

REQUEST TO PARTICIPATE

DYNAMIC PURCHASING SYSTEM PROCEDURE

**SAP SPECIALIST SERVICES FOR THE NEW INTEGRATED FINANCIAL MANAGEMENT
SYSTEM**

**For The
HEALTH SERVICE EXECUTIVE**

HSE Ref 9900 (eTender Reference 163579)

Publication of RTP on www.eTenders.gov.ie and OJEU	11th February 2021
Queries Deadline	Tuesday 16th March 2021 @ 12 noon. Please note the Contracting Authority reserves the right in its sole discretion to extend the queries deadline by giving notice in writing on the eTenders portal.
Closing Date for Submissions	Tuesday 23rd March 2021 @ 12 noon. Please note the Contracting Authority reserves the right in its sole discretion to extend the closing date by giving notice in writing on the eTenders portal.

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FOREWORD

The purpose of this Request to Participate (RTP) is to identify a number of suitably qualified and experienced Candidates who will be invited to participate in a Dynamic Purchasing System (DPS) in relation to the provision of the Services. An outline of the high level services required is set out in the SECTION C of this Document.

The Contracting Authority will use the information that Candidates provide in response to this RTP to determine which Candidates are most suited for shortlisting following the application of the selection criteria as set out under Section D (Completion and Evaluation of Submissions) of this document.

This RTP has been prepared by the Contracting Authority for the purpose of providing an application procedure for Candidates interested in tendering for the Services and to assist Candidates in making their own evaluation of the potential opportunity to enter into a contractual relationship for the provision of the Services.

The onus is on the Candidate to provide the information requested in the document. Candidates should inform themselves as to the closing date for Queries and the Submission Deadline.

This RTP supersedes and replaces any and all previous documentation, communications and correspondence between the Contracting Authority and Candidates, and Candidates should place no reliance on such previous documentation and correspondence.

Each Candidate's access to this RTP constitutes its agreement to, and acceptance of, the terms set forth herein.

Irish law is applicable to this RTP, the Response Document, and to the Procurement Process. The Irish Courts shall have exclusive jurisdiction in relation to any disputes arising from the RTP, Response Document and the Procurement Process.

Note:

- It is imperative that all questions in the SECTION E (Candidate's Response) section are completed in the format requested as the Submission will be used as the basis for qualifying for participating in the DPS.
- If you have any queries or problems completing this document please email the Contracting Authority contact via E-Tenders.

GLOSSARY OF DEFINITIONS

Candidate means an Economic Operator or Consortium which provides a Submission to this Request to Participate.

Competition Rules means Section B of this RTP.

Consortium means a partnership, consortium, grouping of Economic Operators or any other form of joint venture.

Consortium Member means a member of a Consortium.

Contract means the executed agreement between the successful Tenderer and the Contracting Authority to deliver the Services.

Contractor means the Successful Tenderer.

Contracting Authority means the HSE.

Economic Operator means any natural or legal person, or a group of such persons, including temporary associations of undertakings, who or which offers a) the execution of works or a work, or both, or b) the supply of products or the provision of services, on the market.

ESPD means the European Single Procurement Document which forms the basis of the Response Document.

HBS means Health Business Services.

HSE means the Health Services Executive, which shall include all bodies corporate, statutory corporations, hospital groups, community health organizations, hospitals, partnerships, unincorporated associations, charities and Other Entities operating as part of the Irish health service and funded in any way directly or indirectly by the Health Services Executive or other public funding sources or any local, national or supra-national government or regulatory authority, as well as any employees or contractors of any of the foregoing and any other persons or hospitals assisting in the provision of the Irish health service.

Invitation To Tender (ITT) means where the Contracting Authority issues Supplementary Requests for Tender (SRFT) for the purpose of awarding Contracts throughout the Period of Validity of the DPS.

Other Entity (or Other Entities) means an entity or entities on whose capacity the Candidate or Subcontractor is relying with regard to economic and financial standing and/or professional and technical ability.

Procurement Process means the dynamic purchasing system procurement process run by the Contracting Authority.

Procurement Regulations means the European Union (Award of Public Authority Contracts) Regulations 2016 (as amended).

Request To Participate or RTP means this document.

Response Document means Section E of this RTP document completed and submitted by a Candidate.

Services means the services listed within Section C of this document.

Shortlisting Stage means the period that commences with the issue of this RTP and that ends with the issue of the Letter of Notification to the Candidates.

Subcontractor means a subcontractor selected by a Candidate to deliver the Services (but is not classed as an Other Entity).

Submission means a completed Response Document supplied by a Candidate to the Contracting Authority.

Tender means the submission made by a Tenderer in response to an ISFT released by the Contracting Authority to deliver the Contract.

Tenderer means a Candidate that is invited by the Contracting Authority to the Invitation To Tender Stage.

SECTION A BACKGROUND INFORMATION

1. The Irish Health Sector

- 1.1. The Contracting Authority is responsible for providing health and personal social services for everyone living in Ireland. The Contracting Authority was set up as part of the provisions of the Health Act 2004, which states the objective of the Contracting Authority is to provide services that improve, promote and protect the health and welfare of the public.
- 1.2. The Contracting Authority provides thousands of different services in hospitals and communities across the country. These services range from public health nurses treating older people in the community to caring for children with challenging behaviour; from educating people how to live healthier lives to performing highly-complex brain surgery; from planning for major emergencies to controlling the spread of infectious diseases. Further general information about the Contracting Authority is available on the website www.hse.ie.
- 1.3. The establishment of the Contracting Authority represented the beginning of the largest programme of change ever undertaken in the Irish public service. Prior to its establishment, services were delivered through a complex structure of ten regional Health Boards, the Eastern Regional Health Authority and a number of other different agencies and organisations. The Contracting Authority replaced all of these organisations. It is now the single body responsible for ensuring that everybody can access cost effective and consistently high quality health and personal social services. The services are delivered making best use of resources allocated by Government. The largest employer in the State, the Contracting Authority employs more than 65,000 staff in direct employment and a further 35,000 staff are employed in organisations funded by the Contracting Authority. The annual budget of over €16 billion (2019) is the largest of any Irish public sector organisation.

2. Tender Description

3.1. Summary of requirements for the Dynamic Purchasing System (DPS)

The HSE is issuing this Request To Participate (“RTP”) in a Dynamic Purchasing System (hereafter ‘the DPS’) for the Provision of SAP Specialist Services for the new Integrated Financial Management System (hereafter “SAP Services”). The HSE is the Contracting Authority for this public procurement competition on its own behalf and on behalf of all organisations funded by the HSE.

The HSE has identified the following Lots for inclusion in this DPS for SAP Specialist Services.

1. Project Management Services
2. SAP Process specialists
3. SAP S/4 functional expertise and advice
4. Change Management Expertise
5. Banking specialist consultancy services
6. Business objects expertise
7. Governance and controls expertise
8. System design architects
9. SAP technical architects
10. Data Migration service
11. Provision of strategic and tactical advice on required changes around the Reform Program.
12. Financial and taxation expertise
13. Change Management Expertise – SAP Centre of Excellence
14. SAP HR BW/Business Intelligence Consultants
15. SAP HR Employee Self Service/Manager Self Service Consultants
16. SAP Integration Specialist
17. SAP Fiori App Development

It is not possible at the time of advertising the DPS to quantify the quantity in terms of days required or value (€) for the above list. This information will be supplied in the relevant Invitation To Tender (ITT).

What is a Dynamic Purchasing System?

- A Dynamic Purchasing System (DPS) is similar to a framework agreement except that during the life of the DPS other economic operators (suppliers) may, if they meet the published criteria, join the DPS.

- A DPS is a tool set out in the EU Procurement Directives for the procurement of supplies, works or services of all values. It is set up to cater for categories of requirements which can be structured on geographies, values, product types, etc. It is essentially a database of applicants interested in being considered for the award of contracts, as and when they arise.

- Economic Operators Self-declaration of compliance with Part V Selection Criteria as detailed in the European Single Procurement Document (ESPD) document is sufficient for initial admittance to the DPS. In a similar manner to other procedures, the winning tender for a tender competition under this DPS will be asked to provide confirmatory evidence before award of contract. Failure to provide confirmatory evidence before award of contract will result in the non-award of the tender and could result in the exclusion from the DPS

- There will be no upper limit on the number of tenderers admitted to the DPS.

- If a Candidate fail to pre-qualify they will have the option to re-apply to the DPS again at a later date.
- To join the DPS, applicants must pre-qualify. Qualification details are explained in the Section C.
- The DPS will be conducted as an electronic system only. The eTenders website will be used for all stages of the DPS.

The DPS submission process is as follows;

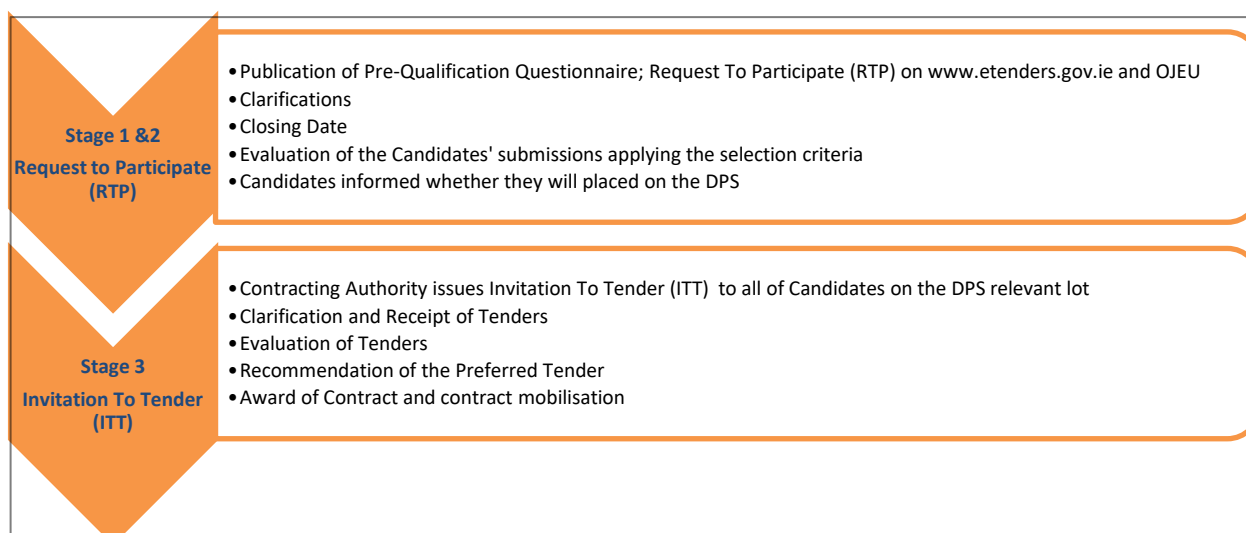
Stage 1, this is the initial publication of the DPS and involves the seeking of applications for admittance to the DPS initially. This first round of applicants will be processed after the initial closing date and will be notified via eTenders.

Stage 2 Thereafter, applicants applying after the initial closing date will be processed within 30 days normally of their completed application submitted and will be notified via eTenders.

Stage 3 An Invitation to Tender (ITT) will be issued where the HSE has identified a requirement for services from a particular Lot.

3. Procurement Procedure

- 4.1 The Contracting Authority intends to run a Dynamic Purchasing System procedure as prescribed by Article 34 of Directive 2014/24/EU for the award of public contracts as transposed into Irish law by the Procurement Regulations. This should be read in conjunction with the Competition Rules.
- 4.2 The minimum time limit for receipt of tenders shall be at least 10 days from the date on which the Invitation To Tender (ITT) was sent.
- 4.3 There is no mandatory Standstill period applicable to DPS set up or the Invitation To Tender (ITT) stage
- 4.4 The HSE may use the DPS to establish E-catalogues.(details will be provided where relevant)
- 4.5 A diagram is provided below to summarise the proposed Procurement Process and further information will be provided in the ITT:



4. Guide to DPS Evaluation Process

The HSE are not responsible for any expenses or losses incurred by the Tenderer in the preparation of the Request To participate (RTP) or the Invitation To tender (ITT). Candidates and Tenderers shall bear all costs associated with the preparation and submission of their tenders.

4.1. The DPS submission process is as follows;

4.1.1.Stage 1, This is the initial publication of the DPS and involves the seeking of applications for admittance to the DPS initially. Candidates must complete in full the ESPD; there is no requirement to provide evidence of the Selection Criteria at this stage of the process. The HSE reserves the right to seek clarifications.

The HSE's Procurement Evaluation Group (PEG) will conduct an evaluation of the Candidates' submissions received, where necessary the HSE may seek clarifications from Candidate's with respect to their submissions. The HSE's Procurement Evaluation Group (PEG) will make a recommendation to the HBS Procurement for approval.

4.1.1.1. Candidates that are successful and can be admitted to the DPS will be informed via eTenders.

4.1.1.2. Candidates that are unsuccessful and cannot be admitted to the DPS will be informed via eTenders, and a copy of the reasons why the Candidates was unsuccessful

4.1.2.Stage 2 Thereafter, Candidates applying after the initial closing date will be processed within 30 days normally of their completed RTP application submitted and will be notified via eTenders.

4.1.2.1. Candidates that are successful and can be admitted to the DPS will be informed via eTenders.

4.1.2.2. Candidates that are unsuccessful and cannot be admitted to the DPS will be informed via eTenders, and a copy of the reasons why the Candidates was unsuccessful

5. Evaluation of tenders submitted in a mini competition for Tenders awarded using the DPS

5.1. Tenders submitted in response to a tender under the DPS will be evaluated to determine which presents the most economically advantageous tender taking into account the range of Award Criteria set out in the table below. The HSE is not bound to accept the cheapest, or any tender, and will award contracts based on the most economically advantageous tender to the HSE.

5.2. The specific weightings for each criterion and sub criterion will be set out in the Invitation to Tender document which will be issued to all of the DPS Members only for that Lot. The ranges of weightings set out in the table below are indicative and may vary to reflect the particular requirement but will not exceed the range specified in this table:

Mini Competition Award Criteria	Sub Criteria	Range of Weightings
Technical Merit	Methodology	10-70%
	Human Resources	00-70%
	Project Plan	00-70%
Ultimate Cost	Ultimate Cost	20-80%

5.3. Please note the methodology to be employed for calculating the Ultimate Cost score will be outlined in the Invitation to Tender document.

5.4. The Invitation To Tender will set out the Award Criteria for that tender process based on the table above.

5.5. The award of any contract following a mini-tender process may be conditional upon the successful tenderer producing the evidence demonstrating that it meets the minimum requirements under the Selection Criteria and that no Exclusion Grounds apply. The HSE reserves the right to reject any tender that fails to comply with the minimum requirements under the Selection Criteria outlined above, or that is guilty of a serious misrepresentation in supplying any information requested in this document.

5.6. In the event that, following the award of the Contract, to the Preferred Tenderer who, cannot for whatever reason deliver the Selection Criteria to the satisfaction of the HSE, the HSE reserves the right to award the Contract to the next highest-ranked tenderer emerging from the relevant Procurement Process at any time during the tender validity period. This shall be without prejudice to the right of the HSE to terminate the procurement process and commence a new procurement process.

6. In the event that, following the award of the Contract, the Contractor, cannot for whatever reason deliver the Project to the satisfaction of the HSE, the HSE reserves the right to award the Contract to the next highest-ranked tenderer emerging from this Procurement Process at any time during the tender validity period. This shall be without prejudice to the right of the HSE to terminate the Contract and commence a new procurement process.

7. Indicative Timeline

5.1 Please note that all dates following the “Submission Closing Date” are indicative only and are subject to change.

Description	Date
Publication of RTP on www.eTenders.gov.ie and OJEU	11 th February 2021
Queries Deadline	Tuesday 16 th March 2021 @ 12 noon. Please note the Contracting Authority reserves the right in its sole discretion to extend the queries deadline by giving notice in writing on the eTenders portal.
Submission Closing Date	Tuesday 23 rd March 2021 @ 12 noon. Please note the Contracting Authority reserves the right in its sole discretion to extend the closing date by giving notice in writing on the eTenders portal.
Recommendation of the Preferred Candidates	April 2021
Issue Letters of Notification to the Candidates	End of April 2021

8. Estimated Contract Duration

6.1 The Contracting Authority anticipates that the DPS will have a term of six (6) years. The duration of the DPS may be extended during the initial term. The Contracting Authority reserves the right to amend the term of the DPS in accordance with procurement legislation.

9. Returning the Submission

7.1 All Submissions must be submitted via eTenders www.etenders.gov.ie.

7.2 The epost box is time locked. Receipt of submissions is not possible after the official closing deadline.

7.3 Avoid last minute problems by familiarising yourself with eTenders well in advance of deadline. Late submissions will not be considered under any circumstances.

7.4 Submissions will not be accepted in hard copy or by electronic means other than via www.etenders.gov.ie

10. Contracting Authority Contact

- 8.1 The sole point of contact for the Contracting Authority shall be via eTenders. Candidates shall not contact any other HSE personnel about this Procurement Process between the issuance of this document and the date of award unless previously authorised to do so.
- 8.2 In all phases of this Procurement Process, all communication among Candidates and the Contracting Authority related to the RTP must be in writing, via the query system on e-Tenders.
- 8.3 If a Candidate believes that a query is confidential or commercially sensitive it must mark the query as “confidential” or “commercially sensitive” and Candidates must, if requested, provide the Contracting Authority with the reasons why they consider the information commercially sensitive or confidential. If the Contracting Authority, in its absolute discretion, is satisfied that the query should be properly regarded as confidential or commercially sensitive, the query and the Contracting Authority’s response to that query will be kept confidential (subject to the requirements of any law).
- 8.4 If the Contracting Authority determines that it would be inappropriate to answer the query on a confidential basis it will notify the Candidate and require the Candidate to either withdraw the query or to resubmit without the requirement for confidentiality.
- 8.5 All Candidates will be advised by the message system on e-Tenders of any significant issues raised by any Candidate. Copies of all questions received and answers given will be forwarded to all Candidates. It is the responsibility of all Candidates to check their e-mail on a daily basis.
- 8.6 Failure to comply with any of the above procedures may result in the disqualification of a Candidate by the Contracting Authority.

11. Conditions of DPS

- 9.1 A draft DPS agreement for the Services will be provided to Candidates as part of the RTP.
- 9.2 No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the Contracting Authority. No communication by the Contracting Authority shall give rise to any enforceable rights by the Candidate. The Contracting Authority may cancel this Procurement Process at any time prior to a formal written contract being executed by or on behalf of the Contracting Authority.
- 9.3 HSE standard terms for services supplies 2013 V7

SECTION B COMPETITION RULES

Please note that these rules below only apply to the Shortlisting Stage. Tenderers will be provided with a comprehensive set of rules governing the procedure at the Invitation to Tender Stage.

1. Introduction

The RTP sets out the general rules governing this Shortlisting Stage.

Candidates are advised to follow the instructions outlined in this RTP (including the Response Document in Section E) prior to submitting the Submission. Failure to comply with the requirements of the RTP may, at the discretion of the Contracting Authority, result in the disqualification of the Candidate.

While every effort has been made to provide accurate background information and a summary of requirements and specifications, Candidates must form their own conclusions about the information needed to meet the requirements set out in the RTP. No reliance will be placed on any information or statements contained in the RTP, and no representation or warranty, expressed or implied, is or will be made in relation to such information. The information provided does not purport to be comprehensive or to have been independently verified. Nothing in the RTP will be construed as legal, financial, technical or tax advice. Without prejudice to the foregoing, neither the Contracting Authority nor its professional advisors will have any liability or responsibility in relation to the accuracy, adequacy or completeness of any information or statements made in the RTP or for the reasonableness of any assumption made therein. The Contracting Authority and its professional advisors will not incur any liability or responsibility arising out of the Procurement Process. Information in the Submission will be regarded as forming part of the Contract.

Candidates will inform themselves of and will observe any applicable legal requirements. Candidates will be deemed to have examined all the documents enclosed and by their own independent observations and enquiries will be held to have fully informed themselves as to the nature and extent of the requirements of this RTP.

The Contracting Authority shall be entitled to retain a copy of all Submissions received and shall otherwise be entitled to dispose of any remaining copies of Submissions in accordance with law.

2. Information on E-Tenders

Generally all information relating to the Shortlisting Stage, including the RTP, clarifications and changes, will be published on the eTenders website (www.eTenders.gov.ie). Registration is free of charge and there is no charge for downloading documents. The Contracting Authority will not accept responsibility for information relayed (or not relayed) via third parties. Where Candidates consider that documents are missing which would prevent the submission of a Submission, they shall contact the Contracting Authority Contact set out in Section A via the eTenders portal as soon as reasonably practicable. Candidates are required to inform the Contracting Authority of any ambiguity, discrepancy or error in the RTP.

The Contracting Authority reserves the right to exclude from the Procurement Process any Candidate who fails to comply with the requirements of this paragraph.

3. Submissions by Groups

Groups of Economic Operators may put themselves forward as a Candidate. In order to submit a Submission, these groups are not initially required by the Contracting Authority to assume a specific legal form. However the Contracting

Authority may require the group selected to assume a legal form or put in place alternative legal arrangements prior to entry into the Contract, to the extent that this is necessary for the satisfactory performance of the Contract. Should the Contract be awarded to a Consortium, each Economic Operator in the Consortium shall be jointly and severally liable to the Contracting Authority for the fulfilment of the terms of the Contract.

Candidates should clearly state at Sections 2.A .14 whether the Candidate compromises a Consortium. If the Candidate does compromise a Consortium, a separate Submission must be provided by each member of the Consortium.

Subsequent changes to the members of the Consortium may result in disqualification of that group from the Procurement Process.

Multiple Participation

Where a Consortium member is participating in more than one Submission, a statement must be provided with the Submission confirming that (a) the Consortium is aware of the multiple participation of the particular member and (b) this has been brought to the attention of all the Consortia in which that member is participating. The Contracting Authority, at its sole discretion, reserves the right to require an entity participating in more than one Consortium to take such steps as are necessary to ensure effective competition or security of supply or to mitigate the risk of a conflict of interest which may extend to a requirement that the entity withdraw from multiple Submissions.

Resources of Other Entities

In order to demonstrate a Candidate's economic and financial standing, resources and/or technical and /or professional ability, a Candidate may rely on the capacities of Other Entities, regardless of the legal standing it has with them. In such cases the Candidate must prove to the Contracting Authority that it will have the necessary resources at its disposal, for example, by producing an undertaking by those entities to that effect. A contractual commitment in the form of a guarantee or in such other form as the Contracting Authority may specify may be required at contract stage in favour of the Contracting Authority from any such supporting entity.

Candidates should clearly state at Section 2.C of the Response Document whether the Candidate is relying on the capacities of Other Entities in order to meet the selection criteria. A separate Submission must be provided by each Other Entity being relied upon setting out the information required under Parts 2A and 2B, all of Part III and insofar as it is relevant for the specific capacity or capacities on which the Economic Operator relies, information under Parts IV and V for each of the entities concerned.

Candidates should also clearly state at Section 2.D of the Response Document whether the Candidate intends to subcontract any share of the contract to third parties (but does not intend to rely on those third parties in order to meet the selection criteria).

Once a Candidate's Submission has been accepted by the HSE, there can be no change to their Submission without the express written permission of the HSE.

4. Transfer of Undertakings - Acquired Rights

Where applicable, the successful Tenderer will be required at the time of contract award to indemnify the Contracting Authority fully in respect of any losses, damages, costs or expenses of any kind incurred by the Contracting Authority arising from the application of SI 131 of 2003 entitled European Communities (Protection of Employees on Transfer of Undertakings) Regulations commonly referred to as TUPE (and any subsequent amendments).

The successful Candidate will be fully responsible for complying with all employment obligations, contractual, statutory or otherwise and in particular will fully comply with its obligations under TUPE (and any subsequent amendments).

5. Declaration of Interest

Candidates must declare in their Response Document any conflict of interest associated with any current or previous work undertaken, or any relationship that may reasonably be perceived to potentially conflict or impact on their ability to participate in the Procurement Process or fulfil the requirements of the Contract. In the event that the Contracting Authority considers that a conflict of interest or potential conflict of interest exists, the Contracting Authority will (in its absolute discretion), decide on the appropriate course of action. Failure to disclose a material conflict of interest may disqualify a Candidate or cause the termination of any subsequent contract and entitle the Contracting Authority to seek remedies, such as cost or compensation for loss.

6. Clarification of Submissions

To assist in the assessment of Submissions, the Contracting Authority may request a Candidate to clarify its Submission including, without limitation, correcting an ambiguity or obvious error which is likely to have a simple explanation and can be easily resolved. Candidates should note that the Contracting Authority is not obliged to request a Candidate to clarify any aspect of its Submission, however the Contracting Authority may do so at its discretion where the Contracting Authority considers that clarification is recommended and/or permitted in accordance with relevant guidance and applicable procurement law. Responses to requests for clarification must not materially change any of the elements of the Submission.

7. Freedom of Information, Confidentiality and Publicity

Each of the parties will undertake to use their reasonable endeavours to hold confidential any confidential information received from the other party, subject to the Contracting Authority's obligations under law, including (if applicable) the provisions of the Freedom of Information Act 2014. The Candidate agrees that, should it wish any confidential information supplied by it to the Contracting Authority not to be disclosed (because of its commercial sensitivity) it will, when supplying such information, identify same and specify the reasons for its sensitivity. The Contracting Authority will consult with the Candidate about such sensitive information before making a decision regarding release of such information under the Freedom of Information Act 2014. However, the Contracting Authority will give no undertaking or assurance that such information will not be released under the provisions of the Freedom of Information Act 2014 and the final decision on whether or not to release such information rests with the Contracting Authority or as set out in the Freedom of Information Act 2014.

The RTP remains the property of the Contracting Authority and is issued only in connection with the Procurement Process. The RTP may not be copied or their contents may not be divulged to any third party without the prior written consent of the Contracting Authority. All information contained in the RTP must be treated in the strictest confidence by the Candidate and by its staff. Any third party involved in completing the Submission must also comply with these confidentiality requirements.

Without prejudice to the confidentiality and Freedom of Information Act requirements referred to above, the Contracting Authority reserves the right, at its discretion, to publicise, or otherwise disclose, to any third party, information regarding the Procurement Process, the nomination of Candidates (including, without limitation, details of their respective representatives, advisors, consultants, contractors, servants and/or agents), the successful Candidate or the award of the Contract.

A Candidate will not, by itself, its servants, agents or subcontractors, communicate with the press, television, radio or other media on, or otherwise use information on, any matter concerning the Procurement Process with the Contracting Authority.

8. Variation

Candidates who feel disadvantaged by the terms governing this Procurement Process may make direct representations to the Contracting Authority Contact for variations of the terms of this Procurement Process, provided that any variation sought shall not operate to the disadvantage of any other Candidate. The Contracting Authority shall have the final decision on whether to vary the terms of this Procurement Process and will communicate any agreed changes to all Candidates.

9. Ethics

Candidates should note that canvassing or failure to comply with the communications requirements set out in these Competition Rules may result in the disqualification of a Candidate.

Any effort by a Candidate to unduly influence any staff or agents of the Contracting Authority in the process of examination, clarification or evaluation of Submissions and in decisions concerning the award of contracts shall have its Submission rejected and may result in administrative penalties. In accordance with Section 38 of the Ethics in Public Office Act 1995 any money, gift or other consideration received from a person holding or seeking to obtain a contract will be deemed to have been paid or given corruptly unless the contrary is proven.

The Contracting Authority reserves the right to suspend or cancel the Procurement Process or the Contract:

- If corrupt practices of any kind are discovered at any stage of the Procurement Process or during the implementation of the Contract; or
- If it emerges that the award or execution of the Contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

Failure to comply with one or more of the ethics clauses may result in the exclusion of the Candidate from other Contracting Authority contracts and in penalties.

10. Anti-Competitive Conduct

The Candidate's particular attention is drawn to the application of the Competition Act 2002. The Act declares it a criminal offence for Candidates to collude on prices or terms in a public procurement procedure. Should the Contracting Authority become aware of direct or indirect communications through trade associations or otherwise between Candidates relating to the Contract or which might facilitate price collusion it shall be the policy of the Contracting Authority to notify the Competition and Consumer Protection Commission and suspend such Candidates. If the matter is not satisfactorily resolved by the time evaluation of all other Submissions is complete, the Contracting Authority will base its decision on all Submissions received but not suspended.

11. Official Amendments

If it is necessary for the Contracting Authority to amend the RTP in any way prior to receipt of Submissions, all Candidates will be notified simultaneously. If deemed appropriate by the Contracting Authority, the deadline for receipt of Response Documents will be extended.

12. Cancellation of the Procurement Process

The Contracting Authority reserves the right, at its discretion:

- to change the basis of, or procedures (including the timetable) relating to the Procurement Process;
- to reject any or all Submissions;
- not to invite a Candidate to proceed further to any subsequent stage of the Procurement Process;
- not to furnish a Candidate with additional information in respect of any aspect of its requirements or otherwise;
- not to otherwise negotiate with a Candidate in respect of the award of the Contract;
- not to proceed with the Procurement Process;
- to cancel at any stage the Procurement Process, or any part thereof, at any time.

In the event of cancellation of the Procurement Process, or any part thereof, Candidates will be notified of the cancellation by the Contracting Authority. Cancellation may occur where, for example:

- the Procurement Process has been unsuccessful i.e. no acceptable or worthwhile Submissions have been received or there is no response at all;
- the economic or technical data of the Contract have been fundamentally altered;
- exceptional circumstances or force majeure render normal performance of the Contract impossible;
- all technically compliant Submissions exceed or are likely to exceed the financial resources available;
- the Services are no longer required;
- there have been irregularities in the procedure, in particular where these have prevented fair competition;
or
- as otherwise permitted or contemplated by these Competition Rules.

In no event shall the Contracting Authority be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of the Procurement Process, or any part thereof. The publication of a procurement notice does not commit the Contracting Authority to proceed with a Procurement Process or the award of a contract.

The Contracting Authority recognises the importance of formally debriefing unsuccessful Candidates. Debriefing will be undertaken in writing only, subject to the discretion of the Contracting Authority.

13. Withdrawal from this Procurement Process

Candidates are required to notify the Contracting Authority immediately, via the -e-Tenders website, if at any stage they decide to withdraw from this Procurement Process.

14. Debriefing Candidates

All queries in relation to contract award decisions should be directed in the first instance to the Contracting Authority Contact.

Where applicable, Candidates have a right of review under the European Communities (Public Authorities' Contracts) (Review Procedures) Regulations 2010 as amended.

15. Tax Clearance Status

It is a condition for the award of any contract pursuant to this Procurement Process that the successful Tenderer shall, for the term of the contract, comply with all EU and domestic tax laws. Tenderers are referred to www.revenue.ie for further information. Prior to the award of any contract arising out of this Procurement Process, the successful Tenderer shall be required to supply its Tax Clearance Access Number and Tax Reference Number to facilitate online verification of their tax status by the Contracting Authority. By supplying these numbers, the successful Tenderer acknowledges and agrees that the Contracting Authority has the permission of the successful Tenderer to verify its tax cleared position online. Candidates are required as part of their Submission to self-certify that it and all proposed Subcontractors or Consortium Members (if applicable) are able to provide their Tax Clearance Access Number(s) and Tax Reference Number(s) on request.

16. Costs

All costs and expenses associated with the preparation and submission of the Submissions by a Candidate shall be borne by the Candidate.

17. Language

All written and oral communications and all documents shall be in the English language unless otherwise required by law. Failure to comply with these Competition Rules may result in the disqualification of a Candidate.

SECTION C HIGH LEVEL OVERVIEW REQUIREMENTS

1. Overview

The HSE is issuing this Request To Participate (“RTP”) in a Dynamic Purchasing System (hereafter ‘the DPS’) for the Provision of SAP Specialist Services for the Integrated Financial Management System (IFMS) (hereafter “SAP Services”). The HSE is the Contracting Authority for this public procurement competition on its own behalf and on behalf of all organisations funded by the HSE.

The purpose of this document is to detail the requirements for **SAP Specialist Services** which will support the Implementation & Maintenance of SAP S/4 Hana and associated applications for IFMS. To do this the HSE must employ best practice methods and use appropriate software to assist the governance and compliance of processes.

The requirements can be categorised as follows:

1. Project Management Services
2. SAP Process specialists
3. SAP S/4 functional expertise and advice
4. Change Management Expertise
5. Banking specialist consultancy services
6. Business objects expertise
7. Governance and controls expertise
8. System design architects
9. SAP technical architects
10. Data Migration services
11. Provision of strategic and tactical advice on required changes around the Reform Program.
12. Financial and taxation expertise
13. Change Management Expertise – SAP Centre of Excellence
14. SAP HR BW/Business Intelligence Consultants
15. SAP HR Employee Self Service/Manager Self Service Consultants
16. SAP Integration Specialist
17. SAP Fiori App Development

1. Project Management Services

The skill sets associated with this role include but are not limited to the following:

- Leads and manages the risk, quality and progress of ICT projects to organisational standards.
- Ensures projects are completed on time, on budget, to quality standards, and within agreed scope.
- Plans and manages the implementation of organisation-wide processes and procedures, tools and techniques for the identification, assessment, and management of risk inherent in the operation of business processes and of potential risks arising from planned ICT- enabled change.
- Has excellent communication (both written and verbal) and organisational skills which are required to fulfil the role.

2. SAP Process Specialists

The skill sets associated with this role include but are not limited to the following:

- Explain/Elaborate on the different SAP S4 Hana Catalogue processes in detail down to lowest level.
- Translate these SAP S4 Hana Processes for everyday use in HSE environment.
- Recommend most appropriate SAP Best practice process steps for HSE after understanding HSE environment, needs, strategy etc.
- Best approach for mapping processes and documentation of Processes: Advise on use of SAP Solution manager or Alternative online BPMN tool.
- Assist and Advise development of end user documentation for processes and procedures especially in relation to Associated work instructions via Standard Operating Procedures (SOPs)
- Advise on which system best use for SOPs i.e. using SAP Solution Manager or alternative
- Mapping of interface systems processes into SAP S4 Hana
- Ability to take HSE User requirements to develop process solutions especially in adherence to SAP Best Practice.
- Develop solutions for required deviations from SAP best practice e.g. due to legal requirements HSE might not able use SAP Best Practice.
- Provide overview training of SAP processes to HSE groups e.g. Process Councils
- Go to person for any queries/questions in relation to SAP S4 Hana processes
- Knowledge of all SAP S4 Hana processes, methods, and tools and Subject matter best practices.

3. SAP S/4 functional expertise and advice

The skill sets associated with this role include but are not limited to the following:

- **SAP MDG (SAP Master Data Governance for Finance)**
 - Experience of implementing MDG for Finance. MDG for managing Finance master data is a relatively new SAP module and requires experience of having implemented it in a large complex organisation in order to understand and reap its full potential for the HSE
 - Emphasis on experience of Finance master data management such as cost centres, gl accounts, I/O's as distinct from Vendor or materials master data within SAP MDG
 - A deep understanding of how MDG will enhance Governance and Control in a distributed environment e.g. A S38 or S39 should be able to remotely request a cost centre using a desktop MDG button (app) and the workflows send it to central FMDU team for approval.
 - Making mass Finance master data changes, how best to structure MDG for this. It is intended that the publicly funded health sector will use SAP S/4 HANA as their ERP and therefore when all Statutory and relevant vols (S38's and S39's) are on boarded to S/4 HANA the enterprise structure will be complex. As the organisation changes frequently, we will need to ensure that org changes can be modelled and implemented in the most efficient manner in MDG.
 - Feeding Finance master data to other SAP systems such as HR / Payroll in a seamless manner from MDG. There is an assumption that the Finance master data is the controlling master data for the HSE and accordingly will need to be fed in a controlled manner to other systems that need it such as HR / payroll.
- **SAP S/4 HANA Finance Master Data Objects**
 - Demonstrable understanding of the concepts behind each Finance master data object within S/4 HANA taking into account new functionality such as Universal Journal, In-memory computing etc. Ability to define concepts around the usage of these Data Objects ahead of Design & Build. For example examine when a profit centre would be required considering both the current structures of the HSE and future scenarios (e.g. formation of Hospital Groups with separate reporting at Balance Sheet level).
 - Have an understanding of In-memory computing and its impact on the design , control and governance of Finance master data
 - Has deep understanding of managing the Finance enterprise structure via hierarchies or attributes or combination of both. Governance and control of same within MDG. Have experience with the use of both hierarchies and attributes (tags) within S4/HANA and ability to guide on how they should be incorporated into the design phase of implementing the Enterprise Structure (ES).
- **ERP Consultant (Technical)**
 - Extensive proven experience designing / architecting enterprise software applications.
 - Expertise in software application architecture, software design, modelling, data modelling or related areas.
 - Software Application Development experience in all aspects of an ERP build developing code specific to the application. (Example ABAP /JAVA, or equivalent).
 - Ability to support the underlying architecture, ensuring the system runs correctly, and developing or maintaining functional applications.
 - Excellent understanding of customer requirements derived from the functional specifications.
 - Agile Development Environment / Agile Methodology experience.
 - Financial software systems or enterprise applications architecture design background.

- Strong Knowledge of standard architecture tools & methodologies e.g. Togaf, SOA, Erwin, FEA, SCM, UML, or equivalent.
- Continuous integration and a focus on architecting high-quality software solutions.
- Examples under this role/skill sets might include the following: ABAP/ JAVA /or equivalent. These are not intended to be exhaustive;

- **ERP Support Specialist**

- Responsible for implementing new ERP systems & the refactoring of older frameworks.
- Works with the relevant IT technical resources/ stakeholders to define the technical requirements; collaborates with the relevant parties involved and designs the supporting IT framework environment, taking account of the interdependencies for the solution proposed across the whole infrastructure.
- Acts as a Subject Matter Expert focused on the project from design review, to deployment planning, code and security review, technical configuration to ensure compatibility and issue resolution prior to deployment to production.
- Experience of reviewing and enhancing an enterprise resource planning system to provide one central repository for all information that is shared by all the various ERP facets to improve the flow of data.
- Ability to deal with the various modules of ERP including mobile, cloud, social and two tier systems.

4. Change Management Expertise

The skill sets associated with this role include but are not limited to the following:

Change Management is the mechanism to successfully transition the business to new IFMS systems and operating models. The requirement will be for the HSE to receive a best in class consultancy service to ensure that the People Change is managed effectively and professionally, mitigate a number of risks/ issues experienced during previous projects, and ensure that the Project Team is sufficiently supported in the areas of need.

Services required will include but are not limited to:

- **Change Management**
 - Design, facilitate & deliver an Impact Analysis Programme to include focus groups so all people affected are involved & enabled to drive and sustain the changes.
- **Organisational Design**
 - Advising on the structures, roles & responsibilities of the local implementation teams i.e. ensuring that teams are resourced sufficiently/ appropriately to implement the new system and improved processes.
- **People Strategy**
 - Support the IFMS Project Team in developing IFMS strategies (Communications, Change Management and Training) which are sufficiently informed & practical to drive & sustain change and which should be aligned with HSE wide strategies (e.g. the HR People Strategy, Corporate Development Strategies, Values in Action Programme etc.)
- **Communications**
 - Support the IFMS Project Team in designing & developing key communication outputs at every stage of the IFMS Project under an Integrated Communications Plan.

5. Banking Specialist Consultancy Services

The skill sets associated with this role include but are not limited to the following:

- Configuration of functionality to record all banking transactions per bank account
- Making bank transfers through SAP using dual authorisation
- Setup of system and processes to carry out bank account reconciliation
- Perform cash forecasts based on trial balance movements and cash projections
- Reporting requirements for cash and balance sheet reporting broken down by cash point and business areas
- Open and closure of bank accounts
- Apply authorisation controls to the users of the treasury/banking system
- Reporting requirements for all cash transactions based on former structure of the HSE to produce vote returns for the Department of Health

6. Business Objects Expertise

The skill sets associated with this role include but are not limited to the following:

- **CFI Support Application and Development support requirements:**
 - SAP ABAP for CFI continuous development
 - SAP BW support for technical changeover from 3rd party hosted SAP Hana database to HSE hosted SAP Hana database
 - Routine 7.5 BW maintenance, patch upgrades
 - System architecture support (e.g.: Business Objects deployment)
 - Consultancy support – New developments in line with IFMS strategy
 - Configuration support
 - On-going trouble shooting as expertise point of reference
 - Business support including change requests
 - Report writing/Bex/workbooks support/development
 - Hierarchy/enterprise structure configuration support
 - Knowledge transfer and training the HSE support team including technical documentation (new developments/SAP core competency)
 - ABAP Support
 - Business Objects/Lumeria suite deployment support

7. Governance and Controls Expertise

The skillsets associated with this role include but are not limited to the following:

- Advise and assist with designing good Governance, risks and controls (GRC) including recommendation of most appropriate tools to implement e.g. access control, process control, risk mgt, fraud management etc.
- All advice/design in line/compliant with:
 - HSE National Financial Regulations
 - Generally Accepted Accounting Principles (Irish GAAP)
 - SAP Best Practice
 - HSE Governance Framework
 - HSE Finance Operating Model
 - HSE IT policies
 - IFMS Design principles
- Assist and advise on design of 'access management' of users/roles to ensure appropriate level of Segregation of Duties (SOD) across HSE and
- Ensure minimal but appropriate access approvals.
- Minimise risks with granting, changing and removing access
- Assist in the design of SoD ruleset and understand new transactions for SAP S4 Hana (additional 200 transaction to older SAP Versions)
- Help design and keep roles free of SoD Conflicts
- Ability to link with SAP Systems architect to ensure appropriate SAP Security roles, users and emergency access.
- Design access solution that will sustain through different levels of HSE
- Assist in development of a continuous monitoring improvement model in relation to GRC.
- Assist in reviewing all mitigating controls to ensure relevance and accuracy following introduction of SAP S4 Hana best practices.

8. System Design Architects

The skillsets associated with this role include but are not limited to the following:

- **ERP Architect**

- Leads & co-ordinates the optimised architecture of new ERP systems & the refactoring of older frameworks.
- Works with the relevant IT technical resources/ stakeholders to define the technical requirements; collaborates with the relevant parties involved and designs the supporting IT framework environment, taking account of the interdependencies for the solution proposed across the whole infrastructure.
- Acts as a subject matter expert focused on the entire build from design inception and solution profiling to the sizing and topology to documenting the “as-is” and “to-be” process to design review to oversight of data migration plan to deployment and integration planning security and code quality reviews to testing and roll out to production.
- Experience of planning an enterprise resource planning system to provide one central repository for all information that is shared by all the various ERP facets to improve the flow of data.
- Ability to deal with the various modules of ERP including mobile, cloud, social and two tier systems.
- Adheres to a given set of constraints specified at the outset of the design process.

- **ERP Consultant (Technical)**

- Extensive proven experience designing / architecting enterprise software applications.
- Expertise in software application architecture, software design, modelling, data modelling or related areas.
- Software Application Development experience in all aspects of an ERP build developing code specific to the application. (Example ABAP /JAVA, or equivalent).
- Ability to support the underlying architecture, ensuring the system runs correctly, and developing or maintaining functional applications.
- Excellent understanding of customer requirements derived from the functional specifications.
- Agile Development Environment / Agile Methodology experience.
- Financial software systems or enterprise applications architecture design background.
- Strong Knowledge of standard architecture tools & methodologies e.g. Togaf, SOA, Erwin, FEA, SCM, UML, or equivalent.
- Continuous integration and a focus on architecting high-quality software solutions.

9. SAP Technical Architects

The skillsets associated with this role include but are not limited to the following:

This topic relates to the provision of SAP Technical Support for the IFMS SAP S/4 Hana Implementation project and also any subsequent approved projects.

- **Basis Support – Preventative and Corrective Maintenance**
 - Support to keep the system running efficiently on an on-going basis
 - Support as required to assist implementations, approved projects, process improvements or system changes.
- **ABAP Support**
 - Development of new reports and maintenance / upgrade of existing solutions
 - Support for any System configuration changes required for implementation or subsequent approved projects
 - General support for Issue investigation / resolution as required for implementation or subsequent approved projects
- **General Support, Advice and Maintenance**
 - Technical input in the creation and quality assurance of functional specifications
 - Technical documentation produced to include all configuration changes
- **ERP Architect**
 - Leads & co-ordinates the optimised architecture of new ERP systems & the refactoring of older frameworks.
 - Works with the relevant IT technical resources/ stakeholders to define the technical requirements; collaborates with the relevant parties involved and designs the supporting IT framework environment, taking account of the interdependencies for the solution proposed across the whole infrastructure.
 - Acts as a subject matter expert focused on the entire build from design inception and solution profiling to the sizing and topology to documenting the “as-is” and “to-be” process to design review to oversight of data migration plan to deployment and integration planning security and code quality reviews to testing and roll out to production.
 - Experience of planning an enterprise resource planning system to provide one central repository for all information that is shared by all the various ERP facets to improve the flow of data.
 - Ability to deal with the various modules of ERP including mobile, cloud, social and two tier systems.
 - Adheres to a given set of constraints specified at the outset of the design process.
- **ERP Consultant (Technical)**
 - Extensive proven experience designing / architecting enterprise software applications.
 - Expertise in software application architecture, software design, modelling, data modelling or related areas.
 - Software Application Development experience in all aspects of an ERP build developing code specific to the application. (example ABAP /JAVA, or equivalent).
 - Ability to support the underlying architecture, ensuring the system runs correctly, and developing or maintaining functional applications.
 - Excellent understanding of customer requirements derived from the functional specifications.
 - Agile Development Environment / Agile Methodology experience.
 - Financial software systems or enterprise applications architecture design background.

- Strong Knowledge of standard architecture tools & methodologies e.g. Togaf, SOA, Erwin, FEA, SCM, UML, or equivalent.
- Continuous integration and a focus on architecting high-quality software solutions.

10. Data Migration services

As the HSE implements new systems there is often the requirement to migrate data from the legacy system into the new solution and typically the HSE take responsibility for providing the data in the required format for loading into the new environment. The process of extracting data from legacy systems, cleansing it as required and transforming it onto the required format can be a complex and lengthy process and the HSE often require specialist data migration support to help in this area.

The following are the key requirements for 'Data Migration services':

- Designing, writing and deploying Extract, Transform and Load (ETL) solutions.
- Setup and use of databases including programming via SQL.
- Preparation of data following specified formats using, for example, SQL Server Integration Services (SSIS) software.
- Analyse complex data using tools such as Excel, Crystal Reports, Access, and SQL.
- Extract and clean data from legacy IT systems and present it in a specified format.
- Detailed knowledge of database concepts
- Extensive proven knowledge of SQL
- Examine data and create solutions to deal with data issues including duplication, missing/orphan records and corrupted data
- Use SQL Server Integration Services (SSIS) (or equivalent) technologies for accessing databases of different types

11. Provision of Strategic and Tactical Advice on Required Changes Around the Reform Program

The skillsets associated with this role include but are not limited to the following:

- **Project Management support**
 - Specialist project management support services to assist with achieving the overall objectives of the Reform Program
 - Assist with creation of team structure and resource planning
 - Provision of resource required to complete specific tasks
 - Advice on best practice methods and structures required
- **Quality Assurance**
 - Provide specialist QA services to assist with the Reform Programme
- **Project Assurance**
 - Provide specialist Project Assurance services to assist with the Reform Programme
 - Provide advice on best practice methods required to track progress and ensure the objectives are being met

12. Financial and Taxation Expertise

The skillsets associated with this role include but are not limited to the following:

The provision of SAP Financial & Taxation expertise for the IFMS SAP S/4 Hana Implementation project and also any subsequent approved projects.

As the HSE implements new systems there is the requirement to ensure the intricate area of accounting and taxation from the legacy system into the new solution is designed correctly in the new environment. The HSE often require specialist Accounting and Taxation expertise with knowledge of accounting and taxation and how this can be designed on the new system. The role includes but not limited to, knowledge and understanding of the following accounting and taxation areas and how they lend themselves to be designed on a new system set up:

- Revenue Code of Practice for Determining Employment or Self-employed status of Individuals
- Employee vs. Self Employed Tax Treatment
- Taxation for PAYE on - Non Irish Agencies - Compensation and Termination payments -Relocation and Removal Expenses- Tax Treatment of Company Vehicles
- Taxation: Expenses incurred in presenting for Work (including on call)
- Taxation of Round Sum Emergency Call Out Allowance
- Taxation: Contract of Service V Contract for Services
- Tax Treatment of Travel and Subsistence
- PRSI (Pay Related Social Insurance)
- USC (Universal Social Charge)
- VAT and Withholding Taxes
- Relevant Contract Tax (RCT)
- PSWT Professional Service Withholding Tax
- Tax Clearance Certificates

13. Change Management Expertise – SAP Centre of Excellence

The requirement will be for the HSE SAP Centre of Excellence to receive a best in class consultancy service to ensure that the People Change is managed effectively and professionally, mitigate a number of risks/ issues experienced during previous projects, and ensure that the Project Team is sufficiently supported in the areas of need.

Services required will include but are not limited to:

- Change Management
 - Design, facilitate & deliver an Impact Analysis Programme to include focus groups so all people affected are involved & enabled to drive and sustain the changes.
- Organisational Design
 - Advising on the structures, roles & responsibilities of the HSE SAP COE teams i.e. ensuring that teams are resourced sufficiently/ appropriately to implement the new system and improved processes.
- People Strategy
 - Support the HSE SAP COE Project Team in developing appropriate strategies (Communications, Change Management and Training) which are sufficiently informed & practical to drive & sustain change and which should be aligned with HSE wide strategies (e.g. the HR People Strategy, Corporate Development Strategies, Values in Action Programme etc.)
- Communications
 - Support the HSE SAP COE Project Team in designing & developing key communication outputs at every stage of the Project under an Integrated Communications Plan.

14. SAP HR BW/Business Intelligence Consultants

The skill sets associated with this role include but are not limited to the following:

The HSE HPSA SAP HR BW/Business Intelligence Unit has established a reporting solution which extracts data from the SAP HR production system and other external systems and stores it in information cubes within a Business Warehouse. Data stored in this manner can be used to generate sophisticated reporting solutions for Corporate Managers, Senior Managers and Line Managers throughout the HSE.

There is a requirement for experienced personnel to assist in the maintenance and ongoing development of the HSE HPSA SAP HR BW/Business Intelligence solution. These resources will require significant technical Business Objects and Business Warehouse expertise to assist the Unit in any new or ongoing work

The SAP BW/Business intelligence systems may require different skill-sets as the service develops and as new projects roll out. Therefore the Technical Support Partner needs to demonstrate that they can provide resources with specialist BW skills such as Solution Architects, FIORI consultants, BO/BJ consultants.

15. SAP HR Employee Self Service/Manager Self Service Consultants

The skill sets associated with this role include but are not limited to the following:

The HSE HPSA is currently rolling out SAP Employee Self Service/Manager Self Service functionality to their existing customers throughout the HSE.

There is a requirement for experienced personnel to assist in the development of this initiative with specific experience in the following areas;

- UX Design
- SAP Fiori/ SAP Fiori Apps
- SAP Workflow
- SAP solution architect with specific ESS/MSS expertise
- SAP JAVA Programmer

16. SAP Integration Specialist

The HSE have several SAP and Non Sap systems in existence supporting HR, Payroll, Finance, Procurement and Business Warehouse. The role of the SAP Integration Specialist would require knowledge and expertise of SAP and Non SAP systems and interoperability of SAP, Other SAP and Non SAP systems to interface with SAP S4 Hana. Including in the areas of:

- Assist with the planning and implementation of interfaces to Sap S4 Hana.
- Have project management skills.
- Assist in defining project tasks and resource requirements
- Help coordinate project staff
- Assist, plan and schedule project deliverables and associated timelines
- Track project deliverables
- Provide direction and support to project team
- Quality assurance on the SAP deployment
- Project evaluations and assessment of results
- Assisting with the change management process

17. SAP Fiori App Development

The skill sets associated with this role include but are not limited to the following:

- Design mobile and desktop technical solutions for standard and custom SAP fiori applications on SAP S4 Hana
- Manage analysis, design, code, configure and testing lifecycles on SAP S4 Hana platform
- Support configuration and integration management mentoring/knowledge transfer.
- Plan and execute required process steps as defined by the project.
- Anticipate, identify, track and resolve issues and risks affecting the SAP applications
- Coordinate and participate in structured peer reviews/walkthroughs.
- Continuously develop industry knowledge and associated SAP Fiori App skills.
- Project level priority analysis and planning

SECTION D COMPLETION AND EVALUATION OF SUBMISSIONS

1. Preparing a Submission

1.1. Candidates are required to complete the Response Document section of this document to provide a Submission for this Procurement Process. The Response Document is based upon the ESPD, and is split into a number of sections (as listed below).

1.2. Candidates are required to:

1.2.1. Provide certain information in Section II which is for information only;

1.2.2. Provide information in Section III, which will determine if there are any exclusion grounds that apply under Regulation 57 of the Procurement Regulations;

1.2.3. Self-certify that they are capable of answering the “pass/fail” questions in Section IV in the affirmative; and

1.3. Where Candidates have self-certified that they are capable of answering the questions in Section IV in the affirmative, the Contracting Authority may seek to verify this information from Candidates prior to the commencement of the Invitation To Tender (ITT) stage. If a Candidate fails to provide evidence which is considered by the Contracting Authority as sufficient to demonstrate:

1.3.1 Its fulfilment of any aspect of the selection criteria in this RTP;

1.3.2 The absence of exclusion grounds under Regulation 57 of the Procurement Regulations; or

1.3.3 The reliability of the Candidate despite the existence of a relevant (or relevant) exclusion ground(s) in accordance with Regulation 57(12) of the Procurement Regulations

or fails to supply this evidence within seven days of request, the Candidate will be excluded from the Procurement Process.

1.4. If a Candidate does not, upon request by the Contracting Authority, provide evidence which is considered by the Contracting Authority as sufficient to demonstrate (i) the fulfilment by any Other Entity on whose capacity the Candidate relies of the selection criteria (or any one of them) in accordance with this RTP and (ii) the absence of exclusion grounds in respect of any Other Entity, or the reliability of any Other Entity despite the existence of a relevant exclusion ground, it shall be excluded from further participation in this Procurement Process *unless* it replaces the Other Entity with one which meets all relevant requirements of this RTP.

2. Evaluation of Submissions

2.1 The Contracting Authority will review Submissions in the following manner:

2.1.1 The Contracting Authority will first review Submissions to ensure that they are complete in all respects and compliant with the terms and rules set out in this RTP. Incomplete or non-compliant Submissions will be rejected (subject to the Contracting Authority's right under the Procurement Regulations to clarify or query a Candidate's Submission).

2.1.2 Submissions that comply with 2.1.1 above will then be examined to determine if there are any exclusion grounds under Regulation 57 of the Procurement Regulations that apply to

Commercial in Confidence (upon completion)

the Candidate. If a relevant (or relevant) exclusion ground(s) apply, the Contracting Authority will examine the Candidate's additional information provided in accordance with Regulation 57(12) and (13) of the Procurement Regulations to determine the reliability of the Candidate. If the Contracting Authority views the additional information as insufficient to demonstrate the Candidate's reliability, the Submission will be rejected.

2.1.3 Submissions that comply with 2.1.2 will then be examined to determine whether the Candidate has self-certified that it meets all of the selection criteria set out in Section IV. If a Candidate has failed to self-certify that it meets all of the selection criteria set out in Section IV, the Submission will be rejected.

2.1.4 Submissions that comply with 2.1.3 will then be scored in accordance with Section IV by the evaluation panel (using objective evidence and their professional judgement) in accordance with the scoring methodology for admittance to the relevant Lot on the DPS.

3. Scoring Methodology

3.1 Submissions will be evaluated in accordance with the selection criteria as specified in this section.

3.2. The selection criteria consist of: "Pass/fail" questions: Candidates whose responses are considered to have passed these criteria will proceed to be admitted to the DPS.

3.3. Part III of the ESPD) Exclusions Grounds (Pass/Fail)

Reference	Exclusion Grounds	Evaluation Methodology
ESPD Part III, 3.A.1 – 3.A.6 Mandatory Exclusions	Compliance with Regulation 57 (1) and 57 (2)	Pass or Fail A "No" Statement will result in a "Pass". A "Yes" Statement will result in a "Fail" unless evidence is provided at 2.2 to demonstrate reliability in accordance with Regulation 57 (13) (self-cleaning) to the satisfaction of the authority.
ESPD Part III, 3.B.1 – 3.B.2 Mandatory Exclusions for Non- Payment of Taxes etc.	Compliance with Regulation 57 (3)	Pass or Fail A "No" statement will result in a "Pass". A "Yes" Statement will result in a "Fail" unless evidence is provided at 2.3(b) to demonstrate the fulfilment of obligations in accordance with Regulation 57 (5)
ESPD Part III, 3.C.1 – 3.C.15 Discretionary Exclusions	Compliance with Regulation 57 (8)	Pass or Fail A "No" statement will result in a "Pass". A "Yes" Statement will result in a "Fail" unless evidence is provided at 3.2 to demonstrate reliability in accordance with Regulation 57 (13) (self-cleaning) to the satisfaction of the authority.

4. Evaluation of Part IV

Part IV: Selection Criteria		
IV.1 Economic and Financial Standing	Turnover The Candidate confirms that it meets or exceeds (or is guaranteed by an Other Entity which meets) the average turnover requirement of €100,000 (ex VAT) for the last three (3) financial years; or Where the Candidate consists of a Consortium, the Candidate must confirm that the aggregate average turnover of the Consortium meets or exceeds €100,000 for the last three (3) financial years (and at least one member of the Consortium has a turnover of €50,000 (ex VAT) per annum for each of the last three (3) financial years with the other member(s) having a minimum combined turnover equal to or in excess of €50,000 (ex VAT) for each of the last three (3) financial years. Outstanding Claims, Litigation or Judgement The Candidate (and where the Candidate is a Consortium, each Consortium Member) must confirm that it will provide either (a) a description of any material pending or threatened tax or other regulatory investigations into the affairs of the Candidate, or (b) confirmation that no such investigations are pending or threatened. The Candidate (and where the Candidate is a Consortium, each Consortium Member) must confirm that it will provide either (a) a statement regarding any material outstanding judgements or court orders or material pending litigation or pending threatened litigation or other legal proceedings affecting itself, any proposed Subcontractor or any Consortium Member, for which specific provision has not been made within the latest set of audited financial statements or (b) confirmation that no such judgements, court orders, litigation or proceedings are outstanding, pending or threatened. Audit Opinion The Candidate (and where the Candidate is a Consortium, each Consortium Member) must confirm that it will provide (a) copies of full audited financial statements for the last two financial years, including all notes to the financial statements, and (b) confirmation the latest set of such financial statements have been filed with the Companies	Scoring methodology; PASS/FAIL

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	Registration Office (CRO) (or equivalent for non-Irish based companies) within the relevant statutory filing period. Alternatively, the Candidate (or, where relevant, the Consortium Member) must confirm that it will provide a reasonable and comprehensive explanation, which the Contracting Authority will consider, at its absolute discretion, as to why these statements have not been filed. The Candidate (and where the Candidate is a Consortium, each Consortium Member) must confirm that its latest set of audited financial statements have a clean audit opinion with no going concern qualification.	
IV.2 Economic and Financial Standing – Banker's Letter	The Candidate confirms that it can provide a signed statement from their principal bankers: i) Stating the length (in years) of their financial relationship; ii) Confirming that the bank is the Candidate's principal banker; iii) Confirming that all accounts held by the Candidate are currently in good standing; iv) Confirming they have the financial capacity to undertake a contract of this value. Where the Candidate consists of a Consortium, the information required above must be provided by each member of the Consortium.	Scoring methodology; PASS/FAIL
IV.3 Insurance	The Candidate confirms that it has in place (or has the ability to obtain) insurances of the following levels : Product Liability Insurance - €6.5m Professional Indemnity Insurance - €6.5m Public Liability Insurance - €6.5m Employer's Liability Insurance - €12.7m Cyber Liability Insurance - €6.5 In respect of insurance levels, the above values are subject to change depending on the nature of the specifications in the Invitation To Tender (ITT).	Scoring methodology; PASS/FAIL

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SECTION E CANDIDATE'S RESPONSE DOCUMENT

Part IV: Selection Criteria

Concerning the selection criteria the Economic Operator declares that:

Meeting all required selection criteria	Answer
It satisfies the required selection criteria for this Competition as set out below.	Yes ☐ No ☐

Candidates are required to submit a response in the following tables (additional information can be submitted as an appendix); the status of Economic Operators can be checked at any stage throughout the procurement procedure.

Candidates may expand reply cells as necessary.

STANDARD CANDIDATE INFORMATION

Candidate's Details

Company Details					
Name		Address		Website Address	
How long the Candidate traded under this name?					
RTP Submission Contact;					
Name		Telephone		Email	
VAT Number					
Withholding Tax Number					
Company Registration No.		Date of Registration		Country of Registration	
Parent Company					
Other Subsidiary Companies					
Company Status					
Sole Trader		Partnership		Consortium	
				If other, specify:	
Private Company		Public Company		Other	
Auditor Name & Address					

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Banking Institution & Address	
Tax Clearance Revenue Access Number and Tax Reference Number. (Must be Provided)	
Tax Clearance Expiry Date	

Consortium

If the Submission is from a consortium, the Submission should clearly state which entities are proposed to be members of the consortium, which are to be sub-contractors and how each firm would be jointly and severally liable to HSE for the fulfilment of the terms of the contract:

Entity Name	Description of Roles of each member	Liability

Note: It is essential that where the capacity of an entity is relied upon to support the Submission, evidence of that support is provided in each relevant section of this Response Document.

IV.1 Economic and Financial Standing

Turnover

The Candidate confirms that it meets or exceeds (or is guaranteed by an Other Entity which meets) the average turnover requirement of €100,000 (ex VAT) for the last three (3) financial years; or

Where the Candidate consists of a Consortium, the Candidate must confirm that the aggregate average turnover of the Consortium meets or exceeds €100,000 for the last three (3) financial years (and at least one member of the Consortium has a turnover of €50,000 (ex VAT) per annum for each of the last three (3) financial years with the other member(s) having a minimum combined turnover equal to or in excess of €50,000 (ex VAT) for each of the last three (3) financial years.

Year	Financial Year	Turnover Value (€)
Year #1		
Year #2		
Year #3		
Average Turnover for the last three Financial Years(€)		

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Outstanding Claims, Litigation or Judgement	Candidate's Response
The Candidate (and where the Candidate is a Consortium, each Consortium Member) must confirm that it will provide either (a) a description of any material pending or threatened tax or other regulatory investigations into the affairs of the Candidate, or (b) confirmation that no such investigations are pending or threatened. The Candidate (and where the Candidate is a Consortium, each Consortium Member) must confirm that it will provide either (a) a statement regarding any material outstanding judgements or court orders or material pending litigation or pending threatened litigation or other legal proceedings affecting itself, any proposed Subcontractor or any Consortium Member, for which specific provision has not been made within the latest set of audited financial statements or (b) confirmation that no such judgements, court orders, litigation or proceedings are outstanding, pending or threatened.	

Audit Opinion

Audit Opinion	Candidate's Response
The Candidate (and where the Candidate is a Consortium, each Consortium Member) must confirm that it will provide (a) copies of full audited financial statements for the last three financial years, including all notes to the financial statements, and (b) confirmation the latest set of such financial statements have been filed with the Companies Registration Office (CRO) (or equivalent for non-Irish based companies) within the relevant statutory filing period. Alternatively, the Candidate (or, where relevant, the Consortium Member) must confirm that it will provide a reasonable and comprehensive explanation, which the Contracting Authority will consider, at its absolute discretion, as to why these statements have not been filed. The Candidate (and where the Candidate is a Consortium, each Consortium Member) must confirm that its latest set of audited financial statements have a clean audit opinion with no going concern qualification	

IV.2 Economic and Financial Standing – Banker’s Letter

Banker’s Letter	Candidate’s Response
The Candidate confirms that it can provide a signed statement from their principal bankers: i) Stating the length (in years) of their financial relationship; ii) Confirming that the bank is the Candidate’s principal banker; iii) Confirming that all accounts held by the Candidate are currently in good standing; iv) Confirming they have the financial capacity to undertake a contract of this value. Where the Candidate consists of a Consortium, the information required above must be provided by each member of the Consortium.	

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Insurance

The Economic Operator (and any Other Entities on which the Economic Operator is relying for the purposes of this Submission) confirms that it has in place (or has the ability to obtain) insurances of the following levels (as a minimum);

Insurance Type and Level	Current Levels in Place by the Candidate	If not in place, has the Candidate the ability to obtain required levels Yes/No	Please state your willingness to increase insurance levels to the HSE requirements if successful – Yes/No.
Product Liability Insurance - €6.5m			
Professional Indemnity Insurance - €6.5m			
Public Liability Insurance - €6.5m			
Employer's Liability Insurance - €12.7m			
Cyber Liability Insurance - €6.5m			
Name of Insurer			

Note: Evidence will be required in the form of Candidate's Current Insurance Certificate before any contract award.

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Lot Number	Lot Name	Please insert the Response “Yes”, if the Candidate is applying for a particular Lot
1	Project Management Services	
2	SAP Process specialists	
3	SAP S/4 functional expertise and advice	
4	Change Management Expertise	
5	Banking specialist consultancy services	
6	Business objects expertise	
7	Governance and controls expertise	
8	System design architects	
9	SAP technical architects	
10	Data Migration services	
11	Provision of strategic and tactical advice on required changes around the Reform Program.	
12	Financial and taxation expertise	
13	Change Management Expertise – SAP Centre of Excellence	
14	SAP HR BW/Business Intelligence Consultants	
15	SAP HR Employee Self Service/Manager Self Service Consultants	
16	SAP Integration Specialist	
17	SAP Fiori App Development	

Guidance for Completion

1. Preparing a Submission

- 1.1.** Candidates are required to complete the eESPD and the Response Document in order to provide a Submission for this Procurement Process. The relevant sections of the eESPD and the Response Document which Candidates must complete are set out below.
- 1.2.** Candidates are required to:
 - 1.2.1.** Provide certain information in Parts IIA and IIB of the eESPD which is for information only, information in Part IIC of the eESPD if the Candidate is relying upon the resources of an Other Entity, and information in Part IID of the eESPD if the Candidate intends to subcontract any share of the Contract to third parties (but does not intend to rely on those third parties in order to meet the selection criteria);
 - 1.2.2.** Provide information in Part III of the eESPD, which will determine if there are any exclusion grounds that apply under Regulation 57 of the Procurement Regulations;
 - 1.2.3.** Self-certify that they are capable of meeting the financial and economic thresholds and the required insurances in Section E (Response Document) in the affirmative; and
 - 1.2.4.** Sign the declaration at Part V Concluding Statement of this RTP Document.
- 1.3.** Where the Candidate is a Consortium, each Consortium Member must complete and submit a separate Response Document setting out the information required under Parts IIA, IIB and III of the eESPD, and Section E (Response Document). However, the Consortium must submit one consolidated response addressing Section E (Response Document).
- 1.4.** A separate Response Document (Section E) must also be provided by each Other Entity being relied upon setting out the information required under Parts IIA, IIB and III of the eESPD and insofar as it is relevant for the specific capacity or capacities on which the Candidate relies.
- 1.5.** Where Candidates have self-certified that they are capable of answering the questions in Section E (Response Document) in the affirmative, the Contracting Authority may seek to verify this information from Candidates prior to the commencement of the Invitation To Tender (ITT) Stage. If a Candidate fails to provide evidence which is considered by the Contracting Authority as sufficient to demonstrate:
 - (i) its fulfilment of any aspect of the selection criteria in this RTP;
 - (ii) the absence of exclusion grounds under Regulation 57 of the Procurement Regulations; or

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(iii) the reliability of the Candidate despite the existence of a relevant (or relevant) exclusion ground(s) in accordance with Regulation 57(12) of the Procurement Regulations; or

(iv) if a Candidate fails to supply this evidence within seven days of request,

it may be excluded from the Procurement Process.

1.6. If a Candidate does not, upon request by the Contracting Authority, provide evidence which is considered by the Contracting Authority as sufficient to demonstrate:

(i) the fulfilment by any Other Entity on whose capacity the Candidate relies for the purpose of fulfilling the selection criteria (or any one of them) in accordance with this RTP; and

(ii) the absence of exclusion grounds in respect of any Other Entity, or the reliability of any Other Entity despite the existence of a relevant exclusion ground,

it shall be excluded from further participation in this Procurement Process unless it replaces the Other Entity with one which meets all relevant requirements of this RTP.

1.7. All questions must be answered as accurately and concisely as possible. If the question is not relevant, the words 'not applicable' must be inserted with an explanation detailing why it is not relevant.

1.8. All information requested should be provided in the order and format detailed within the Response Document (Section E). Please do not provide organisational promotional material as the basis of your response to any of the questions as only responses provided in the requested format will be evaluated.

1.9. Candidates may expand the response boxes/tables if required, but Candidates may not amend the heading or questions as they appear.

1.10. The response and any accompanying documents must be formatted in Adobe PDF or MS Word 2016.

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Part V: Concluding statements

The undersigned formally declare that the information stated under Parts II – VI above is accurate and that it has been set out in full awareness of the consequences of serious misrepresentation.

The undersigned formally declare to be able, upon request and without delay, to provide the certificates and other forms of documentary evidence referred to, except where:

- (a) *The contracting authority has the possibility of obtaining the supporting documentation concerned directly by accessing a national database in any Member State that is available free of charge(¹), or*
- (b) *As of 18 October 2018 at the latest, the contracting authority or contracting entity already possesses the documentation concerned.*

The undersigned formally consent to the Health Service Executive gaining access to documents supporting the information, which has been provided in this European Single Procurement Document for the purposes of this RTP.

Date, place and signature(s):

Signed: (Authorised Signatory)	
Block Capitals	[Click here and insert name]
Position	[Click here and insert details]
Company	[Click here and insert details]
Registered Office	[Click here and insert details]
Date	[Click here and insert details]

1 On condition that the economic operator has provided the necessary information (web address, issuing authority or body, precise reference of the documentation) allowing the contracting authority or contracting entity to do so. Where required, this must be accompanied by the relevant consent to such access.