Processes or functions to be demonstrated by ERP software

Setting up a new Source of Funding -- i.e., an award (grant or contract) to us that results in one or more projects that we execute and report on back to the funder

1. Show how your system accommodates each of these cases:
    a. one large award with the same work in multiple countries, with each country being a treated as a sub-project with its own budget, schedule, deliverables, etc.
    b. one large award for health work in one country, but funder requires budgets, costs and deliverables to be tracked against several programmatic areas such as HIV, TB, COVID-19, family planning (similar to Contract Line Item Numbers in a U.S. Government contract)
    c. broad Indefinite Quantity Award that is funded on a project-by-project basis, with each project being separate in terms of scope, deliverables, budget, etc.

Accounting Processes

2. Setting up a vendor profile, including how vendor banking information is stored and whether payments can be linked to or easily exported/imported into our bank (EGPAF currently uses Bank of America).
3. Creation and default approval flow of employee advances and expense reports.
    a. Expense reports with an employee advance
    b. Expense reports without an advance
4. Process of entering a journal entry and default workflow for approvals with configuration options
5. Entire invoice process, including receiving invoices, three-way match, default approval flow, posting to general ledger, and payment. (links to first two items under Procurement category)
    a. Check Payments
    b. ACH Payments
    c. Wire Payment
    d. Employee Exp/Advance
6. Show how we can set up multiple cost pools in the system and how those pools get allocated to different project(cost) centers, based on predetermined methodologies and variables that can change over time (such as headcount)
7. Please show how the system can generate AP and AR aging reports

Timekeeping

8. Entry of time on a timesheet with multiple time codes and PTO, holiday
9. Show default timesheet approval process and how that can be configured
10. Show how salary costs are integrated into your system (EGPAF's current HRIS system is ADP) and how salary data, paired with hours worked from timesheets, is recorded as labor costs at project or department levels
11. Show how system tracks time off and whether it calculates leave accruals. Explain whether it is possible to have multiple calculations depending on the office (needed for Phase 2)

Financial Analysis and Reporting

12. Show how the system generates a Project Expenditure Report that includes budget vs. actuals for current project year and life of (multi-year) project, including by cost categories.
13. Show how the system stores multiple budgets (e.g., project year, life of project, obligated amount, estimated amount) and multiple indirect rates and how those rates can be applied in the Project Expenditure Report.

14. Show generation of Project Pipeline Report that includes budget, donor funding received to date, our commitments (approved requisitions), our obligations (POs/contracts/subawards issued but not yet fully paid off), and actual expenses.
15. Show tools for forecasting expenses (e.g., at project level or country level)
16. Show any linkages between the above; e.g., how can the same tool or report incorporate pipeline information, budget-to-actual information, and forecasted spending in the future?
17. For sub-award financial management specifically, show how the system can capture and report on details by individual sub-awards (e.g., funds obligated by EGPAF, sub-recipient's expenses to date, remaining balance on sub-award, period of performance)
18. Is there a way to view real-time procurement data (or data imported from another system) but control *when* certain data are incorporated into reports and have it be static?
19. For complex multi-country projects, where the work is broken down, budgeted, and pieces are managed by different business units (e.g., country programs), please show us how the system can report on the overall project, but also allow multiple tracking/budgeting/forecasting/reporting at an activity or country (sub-project) level

<u>Procurement and Sub-award Processes</u>

20. Purchase Orders (we use these for commercial off-the-shelf goods). Show purchase-to-pay procurement process from start to finish, including planning (if a feature), requisition, sourcing/bid analysis, ordering, acceptance (delivery), invoicing, payments, and inventory tracking (applicable to certain goods). Include how PO value, goods receipt, and invoice value are matched (3-way match).
21. Contracts (e.g., consulting contracts, renovation contracts, office leases). As per above for POs, show how these more sophisticated and non-standard contracts are handled in your system.
22. Sub-awards. Show how sub-awards are handled in your system (refer to RFP for an explanation of how sub-awards differ from procurements).

<u>Inventory/Asset Management</u>

23. Show how asset management features/module links with procurement features/module. That is, if a procurement item qualifies as an item to be tracked (e.g., medical supplies) or as a durable asset (e.g., office equipment), show how system will link the item to inventory/asset management features (e.g., to automatically capture or manually record relevant data, such as item's purchase price in local currency and USD, funding source, current location)
24. Show how a user will be able to record all relevant information about a newly acquired or donated supplies/assets – including whether it's possible to customize or add fields
25. For supplies and consumables procured in bulk for distribution to other entities, show how system can help users track the movement from purchase order, goods received (by EGPAF), and onwards distribution to the 3rd parties, including balances held in stock by EGPAF. Show how users can upload various accountability documents such as proof of receipt of by 3rd parties
26. Show how an annual (or ad hoc) inventory verification exercise is efficiently accomplished within your solution (e.g., by use of bar code readers or uploading cellphone images)

<u>System-wide functionality</u>

27. Workflow functionality, including how to do initial configuration and process for subsequent workflow revisions (i.e., months or years later). Show use of AND OR logic in criteria and whether routing to multiple roles can be set up for several variations, including (i) all roles must approve (roles receive the document/transaction simultaneously and can approve in any order); (ii) all roles must approve in order (roles receive the document sequentially); and (iii) only one of several

approvers needs to approve (roles receive the document simultaneously, but once first role approves, workflow is completed). If a feature, demonstrate reusable workflow criteria -- that is, having the ability to group and name a set of criteria to be easily applied in multiple workflows. Since we have a headquarters plus 12 different country programs, ranging from 3 staff in one country to 800 in another, show how your workflow solution can support different country-based processes for the same type of transaction (if possible). Discuss if one role can be mapped to more than one user (e.g., EGPAF does not have one Finance Manager, we have 12 Finance Managers in 12 countries).

28. Document storage and retrieval. Show how, and under what circumstances, documents can be retrieved by users. Discuss whether documents are embedded in your system or stored outside of the system. Include role-based access controls for documents.
29. Please demonstrate any critical security features that an end user will experience. (We understand that many security features occur at the back end and are not visible to end users, but which you noted in your response to the RFP).