To: **Industry Partners**

Subject: **SELF-SERVICE REPORTING TOOL FOR ORACLE E-BUSINESS SUITE R12.2.X AND ABOVE**
RFI-07158

1. The NATO Communications and Information Agency (NCIA) is conducting market research to identify qualified vendors and gather input on potential solutions to support the upcoming acquisition for a Commercial-Off-The-Shelf (COTS) Self-Service Reporting tool for Oracle e-Business Suite Releases 12.2.X and above. To that end, we are issuing the attached Request for Information (RFI-07158) to solicit feedback from capable and interested industry partners.

2. This RFI is issued for planning purposes only and is not a request for bids. It is part of NCIA's effort to ensure it has a clear understanding of the marketplace, available capabilities, and potential acquisition strategies.

3. We value your insight and invite you to:
   a. Share relevant corporate capabilities and experience;
   b. Review and comment on our draft requirements (Annexes A and B) with a view in providing recommendations for improving performance outcomes, competition, and efficiency; and identifying any risks or concerns that should be considered during planning.

4. Submission instructions and additional details can be found in the enclosure to this RFI.

5. Only companies from a NATO member country can participate in or respond to this RFI (https://www.nato.int/cps/en/natohq/nato_countries.htm).

6. Should you have any questions or need clarification, please contact Maria Huerga at RFI-07158@ncia.nato.int

7. We thank you in advance for your time and input, and we look forward to engaging with you as we shape this potential acquisition.

For the Chief of Acquisition:

_____
Maria Huerga
Principal Contracting Assistant

Enclosure:
- Request for Information with Annexes A and B
- Distribution List

Distribution List

1. NATO Delegation (Attn: Infrastructure Adviser)

1. Albania	**12.** Greece	**23.** Poland
2. Belgium	**13.** Hungary	**24.** Portugal
3. Bulgaria	**14.** Iceland	**25.** Romania
4. Canada	**15.** Italy	**26.** Slovakia
5. Croatia	**16.** Latvia	**27.** Slovenia
6. Czechia	**17.** Lithuania	**28.** Spain
7. Denmark	**18.** Luxembourg	**29.** Sweden
8. Estonia	**19.** Montenegro	**30.** Türkiye
9. Finland	**20.** Netherlands	**31.** United Kingdom
10. France	**21.** North Macedonia	**32.** United States
11. Germany	**22.** Norway	

2. All NATEXs

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REQUEST FOR INFORMATION

A. Introduction

1. The NATO Communications and Information Agency (NCIA) is conducting market research to identify potential sources and gather information regarding industry capabilities to support a Commercial-Off-The-Shelf (COTS) solutions to meet the requirements for a Self-Service Reporting tool for Oracle e-Business Suite.This Request for Information (RFI) is issued solely for informational purposes and does not constitute a Request for Proposal (RFP), Request for Quotation (RFQ), or invitation for bid.

B. Purpose

1. The purpose of this RFI is to obtain input from industry to help inform the NCIA's acquisition planning. Responses to this RFI will assist in refining requirements, identifying capabilities, and shaping the strategy for any future solicitation.

C. Background

1. The Agency is currently using Oracle e-Business Suite Releases 12.2.X to manage Financial, Human Resources, Asset Management and Acquisition internal processes and functions.
2. For Financial reporting the Agency uses a combination of Wands for Oracle E-business Suite from "Insight Software" and BI from Oracle. The Wands application contains two parts; GL Wand, which is a drill down reporting tool from GL towards the subledgers and Report Wand, which allows the creation of reports by empowered users across subledgers without resorting the requests to IT support.
3. You will see a bit further that if the future tool can as well load data into Oracle E-Business Suite, this is an extra benefit. Besides standard Oracle EBS WebADI and dataload, for the data load of AP invoices, AR transactions, users, etc. the Agency is currently using wizards from "More4apps".

D. Submission Instructions

1. Interested parties are invited to respond in accordance with the instructions below:

    a. Submit responses via the email address in section G no later than **12:00 hours Central European Time (CET)** on **30 September 2025**.

    b. Responses should be submitted in PDF or Word format and must not exceed **15 pages**, including:
        i.   Responses to Annex A and comments on Annex B
             excluding:
        i.   Cover page
        ii. Company brochures or product literature (if included)
        iii. Attachments such as past performance references

    c. Use the following subject line for submission
        i.   "Response to RFI [RFI Number] – [Company Name]"

    d. All responses should address the items listed in Annex A – Requested Information.

e. Respondents are also encouraged to review and comment on the draft requirements in [Annex B](#) – Draft Statement of Work (SOW)/Performance Work Statement (PWS).

E. Disclaimer

1. This RFI is for planning and informational purposes only and shall not be construed as a solicitation or obligation on the part of the NCIA. The NCIA does not intend to award a contract based on responses to this RFI. Respondents are solely responsible for all costs incurred in responding to this RFI. The NCIA will consider and analyse all information received from this RFI and may use these findings to develop a future solicitation. The NCIA will consider all responses as confidential commercial information and will protect it as such.

2. NCIA reserves the right, at any time, to cancel this informal market survey, partially or in its entirety. No legal liability on the part of NCIA for payment of any sort shall arise and in no event will a cause of action lie with any prospective participant for the recovery of any costs incurred in connection with the preparation of documentation or participation in response hereto. All effort initiated or undertaken by prospective informal market survey participants shall be done considering and accepting this fact.

F. Use of Information Provided through Responses

1. Confidentiality of Responses

The NCIA may incorporate industry comments and responses, in part or in whole, into a future release of a solicitation. Should respondents include proprietary data in their responses that they do not wish to be disclosed to the public for any purpose, or used by NCIA (except for internal evaluation purposes), they must:

a. Mark the title page with the following legend:

This document includes data that shall not be disclosed outside NATO and shall not be duplicated, used, or disclosed – in whole or in part – for any purpose other than for NCIA internal evaluation purposes, unless otherwise expressly authorised by [insert company name]. This restriction does not limit the NCIA's right to use information contained in this data without restriction if it is obtained from another source. The data subject to this restriction are contained in sheets [insert numbers or other identification of sheets]

b. Mark each sheet of data it wishes to restrict with the following legend:

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this document.

G. RFI Point of Contact

1. Maria Huerga

2. RFI-07158@ncia.nato.int

Annex A – Requested Information

1. Respondents are encouraged to provide the following information in their response:

   a. **Company Information**
      i. Legal Business Name
      ii. Address
      iii. Website
      iv. Primary Point of Contact
      v. Email address

   b. **Technical Capability**
      i. Summary of relevant capabilities and past performance

   c. **Feedback and Recommendations**
      i. Comments on the draft Statement of Work (SOW)/ Performance Work
      ii. Statement (PWS)
      iii. Responses to the following RFI Questions
      1. General Questions

         1.1 Do you have an in-service reporting tool for Oracle EBS that currently meets the requirements as detailed in **Error! Reference source not found.**?
         1.2 Can your solution be implemented on-premise?
         1.3 Provide details of where it is used and the number of users.

      2. Detailed Questions

         2.1 COTS Solution

            2.1.1 Please indicate the areas in ANNEX D where your solution would not meet either entirely or partially.

            2.1.2 Please briefly describe the technical implementation of your reporting solution - how is it implemented?

            2.1.3 Do you currently offer an on-premise solution? Do you intend to continue to support said on-premise solution for at least the mid-term future (3-5 years).

            2.1.4 Please briefly describe how new reports are built using your platform and describe the level of flexibility and complexity supported.

            2.1.5 Please balance that by describing any limitations on report flexibility and complexity.

            2.1.6 Please describe the packaging and deployment process for reports built using your platform.

            2.1.7 Please describe how reporting-level security can be defined using your platform.

2.1.8   Please provide us with any additional capabilities of your COTS solution that go above and beyond those included in **Error! Reference source not found.**.

2.1.9   Advantages & disadvantages of your product/solution/organization.

2.1.10 Any other supporting information you may deem necessary including any assumptions relied upon.

2.2   Commercial Aspects

2.2.1   Are there any restrictions on the use and deployment of the reporting solution for EBS within: NATO; NATO nations or NATO Deployed operations?

    iv. Innovations or alternatives
    v. Rough Order Magnitude (ROM), including any assumptions upon which they are based

d. Questions or Concerns
    i. Risks, concerns, or barriers
    ii. Suggestions for risk mitigation or enhancing competition

Annex B – Draft Requirements / Statement of Work (SOW/PWS)

Note: This is a DRAFT and subject to change. The NCIA is seeking industry feedback.

1. Background

The NATO Communications and Information Agency (NCIA) requires a Commercial-Off-The-Shelf (COTS) Self-Service Reporting tool for Oracle e-Business Suite Releases 12.2.X and above.

2. Scope

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. Ideally, this reporting tool would also have the possibility to load data into Oracle E-Business Suite. 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.

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3. Objectives

Provide a scalable solution to all our internal customers.

4. Functional and Non Functional Requirements

Requirements ID	Description	MoSCoW Priority
FUNC_001	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. 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: ☐ use of MS Excel formulas and VBA macros ☐ Creation of Dashboards/Pivot Tables/Charts/Graphs ☐ Fully integration with MS Power Pivot ☐ Full flexibility on building customized layouts ☐ Auto Linkage MS Excel table/Charts/Dashboards to The (word) document documents used to publish The FS	Must have
FUNC_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

FUNC_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
FUNC_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
FUNC_005	The tool must provide a standard functionality to get General Ledger balances in Excel cells.	Must have

FUNC_006	The tool must provide a standard functionality to Drill from the GL balances to journal lines, SLA and transactions (Drill from sublegder detail back to Oracle Forms) as well as to the files attached to the GL transactions in EBS within MS Excel.
	    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

FUNC_007	The tool must have journal export functionality to excel allowing different parameters to be selected	Should have
FUNC_008	The tool should provide the possibility to create custom drill down columns	Must have
FUNC_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
FUNC_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
FUNC_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
FUNC_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

FUNC_013	The tool shall be intuitive and users should be able to build their owns reports directly in excel in minutes with minimum training
	    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

FUNC_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 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
FUNC_015	The user security must be integrated with the role based access from Oracle E-business 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
FUNC_016	The tool must provide a system administrator access and end user access with different roles.	Must have
FUNC_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	Must have

	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.	
FUNC_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
FUNC_019	The tool should provide an FSG Converter functionality	Should have
FUNC_020	The tool should allow to easily populate Excel with segment information like segment values, segment properties, periods or child ranges.	Must have
FUNC_021	Undo and Expand capability. Expand a row to display balances and child values that roll up into a particular segment.	Must have
FUNC_022	Shall provide Expand and Explode functionality on each segment of the accounting code combination, both on MS Excel	Must have
FUNC_023	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
FUNC_024	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
FUNC_025	The tool shall support and accelerate the daily operational reporting activities with easy access to the ERP data in MS Excel	Must have
FUNC_026	Allows upload using relevant API/Staging tables from (offline) excel spreadsheet for data load of AP Invoices, AR transactions, Suppliers, Customers, Users, etc.	Should have
FUNC_027	Supports the upload of multiple records at once, for example a set of AP Invoices	Should have
FUNC_028	Provides data validation and error feedback on the spreadsheet	Should have
FUNC_029	Supports the upload of attachments	Should have
FUNC_030	Initiates AP Invoice matching	Should have
FUNC_031	Initiates AP Invoice validation	Should have
FUNC_032	Direct access to AP Auto matching and validation request outcome	Should have
FUNC_033	Supports the extraction of information	Should have
NON_FUNC_001	Does not occupy active EBS end user session	Should have
NON_FUNC_002	Subject to Oracle EBS Security Model	Should have
NON_FUNC_003	Oracle EBS (12.2) compatibility	Should have
NON_FUNC_004	Oracle (Fusion) Cloud compatibility	Should have
NON_FUNC_005	Client software (MSOffice) 32 & 64 bit compatibility	Should have
NON_FUNC_006	Requires no client software installations to use above features. The tool can be used by just opening a MS excel file.	Desirable
NON_FUNC_007	The tool requires no specific changes to lower MS Excel ActiveX or Macro security settings and can operate in a very securely configured client MS Excel configuration	Desirable