



THE CALIFORNIA STATE UNIVERSITY  
CONTRACT SERVICES AND PROCUREMENT

# BULLETIN

03-24

Revised

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**SUBJECT:** Guidelines for CMS PeopleSoft Implementation Solicitations

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This bulletin is issued to provide guidelines for solicitation of CMS PeopleSoft Implementation proposals. It is applicable only for orders placed against the following Master Enabling Agreements (MEA):

<u>Firm</u>	<u>MEA</u>
<b>Bearing Point (KPMG)</b>	M990161
<b>IBM</b>	M990162
<b>Accenture (Anderson)</b>	M990165
<b>Cedar (Hunter)</b>	M990163
<b>FS Systems</b>	M010267
<b>Inteliant</b>	M010269
<b>MITS</b>	M010271
<b>Implementation Part</b>	M010275
<b>Academe</b>	M010261
<b>Blackwell Consulting</b>	M010263
<b>Ciber</b>	M010265
<b>Free and Thornton</b>	M010268
<b>IO Consulting</b>	M010270
<b>Pro-Tem</b>	M010272
<b>Sierra Systems</b>	M010273
<b>Soft Link</b>	M010274
<b>Cap Gemini E&amp;Y</b>	M010264
<b>Crestone</b>	M010266
<b>PeopleSoft</b>	M980152

These guidelines are written to be within the parameters of the CS&P Policy Manual for Contracting & Procurement, in the event of a conflict the manual shall control.

**DISTRIBUTION:**

Procurement and Support Services Officers  
CS&P Staff

CSU CONTACT: Eddie Choy  
FAX: (562) 951-4969

PHONE: (562) 951-4592  
EMAIL: echoy@calstate.edu

## **Guidelines for CMS PeopleSoft Implementation Solicitations**

Recent events have necessitated changes in the process with which the CSU contracts with CMS PeopleSoft Implementation firms. While some of these changes are applicable to all Information Technology procurements, many are specific to the CMS project. In order to provide some uniformity in the CMS contracting process and to clarify the new requirements, these guidelines are provided.

Goods and services acquisitions based on MEAs, including IT Goods and Services, shall be competitively bid resulting in offers from three vendors if the MEAs were the result of a solicitation where multiple MEAs were awarded, Bulletin 02-19 rev. 3.

- Specifications should be developed that will provide qualified CMS consultant firms the opportunity to submit a proposal. Specifications developed in a manner that limits the bidding directly or indirectly to any one bidder do not comply with the intent of Bulletin 02-19 stated above. Invitations to submit a proposal should be sent to sufficient number of qualified firms so as to maximize the chances of receiving 3 or more proposals.
- Evaluation criteria should be fair and should not be biased toward any one firm. Evaluation of the proposals should employ a quantitative methodology. The RFP documents should provide sufficient details regarding the evaluation such that the proposing firms can submit proposals based on informed decisions.
- The time provided to firms for developing their proposal should consider the complexity of the work involved. Requests for proposal deadline extension from potential bidders should consider the justifications provided by the firms, the requirements of the CSU and the potential impact to the RFP process.
- For large and/or complex work scope RFPs, interviews may be used to validate the qualifications of the CMS PeopleSoft Consultant firms.
- In the interest of receiving responsive proposals, the RFP should employ an efficient process for handling bidder questions and answers. One way to do this is to conduct a Prebid Conference via teleconference. Answers to bidder questions should be responded to in a timely manner. Bidders should be informed that only written responses to bidder questions are binding upon the CSU.
- To assist the bidders in developing a responsive proposal and ensure a level playing field, the RFP should provide bidders with all relevant documents. In addition, the CMS website has many documents in the public domain which may be provided to bidders. If requested, access should be provided to these documents. Any documents made available, as part of the solicitation process, to one bidder must be available to all bidders.