

**Financial Systems Review
Request for Proposals #03014**

Elizabeth Glaser Pediatric AIDS Foundation
1140 Connecticut Avenue, NW, Suite 200
Washington, DC 20036

The Elizabeth Glaser Pediatric AIDS Foundation (hereinafter the “Foundation” or “EGPAF”) requests proposals from consultants or firms to prepare the deliverables specified below. The strict deadline for proposals is: **March 6, 2013, 5:00 p.m. Eastern Time.**

BACKGROUND/CONTEXT

The Foundation is a U.S. non-profit organization and is the worldwide leader working to eliminate pediatric AIDS and create a generation free of HIV.

The majority of the Foundation’s \$130 million annual budget is funded by U.S. Government agencies, through cooperative agreements, and therefore all financial and internal control systems must meet or exceed relevant U.S. Government standards, such as those required by OMB Circulars A-133, A-122, A-110, and generally accepted auditing standards. For more background information on the Foundation, please visit www.pedaids.org.

The Foundation has two (2) offices in the U.S. (including its headquarters in Washington, DC) and twelve (12) country offices in Africa with additional in-country sub-offices. In Africa, the Foundation implements multiple concurrent HIV/AIDS projects funded by different donors with different deadlines. EGPAF’s country offices use QuickBooks version 11 to handle their accounting needs while the DC-based headquarters staff uses Microsoft’s Dynamics Great Plains version 11 to “roll up” the field financial information from QuickBooks for Foundation-wide financial planning, accounting and reporting purposes. See Appendix 1 for details on systems.

The Foundation’s current financial systems have been in place for 6 years. Based on feedback from senior managers in Africa and the U.S., end-users and others, the existing systems and processes need to be improved to increase efficiency and to add greater value by making financial data more useful and available. Numerous opportunities for improvement have been identified internally; this engagement will only focus on three high-priority challenges. Importantly, the Foundation’s strategy is to leverage, not throw away, our existing core financial systems (Quickbooks & Great Plains), but we are open to the consultant/firm identifying separate software applications, integrated add-on modules, cloud-based services or data storage schemes, or other technical/process changes that would augment the existing core systems and achieve the outcomes we desire in each of the three areas. (See Appendix 2 for brief descriptions of the three priorities.)

SCOPE OF WORK/DELIVERABLES

The Foundation is seeking a business partner who will deliver the following:

1. A paper on priority A, “Real-time access to financial/budget reports for staff in US and Africa;”
2. A paper on priority B, “Access to transaction-level data for all transactions;” and
3. A paper on priority C, “Ability to track commitments and purchase orders.”

To be acceptable, each paper must contain the following essential elements:

- 1. Detailed requirements analysis.** A detailed statement of the requirement in both user terms and operational terms that further defines and refines the scope of the priority’s requirement to support consultant/firm’s identification of, and EGPAF’s decisions on, next steps. The Foundation anticipates that this detailed statement will be based, at least in part, on a review of EGPAF system and process documents as well as discussions held with selected EGPAF staff.
- 2. Gap analysis.** Clearly identify the gap in performance between the status quo and the detailed requirements. Identify and prioritize the specific areas -- including but not limited to technical limitations inherent in current software/hardware/data storage or EGPAF policy/process changes -- that need to be addressed to achieve the desired results.
- 3. Options and recommendations.** Describe one or more feasible options to the status quo that can reasonably be expected to achieve the requirements and that are reliable, available, and cost-effective. The discussion of each option should, at a minimum, address the specific policy/process and/or technical changes needed to implement the option; the benefits and risks of the option, especially compared to other options; and a rough order magnitude estimate of the costs to implement the changes.

In addition, if any of the options and recommendations cut across more than one of the three priorities, then a cross-cutting recommendations paper must be prepared and delivered, or each applicable paper on a single priority must discuss the cross-cutting solution. The total changes, benefits, risks, and costs of any cross-cutting option must be easily discernable in the deliverables.

KEY CONTRACT TERMS

- All deliverables provided to the Foundation must be furnished for the use of the Foundation without royalty or any additional fees.
- All Materials developed under this contract will be owned exclusively by the Foundation and consultant/firm will not use or allow the use of the Materials for any purpose other than performance of the contract without the prior written consent of the Foundation.
- We anticipate awarding a firm fixed priced contract.

EVALUATION CRITERIA

EGPAF will use a best value methodology to rate the proposals. All responsive proposals will be evaluated by an Evaluation Committee using the following criteria:

1. Past experience in similar engagements, especially with U.S. non-profit organizations that receive U.S. Government funding.
2. Past performance in similar engagements.
3. Total cost of services to accomplish the scope of work.
4. Skills of key staff who will work on this engagement.
5. Adequacy of management plan to accomplish the work.

INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

To allow the Evaluation Committee to conduct its work efficiently, each proposal must contain the following information in the following order, after an introductory letter:

1. Description of your firm's corporate capabilities and summary of at least 3 past similar engagements (maximum of 5 pages)
2. List of at least 3 references, preferably more, including organization's name, name of the point of contact, title (if available), phone number, and email address. In addition, you may also submit reference letters from previous clients if available.
3. Total cost of services to accomplish the scope of work. If the fixed price depends on any key assumptions, please list the key assumptions.
4. CVs of the key staff who will work on the EGPAF engagement and their proposed role in the project.
5. High-level management plan on how will accomplish the work, including any methodologies you plan to use and how you plan to interact and communicate with us; proposed start date; and length of time in calendar days estimated to accomplish all the work. You may include an organization chart and/or project management diagram if you are proposing multiple staff for the engagement. In addition, if you are taking exception to any requirement in this RFP, you should mention this and your counter-proposal.

LOCATION OF WORK

Consultant/firm will perform the work at its place of business, except for meetings at the Foundation's DC office (unless you propose, and we accept, a temporary on-site presence). You must have adequate telephone, computer, and internet services to communicate easily and rapidly with the Foundation.

EXPECTED TIMELINE

Feb. 6, 2013	RFP Posted on EGPAF website.
Feb. 13, 2013	Any written questions on the RFP submitted to Cathy Colbert at e-mail address posted below. No phone calls, please.
Feb. 20, 2013	The Foundation will post on its website all questions received from all parties (without attribution) and the Foundation's responses. The link is http://www.pedaids.org/About-Us/Contracting-Opportunities
March 6, 2013, 5:00 pm Eastern time	Firm deadline for final and complete proposals to EGPAF. Late proposals will be rejected without being considered.
Mar. 20, - Apr.3, 2013	The Foundation may, at its option, request a meeting with short-listed consultants/firms if additional information or clarification is necessary.
Apr. 4, - Apr. 18, 2013	Foundation intends to select the best value proposal for funding.

Please note it our best intent to comply with the above timeline but unavoidable delays may occur.

Completed proposals must be delivered electronically by the deadline to:

Cathy Colbert
ccobert@pedaids.org
Senior Contracts Administrator

ETHICAL BEHAVIOR

As a core value to help achieve our mission, the Foundation embraces a culture of honesty, integrity, and ethical business practices and expects its business partners to do the same. Specifically, our procurement processes are fair and open and allow all vendors/consultants equal opportunity to win our business. We will not tolerate fraud or corruption, including kickbacks, bribes, undisclosed familial or close personal relationships between vendors and Foundation employees, or other unethical practices. If you experience or suspect unethical behavior by a Foundation employee, please contact Doug Horner, Vice President, Awards, Compliance & International Operations, or the Foundation's Ethics Hotline at www.reportlineweb.com/PedAids/ Any vendor/consultant who attempts to engage, or engages, in corrupt practices will have their proposal disqualified and will not be solicited for future work.

OTHER IMPORTANT INFORMATION

All proposals and communications must be identified by the unique RFP# reflected on the first page of this document. Failure to comply with this requirement may result in non-consideration of your proposal.

Any proposal not addressing each and every one of the foregoing items, including those listed in the section, "Instructions for Submission of Proposal," could be considered non-responsive and

may not be scored by the panel.

Late proposals will be rejected without being considered.

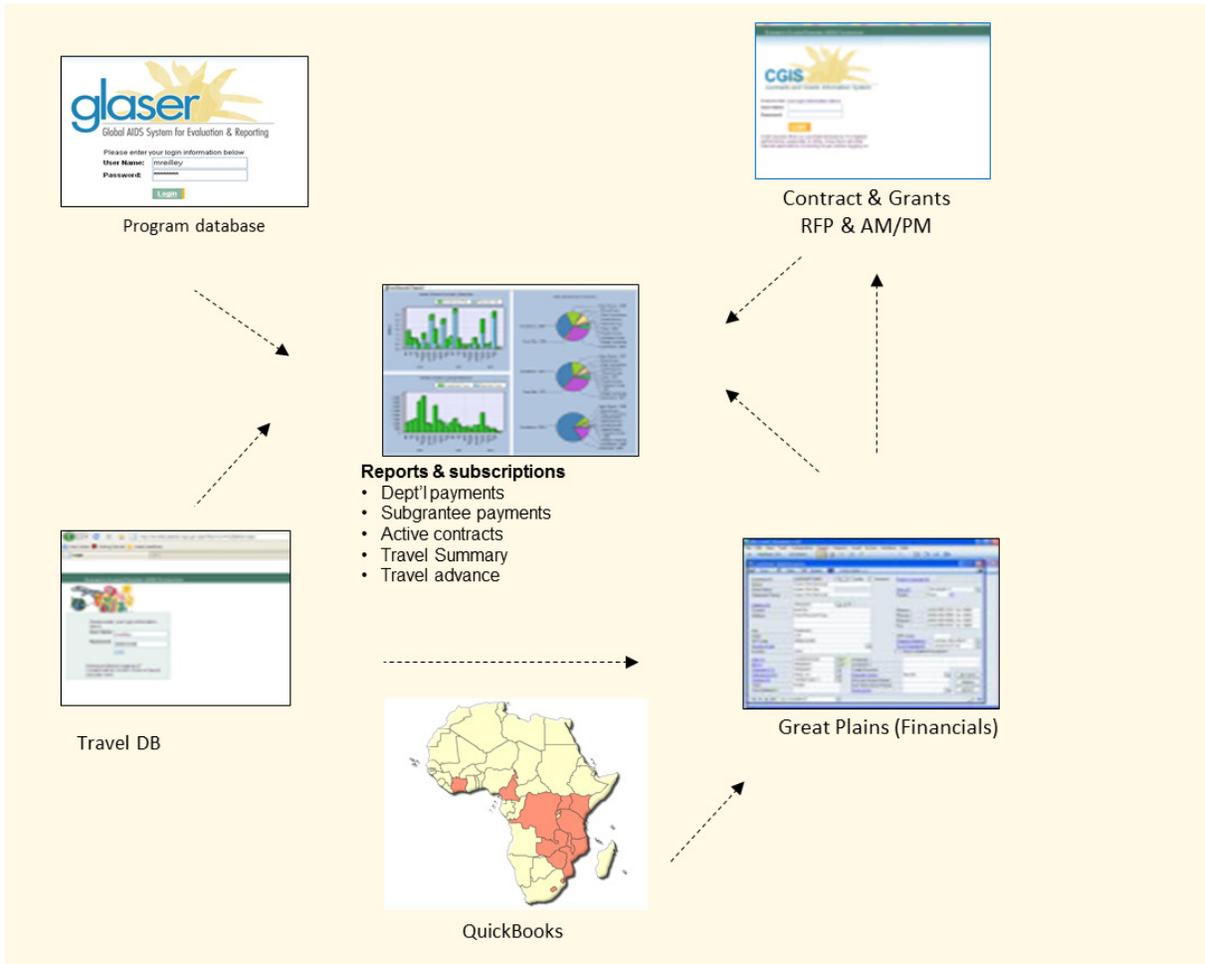
This RFP is not an offer to enter into agreement with any party, but rather a request to receive proposals from persons or firms interested in providing the services outlined above. Such proposals shall be considered and treated by the Foundation as offers to enter into an agreement. The Foundation reserves the right to reject all proposals, in whole or in part, and/or enter into negotiations with any party.

The Foundation shall not be obligated for the payment of any sums whatsoever to any recipient of this RFP until and unless a written contract between the parties is executed. Consultant's time spent on preparing a proposal to respond to this solicitation will not be compensated by the Foundation.

The Foundation does not discriminate against any individual or firm because of age, disability, race, religion, color, national origin, or sex. The Foundation welcomes proposals from all qualified and responsible sources, including small businesses, minority-owned firms, and women-owned businesses and veteran-owned businesses.

Appendix 1: TECHNICAL INFORMATION

SYSTEM DIAGRAM



System configuration and summary

The Foundations financial systems are broken into two primary functions:

- The Accounting function which is made up of Microsoft Dynamics GP in DC (which includes budgeting and reporting modules) and the field offices QuickBooks
- The Awards function is made up of the Contracts and Grants Information System (CGIS), a custom application designed, built and maintained by the Foundation to assist with managing contracts and grants issued by the Foundation to other organizations

The Foundation also uses other 3rd party tools including Replicon's Web Timesheets and ADP payroll.

QuickBooks in the field

The Foundation currently uses the QuickBooks 2011 premier edition nonprofit R12.

Dynamics GP

Servers

The following servers are in use:

- PEDAIDSTERM – Remote Desktop and Domain Controller
- PEDAIDSTERM2 – Remote Desktop (primary for report users) (Virtual)
- PEDAIDSTERM3 – Remote Desktop (Virtual)
- PEDAIDS-SQL – SQL Server 2008, GP
- PEDAIDS-DEV – Development (Virtual)

Dynamics GP version 10.0

The Foundation currently uses the GL, AP and BR and AA (Analytical Accounting) modules in Dynamics GP. Unit accounts are used to record obligations, estimates and old budgets. Budgets are stored in the AA Tables. Only one company database is in use – EGPA. (GPRF and GPRN use has diminished or has totally ceased).

BIS Data entry tool version 2 (GPC)

The BIS Data entry tool version 2 (windows application) is used in the field and HQ to enter budget data. As versions of the budget are uploaded, they are available for users to review.

BIS Budget consolidation (GPC)

The BIS Budget consolidation tool collects all the data from the 'BIS Data entry tool', consolidates it, and uploads it into the AA budgets in Dynamics GP, thus avoiding complex data entry. Data is available via the various reporting tools.

CRM

CRM is used to collect donations and feed BR entries with the deposit information. The e-Connect BR entry tool is used to upload the data from a spreadsheet into bank transactions in Dynamics GP.

QuickBooks Field Imports via Excel

The field offices use QuickBooks to issue checks and collect accounting data. An export is produced for upload to HQ, which is then imported and reviewed via the e-connect import tool.

Payroll entry

Payroll entries are uploaded into Dynamics GP via the e-connect import tool.

Obligations – Unit GL Accounts

Obligations – Unit GL Accounts are uploaded into Dynamics GP via the e-connect import tool.

Web Timesheet Allocations - Excel

The Web Time Sheet Allocations are uploaded into Dynamics GP via the e-connect import tool.

BTA Reports – Budget to Actual Reports

These are custom reports created by GPC to monitor budget to actual transaction. They include MTD, YTD and LTD reports

Report Manager

Most staff members have indicated that Report Manager is one of their preferred reporting tools. It is adequate for most of the data retrieval needs and allows for data manipulation. Three important features of Report Manager are:

- The data in the reports is a live read on all relevant data in the Dynamics GP system.
- Formats and queries can be saved, facilitating quick retrieval of data for export to Excel
- Report Manager is commonly used to create the Trial Balance.

Jet Reports

Intended for ad hoc reporting; connected to AA custom views.

FRx

Financial Reporting tool from Microsoft Dynamics GP

User population

The Foundation has 20 to 25 GP users at any given time with a maximum of 12-15 users logging into the system concurrently.

Contracts and Grants Information System

Servers

The following servers are in use:

- DC-GLAPWEB – Production Web server
- DC-GLASERPWEB – Test Web server
- EGPAF-HQ-SQL-D – Test Database
- EGPAF-HQ-SQL-P – Production Database
- EGPAF_Dev2 Glaser – database
- GLASER ETLGlaser – ETL
- GLASER DATADUMP – Data dump ETL
- DC-RSD – Report Server

DC-RSP – Report Server
DC-GLASERDB – Report server
REPORTSERVER – Report database
DC-GLASERWEB – EGPAF Email

CGIS

CGIS is a custom application designed, built and maintained by the Foundation to assist with managing contracts and grants. It incorporates Dynamics GP data bring key data from GP into CGIS through a scheduled nightly ETL. CGIS has two additional modules built within CGIS core framework: RFP and AM/PM modules.

Request for Proposal Module

The RFP module tracks all request for proposals the Foundation’s headquarters solicits. This information is not shared with any other system.

Agreement Management/Program Management

The AM/PM module tracks proposals for new agreements/programs. The module tracks the AM/PM award from when Foundation applies for the award and throughout the full life cycle of it. AM/PM brings data in from CGIS.

User population

The CGIS user group is made up of over 400 users spread throughout the Foundation’s offices. At any given time users from the country offices and DC can be logged onto the system.

Appendix 2: High-priority Improvements

Outlined below are brief descriptions of the three main objectives of the engagement

<u>Title</u>	<u>Description</u>
<p>A. Real-time access to financial/budget reports for staff in US and Africa</p>	<ul style="list-style-type: none"> • 24/7 field staff in our country and US offices would be able to pull financial reports including pipeline and budget-to-actual (BTA) reports and financial/budget data independent of DC staff. • BTA and pipeline reports would account for commitments (such as sub-award obligations and signed purchase orders/contracts) that have not been liquidated so that the “remaining funds” that an Award Manager has left to spend during the project or budget period will be clearly visible. •
<p>B. Access to transaction-level data for all transactions</p>	<p>This data would include</p> <ul style="list-style-type: none"> • Actual expenditures • Commitments • Sub-Agreement obligations <p>Users should have the ability to drill down on any given one of those amounts, particularly actual expenditures and sub-grant obligations, to view the detail behind it. This should include being able to drill down to individual invoices/ other supporting documentation for all non-salary expenditures (invoices would be scanned into the system) and individual timesheets for salary expenditures (although individual salaries would not be given).</p>
<p>C. Ability to track commitments, including purchase orders</p>	<ul style="list-style-type: none"> • “Commitments” are typically items that are going to be purchased in the future, but which have not been paid for/ received, including purchase orders and contracts that require performance in the future (such as leases, maintenance agreements, etc.). • The key thing is for there to be a place where commitments can get recorded AND automatically liquidated as the actual expense is incurred (which may or may not involve a cash payment).