues

This section shall be used to provide confirmation of offeror's acceptance of the General Provisions, identified under Contract Contents and located at

<http://www.pnnl.gov/contracts/documents/generalprovisions.asp>

If the offeror wishes to propose terms, conditions, and/or provisions, whether affecting price or not, this section shall be used. Taking any exception to the provisions, or any other terms and conditions of the RFP, could negatively impact Battelle's overall evaluation, to the extent that your proposal could be rendered non-responsive, removing your proposal from further award consideration.

Proposal Submission

Proposals shall be delivered to Battelle on or before **February 11, 2013, 12:00 p.m. PST** and shall be valid for a minimum of 60 days.

Proposals are preferred to be submitted via Email to doug.akers@pnnl.gov and Kim Massie at kim.massie@pnnl.gov with a subject line that includes the words "**Proposal to RFP 230937.**"

Proposals may also be submitted via facsimile at the Fax Number provided herein or by hard copy to the above address. **All transmittals must reference "Proposal to 230937."** Proposals submitted by overnight courier must be sent to:

Battelle, Pacific Northwest Division
ATTN: Douglas Akers, K9-15
790 6th Street
Richland, WA 99354

Notice of Intent to Propose

A notice of intent to propose is due by close of business February 6, 2013, in the form of an e-mail, sent to Doug Akers at doug.akers@pnnl.gov and Kim Massie at kim.massie@pnnl.gov. The notice should include "RFP 230937," company name, contact name, contact information, and expression of intent to submit a proposal.

Explanation to Prospective Offerors – Clarifications

Any prospective offeror desiring an explanation or interpretation of the RFP must request it in writing soon enough to allow a reply to reach all prospective offerors before the submission of their offers. Oral

explanations or instruction given before the award of the Contract will not be binding. Any information given to a prospective offeror concerning the RFP will be furnished promptly to all other prospective offerors as an amendment of the solicitation, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offeror.

Written requests for explanations or interpretation shall be submitted by e-mail to doug.akers@pnnl.gov and kim.massie@pnnl.gov. **Clarification requests will be accepted no later than 4:00 pm Pacific Time, February 4, 2013.**

Amendments to the RFP

If this RFP is amended, all provisions which are not modified remain unchanged.

Offerors shall acknowledge receipt of any amendment of this RFP (a) by signing and returning the form provided for such purpose; (b) by stating in its proposal that the amendment (date and number) was received and considered in formulating the proposal; or (c) by letter or E-mail. Battelle must receive the acknowledgement by the **hour and date** specified for receipt of proposals.

Evaluation Criteria

A technical evaluation team has been appointed to evaluate the proposals. Offers demonstrating the ability to meet the requirements, listed below, will be determined responsive. Responsive proposals will be awarded points on a technical merit.

Proposals will be reviewed to determine the offeror whose proposal contains the combination of those criteria offering the best overall value to Battelle, not necessarily to the offeror with the lowest price or highest evaluated score. Best value will be determined by a tradeoff analysis of comparative differences in the value of technical merit with differences in price. Battelle is more concerned with obtaining superior technical or management features than with making an award at the lowest overall price. However, Battelle will not make an award at a significantly higher overall price to achieve slightly superior technical or management performance.

Responsive proposals shall be scored on a weighted numerical scale based upon the following list, which is in relative order of importance:

Project/Technical – 70%

Points will be awarded to each of the following criteria; criteria are listed in order of importance.

Project/Technical Experience – Describe previous engagements that outline your company's experience in the following areas. The description should include detailed process and technical information such as the following but not limited to; sample process models, designs of previous work, specifications, examples of modified screen shots when applicable, and examples of data reports created as part of the implementation of Oracle Fusion Accounts Receivable and General Ledger:

1. Provide a summary of previous engagements that describe your company's experience with process definition, requirements and implementing an Accounts Receivable and General Ledger Process and System.
2. Provide a detailed description (example) of your company's project and technical approach to the implementation of an Accounts Receivable and General Ledger Process and System.
3. Provide a description of your company's experience implementing Oracle Fusion applications and tools.

Price – 30%

Provide a sample cost proposal based on your company's project and technical approach (as requested above) to implementation of an Accounts Receivable and General Ledger Process and System in the Oracle Fusion Application Suite. This pricing is for evaluation purposes only.

The offeror with the lowest priced responsive sample price proposal will receive the maximum points. The number of points to be received by those offerors submitting a higher sample price proposal will be in accordance with their relationship to the lowest sample price proposal.

Authorized Negotiators

If a negotiation meeting is held, the offeror shall designate as its negotiator a person who is authorized to make legally binding commitments without further review or approval. If, for any reason, it is impractical for the offeror to be represented at a negotiation meeting by other than a person fully authorized to act in its behalf, Battelle shall be notified sufficiently in advance to allow a decision to be made whether the negotiations should proceed as scheduled or be postponed. The offeror's notice, if originally provided orally, shall be confirmed in writing.

Contract Award *(cl 600 -- Aug 2012)*

Battelle may evaluate proposals received in response to this solicitation without discussion (initial proposals should contain the offeror's best price and technical terms). Contract award, if any, will be made to the responsive, responsible offeror whose evaluated proposal provides the lowest price after satisfying all the technical requirements of this solicitation.

Battelle may:

- A. reject any or all proposals;
- B. request clarification of minor irregularities, informalities or apparent clerical mistakes;
- C. waive minor irregularities, informalities or apparent clerical mistakes in offers received
- D. accept any item or combination of items, unless doing so is precluded by a restrictive limitation in the solicitation or the proposal;
- E. award multiple contracts as a result of this solicitation;
- F. reject a proposal as non-responsive if the prices proposed are materially unbalanced between line items or sub-line items. A proposal is materially unbalanced when it is based on prices significantly less than prices for some items and prices which are significantly overstated in relation to prices for other items, and if there is a reasonable doubt that the proposal will result in the lowest overall price to Battelle even though it may be the lowest evaluated proposal, or if it is so unbalanced as to be tantamount to allowing an advance payment;
- G. conduct site visits to the home or field offices of offerors determined to be in the competitive range (offerors will be notified with the date and time of arrival, an outline of the duration of the visit and any assistant/information required);
- H. require oral presentations from any or all offerors, determined to be in the competitive range (offerors will be notified of the time and place for such presentation);
- I. request oral and/or written discussions;
- J. determine a competitive range, including all proposals that are judged to have a reasonable chance of being selected for award, and negotiate with all offerors within it. (In the event a competitive range is determined, it will be based solely on Battelle's judgment, and Best and Final Offers will be requested at the conclusion of negotiations); or

K. negotiate only with a single offeror to further reduce the price paid if, in the judgment of Battelle after a review of the technical and price offers, only one offeror has a reasonable chance of being selected for award.

Availability of Funds

Funding is not fully obligated for this action. However, contract award is subject to Availability of Funds at the time of award.

Use of Battelle Name

The Contractor agrees not to use Battelle's name or identifying characteristics for advertising, sales promotion, or other publicity purposes.

Proposal Checklist
RFP 230937

Proposal *

- Proposal that conveys technical responsiveness to the Statement of Work and addresses the requirements of the RFP.
- Executed PNNL Request for Proposal (to be returned with offeror's Proposal).
- Affirmative Statement of Acceptance to any Scope, General Provisions, Special Provision and Terms and Conditions presented in the RFP.
- Certificate of Established Catalog or Market Price Form, completed as applicable.
- Insurance Certificate, if currently available (required before award of contract).
- Completed Representations and Certifications.
- Executed Proposal Checklist.

* Refer to the RFP for complete preparation instructions.

Company _____

Signed _____

Title _____

Date _____

RFP 230937
STATEMENT OF WORK
Oracle Fusion Accounts Receivable and General Ledger Design and Implementation
January 21, 2013

A. Background

Battelle Memorial Institute, Pacific Northwest Division, acting under contract DE-AC05-76RLO1830 with the U.S. Department of Energy, operating the Pacific Northwest National Laboratory (PNNL), is currently executing a multi-year enterprise wide roadmap to optimize its business processes and upgrade many of its operational systems (Financial / Project Portfolio Management / Human Capital Management / Procurement). PNNL is already in the process of implementing the Project Portfolio Management solution. Financial Management processes and tools are targeted next on the roadmap as they form a foundation to support other business functions. Oracle Fusion Applications have been chosen to meet these operational business needs, including the relevant capabilities provided by WebCenter and Fusion Middleware. PNNL is looking for a Financial Management/Accounting business consultant with relevant industry knowledge in General Ledger (GL) and Accounts Receivable (AR) "Best Practices" to advise PNNL on the design and implementation of these business processes and solutions.

B. Scope Description

Provide expert professional services to help optimize PNNL's business processes as well as help configure and deploy the relevant Oracle Fusion applications on the PNNL network. Responses should specify experience and approach; notable activities to address include the following:

PHASE I

1. AR Process
 - a. AR Documentation, Policies, Procedures, and Internal Controls
 - b. AR Risks
 - c. AR Pre-Sale and Post-Sale
 - d. AR Cash Management
 - e. Invoicing
 - f. Receivables Management
 - g. Aging
 - h. Tax Considerations
 - i. Customer Relations
 - j. Benchmarking and Performance Measures
 - k. Streamlining and Automation Recommendations.

2. GL Process
 - a. GL Documentation, Policies, Procedures, and Internal Controls
 - b. GL Risks
 - c. GL Chart of Accounts
 - d. GL Accounting Periods
 - e. GL Manage Transactions
 - f. Reconciliations
 - g. Reporting
 - h. Benchmarking and Performance Measures

- i. Streamlining and Automation Recommendations.
3. Analyze and recommend options to optimize PNNL's business processes and create functional requirements

PHASE II

4. Identify Oracle Fusion implementation options and recommended solutions based on functional requirements and fit-gap analysis
5. Create Oracle Fusion technical design specifications based on the functional requirements and fit-gap analysis, including where needed, assistance with designing interfaces to PNNL's existing systems as well as the integration to other Oracle Fusion applications
6. Develop proof of concept prototypes using Oracle Fusion applications and implementation tools
7. Configure and test Oracle Fusion applications and environment in meeting the functional requirements, including parallel testing, change management, and operational transition
8. Provide system issue resolution, training, knowledge transfer to PNNL, and implementation activities for a production ready solution
9. Develop re-usable testing tools, including templates and scripts, to help enable initial as well as on-going system and functional testing.

C. Schedule

It is estimated that accomplishing the scope of work described above, Phase I will start CY 2013 Q1. The Phase II targeted start date CY 2013 Q2. Start dates are subject to change based on the contracting process, before and during contract implementation.

D. Administration

PNNL prefers that Seller's personnel perform the work on-site at PNNL.

E. Foreign Staff

Contractor's staff members who are foreign nationals will require a minimum of 35 business days to process access to the PNNL campus and work environment.

F. Contractor Requirements

The contractor's staff will review the PNNL Visitor Orientation Pamphlet prior to coming on-site for work. The pamphlet is located at <http://www.pnl.gov/contracts/esh-procedures/>. Additional training for long-term badging may be required prior to on-site work at PNNL.