



## **Request for Information**

### **RFI 19-02 - System Applications and Products in Data Processing (SAP) Training**

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Proposal Due Date: September 27, 2018 by 2:00 PM (local time)

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## HOUSTON COMMUNITY COLLEGE

### REQUEST FOR INFORMATION

Date: September 20, 2018

Project: System Applications and Products in Data Processing (SAP) Training

Project No.: RFI 19-02

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#### **1. General Information**

Houston Community College's service area is Houston Independent School District, Katy, Spring Branch, Alief Independent School Districts, Stafford Municipal District, and the Fort Bend portion of Missouri City. The System is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree.

Houston Community College serves its students each semester, by offering associate degrees, certificates, academic preparation, workforce training, and lifelong learning opportunities that prepares students in our diverse community to compete in an increasingly technological and international society. Houston Community College plays an integral role in transforming the lives of its students and making our community work.

More information regarding HCC can be found in the annual [HCC Fact Book](#).

*HCC Mission* - Houston Community College is an open-admission, public institution of higher education offering a high-quality, affordable education for academic advancement, workforce training, career development, and lifelong learning to prepare individuals in our diverse communities for life and work in a global and technological society.

*HCC Vision* - Houston Community College will be a leader in providing high quality, innovative education leading to student success and completion of workforce and academic programs. We will be responsive to community needs and drive economic development in the communities we serve.

Additional information about Houston Community College may be found by visiting [HCC Website](#).

Visit the [HCC Procurement Operations Department website](#) to get more information on this and other business opportunities. While at our website we invite you to [Register as a Vendor](#), if already registered, please confirm your contact information is current.

#### **2. Project Overview**

HCC is issuing this Request for Information to solicit interested firms to provide all information available with regards to their ability to provide the following SAP related courses taught at HCC. It is anticipated

that each course will be taught at least once each fall and spring semesters, with the understanding that additional courses may be added to this list. The course descriptions and content listed is representative of the content to be taught, but some modification is possible.

**2.1 SAP FICO** – A study of accounting concepts and their application in transaction analysis and financial statement preparation. Emphasis on the accounting cycle for service and merchandising enterprises.

Content:

- General Ledger and Cost Element Configuration
- SAP Account Receivable Configuration Process and Reporting
- SAP Account payable Bank Account Configuration Process
- SAP Profit Center Configuration Process
- SAP Internal Order Management
- Creating Group and Individual Configuration

**2.2 SAP Logistics with Materials Management** – This SAP training will teach the students how to implement large scale enterprise systems, concentrating on logistics, materials management and production planning. The methodology covers initial program inception through data conversions, materials management, production planning, sales and distribution, and other SAP integrated areas. The configuration will be covered in detail.

Content:

- Methodology behind the implementation of an enterprise software system
- Design of an enterprise software system
- Review configuration protocols
- Data conversions
- SAP production modules
- Flow of production from sales to delivered product
- Documentation required

**2.3 SAP Human Capital Management** – This overview introduces managers and HR professionals to the theories and concept of OD, helps them develop and OD vocabulary, and builds the skills and tools necessary to apply OD solutions.

Content:

- Structure of SAP HCM
- SAP ERP HCM projects
- Organizational management in SAP ERP HCM
- Recruitment process and role
- Concept of time management, work schedules, time data entry
- Tools for HR reporting
- Payroll concept in SAP ERP HCM
- Overview of SAP US Payroll
- Quality Assurance and internal control system
- Personnel Administration
- Infotypes
- Wage type structure
- Global Employment ERP 6.0
- Employee Self-Service(ESS)
- Manager Self-Service (MSS)

**2.4 SAP Sales & Distribution** - The methodology covers initial project inception thru data conversions, sales and distribution, and other SAP Integrated areas. The configuration will be covered in detail. Complete configuration documents and presentation materials will be delivered to the students.

Content:

- Different data types in SAP SD
- Different Master data types in SAP SD
- Partner processing Overview
- Understanding Sales , Delivery, Billing document types and their controls
- Understanding different sales processes and cycles in SD
- Understanding Item categories, schedule line categories and controls
- Understanding Pricing Process cycle and pricing elements
- Pricing synchronization in Order to Cash Cycle
- Overview of Tax determination and availability Check process
- Overview Bills Of materials process
- Overview free goods condition technique
- Executing free goods Inclusive and Exclusive
- Rebate Processing Overview
- Overview of Third party process
- Overview of Variant configuration
- Returnable packaging process

**2.5 SAP Security** - Teaches the student how to use the advanced system and process data for system security according to best practice business processes. The system integration areas are also covered. Topics include the basics of advanced system design, utilizing fields, adding and modifying records, user groups, sorting and using data entry screens and printed reports. Complete training documentation materials are delivered to students.

Content:

- SAP advanced system security configuration areas
- SAP advanced system implementation methodology
- SAP authorization objects introduction to CUA
- Use of Master records and profile generation using PFCG
- System audit and Security
- User Roles and building and testing User
- Flexible menus
- Central User Administration
- Project responsibilities for SAP Security Consultants
- Composite Activity Groups

**2.6 SAP End User Applications** - This course provides skill development in the performance of navigating an Enterprise Resource Software Program and explains the theory behind its operation. Emphasis will be placed on gaining practical hands-on knowledge, with an Enterprise Software Program, through the application of theory in a classroom/lab setting.

Content:

- Understand Overview of SD Processes
- Basic Organizational Model in SAP
- SAP Organizational Units & definitions
- Different data types in SAP SD
- Different Master data types in SAP SD
- Partner processing Overview

- Sales , Delivery, Billing document types and their controls
- Different sales processes and cycles in SD
- Item categories, schedule line categories and controls
- Pricing Process cycle
- Fundamentals of Pricing, pricing elements
- Requirements of Pricing
- Pricing synchronization in Order to Cash Cycle
- Overview of Basic functions Free goods process overview
- overview of Output process in SD
- Output determination for Customer master ,sales, delivery billing documents
- Overview of Tax determination
- Overview of Availability Check process
- Overview Bills Of materials process
- Overview free goods condition technique
- Executing free goods Inclusive and Exclusive
- Rebate Processing Overview
- Overview of Third party process
- Overview of Variant configuration
- Returnable packaging process

### 3. Requirements:

- Hosted SAP lab solution (Hardware, Software, Data, Server configuration)
- Classes run every 6 weeks with a minimum of 8 students
  - Classes have different start dates
  - Classes ongoing ( due to staggered start dates)
- Provide SAP simulated environment with functional data set that will allow students to work online on hands on labs
- Provide online tech support and issue/manage all student accounts for each class; accounts to be created 3 days prior to class start date.
- Multiple servers for each class
- Minimum of 24 users concurrently connected per session
- Administrators to support unlocking users
- Dedicated support for HCC users (students)
- Support and maintenance done by provider
- HCC will provide professors for SAP modules taught
- Managed support for our HCC servers.
- HCC servers to be fully operational during class meeting times.
  - Monday and Wednesday 6:00pm to 10:00pm
  - Tuesday and Thursday 6:00pm to 10:00pm
  - Saturday 8:00am to 12:00pm
- HCC servers to fully operational beyond class meeting times.
  - Monday and Wednesday 10:00pm to 12:00am
  - Tuesday and Thursday 10:00pm to 12:00am
  - Saturday 12:00pm to 4:00pm

#### **4. RFI Format & Deadline**

HCC is issuing this Request for Information Request to solicit interested firms to provide all information available with regards to the Project Overview noted above.

HCC is interested in learning more about methodologies, technologies and general options related to the details of the Project Overview. Respondents are asked to provide as much detail as possible describing the types of programs and solutions they provide and any related suggestions related therein including considerations for scope development, required planning, implementation, and the ongoing support for such a solution.

Please describe how your services and overall solution model is priced (licensed users, subscription based, etc.).

**Responses shall be e-mailed to the HCC contact noted on the cover page by the submittal deadline noted on the cover page.**

#### **5. Disclaimer**

- a. The intent of this Request for Information is to obtain information, it is not a formal request for proposal or bid and there will be no award resulting from any response to this Request for Information.
- b. This Request for Information is being issued by the Procurement Operations Department of HCC on behalf of the Continuing Education Department.
- c. Expenses incurred by interested company in developing, preparing, or submitting any information, documentation, or other materials in response to this Request for Information and/or by attending meetings directly or indirectly related to this Request for Information are entirely the responsibility of the company, and will neither be paid nor reimbursed by HCC. Any information, documentation, or other materials submitted in response to this Request for Information is at the sole risk and expense of the company. All information, documentation, or other materials submitted in response to this Request for Information shall become the property of HCC. Respondents should retain submission copies for their records. HCC reserves the right to use any and all ideas presented in any response.
- d. Information provided in response to the RFP is subject to the Texas Public Information Act and may be subject to public disclosure.

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