



SAP

PRACTICE CLIENT GUIDE

SAP Practice

PRACTICE SERVICES

Consulting Services

SPTP clients can request consulting services to support their business planning or specific SAP project initiatives such as:

- Assessments
- Benchmarking / Best Practices
- Licensing
- Pre-project planning
- Product life cycle planning
- Product research and fit analysis
- ROI analysis
- Trusted Advisor
- Vendor strategy

Professional Services

SPTP resources are well versed in providing solutions that leverage SAP standard business content and product functionality, including integration points across the SAP enterprise. We provide a broad array of resources that are experienced in:

- mySAP Customer Relationship Management
- mySAP ERP Financials
- mySAP ERP Human Capital
- mySAP Product Lifecycle Management
- mySAP Supplier Relationship Management
- NetWeaver

Customized Managed Services

SPTP can design specific services or packaged services to meet a client's needs, both onshore and offshore.

TECHNOLOGY

- ABAP Development
- Administration
- Basis and Security
- Blueprint through Realization
- Configuration
- Functional Analysis
- Software / Data Migration
- Testing
- Upgrades

CAPABILITIES

- Business Cases
- Business Integration
- Data Base Analysts
- Decision Analysis
- Functional / Technical Lead (s)
- Project Management
- Six Sigma
- Solution Architecture
- User Training

SAP Practice – Resource Process

Resource Sourcing Methodology

Step 1 - Client Needs Assessment

- The SPTP Account Management, Recruiting and SAP Practice Manager work to understand all relevant details regarding a client's business requirements and resource needs.

Step 3 - Identifying Resources

Candidates to be qualified according to:

- Business / Technical capability assessment
- Client fit assessment
- Availability
- Professional references
- Background verification and credit check

Step 5 - Presentation of Candidate to Client

- SPTP Account Manager presents candidate profile and resume to client manager
- Client Manager reviews information and schedules interview
- SPTP Account Manager gathers feedback from client manager and moves the process to On-Boarding or recalibrates the search effort based on Client Manager feedback

Step 2 - Sourcing Strategy

- User groups / Technology seminars
- Researchers
- Relationships with Senior SAP Consultants
- Continuously maintain and update our SAP database
- Competitive compensation
- Spider Searching

Step 4 - Candidate Selection

- SPTP Recruiters qualify candidates against the SPTP Candidate Assessment Template
- When qualified, SAP Practice Manager performs final screening and assessment
- SPTP Recruiters re-qualify candidate

Step 6 - On-Boarding

- SPTP Human Resource orientation
- Relocation
- Assignment review
- SPTP orientation with existing SPTP resources on client site
- Updated consultant capability / skills assessment database

SAP Practice Value Proposition Principles

What distinguishes our SAP Practice from our competitors is our ability to deliver Value Proposition Principles. These principles are at the core of our business process:

Relationship Driven

Our focus is not only to service our client's technology needs but to develop a partnership that enables SPTP employees and consultants to better understand the client's business process, culture, objectives and goals both short and long term.

Know the Client

We maintain continual integration with our client's philosophies and business needs which allows us to anticipate and plan for critical resource support. By being proactive and understanding our client's SAP implementation strategy and business model, SPTP can plan with the client to deliver critical resources when needed most.

Results Oriented

SPTP delivers outstanding service and results to our clients. Through our comprehensive resource planning and sourcing strategy, we provide professionals that are talented, motivated and take pride in their work. Our resources focus on getting the job done in the most efficient manner.

Market Awareness

SPTP maintains a continual planning process that monitors and analyzes market trends, SAP product strategy and capability, competitors (ours and yours) and changes in technology.

Success

SPTP ensures success by building an SAP Practice through strong relationships with our clients and resources. We have institutionalized both a Resource Assessment and Project Assessment process that are used to monitor our resource's capabilities, their performance and the project's success. We continually seek client feedback into these processes and are committed to delivering consistent results and value to each client's engagement.

Scope and Breadth

SPTP's SAP Practice can fulfill the needs of a client whether it's a simple solution or a comprehensive end-to-end solution. Our solutions are provided through consulting services, professional services and managed services.

SPTP's [Consulting Services](#) are developed to provide the client with the proper information and tools to make cost effective business decisions before committing to project spending. These services include; business strategy, infrastructure planning, SAP product Life Cycle Planning (LCP), sourcing options and vendor strategies. SPTP can provide one-on-one consulting, facilitate planning sessions or develop proof of concept in a pilot environment.

SPTP's [Professional Services](#) are configured to reduce the hourly consultant cost through lower direct rates and more productive resources. We provide seasoned SAP professionals that bring years of direct experience, insights and process improvement opportunities to the client.

SPTP's [Managed Services](#) are designed to lower the operating and maintenance cost of your SAP project. We provide on-shore as well as off-shore solutions to meet a client's need. We also employ six sigma process improvement techniques to further improve the annual cost to run an SAP implementation.

SPTP can deliver an array of services directly through either our internal businesses or through one of our strategic partnerships.

Right-to-Hire Program

SPTP maintains a Right-To-Hire program to meet specific Client requirements.

Client provides SPTP with the Salary Scale and the level of experience associated with each respective position as well as documentation of the total compensation beyond salary, including but not limited to: vacation, holidays, medical benefits, bonus and stock options.

It is the responsibility of the Client to inform SPTP that a respective position is a Right-to-Hire at the onset of engaging SPTP for the resource.

SPTP will require 80 billable days as a minimum from the Client in order for placement fees to be waived.

All SPTP resources will follow the Contract T&M program prior to conversion of a Client employee

SPTP will customize a right to hire program to fit the Client's specific requirements.

Managed Services/Statement of Work

SPTP provides Managed Services/Statements of Work in the following areas and will design them to meet a specific Client requirement:

- 24x7 SAP Quality Assurance Support
- SAP module specific Business Process
- Development/Implementation
- SAP Basis Administration
- ABAP Development
- SAP Training
- ESS Help Desk

SPTP is willing to work on a Fixed Cost basis dependant on the quality of requirements and documentation provided.

Contract Time and Material (T&M)

A Professional Week is defined as a minimum of 40 hours. All hours worked beyond 40 hours by SPTP resources will be considered Overtime Hours, but only worked when approved in advance by the Client Manager.

SPTP calculates any hours worked under 40 hours based on a pro-rated 40 hour weekly schedule and will be billed accordingly. ($\text{Weekly Rate}/40 = \text{Billable Hourly Rate}$)

SPTP calculates Overtime hourly rates based on a pro-rated 40 hour weekly schedule and billed accordingly (Billable Hourly rate – 7.5% for all hours worked beyond 40).

Travel and Expenses include: weekly airfare, lodging, meal allowance and rent-a-car

The following rate schedule outlines SPTP's Resource Classifications and 40 hour Professional Week Schedule. All rates are inclusive of Fixed Domestic Travel and Expenses.

Schedule of Weekly Billing

SPTP 8 SAP Product Specialist Expert level knowledge of SAP product and 4 plus full life cycle implementations in SAP products	\$8,200.00
SPTP 7 SAP Consulting Director 8 plus years of SAP leading and championing Implementations; Manages scope, schedule and headcount; 4 plus full life cycle implementations	\$7,800.00
SAP Premier Consultant 6 plus years or 4 plus full life cycle implementations within a specific SAP module and specific certification or formal training within those disciplines; Provides leadership and product championship	\$7,600.00
SPTP 6 SAP Implementation Manager 5 plus years managing a SAP module implementation team and 2 plus module implementations	\$7,000.00
SAP Senior System Consultant 5 plus years experience of SAP systems support, development and integration	\$7,000.00
SPTP 5 SAP Production Support Manager 5 plus years managing post SAP production support operations	\$6,800.00
SPTP 4 SAP Senior Consultant 5 plus years or 3 plus full life cycle implementations within a specific SAP module	\$6,600.00
SPTP 3 SAP Lead Consultant 4 plus years experience in SAP and 2 or more full life cycle implementations	\$6,000.00
SPTP 2 SAP Consultant II 4 plus years experience in SAP and one full life cycle implementation	\$4,800.00
SPTP 1 SAP Consultant I 2 plus years experience in SAP and one full life cycle implementation	\$4,400.00

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