



Acquisition Directorate

NCIA/ACQ/2022/6990
14 July 2022

Market Survey – Request for Information

“Self-Service Reporting tool for Oracle e-Business Suite (EBS) Release 12.1.X and above”

NCI Agency Reference: MS-115757-EBS

NCI Agency is seeking information from Nations and their Industry in order to assess the feasibility of the delivery of a Commercial-Off-The-Shelf (COTS) Self-Service Reporting tool for Oracle e-Business Suite Releases 12.1.X and above.

NCI Agency Point of Contact
Senior Contracting Officer: Dan Gaertner

daniel.gaertner@ncia.nato.int

To: Distribution List (Annex A)

Subject: **NCI Agency Market Survey**
Request for Information MS-115757-EBS

1. The NCI Agency requests the assistance of the Nations and their Industry to identify available Commercial-Off-The-Shelf (COTS) solutions to meet the requirements for a Self-Service Reporting tool for Oracle e-Business Suite.
2. The NCI Agency requests the broadest possible dissemination by the Nations of this Market Survey Request to their qualified and interested industrial base.
3. The NCI Agency reference for this Market Survey Request is **MS-115757-EBS**, and all correspondence and submissions concerning this matter should reference this number.



NATO Communications
and Information Agency
Agence OTAN d'information
et de communication
Avenue du Bourget 140
1140 Brussels, Belgium
www.ncia.nato.int

4. A summary of the requirements is set forth in Annex B. Respondents are requested to reply via the questionnaire at Annex C. Other supporting information and documentation (technical data sheets, marketing brochures, catalogue price lists, descriptions of existing installations, manuals, etc.) are also desired.
5. Responses may be issued to the NCI Agency directly from Nations or from their Industry (to the Point of Contact indicated at Paragraph 8 below). Respondents are invited to carefully review the requirements in Annex B.
6. Responses shall in all cases include the name of the firm, telephone number, e-mail address, designated Point of Contact, and a NATO UNCLASSIFIED description of the capability available and its functionalities. This shall include any restrictions (e.g. export controls) for direct procurement of the various capabilities by the NCI Agency. Non-binding product pricing information is also requested as called out in Annex C.
7. Responses are requested to be submitted by no later than **Friday, 12 August 2022, 17h00 (CET)**.
8. Please send all responses via email to both:

Dan Gaertner
NCI Agency, Acquisition
daniel.gaertner@ncia.nato.int

and

Wilfried Kruse
NCI Agency, Acquisition
wilfried.kruse@ncia.nato.int
9. The Agency may request a demonstration of the described solution. However, given the current global landscape, any demonstration will be delivered via video conferencing tool at the discretion of the Market Survey Respondent. Respondents will be contacted if such a demonstration is desirable to make further arrangements. Respondents are requested to await further instructions after their submissions and are requested not to contact directly any NCI Agency staff other than the POC identified above in Paragraph 8.
10. Any response to this request shall be provided on a voluntary basis. Negative responses shall not prejudice or cause the exclusion of companies from any future procurement that may arise from this Market Survey. Responses to this request, and any information provided within the context of this survey, including but not limited to pricing, quantities, capabilities,



functionalities and requirements will be considered as information only and will not be construed as binding on NATO for any future acquisition.

11. The NCI Agency is not liable for any expenses incurred by firms in conjunction with their responses to this Market Survey and this Survey shall not be regarded as a commitment of any kind concerning future procurement of the items described.
12. Your assistance in this Market Survey request is greatly appreciated.

For the Director of Acquisition:

[Original Signed By]
Daniel K. Gaertner
Senior Contracting Officer

Enclosures:

- Annex A, Distribution List
- Annex B, Summary of Requirements
- Annex C, Questionnaire
- Annex D, System and User Requirements



ANNEX A

Distribution List for Market Survey

NATO Delegations (Attn: Investment Adviser)

Albania
Belgium
Bulgaria
Canada
Croatia
Czech Republic
Denmark
Estonia
France
Germany
Greece
Hungary
Iceland
Italy
Latvia
Lithuania
Luxembourg
Montenegro
Netherlands
North Macedonia
Norway
Poland
Portugal
Romania
Slovakia
Slovenia
Spain
Turkey
United Kingdom
United States of America

Belgian Ministry of Economic Affairs

Embassies in Brussels (Attn: Commercial Attaché)

Albania
Belgium
Bulgaria
Canada
Croatia

Czech Republic
Denmark
Estonia
France
Germany
Greece
Hungary
Iceland
Italy
Latvia
Lithuania
Luxembourg
Montenegro
Netherlands
North Macedonia
Norway
Poland
Portugal
Romania
Slovakia
Slovenia
Spain
Turkey
United Kingdom
United States of America

Distribution for information (Blind to Potential Industrial Suppliers):

NATEXs

All NATEXs

NCIA

ACQ

Deputy Chief of Acquisition for Procurement & Policy, Alexandre Vitry
Principal Contracting Officer, Gael Craver

SSBA

Chief, Service Support and Business Applications, Bert Tiems

ACO, ACT and IMS

Financial Controllers

ANNEX B
Summary of Requirements

1. Scope

- 1.1. NCI Agency is performing a market survey in order to identify available self-service reporting tools for Oracle e-Business Suite on the market that fulfil the requirements presented below. At this stage, NCI Agency is willing to evaluate all the available platforms on the market which can provide a technological, robust, capable and cost effective solution to NATO.

2. Current Solution

- 2.1. The Agency is currently using Oracle e-Business Suite Releases 12.1.3 and 12.2.10 to manage Financial, Human Resources, Asset Management and Acquisition internal processes and functions.
- 2.2. For Financial reporting the Agency currently uses a combination of Wands for Oracle e-Business Suite from “Insightsoftware” and OBIEE / OBIA from Oracle. The Wands application contains two parts; GL Wand, which is a drill down reporting tool from GL towards the sub-ledgers and Report Wand, which allows the creation of reports by empowered users across sub-ledgers without resorting to requests to IT support.

3. Requirements/Functionalities

- 3.1. The NCI Agency’s goal is to identify specialised COTS self-service reporting tools which will enable it to create, save and execute all kinds of refreshable reports, from daily operational ones to Financial Statements generation, with real-time, drillable data and to support and accelerate daily reporting activities with easy access and integration to Oracle EBS data in Excel with no prior technical knowledge required that simplifies table joins, queries, and calculations resulting in fast, accurate reporting.
- 3.2. Please refer to Annex D and focus on the “Must Haves” requirements.

4. Life Cycle information

- 4.1. The system design should minimise total system life cycle costs, including its future Operations and Maintenance (O&M).
- 4.2. The software and hardware environments in NATO are in the process of being upgraded by the IT Modernisation project based on a modern data centre approach. However, note that the majority of the NATO systems run on Microsoft/LINUX operating systems and must be capable of running in a virtual environment (VMWare Hypervisor).

ANNEX C
Questionnaire

Instructions

- You may either enter your responses under the questions on the following pages, or use a separate document to provide your responses.
- Please feel free to make assumptions, however, it is important that you state what these assumptions are.
- Please do not enter any general company marketing or sales material as part of your specific responses within this market survey. Please submit such material as enclosures with the appropriate references within your replies.
- Please do try and answer the relevant questions as comprehensively as possible, providing as much detail as necessary.
- All questions within this document should be answered in conjunction with the summary of requirements in Annex B.
- Cost details requested in the questions refer to Rough Order of Magnitude (ROM) Procurement & Life Cycle cost, not a binding offer. Please include all assumptions the estimate is based upon:
 - Advantages & disadvantages of your product/solution/organisation,
 - Any other supporting information you may deem necessary including any assumptions relied upon.
- There are no minimum or maximum page limitations.

A. Company Information

1. Please provide your:
 - Company name and address
 - Point of Contact name, title and email address

B. General

1. Do you have an in-service reporting tool for Oracle EBS that currently meets the requirements as detailed in ANNEX B?
2. Can your solution be implemented on-premise?
3. Provide details of where it is used and the number of users.

C. COTS Solution

1. Please indicate the areas in ANNEX D where your solution would not meet either entirely or partially.
2. Please briefly describe the technical implementation of your reporting solution.
3. Do you currently offer an on-premise solution? Do you intend to continue to support this on-premise solution for at least the mid-term future (3-5 years)?
4. Please briefly describe how new reports are built using your platform and describe the level of flexibility and complexity supported.
5. Please balance that by describing any limitations on report flexibility and complexity.
6. Please describe the packaging and deployment process for reports built using your platform.
7. Please describe how reporting-level security can be defined using your platform.
8. Please provide us with any additional capabilities of your COTS solution that go above and beyond those included in ANNEX B & D.
9. Please describe the advantages & disadvantages of your product/solution/organization.
10. Please include any other supporting information you may deem necessary, including any assumptions relied upon.

D. Commercial Aspects

1. Are there any restrictions on the use and deployment of the reporting solution for EBS within: NATO, NATO Nations or NATO Deployed Operations?

2. Please provide Rough Order of Magnitude pricing information for your solution so that the Agency has a general idea of the potential cost. Please show the estimated initial costs for hardware, installation, integration, services, support, etc., and O&M costs for the next 5 years.

E. Procurement & Licensing

1. Describe the procurement & licensing model (for hardware and software). Please address topics such as perpetual vs. subscription licenses, the commitment term, initial ramp-up periods, etc.
2. Describe what you expect from the Agency as Purchaser Furnished Equipment, Information, etc.

ANNEX D

Oracle e-Business Suite System and User Requirements for the Reporting Solution

Requirements ID	Description	MoSCoW Priority
FIN_001	<p>The tool shall be an add-in to MS Excel that allows real-time reporting without the need of a data warehouse. It shall connect to all the Oracle E-business Suite modules and leverage the existing Oracle security settings and accesses. The reporting tool shall allow the super users to build reports based upon SQL queries and using wizards in Excel. This will provide the necessary autonomy to super users to develop their own reports without having to go through the IT service provider. The tool shall be a real time Excel-based reporting solution, making easy to obtain, analyse, share, and present management, statutory and adhoc information when and how the business need it.</p> <ul style="list-style-type: none"> o The data inquiry shall be called from Ms Excel and presented into Excel in one click with no manual downloads or CSVs to be imported into Excel o The reports built and run form Ms Excel shall be instantly refreshed on demand directly form Ms Excel with no need to use external tools nor to get access to The ERP o As a Ms Excel add-in, The tool shall benefit from all Ms Excel standard functionalities: <ul style="list-style-type: none"> <input type="checkbox"/> use of Ms Excel formulas and VBA macros <input type="checkbox"/> Creation of Dashboards/Pivot Tables/Charts/Graphs <input type="checkbox"/> Fully integration with Ms Power Pivot <input type="checkbox"/> Full flexibility on building customized layouts <input type="checkbox"/> Auto Linkage Ms Excel table/Charts/Dashboards to the (word) documents used to publish the financial statements. 	Must have
FIN_002	The tool must provide an excel interface and be able to publish Oracle E-Business Suite data directly into Excel, where the user can define their own report layouts, formatting, create formulas, filters, charts and be able to use the out of the box functionality provided by Excel.	Must have
FIN_003	The tool shall provide ad-hoc Ms Excel formulas (additional to standard Excel formulas) and functions to directly pull out accounting data from General Ledger and sub-ledgers based on the GL Account Combination string.	Must have
FIN_004	The tool must provide the ability to refresh reports at the click of a button while maintaining all of your custom Excel formatting, links and formulas. The user should be able to work directly in Excel without the need to exporting to Excel and reformatting data.	Must have
FIN_005	The tool must provide a standard functionality to get General Ledger balances in Excel cells.	Must have
FIN_006	<p>The tool must provide a standard functionality to Drill from the GL balances to journal lines, SLA and transactions (Drill from subledger detail back to Oracle Forms) as well as to the files attached to the GL transactions in EBS within MS Excel.</p> <ul style="list-style-type: none"> o The account analysis drill down shall allow to easily combine the inclusion/exclusion of certain (ranges) of values from the Accounting Flex Field within Excel. o The sub ledger data reported from the drill down shall be easily configurable in templates to decide the information to be reported from the sub-ledger. 	Must have
FIN_007	The tool must have journal export functionality to excel allowing different parameters to be selected.	Should have
FIN_008	The tool should provide the possibility to create custom drill down columns.	Must have

FIN_009	The tool must provide real-time access to the general ledger and subledger modules but also to other transactional data. Must allow reporting from one or multiple ledgers in a single workbook.	Must have
FIN_010	The tool must allow direct access to subledger data via SQL directly in Excel. The tool must allow Transactional reporting linkable across modules via SQL	Must have
FIN_011	The central repository must be a mean to share reports with other authorised users. The tool shall allow to use a server or a shared folder to record the reports available to the Finance community.	Must have
FIN_012	Key End Users shall be able to adapt, design and/or deploy their own Reports and Analyses in an easy and flexible way.	Must have
FIN_013	The tool shall be intuitive and users should be able to build their owns reports directly in excel in minutes with minimum training <ul style="list-style-type: none"> o The users shall be able to create the reports without having to understand Oracle's row and column sets in Financial Statement Generator o No IT support shall be required by the users to start using the tool. For example: a user can create a report and share it with the rest of the user community without any intervention of IT, based on his privileges. 	Must have
FIN_014	The tool shall be deeply integrated with Oracle Financials. It shall be possible to download the software, rapidly install on the Oracle Applications Server and begin reporting all within a few minutes with no lengthy implementation required <ul style="list-style-type: none"> o This integration with the ERP shall leverage the Oracle data dictionary and does the heavy lifting for table joins, queries, and calculations means fast, accurate reporting with no technical knowledge required. 	Must have
FIN_015	The user security must be integrated with the role based access from Oracle Ebusiness Suite and the user should not need to login multiple times. Leverage existing security settings, logon with Oracle username/password. Users shall be allowed to switch between the different roles they have assigned in the ERP.	Must have
FIN_016	The tool must provide a system administrator access and end user access with different roles.	Must have
FIN_017	The System must provide Report Bursting & Distribution Functionalities, which gives users the ability to easily create report templates, and to dynamically schedule the creation and the distribution of reports, either by notification of their availability/existence on a Shared Drive or Portal, or emailed (in the form of plain text, HTML, or file attachments such as PDF and MS Excel) to them and/or other recipients on a regular basis.	Must have
FIN_018	The tool should provide the possibility to create multiple sheets (reports) in the same excel workbook and be able to execute and refresh all of them without the need to execute one by one.	Should have
FIN_019	The tool should provide an FSG Converter functionality.	Should have
FIN_020	The tool should provide an assistant to convert existing Discoverer Workbooks and allow to replace Oracle Discoverer that is currently deprecated.	Must have
FIN_021	The tool should allow to easily populate Excel with segment information like segment values, segment properties, periods or child ranges.	Must have
FIN_022	Undo and Expand capability. Expand a row to display balances and child values that roll up into a particular segment.	Must have
FIN_023	Shall provide Expand and Explode functionality on each segment of the accounting code combination, both on Ms Excel.	Must have
FIN_024	The tool must provide the capability to convert a dynamic report to a static one by creating a snapshot. This allows to share it with non-licensed users (or actually with any user having Excel) as only Excel formulas are there.	Must have

FIN_025	The tool must allow to build reports extracting data from the EBS database quickly in Excel, allowing copy/paste and expand features (so the tool should benefit from being embedded in Excel).	Must have
FIN_026	The tool shall support and accelerate the daily operational reporting activities with easy access to the ERP data in Ms Excel.	Must have

Table 1 – E-BUSINESS SUITE Technical Requirements