

Neighborhood Reinvestment Corporation d.b.a NeighborWorks® America is currently soliciting proposals from Information Technology firms, with in-depth functional expertise in PeopleSoft reporting and compatible reporting tools (such as Crystal Reports) and also experienced in conducting training in the PeopleSoft Finance Module. It is desired to obtain a firm who will assist NeighborWorks® America in identifying the reporting tools that will best meet the Corporation's needs, and assisting users in the design, development, building and training of end users on the reports. In addition, the firm will provide in depth customized training for its Finance and Financial Planning, Analysis and Contracts Departments in the PeopleSoft modules noted, identifying areas of improvements and providing expert knowledge of the PeopleSoft Financial Management System.

This Request for Proposal (RFP) is an invitation by NeighborWorks® America for firms to submit a proposal, which may be subject to subsequent discussion. Submittal of a proposal or information does not create any right in or expectation to a Contract with NeighborWorks® America.

I. Background

Description of the Organization

NeighborWorks® America is a national non-profit organization created by Congress to provide financial support, technical assistance and training for community-based revitalization efforts. It was created in 1978 through the Neighborhood Reinvestment Corporation Act as the successor to the Urban Reinvestment Task Force. See 42 USC 8101 et seq. The Act charged the then Neighborhood Reinvestment Corporation with promoting reinvestment in older neighborhoods by local financial institutions in cooperation with the community, residents and local governments. The Act defined the Corporation's mission as "revitalizing older urban neighborhoods by mobilizing public, private and community resources at the neighborhood level." The Board of Directors of NeighborWorks America is determined by statute and consists of the heads of the federal banking regulatory agencies and the Secretary of Housing and Urban Development ("HUD"), who are presidential appointees subject to Senate confirmation, or their statutorily designated representatives. The Corporation is not an agency, department or instrumentality of the Federal Government and its employees are not federal employees. NeighborWorks® America employs more than 300 employees in Washington, DC and 8 District Offices throughout the United States.

II. Purpose

The purpose of this request is to solicit proposals for the provision of incorporating the design, development of reports, customized educational materials and training delivery for the PeopleSoft Financials applications to NWA specified staff. The firm will assess the PeopleSoft reporting and training needs of the user community. This will also include developing a comprehensive training program for novice to experienced audiences based on a training assessment and recommendations by firm. Also to be developed by the firm is a training strategy/ plan, the curriculum courses and the preparation of materials. Conduct customized PeopleSoft training classes. Develop and/or update management plans as needed.

III. Background and Qualifications

Must have knowledge of the PeopleSoft Accounts Payables, Asset Management, Budgeting, Contracts, eProcurement, General Ledger, design and development of nVision Reporting, Crystal Reporting, Project Costing, Query Reporting and hands on use with PeopleSoft UPK

The firm should have qualified trainers that have:

- Design and develop reports on nVision and Query tools

- Knowledge of developing customizations for Crystal reports.
- Strong classroom (Instructor Lead) Experience.
- Applications training Experience.
- Strong communication skills.
- Experience creating PeopleSoft queries and custom SQL statements
- Experience developing PeopleCode solutions to manage user related issues.
- Knowledge of developing Nvision report to aid in identifying balance inconsistencies.
- Experience creating and delivering PS nVision Participant Training Guide.
- Experience creating and delivering PS Query Participant Training Guide.
- Experience providing stand-up classroom training to functional end users

IV. Deliverables

The consultant must be capable of assisting the users in identifying the reporting tools that will best meet the Corporation's reporting needs, and assisting with designing, development, and building of reports. The consultant will participate in choosing the method which tool is the most efficient application to design, develop and build the reports.

In addition the consultant will develop training curriculum and materials and deliver training to NWA staff for the following applications:

- Accounts Payables
- Asset Management
- Contracts
- eProcurement
- General Ledger
- nVision Reporting and Crystal Reports
- Project Costing
- Query Reporting

The course duration/length and the number of maximum attendees for each course will be determined as the course materials are developed. The courses will be conducted at NWA's facilities and NWA will provide firm the necessary office space, administrative supplies, meeting space, workstations, access to hardware and software including security rights and passwords required to provide the courses. NWA will provide the firm access to all required applications and any existing documentation. The firm will provide a softcopy of the training guide for each subject area and the firm will be responsible for printing, binding and distributing copies of the training guides to NWA employees.

V. General Requirements and Structure for the Proposal

The proposal should include the name, bio and qualifications of any individuals who will be engaged in the work, a summary or brief overview of the plan of work, a clear description of the management, execution and estimated timeline of the work and the price and payment.

1. State the full name and home office address of your organization;
List the name, title, mailing address, telephone number, facsimile number, and e-mail address (if available) of the contact person for this proposal;
2. Describe your company's organization, philosophy, management and provide a brief history;
3. State what makes your organization different from that of other organizations that may submit proposals to NeighborWorks® America;

4. A breakdown of the firm's rates, fees and charges for services, including administrative fees, and a proposed payment schedule;
5. Provide the name(s) of the consultant(s) to perform the work for NeighborWorks® America.
6. Provide a brief bio including area(s) of expertise, and a statement as to why each consultant is qualified to provide services;
7. Provide a list of a minimum of three (3) verifiable client references of similar scope and industry. This list may include current and former clients who are able to comment on related projects/experience;

VI. Cost and Fee Arrangements

The consultant must provide a proposal with maximum cost based on the work as described herein. To the extent desired, additional recommendations and services or options may be included as additions to the work on an optional basis. These optional items shall be priced separately from this Request for Proposal.

Qualified firms may submit their responses to:

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On or before: January 31, 2012