**AIR TRAFFIC AND NAVIGATION SERVICES SOC LTD**



**REQUEST FOR INFORMATION**

**REFERENCE NUMBER: RFI/001/2023/BUDGETING TOOL**

**ATNS Finance Reporting Budgeting Solution**

**Information should reach the ATNS Tender Box no later than 11 December 2023 at 16:00 (CAT)**

# IMPORTANT NOTICE

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# INTRODUCTION

## Company Background

The Air Traffic and Navigation Services (ATNS) Company of South Africa is the sole provider of air traffic management, communication, surveillance, navigation, and training and associated services within South Africa. ATNS manages 10% of the world's airspace.

Standing strong with over 1200 employees, ATNS strives to continuously provide safe airspace, orderly, expeditious and efficient management of Air Traffic Management services. The company operates at 21 aerodromes within the country, including OR Tambo, Cape Town and King Shaka International Airports.

In the rest of the African Continent, ATNS provides amongst others the Aeronautical Satellite Communication (VSAT) networks.

This service extends from Cape to Cairo interconnecting more than 33 states in Africa and Middle East. Other services include ATS and technical training, WGS 84 surveys, airspace design, AIP documentation, billing and consultancy services.

**Vision**

ATNS's Vision is to be the preferred supplier of air traffic management solutions and associated services to the African continent and selected international markets.

**Mission**

Our Mission is to provide safe, expeditious and efficient air traffic management solutions and associated services, whilst ensuring long-term economic, social and environmental sustainability.

Our business is driven through our embedded Values, being:

* Accountability
* Safety and customer service
* Continuous improvement and innovation
* Employee engagement and development
* Fairness and consistency
* Open and effective communication

The Air Traffic and Navigation Service Company Limited (ATNS) is a State-Owned Company (SOC), established in 1993 in terms of the ATNS Company Act (Act 45 of 1993) to provide air traffic management solutions and associated services on behalf of the State. These services accord with International Civil Aviation Organisation (ICAO) standards and recommended practices, and the South African Civil Aviation Regulations and Technical Standards. As an air navigation services provider (ANSP), ATNS is governed by the nation's legislative and administrative framework.

ATNS is also a commercialised ANSP operating on the "user pays" principle that relies on current revenues and debt funding for its operational and capital expenditure requirements.

Our business offerings are divided into Regulated and non-regulated activities:

**Regulated Business**

At present 90% of ATNS's revenue is facilitated through its regulated business:

Air navigation services and infrastructure

The principal activities of ATNS's regulated business encompass the planning, operating and maintenance of safe and efficient air traffic management services in the airspace for which the State is responsible. Airspace infrastructure consists of the following main components:

* Communications, navigation and surveillance (CNS) infrastructure.
* Auxiliary aviation services, such as aeronautical information publications, flight procedure design and aeronautical surveys.
* Air traffic management.

ATNS's infrastructure development is informed by user expectations and regulatory requirements at a global level; as well as the needs of the air traffic management (ATM) community and new enabling technologies.

Air traffic service charges

As an Air Navigation Service Provider (ANSP), ATNS is regulated economically by the Economic Regulating Committee (RC) that is a statutory body formed and appointed by the Shareholder, the Department of Transport (DoT). The RC is empowered by the ATNS Company Act (Act 45 of 1993) to issue permission to ATNS. The permission regulates the increase in specified tariffs that ATNS can issue and lays down minimum service standards requirements for the regulated business. ATNS is, through the permission, authorised to levy air traffic service charges on users (aircraft operators) for the use of air navigation infrastructure and/or the provision of an air traffic service. The permission has a five-year life span.

Training institution

ATNS runs a successful training institution as a division within the company, namely: the Aviation Training Academy (ATA). The ATA provides a full range of air traffic services training, technical support training and related training to delegates in South Africa and the broader African continent in the disciplines of engineering, air traffic services and management. The ATA is an ISO9001:2000 accredited institution and has international cooperation agreements in place with partners, enabling the academy to maintain mutually beneficial partnerships in the presentation and accreditation of international courses in air traffic services (ATS). The ATA is a world-renowned academy, and in both 2012 and 2013 was formally recognised as the International Air Transport Association (IATA) Worldwide Top Regional Training Partner.

**Non-Regulated Business**

ATNS's non-regulated business currently contributes 10% of the company's revenue. The non-regulated business encompasses a long-term strategy to facilitate regional expansion through a subsidiary vehicle presently known as "ATNS International". ATNS International will enable the company to take a more robust and agile stance in the non-regulated business market without posing undue risks to its regulated market and Shareholder. It will also enable ATNS to enter joint ventures and partnerships with external suppliers so that the company can harness more valuable market opportunities and extend its regional influence and reach.

Additional information is available on ATNS website – [www.atns.co.za](http://www.atns.co.za)

## Purpose of the RFI

ATNS invites Suppliers to provide a budgetary and technical details proposal to implement, support and maintain the budgeting solution that will enable the complete management of ATNS budgeting process.

# GENERAL INSTRUCTIONS AND ADMINISTRATIVE REQUIREMENTS

## Correspondence during RFI Period

All correspondence shall be referenced as " Budgeting Solution " and may be sent by email to tenders@atns.co.za or andyn@atns.co.za alternatively delivered by hand to:

ATNS SOC Limited,

Eastgate Office Park, Block C,

South Boulevard Road,

Bruma,

2298

The company, however, shall not be responsible for non-receipt of any sent correspondence.

## Submission of Proposals

All responses shall be delivered at the address stated in below, no later than 16:00 (CAT) on . Proposals should be submitted in both hard and soft copy (USB) and addressed as follows.

Project Description: **ATNS Finance Reporting Budgeting Solution**

RFI Reference Number: ATNS/RFI001/2023/Budgeting tool:

Supplier Name/Company Name:

Attention: Andy Ngubane, Tel: (011) 607 1000, email: andyn@atns.co.za

The RFI documents are to be submitted at the tender box, Reception, Ground floor, ATNS, Eastgate Office Park, Block C, South Boulevard Road, Bruma, South Africa.

**OR**

Should a bidder require to submit their documents online, they must send an email to tenders@atns.co.za and copy andyn@atns.co.za to express their interest to do so Not later than 11 December 2023 at 16h00.

On the email Bidders must specify on the subject line – the FRI number and description. Bidder will be provided with Link to upload the documents.

# Background to RFI

The current planning process – budgeting is done manually on excel spreadsheet, Users conduct their budget planning, and this goes through a mandate matrix for approval. After the budget has been finalised, this information is imported into the ATNS Financial System.

The process of moving back and forth between emails and excel spreadsheet is tedious and time consuming.

The budget is seen as a cost control tool that seeks to assist with the cash flow management. The harsh economic conditions that are being experienced globally and within the South African economy, are expected to continue for the foreseeable future. The annual budget consists of the following elements:

3.1 Revenue Budget.

3.2 Operational Expenditure Budget; and

3.3 Capital Expenditure Budget.

These elements culminate into a final approved Income Statement, Balance Sheet, and Cash Flow forecasts, collectively referred to as financials, for the next financial year. Business needs to be able to deliver financial reporting and non-financial reporting to relevant stakeholders.

ATNS requires centralised solution that will allow for the improvement of communication and collaboration amongst all contributors as well as enable ATNS to quickly identify, analyse and forecast the impact of changes as they occur.

This solution should be:

• Aligned with operational demands and

• Support high participation throughout the organisation.

ATNS hopes to use the RFI information to determine the direction it will take concerning the centralised budgeting solution.

# Response to the document

The paragraphs to follow the word "solution" refers to the complete centralised budgeting solution.

ATNS requires a budgeting solution that will be able to integrate into Financial Systems (Oracle EBS, SAP, Billing System, and other ERP Systems) and enable users to extract financial and non-financial information. This must include as a minimum: internal and external financial statements (income statement, balance sheet, statement of cash flows, quarterly and annual reports to stakeholders.

The Solution must be able to integrate into Oracle EBS, SAP, Other ERP Systems and SQL server seamlessly. This must be the standard functionality in the Solution.

The Service Provider consultants need to be able to communicate clearly in English (this should be indicated on the CVs) and be able to assist in normal working hours (08:00 – 17:00 SA time).

The Solution should provide real time data.

We should be able to extract the information and use it in the ATNS template.

The Solution must be commercially off the shelf (COTS) in nature and must already have all key functionality ready for demonstration.

The proposed solution must enable the following business processes in centralised and efficient manner.

To assist ATNS with the RFI information, the submitted responses should include at minimum the information stipulated below:

|  |  |
| --- | --- |
| **4.1** | **Budgeting** |
| **4.1.1** | **Budgeting Process** |
|  | The system should have the capability to perform what-if / scenario analysis as well as the ability to create assumptions. |
|  | The system should have a seamless roll-over process. |
|  | All ATNS centres should be able to capture their budget inputs. |
|  | The system should have the ability to drill down to detail actual and budget information. |
|  | The system should show detail information per department, as well as the make-up of information.  |
|  | All new created general ledger accounts and departments created In the Financial System should be automatically updated in the solution. |
|  | The system should allow ATNS to set and monitor timelines for the budgeting capturing process, all changes should be tracked. |
|  | The system should have the flexibility to amend budgeting information in a controlled manner. |
|   |   |
| **4.2** | **Business drivers** |
|   | The system should cater for driver-based calculations as identified by ATNS. |
|   |   |
| **4.3** | **Reporting** |
| **4.3.1** | **Tracking and Reporting** |
|   | The system should provide the ability to track and monitor all activities between the finance department and the recipient of information. |
|   |   |
| **4.3.2** | **Reporting and Analytics** |
|   | The system should be able to schedule automated reports. |
|   | The system should allow for self-service reporting (users should be able to create their own reports). |
|   | The system should allow the creation of ATNS customised reports; this includes drill-down capabilities. |
|   | There should be a direct integration form MS Office (Excel, Powerpoint, Word) into the solution. |
|   | The system should be able to export information to MSOffice and PDF. |
|   | The system should have the capability to conduct integrated analysis through charting. |
|   | The system should have standard templates for: |
|   | Capital and operational expenditure planning (budgeting). |
|   | Integrated income statement, balance sheet, and cash flow. |
|   | Profitability analysis per product/department. |
|   | Easily Generated Reports - The solution must provide trusted reports and dashboards that are easily understood by the relevant stakeholders. The service provider must demonstrate how reports will be delivered to both a technical and non-technical user |
|   | Reports customized or modified by the System administrators and Super Users. - Enterprise - wide transaction and custom reports, self - service (ad-hoc) reporting and analysis, analytical reporting (e.g., historical trends, forecasting), and performance management (e.g. interactive dashboards, and analytical applications). - Visualizations (e.g., charts, graphs, etc.).  |
|   | Export to excel (Once the Report has been exported to excel, the data format must allow ATNS to conduct calculations. it must not be static. When Formulas are used to calculate values on the application these Formulas must be available on the exported file.), CSV, PDF, Word |
|   | Service provide must clearly describe how the users will be able to refresh reports and modify the reports parameters. |
|   |   |
| **4.4** | **Content Management** |
|   | The system should be able to have the ability to attach supporting documents; this should be done on transactional level (detailed line item). |
|   | The budgeting process should allow for attachment (supporting documents) on transactional level. |
|   | The system should support the capturing of annotations. |
|  |  |
| **4.5** | **Workflow Management** |
|   | The system should have approval ability and follow a dynamic organisational structure for the workflow and approval process. |
|   | The system should be able to send notifications via e-mail and sms when budget needs to be completed and when it is completed. |
|   | Workflow should be real-time. |
|   |   |
| **4.6** | **Collaboration and Input of data** |
|   | The system should be able to send a subset set of information to certain users, the user should be able to comment and review and submit the information to the system. |
|   | Does the solution allow importing of excel documents with ATNS information and update? |
|   |   |
| **4.7** | **1.7.   Off-Line Functionality** |
|  | The system should allow users to capture information when they are not online. |
|  |   |
| **4.8** | **1.8.   Audit Trails** |
|  | All changes on the system should be audited and accounted for. |
|  | All activities that took place on the system should be tracked. |
|  | No editing of audit trail information should be allowed. |
|  | Does the solution's audit trail include detail transaction information such as user, content, and transmission time for each transaction? Does the solution provide an exportable log of transaction activities? |
|  |   |
| **4.9** | **1.9.   Integration from existing data sources** |
|   | The system should be able to extract real-time actual data from the financial system. |
|   | The system should be able to extract actual data from the HR system, with the relevant security and confidentiality. |
|   | All approved budget information should be imported onto the ATNS financial system this should be effortless. |
|   | The system should be able to integrate to other systems, existing or new as indicated by ATNS. |
|   | The solution must be compatible with the following ATNS Systems: -ATNS Billing System (Bespoke SQL 2012 based application), Enterprise Data Warehouse (BI360), Microsoft Dynamics (Bespoke SQL 2012 based application), CaseWare (Excel Base), and Azure SQL |
|   | The solution must be compatible with Bespoke SQL 2012 based application up until the latest version. |
|   | Does the solution integrate with third-party software? |
|   | Does the solution connect the output to Business Intelligence (BI) and visualisation tools such as QlikView or Power BI to enhance visualisation capability? What BI visualisation tools does the solution connect to? |
|   | Does the solution integrate with SharePoint Online? |
|   | Please provide any other solution integration features and functionalities of the solution. |
|   |   |
| **4.10** | **Notification, Alerts and Monitoring** |
|   | Does the solution have the capability to alert users when tasks need to be performed and include automated escalations? |
|   | What other alerts and notification does the solution offer? |
|   | Does the solution allow the tracking and monitoring of all activities? |
|   | Does the solution send a notification for allocated or overdue tasks? |
|   |   |
| **4.11** | **Configurability** |
|   | The system should be able to be easily configured (eg. Should ATNS finance policy changes it should not require programming). |
|   |   |
| **4.12** | **Extensibility** |
|   | ATNS understand that not all requirements can be designed in advanced, therefore the solution should allow for extensions in the form of new functionality or through modification of existing functionality. |
|   |   |
| **4.13** | **Solution specific requirements** |
|   | Requires the option to set field specific detail i.e. make a field compulsory. |
|   |   |
| **4.14** | **System Security and User Access** |
|   | The solution should allow ATNS to create and specify roles and access to the system (roles-based security). |
|   | The Service Provider must clearly describe and specify the user authentication, ATNS will prefer the Active Directory Integration, but we are open to standard secure user authentication such as Azure Active Directory. |
|   |   |
| **4.15** | **Technical Requirements** |
| **4.15.1** | **Envisaged User Connection** |
|   | It is envisaged that the solution shall be network based and/or able to run over the Citrix environment or the solution should be web based.  |
|   | The solution shall be accessible through appropriate security clearance levels from any of the ATNS premises, as well as non- ATNS premises connected to the Wide-Area Network (WAN). |
|   |   |
| **4.15.2** | **Number of users** |
|   | ATNS has a complement of 1200 employees. |
|   | The system should cater for 120 users. |
|   |   |
| **4.15.3** | **Infrastructure Requirements** |
|   | All infrastructure architecture of the solution must be clearly defined by the proposed service provider. |
|   | There should be fully operational testing environment. |
|   | The system up-time availability as per Service level Agreement (SLA). |
|   | All hardware and software required for installation and effective functioning of the solution should be clearly stipulated. |
|   | The Service provide must describe the solution deployment model (on-premises / cloud / hybrid). |
|   | The service provider must provide the Application Deployment Architecture with diagrams, identifying components and specifications for each component with description. The description must detail the number of servers, specifications for each resource (Web server, Application, DB, File server, Resource Monitoring servers etc.), Operating System and configuration as well as function of each server, Network Bandwidth Requirements and Storage Requirements. |
|   | Service Provider must provide a full implementation plan that includes knowledge transfer, necessary and recommended training, consulting, installation, etc. |
|   | Service provider must describe all available modules and indicate those required to meet our need for financial reporting as outlined herein, also describe all available licensing structures, and describe all available maintenance and support options. |
|   | Please describe the solution architecture that must include (as a minimum) data management, Operating System management, Server management, storage management, hardware required, virtualisation management, and network management. |
|   |   |
| **4.15.4** | **Rollout/Deployment Requirements** |
|   | Training is to be provided to authorised users through instructor-led training. |
|   |   |
| **4.15.5** | **Documentation Required** |
|   | ATNS specific user manuals |
|   | ATNS specific administrator manuals |
|   | System configuration documentation. |
|   | This should include a full phased implementation plan and deployment proposal (including training and system test process). |
|   | Proposal to include all license costs, annual license cost and implementation fees and ongoing support; including consulting services, and all training, i.e. Administrator, Super and End User; all these items should be reflected individually in the pricing. |
|   | What is the licensing model for the solution? Individual Licences? How would ATNS add/remove users that no longer use the solution? |
|   | What is the implementation time, and how is a solution of this magnitude implemented? |
|   | What is the total cost of implementing the solution? |
|   |   |
| **4.15.6** | **Solution Customization** |
|   | ATNS requires the level of customization that is required on the solution to be clearly defined. |

# TERMS

Whilst ATNS has taken every reasonable step to ensure the accuracy of this brief; the company accepts no liability concerning the accuracy of any representation made. ATNS reserves the right to vary the scope and terms described in this document, although the variation is not anticipated at this time.

All information in this document and associated responses is Confidential.

All designs and documentation will be the property of ATNS.