



Microsoft Dynamics GP 2013 Migration to Dynamics 365 Finance & Operations

Tender number: RFP-MACI-17-001

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The Chairperson

Departmental Tenders Committee

Maritime Authority of the Cayman Islands

Government Administration Building

133 Elgin Avenue, George Town

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CAYMAN ISLANDS

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1.0 INTRODUCTION

The Maritime Authority of the Cayman Islands (MACI) is **inviting local vendors** to submit proposals for the provision of the Services as specified in this Request for Proposal (RFP).

This RFP will be conducted with the object of maximising the benefit of MACI, while offering vendors a fair and equitable opportunity to participate.

Vendors are advised to pay careful attention to the wording used throughout this RFP. Failure to satisfy any term or condition of this RFP may result in an unacceptable proposal.

1.1 Company Background

MACI is a statutory corporation formed as a separate legal entity under the Maritime Authority of the Cayman Islands Law (2005) which came into effect on July 1, 2005. The Authority is wholly-owned by the Government of the Cayman Islands but governed by a Board of Directors appointed by the Governor of the Cayman Islands.

MACI reports to the Cabinet of the Cayman Islands through the Ministry of Financial Services, Commerce and Environment (FSC&E), but is also responsible to the United Kingdom (UK) Secretary of State via the UK's Maritime and Coastguard Agency (UK MCA) for the effective implementation of the relevant international maritime and related conventions that have been ratified by the UK Government and extended to Cayman.

The original Cayman Islands Shipping Registry (CISR) maritime administration structure, which is the main forerunner to MACI, was first set-up in 1903 when George Town was established as a British Port of Registry. The CISR obtained British Registry Category 1 Status on July 25, 1991. Today, the Category 1 Group of British Registries includes the UK, Bermuda, Cayman, Gibraltar, Isle of Man, and the British Virgin Islands. All of these can register vessels of any size and type provided that they meet international standards. The CISR is now a division within MACI. However, there are a number of other critical responsibilities that have been added to MACI. The Authority therefore combines into one body:

- The CISR's vessel and mortgage registration, advisory, and marine survey and audit services;
- The overall responsibility for implementing Cayman's maritime safety and security, marine pollution prevention and social responsibility obligations under international Conventions and Codes, and under Cayman legislation for Cayman-flagged vessels;
- The Cayman Islands Government delegated responsibility for the implementation of Cayman's obligations under the Caribbean Memorandum of Understanding on Port State Control (CMOU PSC) for foreign-flagged vessels entering Cayman;
- The CIG delegated responsibility for marine casualty investigation activities in relation to Cayman-flagged vessels;

- The CIG delegated responsibility for national maritime policy formulation, the provision of advice on maritime-related matters and the development of Cayman's maritime-related legislation;
- The CIG delegated responsibility to represent Cayman at international fora and to protect its interests; and
- The CIG delegated responsibility to help facilitate the development of the Cayman Islands as an international maritime centre.

MACI is represented in 15 different countries and has about 50 employees. MACI currently has physical offices in George Town, Grand Cayman and Southampton, UK. There are representative in Brazil, China, France, Germany, Greece, Italy, Japan, Panama, Philippines, Singapore, South Africa, The Netherlands, and the USA

MACI utilises technology in the delivery of its services with mission-critical software applications including CISIS (Registration, Survey Billing, Crew Compliance, and Accounting), Microsoft Dynamics (A/P and HR), MARIS (Technical Survey) and Microsoft Exchange (Email Collaboration).

Further information about our company can be found at www.cishipping.com

1.2 Challenges

MACI implemented Dynamics GP 2013 in August 2014. Since then, business requirements have changed which has contributed to the fruition of this RFP. While GP continues to function, it does so inefficiently and only fulfils partial business functionality. Specific challenges are as follows:

- One of the biggest changes in requirements is in the area of discounting, as MACI has implemented pricing models that are more flexible and competitive in the maritime industry, but are very difficult to implement in Dynamics GP without great customizations.
- MACI is a global organisation and produces invoices in Euros, USD and with a base currency of KYD. Dynamics GP 2013 does not handle true multicurrency triangulation which has created great difficulties and inefficiencies in the production of MACI's financial statements. As there is no true multicurrency in Dynamics GP 2013, the requirement of being able to apply a payment of any currency to any invoice issued irrespective of invoiced currency is not possible.
- It is MACI's vision to have one ERP system that handles all of MACI's financial transactions, but currently Accounts Receivables is in CISIS, a customized proprietary system that was developed for MACI by the Cayman Islands Government Computer Services Department. In reviewing the requirements to move Accounts Receivable to Dynamics GP, it was highlighted that even though MACI is a small organization, the AR requirements are complex due to the nature of MACI's global operations. As a result of these complexities, it is evident that

Dynamics GP cannot accommodate MACI's AR requirements, with the major requirement being multicurrency triangulation.

2.0 RFP PROCESS

2.1 RFP Terminology

Terminology used throughout this RFP is defined in the RFP Terms and Conditions and Appendix A as follows:

CIG	Cayman Islands Government
CISIS	Cayman Islands Shipping Information System
CISR	Cayman Islands Shipping Registry which is a division of MACI
CSD	Computer Services Department
Customer	Any merchant ship owner(s)/operator(s) and pleasure vessel owner(s)/manager(s), designers, builders, legal entity or financial institution involved with the registration of vessels with the Cayman Islands Shipping Registry
DTC	Departmental Tenders Committee
Dynamics GP	Microsoft Dynamics GP 2013
Dynamics 365	Microsoft Dynamics 365 Finance and Operations, Enterprise Edition
MACI	Maritime Authority of the Cayman Islands, a statutory corporation formed as a separate legal entity under the Maritime Authority of the Cayman Islands Law (2005) and parent organisation of the CISR
RFP	Request For Proposal
SaaS	Software as a Service (SaaS) - The applications are accessible from various client devices through either a thin client interface, such as a web browser or a program interface. MACI does not own, manage or control the underlying cloud infrastructure including network, servers, operating systems and storage with the possible exception of limited user-specific application configuration settings

2.2 RFP Schedule of Events

Publication of RFP:	8 th September 2017
Questions/Inquiries due:	22 nd September 2017
RFP closes:	28 th September 2017
Complete evaluation:	6 th October 2017
Final award notification:	16 th October 2017
Contract Negotiation Completion:	25 th October 2017
Work to commence:	30 th October 2017
Work to be completed:	31 st March 2018/30 th April 2018
Go Live:	1 st April 2018 / 1 st May 2018

The above dates are subject to change at the sole discretion of MACI.

3.0 PROJECT INFORMATION

3.1 Goals and Objectives

MACI's primary goal is to create a product that encompasses its mission to promote an organisational culture of quality customer service, providing timely and accurate information while continuing to build brand identity, awareness, and interest in the organisation and the services it provides.

MACI's focus is to always ensure maximum productivity and to continually look for ways to improve its services. The organisation is looking at migrating from Microsoft Dynamics GP 2013 on SaaS to Microsoft Dynamics 365 SaaS. Microsoft Dynamics 365 will help MACI achieve the next stage of the digital transformation envisioned with one platform to quickly respond and more efficiently align us to meeting the ever-evolving requirements of our clients. Dynamics 365 will provide the tools to improve our efficiency, accuracy, accountability and transparency in terms of Financial and HR management.

Through this project, MACI is seeking to migrate our current Microsoft Dynamics GP 2013 installation to Microsoft Dynamics 365 in a cloud hosted environment. MACI will continue

Ergo, MACI's specific goals and objectives are:

- Migrate current Dynamics GP 2013 installation to Microsoft Dynamics 365 as is;
- Increasing end user productivity;
- Streamlining business processes within the Finance and Human Resources sections of MACI;
- Provide accurate, transparent and timely financial and HR information to its stakeholders;
- Reduce the turnaround time of producing the monthly, quarterly and annual financials;
- Implement Microsoft Dynamics 365 for a go live date in the first quarter of Fiscal year 2018 - to run in parallel with Dynamics GP for the first month.

3.2 Scope

The chosen Vendor will analyse the key requirements and define the configurations necessary to implement and migrate the data from Microsoft Dynamics GP to Microsoft Dynamics 365. The chosen Vendor must also be able to provide support to cover the United Kingdom and Cayman Islands business hours. This implementation of Microsoft Dynamics 365 will replace Microsoft Dynamics GP modules to manage the following business functions via the Hosted SaaS solution:

- General Ledger;
- Payables Management;
- Receivables Management;
- Asset Management;
- Human Resources Management; and
- Payroll.

The project will be delivered in two phases as summarized below:

- Phase 1: Discovery and Detailed Analysis

- Analyse, identify and recommend the key requirements, dependencies, constraints and processes that will determine the configuration and implementation of Microsoft Dynamics 365 best suited to accommodate MACI's business practices, whilst utilizing as much as the "out-of-the-box" functionality; and
 - As MACI has limited knowledge of Microsoft Dynamics 365 functionality, workflows and reporting capabilities, MACI understands that there is room for improvement of its current business processes and workflows, and therefore, is willing to reengineer its existing business processes to fit MS Dynamics 365 functionality where practical.
- Phase 2: Implementation
 - Configure and implement the Dynamic 365 modules to facilitate the above-mentioned business functions based on the output of Phase 1;
 - Migrate all data from Dynamics GP to the respective modules in Dynamics 365;
 - Provide agreed reports; and
 - Provide Training.

3.3 Out of Scope

The following items are out of scope and provided here to help clarify the scope boundaries of the project:

- Redesign and development of CISIS;
- Integration with other IT systems in place at MACI;
- Hosting of Dynamics 365.

3.4 Requirements

The successful vendor shall address the minimum requirements listed in Appendix C.

3.5 Deliverables

See the table in Appendix E for a list of the minimum deliverables and work products that are to be delivered by the vendor for this project.

3.5.1 Project Management

- Work with MACI to ensure a detailed project plan is developed at the onset to be used to check progress as the project moves forward;
- Project approach must maximise buy-in by involving MACI employees throughout the project;
- Ensure that change management techniques are built into the project plan including regular communications;
- Weekly project status reports must be submitted to the MACI Project Manager to ensure all key stakeholders are aware of progress and issues. These status reports should outline:

- Overall summarisation of the project progress;
- Deliverables achieved;
- Deliverables remaining, progress, and expected delivery on each; and
- Issues, risks and concerns affecting specific deliverables and the project schedule or any other aspect of the project.

3.6 Department Supplied Resources

MACI employees available as required:

- Director, Operations;
- Head, Finance and Accounting;
- Senior Manager, Information Technology; and
- Senior IT Officer.

4.0 CRITERIA FOR SELECTION

The evaluation of each response to this RFP will be based on the supplier's demonstrated competence, compliance, format and organisation. The purpose of this RFP is to identify those suppliers that have the capability, to undertake a Dynamics 365 Operations Cloud project for MACI and that they are a Microsoft Dynamics Partner.

4.1 Evaluation criteria

The following criteria will form the basis upon which the evaluation of the proposals will be made and scores assigned.

4.1.1 Mandatory criteria

Proposals not meeting the mandatory requirements (or not demonstrating that they meet them) will receive no further consideration during the evaluation process. Proposals **MUST** include the following mandatory requirements:

- One hard copy and one digital copy of the proposal must be received on time and signed by authorised person(s);
- All communication shall be in writing;
- Signed copy of Appendix A - Signature Page;
- Plan and pricing – complete Appendix B – Costing Form;
- Capability of vendor to meet or exceed requirements set forth in Appendix C – Minimum Requirements;
- Timelines - complete Appendix D – Project timelines; and
- Vendor capabilities - complete Appendix F – Vendor Skills.

The RFP evaluation criteria will be distributed within the following rating categories.

Each main evaluation category referenced below has been given a percentage weight to reflect its relative importance in the evaluation. Each section within the categories has been given a rating scale of 0-5 which when consolidated will be converted to reflect the Categories overall percentage.

Ratings scale 0-5 definition:

0	Fails to Fit
1	Poor Fit
2	Fair Fit
3	Good Fit
4	Very Good Fit
5	Excellent Fit

Evaluation Categories	RFP Reference	Evaluation Category Weighting
Vendor Capability	6.2.2	15 %
On-island Support		10 %
Time-zone Support Capability	Appendix C	5%
Minimum Requirements	Appendix C	35%
Goals, Scope, Deliverables	3.1, 3.2, 3.5	10 %
Pricing/Total Cost of Ownership	Appendix B	25 %

The following RFP requirements will also be evaluated, but not scored:

- acceptance of RFP Terms and Conditions; Section 6.2.4;

Proposals will be evaluated and scored based on quality of response to the requirements of this RFP. Selection of the preferred vendor will be based on the highest score.

4.2 Selection and Notification

Once responses are received, the MACI Departmental Tenders Committee (DTC) will be responsible for:

- Checking the application for eligibility;
- Noting the successful responses in the MACI Tender book;
- Reviewing the recommendations;
- Approving the successful response if the recommendation is the lowest bidder.*

* Note: MACI CEO will approve final recommendation if not the lowest bidder.

Once responses have been opened and recorded by the DTC, the MACI Evaluation Committee will be responsible for:

- Checking the application for responsiveness;
- Evaluating the responsive applications;
- Researching customer reference sites and
- Producing an evaluation summary and award recommendation for the DTC's review.

5.0 PROPOSAL PREPARATION INSTRUCTIONS

5.1 Vendors understanding of the RFP

In responding to this RFP, the vendor accepts full responsibility to understand the RFP in its entirety, and in detail, including making inquiries to MACI as necessary to gain such understanding. MACI reserves the right to disqualify any vendor who demonstrates less than such understanding. Further, MACI reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding. The right extends to cancellation of award, if award has been made. Such disqualification and/or cancellation shall be at no fault, cost or liability whatsoever to MACI.

5.2 Good Faith Statement

All information provided by MACI in this RFP is offered in good faith. Individual items are subject to change at any time. MACI makes no certification that any item is without error. MACI is not responsible or liable for any use of the information or for any claims asserted there from.

5.3 Communication

All communication shall be in writing.

In all cases any requests will be answered in writing, and the response circulated to all potential vendors.

All vendors will have the same opportunities and information.

5.4 Vendors Queries

Inquiries, questions and requests for clarification are to be directed in writing to:

Attention
Email

Osbert Francis
rfp@cishipping.com

These must be submitted in writing and be received, via email, by 4:00 pm (UTC -5) 22nd September, 2017.

Formal communications shall include but are not limited to:

- Questions concerning this RFP;
- Inquiries about technical interpretations;
- Vendors shall recommend to MACI any discrepancies, errors or omissions that may exist within this RFP;
- Vendors shall recommend to MACI any enhancements, which might be in MACI's best interest; and
- All questions and answers will be shared with all potential vendors.

5.5 Fees and Expenses

Quotations must specify:

- Total quote: including the total of all fees and expenses required to complete the requirements as identified in this RFP;
- This **WILL** be a fixed price contract; and
- Support **WILL** be under a separate agreement to the contract for the implementation of this SaaS solution. That agreement will be addressed at the negotiation stage.

6.0 PROPOSAL CONTENT GUIDELINES

6.1 Proposal Format

To facilitate ease of evaluation by the DTC, and to ensure each proposal receives full consideration, proposals should be organised in the following format using the section titles and sequence listed below:

- a) Proposal Submission Letter (Signature Page)
- b) Table of Contents
- c) Vendor Profile
- d) RFP Requirements
- e) RFP Administration Terms and Conditions
- f) Contract Provisions
- g) Appendices

6.2 Proposal Content

The requirements described with a “mandatory” in Appendix C are required to be provided in the proposal. The proposal response to all mandatory requirements in Appendix C will be utilised in evaluating each proposal.

Vendors proposing an alternative to any RFP requirement must clearly substantiate the merit of the alternative. Proposed alternatives must meet the fundamental intent of the requirement. The acceptability of the alternative will be determined by the DTC.

6.2.1 Proposal Submission Letter (Signature Page)

The Proposal Submission Letter in Appendix A of this RFP, or a similar representation of the same information, must be completed, signed by an authorised representative of the vendor, and included in the proposal.

6.2.2 Vendor Profile and qualifications

The Proposal must include:

- a) A brief introduction of the vendor;
- b) The full legal name of the vendor;
- c) The location of the vendor’s head office and service centres;
- d) Details of any and all subcontracting arrangements proposed by the vendor;
- e) Guarantee policies concerning the vendors proposed services;
- f) Contact details for customer reference sites;
- g) A summary of prior experiences in providing the services described in the RFP;

- h) Complete Appendix F listing all key personnel, including subcontractors, who will be assigned to this project. This will include their relevant experience and their roles and responsibilities in the project, as well as their level of effort; and
- i) Proposals shall include corporate references for at least 3 projects undertaken by the vendor that are similar in scope and complexity to the project described in this RFP. References should include the name of the client organisation, official contact person for the client organisation including street address, email address and telephone number. If the proposal does not include these references the vendor must provide them within 2 business days of a request by the DTC. MACI may contact these or other references without prior notice to the vendor. Vendors who, in the opinion of MACI, receive unsatisfactory references may have their proposal rejected.

The proposal should include:

- j) A vendor contact for all questions and clarifications arising from the proposal. The contact information should include the person's title, address including email, telephone and facsimile number; and
- k) A vendor contact authorised to participate in contract finalisation. The contact information should include the person's title, address including email, telephone and facsimile number.

6.2.3 RFP Requirements

Vendors must address the business objectives and goals, project requirements and deliverables identified in the RFP under sections 3.1, 3.4 and 3.5, respectively.

6.2.4 RFP Terms and Conditions

The vendor must adhere to the following RFP Terms and Conditions:

1. Late submissions will not be accepted, opened or considered. It is the responsibility of the potential vendor to ensure that the quotations arrive prior to the date and time and at the place indicated in this RFP.
2. If the potential vendor discovers that it has made an error in its response, the vendor may forward a correction notice to MACI at the George Town office, but it must be received prior to the closing date and time of the RFP.
3. When quotations have been received and an award made, the successful vendor will be held to its quotation as of the closing of the RFP, irrespective of subsequent representation that mistakes have been made in the quotation originally submitted.
4. Notwithstanding paragraph 3 above, if it appears that an error has been made in a response, MACI may, in its sole discretion, before awarding an order, communicate with the potential vendor to ascertain if it will supply at the quoted price or withdraw the quotation. If the potential vendor is permitted to withdraw its quotation, the potential vendor will not be considered on this RFP.

5. MACI reserves the right to award this project in part or in full, on the basis of quotations received unless the potential vendor specifies that its quotation is valid only for the complete project.
6. Lowest quotation will not necessarily be accepted.
7. Potential vendors must refer to the RFP number in all correspondence.
8. Potential vendors must comply with all applicable Cayman Islands laws.
9. Potential vendors are solely responsible for their own expenses, if any, in preparing their response and subsequent negotiations with MACI, if any.
10. All inquiries related to this RFP are to be directed to MACI as noted on the RFP. Information obtained from any other source is not official and may be inaccurate.
11. MACI will not be obligated in any manner to any potential vendor whatsoever until a contract has been issued respecting this quote.
12. Any ensuing contract will include a 30 day cancellation privilege for muse.
13. Vendors must conform to the instructions given regarding quote preparation and submission as detailed in sections 5.5, 6.2.5 and 7.0 in order to be considered for evaluation.
14. All recipients of this RFP will be notified regarding any changes made to this document for purposes of clarification.
15. The vendor will not change the wording of the RFP after submission and no words or comments shall be added to the general conditions or detailed specifications unless requested by MACI for purpose of clarification.
16. While MACI has used considerable efforts to ensure an accurate representation of information in this RFP, all prospective vendors are urged to conduct their own investigations into the material facts and MACI shall not be held liable or accountable for any error or omission in any part of this RFP.
17. All the terms and conditions of this RFP are assumed to be accepted by the vendor and incorporated in its quote, except those conditions and provisions which are expressly excluded by the quote.
18. This document, or any portion thereof, may not be used for any purpose other than the submission of a response to the RFP.
19. The successful vendor must agree to maintain security standards consistent with security policies of MACI. These include strict control of access to data and maintaining confidentiality of information gained while carrying out their duties.
20. Information pertaining to MACI, obtained by the vendor as a result of participation in this project is confidential and must not be disclosed without written authorisation from MACI.
21. MACI reserves the right to cancel this RFP at any time.
22. MACI reserves the right to cancel or not proceed if the product and/or performance are not satisfactory.
23. The vendor is expected to do this work off-site utilising their own resources.

24. The CI Government or MACI will not defray any cost incurred by tenderers in the preparation of tenders;
25. The tender Process and the tenders shall be subject to the Freedom of Information Legislation.

6.2.5 Cost Proposal

Vendor must submit the Costing Form as Appendix B.

All costs and tasks associated with this project must be detailed and provided. This would include costs for any third party products/tools and must detail the ongoing annual support costs for each third party product/tool used.

Any value-added offerings should also be listed on Appendix B under the section "For Vendor Recommendations", so that we can evaluate your proposal fairly.

6.2.6 Timelines

Vendor must submit the completed project items and timelines as Appendix D.

All stages associated with this project must be detailed and provided.

6.2.7 RFP Provisions

Unless the proposal contains an express provision to the contrary, by submitting a proposal, vendors are deemed to have accepted each of the provisions of the RFP exactly as drafted (including any Schedule, attached as Appendices). If the vendor does not accept a RFP provision exactly as drafted, the vendor must expressly indicate in their proposal that it does not accept the RFP provision and provide the vendor's final position on the provision i.e. the wording that the vendor requires for the vendor to enter into a contract. MACI will deem any alternative wording, including suggested, recommended, or proposed wording, as reflecting the vendor's final position on the provision. Alternative wording should be considered carefully since alternative wording not meeting the fundamental intent of the provision will result in rejection of the proposal. MACI will determine whether the alternative wording meets the fundamental intent of the provision.

6.2.8 Appendices

If the vendor wishes to include any other material not specifically requested by this RFP, it may do so by including additional appendices in the proposal.

7.0 Proposal Submission Information

7.1 Requirements for submission

Proposals shall be returned to the MACI Booth in the Public Lobby of the Government Administration Building. Upon entering the booth, pick up the phone to be connected to Administration who will receive the Proposal

Proposals must be contained in sealed, plain packaging, which does not bear the name of the Tenderer and shall be addressed to:

Chairperson, Departmental Tenders Committee (DTC)
RFP-MACI-17-001 - "Microsoft Dynamics GP 2013 Migration to Dynamics 365 Operations"- RFP
Departmental Tenders Committee
Maritime Authority of the Cayman Islands
Government Administration Building, 3rd Floor
133 Elgin Avenue, George Town
Grand Cayman KY1-1107
CAYMAN ISLANDS

Vendors are to submit one (1) sealed hard copy, one (1) digital copy on CD ROM by 4:00 pm (UTC -5) 28th September, 2017.

DTC **will not** accept proposals delivered via email or fax;

DTC **will not** accept proposals received after 4:00 pm (UTC-5) on 28th September, 2017

Failure of a bidding vendor to follow all proposal submission instructions will be cause for MACI to disqualify the proposal.

All expenses for the preparation of proposals are the responsibility of the bidding vendors.

Direct any questions (in writing) to:

Osbert Francis

rfp@cishipping.com

8.0 Confidentiality

Information contained within this document is confidential and is provided only to give vendors a sufficient understanding of MACI's requirements. Under no circumstances should information be disclosed to any third party.



A. Joel Walton
Chief Executive Officer
Maritime Authority of the Cayman Islands



Date

APPENDIX A – PROPOSAL SUBMISSION LETTER (SIGNATURE PAGE)

The Maritime Authority of the Cayman Islands

REQUEST FOR PROPOSAL (RFP)

This is NOT an order

Publication Date: 8th September, 2017

THE UNDERSIGNED AGREES TO BE BOUND BY THE TERMS AND CONDITIONS OF THIS RFP AND TO SUPPLY THE SERVICES LISTED AT THE PRICES QUOTED IN THE SUBMITTED QUOTATION. IF A CONTRACT IS AGREED WITH MACI TO THE UNDERSIGNED, THE UNDERSIGNED WILL BE BOUND BY AND WILL COMPLY WITH THE QUOTATION AND THE CONTRACT TERMS AND CONDITIONS CONTAINED IN THIS RFP.

THE UNDERSIGNED AGREES THAT ANY PORTION OF THIS DOCUMENT, OR ANY INFORMATION SUPPLIED BY MACI IN RELATION TO THIS RFP MAY NOT BE USED OR DISCLOSED, FOR ANY PURPOSE OTHER THAN FOR THE SUBMISSION OF QUOTES. THE UNDERSIGNED WILL NOT, WITHOUT THE CONSENT OF MACI, DISCLOSE ANY INFORMATION WHICH IT RECEIVES; WILL TREAT THE INFORMATION AS CONFIDENTIAL AND TAKE EVERY REASONABLE PRECAUTION TO SAFEGUARD IT, AND WILL NOT DUPLICATE THE INFORMATION OR ANY PART OF IT WITHOUT THE CONSENT OF MACI.

Authorised Official (please print)

Signature_____Date_____

APPENDIX B – COSTING FORM

Item	Task description	Estimated persons	Estimated time:		Estimated Travel and Expenses	Extended Cost
			Hour(s)	Day(s)		
Requirements						
Phase 1	Analysis and Discovery					
Phase 2	Implementation & Training					
For Vendor Recommendations						

Total proposal cost:

- All costs are to be provided in US Dollars;
- Costs for each item should be provided in as much detail as possible including the task level as necessary;
- Add any other costs not specifically covered under any of the task descriptions above. Include explanation to justify cost.

APPENDIX C – MINIMUM REQUIREMENTS

Item	Description	Mandatory, <u>D</u> esired, <u>O</u> ptional	Comply? Yes, No, Partial	Vendor Comment/Solution
PH1	Phase 1 – Analysis and Discovery			
1.	Analyse business processes and recommend key requirements, for business functionality listed in Phase 2	Mandatory		
2.	Define Configuration to best suit MACI's business processes and practices	Mandatory		
PH2	Phase 2 – Implementation (SaaS)	Mandatory		
1.	General Ledger (including the following) <ul style="list-style-type: none"> Budgeting Bank Reconciliation 	Mandatory		
2.	Management Reporter	Mandatory		
3.	Payables Management	Mandatory		
4.	Receivables Management	Mandatory		
5.	Sales Order Processing	Mandatory		
6.	Purchase Order Processing	Mandatory		
7.	Fixed Assets	Mandatory		
8.	Payroll	Mandatory		
9.	Human Resources Management	Mandatory		
10.	Multi-Currency Triangulation	Mandatory		
11.	Forms Customization	Mandatory		
12.	CISIS Upload – Customization that uploads receivables transactions from a spreadsheet to a Journal table, the GL and then Bank	Mandatory		

	Transactions			
13.	Data Migration – All data		Mandatory	
14.	Microsoft Dynamics 365 Training (UK & GT)		Mandatory	
15.	System must be in production as per section 2.2 <ul style="list-style-type: none"> Dynamics 365 and the existing Dynamics GP will run in parallel during the month of April 2018 		Mandatory	
16.	Dynamics 365 must be configured/implemented on the MACI specified SaaS cloud hosted infrastructure		Mandatory	
SUP	On Going			
1.	Support <ul style="list-style-type: none"> On-island Microsoft Dynamics 365 Finance & Operations support Support to accommodate United Kingdom and Cayman Islands Normal Business Hours (8:30am to 5:00pm in respective time zones). Potentially other remote locations. 		Mandatory	

[illegible]

APPENDIX E - DELIVERABLES

The table indicates the items to be delivered, whether a draft and/or final is required, acceptance criteria, due date, and special comments (e.g. whether it will be maintained over the life of the programme).

Deliverables	Draft/Final	Acceptance Criteria	Due Date	Comments
Project Management				
Kick-off Briefing	No/Yes	MACI PM Approval	TBD	One time
Project Plan	Yes/Yes	MACI PM and CEO/Exec Committee Approval	TBD	Updated as required
Management Briefings	TBD	MACI PM Approval	As required	Formatted in PowerPoint and/or Microsoft Word/Excel
Weekly Status Reports	No/Yes	MACI PM Approval	TBD	Formatted in Microsoft Word/Excel
Phase 1 – Analysis and Discovery				
Detailed Analysis and Discovery Document	Yes/Yes	Accounts and HR Unit Experts/Business HOD	TBD	Formatted in PowerPoint and/or Microsoft Word/Excel
Phase 2 – Implementation (SaaS)				
Configured Dynamics 365	No/Yes	MACI PM	TBD	UAT on Application in a UAT environment and signed off
Customised Forms	No/Yes	Accounts and HR Unit Experts/Business HOD	TBD	UAT on Application Customised Forms and signed off
Reports	Yes/Yes	Accounts and HR Unit Experts	TBD	UAT on Reports in a UAT environment and signed off
Users Trained	No/Yes	Accounts and HR Unit Experts	TBD	Training to be conducted on a training Environment

Data Migrated	Yes/Yes	Accounts and HR Unit Experts	TBD	Migrated to UAT environment and agreed before final migration to production system
Secure Dynamics 365 deployed and available for all users in Cayman and the UK	No/Yes	Accounts and HR users	See Schedule under Section 2.2	System to run in parallel with Dynamics GP for 1 month.

APPENDIX F - VENDOR SKILLS

Description	Primary Team Member	Years Exp.	Hours (Est. on Project)	Alternate Team Member	Years Exp.

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