

Request for Quotation (Specification)

Please issue a reference quotation according to the following conditions.

1. General Conditions

1-1. Address	Okinawa Institute of Science and Technology School Corporation (OIST)
1-2. Title	New ERP Project Scope Phase 1a– Consultancy Services
1-3 Contract Period	3 months from the start date of contract
1-4. Delivery Place	Lab 2 (level B) IT Division
	Okinawa Institute of Science and Technology School Corporation (OIST Onna Campus: 1919-1 Tancha, Onnason, Okinawa, 904-0495 Japan)

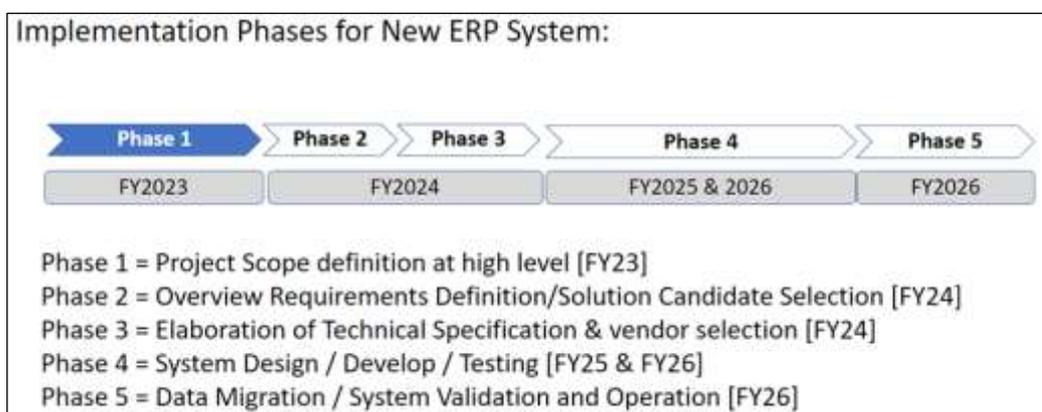
Define the Project Scope for the renewal of OIST’s ERP system. This will be done by extracting current business process and known issues in ERP system and associated business applications. The result will be rough cost estimation for OIST’s ERP system renewal.

(A) Context

OIST introduced ERP/SAP system “HEART”, as it is called, in 2015. SAP announced on February 4, 2020 (Note 2881788) the end of support by the end of 2027 for SAP Business Suite 7 core applications (SAP ERP 6.0 & SAP HANA). HEART system (OIST ERP) currently uses these versions.

It is necessary to make a strategic decision to either continue with the current SAP platform after 2027, upgrade to next generation of SAP Business Suite, or reconsider other cost effective options. This decision will be taken based on the requested Project Scope.

We intend to implement the new ERP system according to next phases:



This overall schedule is a tentative and it will be re-evaluated considering the results of this phase. Additionally, the implementation of system design and development is not a finalized decision.

On this fiscal year, Phase 1 will be implemented and divided in two parts as follows,

[Phase 1a]

It will be created the rough direction for the systems connection and use case for OIST (IT strategy). A list of business functions of current OIST ERP package (Finance & HCM) that needs and has compatibility to OIST’s business. Create the rough direction for ERP replacement based on the latest ERP technology trend. Lastly, create the plan for Phase 1b and later phases.

[Phase 1b]

It will be defined ‘Clarify As-Is’ & ‘To-Be’ from business point of view the ERP system and related business applications. Develop the scenarios (use cases) for demo of ERPs and apps to connect by vendors. Examine proposal from vendors. Create draft project plan for next phase and finally get the rough project cost. See for the details attached Appendix 1 “Anticipated Tasks in Phase 1b”.

For the purposes of this document, **only Phase 1a is applicable for this Request for Proposal**. However, it is expected that the contracted vendor for Phase 1a will carry on Phase 1b as well.

(B) Composition

#	Products	Model	Unit	Remarks
1	ERP system replacement - Purpose and Initiation phase consultancy service (Phase 1a)	N/A	1	<ul style="list-style-type: none"> Extraction of current business process issues. Recommendation of technology trends based on what can be feasibly done now. Project scope definitions. Define the approach for the next phases. Create rough direction of To-Be of OIST IT landscape.

(C) Specification and performance

Consultancy tasks	Finer detail
Task 1	<ul style="list-style-type: none"> Project planning Project team organizing

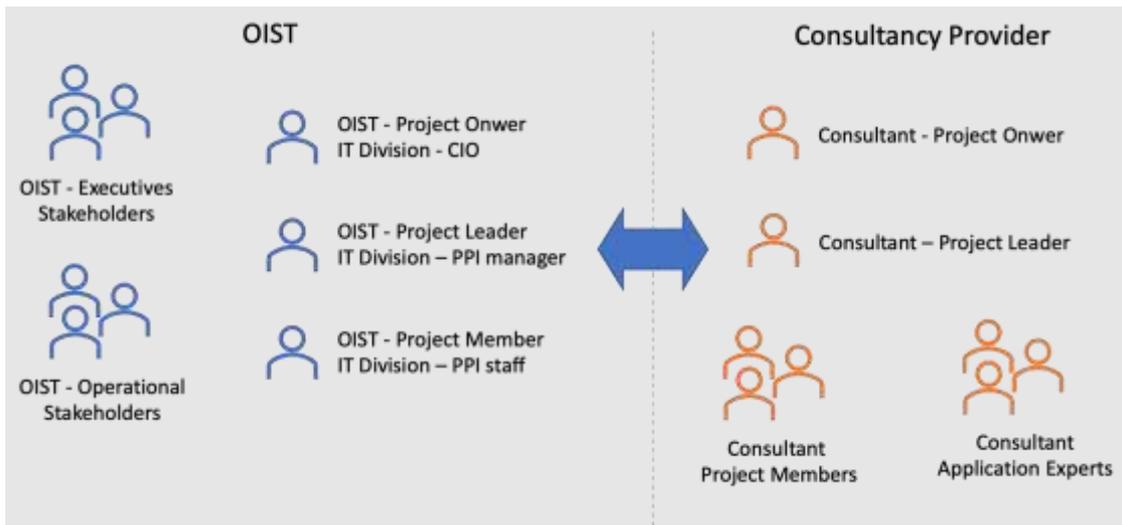
<p>Study the current Environment of both business and IT. (ERP & Connecting Apps) based on documents.</p> <p>Select project stakeholders (Form the project)</p>	<ul style="list-style-type: none"> • Project Management rules • Project Authorization & Kick off • High level understanding of the current system with external business applications (about 40 applications) • Analyze issues (based on assumption) <p>Expected deliverables: Project Schedule (including meeting and review schedule, timing, and authorization points), project team organization, Roles & Responsibilities during project management process, draft of To-Be System overview.</p>
<p>Task 2</p> <p>Explain the objective of examining IT and its expected merit (Kickoff).</p> <p>Create rough direction of To-Be of OIST IT landscape, including ERP package.</p>	<ul style="list-style-type: none"> • Kick-off meeting • Clarify the discussion points of the current IT environment in OIST • List business functions needed to next ERP (create Business Function Chart - BFC) • Create the rough direction of next ERP (FI, HCM) and business applications to connect. • Share the technology trend of ERP • Advice to create 'Extended' Request For Information (RFI). • Create draft To-Be system overview • Create the rough direction of ERP and apps to connect • Report to management <p>Expected deliverables: Project purpose and objectives report, report on current market trends related to education institutions (case studies, etc.), 'Extended' Request For Information (RFI), draft To-Be system overview and rough direction of ERP and apps to connect report.</p>

Please kindly indicate if any features listed above are not supported or partially supported.

Project organization structure

Organization structure for this consultancy services must ensure high-level sponsorship and quality assurance, strong day-to-day project management, with a focused team of project consultants, and deep subject matter expertise.

Expected team organization.



(C) Acceptance inspection at delivery

Test and Inspection
The expected deliverables must be provided immediately after conclusion of each consultancy task.

3. Other

3-1. Warranty
Although not applicable for this consultancy services, vendor must provide a Statement of Work (SOW) specifying the level of detail information in each deliverable.

3-2. Documents to be submitted at the delivery			
All expected deliverables described elsewhere in this document.	1	Copy(ies) in	English
Invoice	1	Copy(ies) in	English

3-3. Operating Instructions			
Training is	Not Required	Conducted in	
Provided at		At the time of	

3-4. Miscellaneous provisions
OIST's Non-disclosure Agreement should be filled and signed by the service provider.
Technical support by phone/email or other communication channel should be included during the contract period.

Any question arising out of, or in connection with, this transaction or any matter not stipulated herein shall be settled each time upon consultation between both parties. The seller will respect the will of OIST as much as possible in settling such matters.

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