SARS RFP 20/2019

BUSINESS REQUIREMENTS SPECIFICATION

SAP AUXILLARY DATA COPY TOOL

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DATA COPY TOOL

Business Requirements Specification

This document forms part of the RFP 20/2019 pack. The document sets out the business requirements that SARS has for Data Copy Tool Solution and related services.

1 USAGE OF TERMS IN THIS DOCUMENT

The capitalised terms in this document appearing in the glossary table below will have the meanings given to them in this glossary table.

Term	Meaning
ERP	Enterprise Resource Planning
HCM	Human Capital management
Solution	Data Copy Tool

Important note to Bidder: The specifications set out in this document contain mandatory and directory requirements. Where a mandatory requirement is set out in this document (indicated by 'must' in the stated requirement) the Bidder's Proposal must address such requirement. If a Proposal fails to meet or does not address a mandatory requirement, the Proposal may, at SARS's discretion, be disqualified at any stage of the evaluation process as being a non-responsive Proposal.

Directory requirements are requirements that serve to guide the Bidder in proposing a solution and consequently may improve a Bidder's score in the evaluation of its Proposal.

2 BACKGROUND

SARS is using SAP HCM as its ERP Solution for Human Capital Management. The Data Copy Tool is required to empower both the technical and functional SAP users by ensuring access to subsets of production data in non-production SAP systems. This is required to copy systems, clients and individual business objects with the option to scramble and anonymise the data.

3 MANDATORY REQUIREMENTS

The mandatory requirements are stipulated on the SARS RFP 20/2019 1-1: The Procurement, Maintenance and Support of SAP Auxiliary Tools (Retro Tax Tool, Data Copy Tool and Reporting Tool) for the South African Revenue Service Summary Guidelines Instructions and Conditions document paragraph **9.3 SARS's Mandatory qualification Criteria- Gate 1**)

4 FUNCTIONAL REQUIREMENTS

SARS is looking for a service provider to provide a Data Copy Tool and related services, Maintenance and Support for a period of 3 years.

4.1 Client Copy:

The Client Copy tool is required to allow the user to select a subset of client data to produce a fully functional client with a reduced Master data footprint. This must ensure:

4.1.1.1 A reduction of the data by time period and/or company code.

4.1.1.2 That all dependencies are intact when slicing the data.

4.1.1.3 The exclusion of unnecessary data (e.g. Workflows, Logs) and easily copy custom Tables.

4.1.1.4 That no Post Processing is Necessary.

4.2 Object Copy

The Object Copy allows business users to select data at SAP business object level and copy it on demand to a non-production SAP system. This must enable Business users to:

4.2.1   Test and train using valid production data and refresh the data needed.

4.2.2   Transfer data consistently and intelligently without involving technical resources.

4.2.3   Accelerate testing by allowing you to select and copy only the transactions and related master data needed.

4.2.4   By providing real test data across SAP release, it reduces risk during upgrades and the application of Support Packs.

The Data Copy Tool is required to:

4.3   Run on SAP HCM ERP;

4.4   Do client copy;

4.5   Restore (Ability to Export and Import data);

4.6   Sync HR Master data, including:

- Customized Info types; and

- Finance data related to Human Capital Management (e.g. Travel, Subsistence and travel, etc.)

4.7   Copy the entire HR master data database or to copy a sample/subset of the entire master data;

4.8   Copy the entire employee headcount or a sample of employees; and

4.9   Copy on the foreground and on the background.

5   TECHNICAL EVALUATION

5.1 Information to be provided for Technical Evaluation

1. Print screens of their proposed solution that demonstrate the functionality;
2. Three (3) contactable references of companies where similar services were provided recently (within the last 5 years);
3. Provide the Business Profile that describes the service offerings, years of experience and capability to deliver and support the Solution to SARS;
4. Implementation plan indicating the time frames for implementing and customizing the Solution to SARS unique requirements;
5. The nature of support (e.g. telephonic, email etc.) and whether there is local support available.

6 IMPLEMENTATION

The implementation will begin at commencement date to be communicated at the bid offer stage, (where the Bidder will be doing a transition) once SARS signs a contract with the recommended Bidder and that an effective date will be that of 01 April 2020.