

Q&A Document
EGPAF RFP#0067A – Strategic System Review

- 1) The Background section in the RFP was helpful in understanding the current systems environment and how EGPAF has been evolving. What are the overarching challenges you are facing with the current systems in place?
 - a. The goal of the RFP isn't to overcome challenges faced, instead EGPAF is seeking someone to document requirements and relevant baseline data, then identify options and provide recommendations based on experience.
- 2) Can you please describe all of the involved entities/offices and their locations that would be included in the requirements gathering process?
 - a. The primary focus would be the Washington, DC office with the understanding that data is collected from fifteen (15) countries on three (3) continents.
- 3) For those located outside of the headquarters office in Washington D.C., are virtual meetings acceptable? (i.e. Skype, Webex, Conference calls)
 - a. Yes and preferred.
- 4) Please provide an organization chart, highlighting those individuals/departments that would be involved in requirements gathering sessions. If an organization chart is not available, please provide the number of EGPAF staff by department that would be involved in requirements gathering sessions.
 - a. Organizational charts will be made available for the winning bidder. For the purpose of project planning the primary business groups will be:
 - i. Senior leadership team – 20 members
 - ii. Select field office staff – Country Directors and Directors of Operations (4 to 8 members).
- 5) Does EGPAF currently have documented technology standards and/or alignments with any vendors?
 - a. Yes for internally created documents however for vendors/consultants we are happy to receive technical documents using your tools and templates.
- 6) Are all systems listed in the RFP in-scope for this review or is there a specific focus on key applications or functional areas?
 - a. While all systems are important the primary focus should center on the financial and staff data. The systems which house that data are:
 - i. Microsoft Dynamics GP, QuickBooks, Verian, Replicon Travel Database, CGIS, BI360, ADP Payroll & HRMIS, Taleo, Salesforce and Millennium.
- 7) Has EGPAF recently (within the past 5 years) implemented or upgraded any of the systems noted in the RFP?
 - a. Yes
 - i. Microsoft Dynamics GP – within the last 2 months
 - ii. QuickBooks – ongoing product releases

- iii. CGIS – ongoing upgrades and planned 2017 rebuild
- iv. Verian – Implemented 2 years ago and ongoing upgrades (SaaS)
- v. Replicon – ongoing upgrades (SaaS)
- vi. Travel Database – ongoing upgrades and planned 2017 rebuild
- vii. BI360 – Implemented 2 years ago and ongoing enhancements.
- viii. ADP Payroll & HRMIS – ongoing product upgrades (SaaS)
- ix. Taleo – ongoing
- x. Halogen – Within last 6 months
- xi. Salesforce – Within last 12 months
- xii. Millennium – Within last 12 months
- xiii. GLASER – ongoing upgrades
- xiv. Sage Payroll – ongoing product releases

8) There are references to dates for questions/submission in the RFP, but nothing regarding the work of the proposal itself. Is there a specific timeframe that will be designated for the work period under the proposal? And is there any flexibility regarding that time period?

a. For both phases of the RFP, the proposal should provide the timeline for the work period. That timeline should be a detailed justifications of the length of time required for the work.

9) The proposal makes reference to DC Headquarters Office, US-based Offices and Field Offices in Africa. Is it expected that the consultant/s will be traveling to any offices outside the DC area in order to evaluate systems and talk to staff in those areas?

a. No. The consultants should be able to conduct interviews and gather information remotely using virtual meeting tools.