



TO: All Bidders

DATE: 15 April 2024

TEL. NO.:

EMAIL:

FROM: Sally Alvarez de Schreiner
Chief, Procurement Services Section

REF.: RFP 2024-0052/BUKVIC

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SUBJECT: **RFP 2024-0052/BUKVIC – Deployment of SAP ARIBA (Implementation Services) Clarifications**

Dear Bidders,

In reference to RFP 2024-0052/BUKVIC concerning the deployment of SAP ARIBA (Implementation Services), please find attached the Clarifications No .1 to questions raised by interested bidders.

Please take all these clarifications into account in the preparation and submission of your proposal.

We are looking forward to receiving your proposal prior to the extended submission deadline of **Monday 22 April 2024 17:00 hours, Vienna (Austria) local time.**

Sincerely,

Sally ^{SAS}Alvarez de Schreiner
Chief, Procurement Services Section

Attachments:

- 1. Questions and Answers – Clarifications No. 1*

Sr #	Query	Response from CTBTO Team
1	Could you please explain what are the main spend categories and what is their respective volume?	The list of the Major purchasing categories can be seen CTBTO web page https://www.ctbto.org/work-with-us/procurement/major-purchase-categories
2	Are there pre-defined buying channels for key categories?	The pre-defined channel is sourcing event and then later catalogues, spot by, contracts may be considered
3	What is the current rate of maverick buying?	To be provided to the wining bidder
4	What are some of the key KPIs / targets which you intend to achieve by deploying various Ariba modules ? For example: % spend under procurement control, % catalog based orders, touchless PO/Invoices etc	Some of KPIs are: Procurement automation, cycle time reduction, touchless PO/Invoices, etc.
5	What is the headcount of the CTBTO procurement organization?	Kindly see the RFP Annex B - ToR Section 8 " Resources provided by the Commission"
6	Could you please split to Strategic and Operatinal Sourcing?	To be provided to the wining bidder
7	In how many countries the Ariba is expected to be deployed ?	Austria
8	Could you please provide the list of countries in scope ?	N/A - see above
9	Besides English, which other languages needs to be supported from user training & documntation and Suppliers communication & exchance of Purchasing documents point of view?	Only English
10	Is requisitioning for Capex projects also in scope? If yes, are Requisition to Order activities for Capex projects intended to be done in in Ariba?	Yes, Capex will processed in Ariba. The Purchase Requisition will be created in SAP ERP and should be interfaced to Ariba for sourcing procedure.
11	is there a global financial approval thresholds for approving Purchase Requisitions ? Or is it forseen to harmonise these theresholds as part of the project?	No, there are different approving thresholds
12	Are there any non-financial approvers involved in various approval flows? for example: (a) Quality for Supplier Qualifications (b) Order management team for approval of quality checks & approval of Purchase Requisitions prior to financial approvals	Yes
13	How would the CTBTO-team be structured for the various project phases? What roles would be filled by CTBTO?	Kindly see the RFP Annex B - ToR Section 8 " resources provided by the Commission"
14	What would be the level of involvement of the CTBTO-business and IT organizations	Kindly see the RFP Annex B - ToR Section 8 " resources provided by the Commission"
15	How is the CTBTO IT-Organization structured? What is the headcount dealing with the existing SRM implementation?	This information will be provided to the awarded bidder
16	Does Ariba need to be connected to one or multiple ECC systems? If multiple, how to many?	One-to-one, TEST & Production
17	Have business partners already been introduced to ECC? If not, are there any plans to do so?	Yes
18	Could you please share your timeline for the migration of ECC to S/4 HANA with us including the major milestones?	Kindly see the RFP Annex B - ToR Section 2.3 "Phase 2"
19	Can ECC systems be connected directly or is a connecting through a middleware mandatory? Alternatively, can we assume that CIG will be the default integration mechanism between Ariba and ECC/S4HANA?	CIG should be the default
20	Do you have a list of any existing customizations in ECC/SRM, which are related to procurement of indirect goods & services?	Yes
21	What is the scope of the current SRM system?	N/A for this RFP
22	Is the SRM system already connected to ECC?	Yes
23	Could you give us an idea about the number of existing catalogs and if there is already an estimate available about the number of new catalogs to be introduced?	Kindly see the RFP Annex B - ToR Section 1.2 "Functional Specification" and 2" Scope of Work"

24	Are existing catalogues already connected to SRM, which would need to be integrated to Ariba?	No
25	What percentage of procurement spend is currently covered with existing catalogues?	None
26	Is the contract module in use and to what extent would it be expected to migrate to Ariba	No
27	What is the level of custom developments (Z-programs) in the current implementation	Minimal
28	As part of Guided Buying implementation, is it also expected to incorporate tax information (tax rates & tax amount,) at the time of Purchase Order creation in Ariba ? Are you currently using (or considering as part of S/4 HANA implementation) any integration with an external tax engine ?	Not at this stage
29	Are ECC / S4HANA initiated Purchase Requisitions (eg. Plant Maintenance Orders) in scope?	Yes
30	Do you use / intend to use "Inventory" reservations in Ariba Guided Buying	Not at this stage
31	In addition to materials, do you also intend to use Ariba Guided Buying for procurement of Services (and therefore Service Entry Sheets / amount based receiving) ?	Yes
32	What is your supplier base? How many suppliers do you engage with currently? How are they distributed around your spend categories?	This information will be provided to the winning bidder
33	How is supplier maintenance currently structured? Is there a documented maintenance process?	This information will be provided to the winning bidder
34	Is a central governance for supplier maintenance desired?	Yes
35	If so has it already been established?	Partially
36	What are the requirements for qualification and certification of suppliers? Are there any UN or CTBTO-specific requirements to be considered?	This information will be provided to the winning bidder
37	is supplier performance management part of the scope of SLP for CTBTO? (eg. SIPM)	Yes
38	Is supplier qualification expected as a functionality within SLP or are you aiming at supplier registration?	Yes
39	is it planned to have supplier self service registration functionality or can suppliers only be initiated for registration by CTBTO?	Self-registration subject to approval is planned
40	What are the guidelines for supplier risk management?	Not relevant at this stage and if required this information will be provided to the winning bidder
41	Are there any UN or CTBTO-specific requirements to be considered?	Yes
42	Is it planned to connect any third party system data to Ariba such as Ecovadis?	Kindly see the RFP annex B - TOR- Section 2-"Scope of Work"
43	How many sourcing events are you typically conducting per months/year	More than 300
44	Do you intend to leverage eAuctions?	To be considered
45	How many categories is CTBTO planning to use within Ariba Sourcing?	All
46	Is it expected that for each category there will be separate sourcing event templates or 1 general for all CTBTO categories?	To be defined but there will be several templates
47	Is it expected that for each category there will be separate sourcing event templates or 1 general for all CTBTO categories?	To be defined but there will be several templates
48	What are the modes for sourcing you are using?	Kindly see the RFP annex B - TOR- Section 1.2 Functional Specification -
49	Are you planning to use any form of auctions?	To be defined
50	To what extent is it expected that legal would work with Ariba for the authoring of contracts?	Regular basis
51	Where/ how are existing vendor contracts managed ?	Manually
52	Where are these stored?	Not relevant
53	To what extent is it expected that legal will work/approve in Ariba?	Regular basis
54	How many types of contracts are expected to be covered by Ariba?	To be determine
55	Will Ariba Contracts only be used for Procurement Contracts or additional contracts such as legal, HR, Sales?	Only for Procurement contracts
56	Is it expected that there will be category specific contract templates or simply 1 contract template for all CTBTO?	Category specific templates may be applicable

57	Is it expected that there be a clause library created by the contractor?	Possible
58	To what extent will legal maintain information within Ariba Contracts?	Minimal
59	Will esignature be a functionality of Ariba Contracts CTBTO plans on using?	Yes
60	Which esignature provider does CTBTO use for Contract signature?	DocuSign, at the moment
61	To what extent are as-is processes already documented?	Comprehensive
62	What is the form of documents available?	Procurement business process
63	Are you using any process management or process mining tools?	No
64	What are the documentation requirements for tests? Is our understanding correct that the preliminary phase: Assessment & Detailed Blueprint Design will consist of maximum 1 month?	Yes
65	Which functions will be present at the workshop to discuss the technical concept and plan?	IT, Procurement, and other stakeholders, as required
66	To what extent are the timelines as given in the document to be seen Is Ariba Invoice Management also considered in scope of this project ?	Yes
67	The document "Procedure for submission" is missing. Please provide corresponding document.	It is not missing it is attachment to the RFP - 1. 2. Attachment 2
68	Do you have a license for SAP Enable Now or similar solutions to support the creation and embedding of training material?	No
69	Do you plan to document the processes to be implemented in a specific tool like SAP Signavio or similar?	No
70	Is the attached "Bidder Statement Form" the correct template to be filled in for service providers?	Possibly
71	Are the current "as-is" processes documented (process flow charts)? If so, please provide corresponding documentation.	To be provided to winning bidder
72	Are similar qualifications to ITIL such as PMP accepted?	Yes
Preliminary Phase: Assessment and Detailed Blueprint Design		
Metrics		
73	Main countries affected related to the suppliers you cooperate with	Kindly see the RFP Instruction to Bidder - Point 7. Eligible Goods and Services -
74	Number of suppliers in scope for: - Strategic processes (Risk, SLP, Sourcing, Contracts) - Operational processes (Buying) - Catalog based processes - Commerce Automation	To be provided to winning bidder
Languages		
75	Which languages should be supported by application?	English
76	Are there differences in the languages to be supported in regards to strategic (SLP, Risk, Sourcing, Contracts) versus opera	No
77	Languages for project (communication and documentation)?	English
78	Languages for end user documents (training material)?	English
Data Migration		
79	Should transactional data be migrated (open contracts, open POs, ...)	Yes
80	Number of concurrent purchasing contracts (average)?	To be provided to the wining bidder
81	Number of concurrent legal contracts (average)?	To be provided to the wining bidder
System Landscape		
82	What does the current SAP ECC system landscape look like (number of ERP systems in scope)?	One-to-one, TEST & Production
83	What does the future SAP S/4HANA system landscape look like (number of ERP systems in scope)?	One-to-one, TEST & Production
Organization		
84	Is your procurement organization rather centralized or decentralized?	Centralized
85	Is there a central procurement governance established?	Yes
86	Do you have a Lead Buyer/ Category Manager or similar concept established?	Partially
87	How many people work within the procurement organization? Please split between operational and strategic buyers if po	See answers to questions 5 and 6
88	Where are the people of the procurement organization located?	Vienna, Austria
Phase 1: Ariba Implementation (Strategic Sourcing Suite)		
89	Do you use different supplier onboarding forms for different categories/commodities today?	No

90	If you have different onboarding processes, please state how many of them are currently in use.	NA
91	Which sourcing processes are in scope (RFI? RFP? Auctions?)	Kindly see the RFP annex B - TOR- Section 2. Scope of Work -
92	How many different cost break down templates for tenders are in use?	Estimate 10
93	Are risk mitigation processes relevant for the scope of this RfP?	Yes
94	Do you plan to integrate a signature provider into the contract management process?	Yes
95	How many suppliers on average do you plan to handle through the Supplier Management Solution?	Number to be advised to winning bidder
96	You requested an integration to the UN Global Marketplace. We assume that tenders created in SAP Ariba should be published on the marketplace. We furthermore assume, that also participation in the tender should be possible. Could you please comment on that?	Yes, this is correct, as well as contract awards publications
97	What kind of integration do you plan for SAP Ariba Sourcing/Contracts to your SAP ECC system?	Direct integration through CIG
98	Are there any known legal requirements such as CSDDD or similar to be covered by the SAP Ariba Solution?	No
Phase 2: SAP Strategic Sourcing Suite Migration to SAP S/4HANA		
99	What kind of SAP S/4HANA solution is planned to be implemented (on-premise, private cloud, public cloud)?	Public cloud
100	Do you already know the approach for the SAP S/4HANA implementation (greenfield, brownfield, etc.)?	Greenfield
Phase 3: SAP Guided Buying and Business Network Commerce Automation		
101	Which of the following buying channels do you plan to implement? - Ad-hoc requisition - Catalog requisition - Form based requisition - Tactical sourcing - Contract based requisition - Service requisition (with service entry sheets) - Others? ==> Please comment	Kindly see response to question 2
102	What kind of documents do you plan to handle via commerce automation? - Purchase Order - Order Confirmation - Shipping notification - Invoice - Service Entry Sheet - Others? ==> Please comment	Kindly note that all is specified in the RFP Annex B - Terms of References