Association of Public Health Laboratories

Financial Management System Software Selection

Request for Proposal

April 17, 2015
(Version 2 – Reissued April 20, 2015)

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APHL – Financial Management System Software Selection RFP

1.0   Project Overview

1.01   INTRODUCTION:

The Association of Public Health Laboratories (APHL) is in the process of evaluating and selecting the optimal financial management solution. APHL prides itself as a progressive organization that strives to apply cutting edge business and technology solutions that improve performance and deliver services in a way that maximizes resources to further its mission.

1.02   PROJECT FACILITATION:

The evaluation and selection process is being facilitated by the APHL selection team and the consulting resources within CliftonLarsonAllen LLP (CLA).

1.03   PROJECT ORGANIZATION:

APHL has organized this project in a manner that solicited input from all levels within the organization. The evaluation, selection and implementation of a financial management system that allows for the proper recoding of transactions and user capability across the organization is supported by the APHL management team (Project Team) that has specific functional expertise and were accountable for approving the requirements outlined in this Request for Proposal (RFP).

1.04   PROJECT OBJECTIVE:

APHL desires a fully integrated financial management and project accounting solution for the requirements defined in the attached requirements document. APHL currently uses Microsoft Dynamics SL for its financial management and project accounting needs. While the use of this application has improved the effectiveness of specific functional areas, it has not satisfied the increased demand for information sharing among multiple users and increased functional requirements.

Some of the specific issues that are motivating APHL to search for alternatives to the current information management system include but are not limited to the following:

- Limitation of the existing system to handle multi-company and multi-currency transaction processing and reporting.

- Project Managers have difficulty accessing accurate and timely financial reporting information with which to manage their projects or departments.

- Limitations of the existing systems to be upgraded to satisfy APHL financial management requirements and take advantage of evolving technology.

At a minimum, APHL anticipates the selected solution will provide the following:

- Flexibility to support multiple companies with satellite office operations in resource-poor settings, primarily the continent of Africa at the moment, and allow for ease of navigation between companies for those employees that are responsible for information management between the companies/divisions.

- Provide Multi-Currency capabilities.

- Support automated workflow that is integrated with a document management solution.

- Provide "dashboard"-type executive reporting and create custom reports based on both financial and unit measurements. More specifically, summarized management reports must provide user defined metrics that are readily available, integrated and flexible.

- Integrate with other software solutions as defined by APHL.

1.05   FUNCTIONAL REQUIREMENTS:

Specific requirements were documented for key functional areas of the APHL organization. These requirements will be used as a basis of the evaluation and include the following:

- General Ledger
- Accounts Receivable
- Cash Management
- Enterprise reporting

- Accounts Payable and Purchasing
- Contracts and Projects
- Fixed Assets

1.06   ANTICIPATED PROJECT DATES AND SCHEDULE:

At this time, APHL anticipates the following schedule:

RFP Issued: .... April 17, 2015
RFP Responses Due: ....May 18, 2015
Phase II Review Completed and Demo Scripts Issued: ....May 29, 2015
Demonstrations Completed: …………………………… ....June 29 - 30, 2015
If needed, Follow-up Demonstrations and Proposals Due: ....July 8- 10, 2015
Phase III Review Completed and Vendor Selection: .... July 17, 2015
Contracts Finalized: .... July 31, 2015
Begin Implementation: .... August 15, 2015
Implementation "Go Live" Date:...January 1, 2016

2.0   APHL Profile

2.01   OVERVIEW:

APHL is the national organization representing state and local governmental health laboratories in the United States. Its members, known as "public health laboratories," monitor and detect health threats to protect the health and safety of Americans. Founded over 50 years ago as a forum for state public health laboratory directors, APHL has expanded to encompass governmental health laboratories and staff from multiple disciplines, including public health, environmental, agricultural and food safety laboratories.

Today, APHL is a 501(c)(3) nonprofit corporation created under District of Columbia law with approximately 800 members and annual revenues of $34 M. The association is headquartered in Silver Spring, MD with approximately 95 employees working to shape national and global health outcomes by promoting the value and contributions of public health laboratories and continuously improving the public health laboratory system and practice.

2.02   ORGANIZATION STRUCTURE:

APHL's Board of Directors serves as its governing body and establishes the strategic direction and priority initiatives of the organization and ensures that annual goals are met. The Board of Directors is comprised of the association's President, President-Elect, Secretary-Treasurer, Immediate Past President, two public health local institutional member representatives, a public health associate institutional member representative and three elected members-at-large from the public health state institutional members. The president serves as chairperson of the Board of Directors, and APHL's Executive Director is an ex-officio member.

APHL's Executive Director leads the association, directs its day-to-day operations and serves as its primary external interface. The Chief Operating Officer is the second highest ranking staff member and she oversees the internal and operational aspects of the association's work. The work of APHL's staff falls into four main categories – public health programs and systems, professional development, public policy and operations – summarized briefly below.

2.02.1   Public Health Programs and Systems: APHL's public health program work mirrors the varied work done at its member laboratories, while its public health systems work reflect the cross-cutting systems issues addressed by the public health laboratories.   This work focuses on strengthening and improving laboratory systems and practices and facilitating an exchange of ideas, initiatives and best practices among public health laboratorians. The following programs are responsible for this substantive work:

- Environmental Health
- Food Safety
- Global Health
- Infectious Diseases
- Informatics
- Institutional Research
- Newborn Screening & Genetics
- Public Health Preparedness and Response
- Quality Systems

2.02.2   Professional Development: APHL offers continuing education programs to strengthen the skills of laboratorians and to promote excellence in laboratory practice. APHL also sponsors training programs through the National Laboratory Training Network (NLTN) in collaboration with the Centers for Disease Control and Prevention. In addition, APHL directs the National Center for Public Health Laboratory Leadership, which fosters the development of emerging leaders and expands knowledge of public health laboratory management. The association also manages fellowship and traineeship programs in Emerging Infectious Disease, Environmental Health and Newborn Screening.

2.02.3   Public Policy: APHL connects the nation's public health laboratories with federal agencies and serves as a conduit for exchange of information. Through APHL's Public Policy Program, the association also advises agencies on development and implementation of national health initiatives.

APHL researches and responds to inquiries about current or proposed policies and their impact on public health laboratories and provides guidance on federal protocols and directives. APHL also issues statements on pending legislation and regulations, provides expert testimony, comments on proposed rulemaking and disseminates educational materials on priority issues.

2.02.4 **Operations:** APHL's operational components act across the association to assist in facilitating, promoting and supporting the programmatic, training and policy work described above. The following departments or units make up APHL's overall operations group:

- Accounting
- Grants Management
- Human Resources
- Information Systems
- Information Technology
- Legal
- Marketing and Member Services
- Strategic Communications

2.03 INTERNATIONAL OPERATIONS:

APHL works internationally on long-term projects to develop effective national laboratory systems and expand access to quality diagnostic testing services. With over 20 years' experience in 31 countries on five continents, it is recognized internationally as a leader in laboratory science and practice. APHL also works internationally on short-term projects which could include the assessment of a country's public health laboratory or infectious disease monitoring capacity, the facilitation of a training program or workshop or the hosting of a national, regional or international conference on various public health topics.

In cases where APHL anticipates that work will continue long term, the association either has created (or is working to create) a local subsidiary company through which work is conducted locally or has registered (or is working to register) a branch or representative office of APHL in country. With the current scope of work, APHL anticipates that it will have nine international subsidiaries or branches once the registration process is complete. For financial reporting purposes, APHL expects that the financials of all branch or subsidiary operations will be consolidated with APHL, the parent company, and be able to support local currency and consolidation in US dollars.

2.04 APPLICATION(S):

Current software or application systems used by APHL include, but are not limited to the following:

Business Function	Product	Integrated
Financial Accounting	Microsoft Dynamics SL	Yes
Internal reporting	SharePoint	Yes
Membership, conferences and workshop Management	netFORUM	Manual

3.0   Selection Process and RFP Criteria

3.01 REVIEW AND SELECTION PROCESS:

Applications will be reviewed in three phases.

3.01.1 Phase I Review: All applications will be reviewed initially for completeness by CLA staff and will be reviewed jointly for eligibility by CLA and APHL Project Team staff. APHL reserves the right to disqualify incomplete applications and applications that do not meet the outlined criteria from advancing to Phase II review. Vendors will be notified that their applications did not meet published submission requirements.

3.01.2 Phase II Review: During the Phase II Review, a review panel (described in more detail below) will conduct an initial evaluation of each complete proposal received. Proposals will be evaluated based upon the proven ability of the vendor to satisfy the requirements of the RFP in a timely and cost-effective manner. Each of the evaluation criteria categories is described below with a brief explanation of the basis for evaluation in that category. The maximum points associated with each category are indicated following the category name (total maximum points = 100).

3.01.2.1 Appendix A Requirement Listing Classifications: The first portion of the evaluation criteria will look at each application in light of Appendix A, which contains the APHL Requirements Listing for software or user functionality. Each requirement line in Appendix A contains a classification – "show stopper", "required", "desired" or "optional" – for that requirement. These classifications represent the following:

➢ *Show Stopper.* These items on Appendix A represent critical functionality that either (1) is available on APHL's current financial management software and will be necessary functionalities on the new system or (2) are missing from the current system that helped drive APHL to seek alternative software solutions.
  o Applications failing to meet these criteria with minimal workaround customization are likely to be rejected during this phase without consideration of any of the other evaluation criteria described below.

➢ *Required.* These items on the list reflect crucial functionality that either (1) are available on the current system and are very likely to remain crucial functionality on the new system or (2) are missing from the current system but are very likely to be needed on the new system.
  o Applications failing to meet these criteria with less than moderate workaround customization are likely to be rejected during this phase without consideration of any of the other evaluation criteria described below.

➢ *Desired.* These items on the list reflect functionality that of interest to APHL as part of the new financial information system or ones for which it may have a need to utilize in the foreseeable future.

➢ *Optional.* These final items represent functionality that APHL might find useful in the new system if available as part of the systems basic functionality. No customization to develop these optional features is anticipated.

3.01.2.2 Proposed Software Functionality; Maximum Points = 60
Evaluate the extent to which the applicant addresses the items below.
- Proposes a software solution that meets the "show stopper" and "required" functionality specified on the APHL Requirements Listing attached as Appendix A and provides for optimization of both efficiency of financial transactions and effectiveness of internal controls.
  o Proposals that fail to meet one or more of the "show stopper" or "required" functionalities may, at APHL's discretion, be rejected without further consideration.

- Proposes a software solution that fulfills all or a portion of the "desired" and "optional" functionality specified on the APHL Requirements Listing attached as Appendix A.
- Provides for documentation, instruction manuals and/or online tutorials which may allow end users to develop a baseline understanding of the software and to self-train on more complex software functions.

3.01.2.3   Vendor References, Experience and Capacity; Maximum Points = 30
Evaluate the extent to which the addresses the items below.
- Provides a completed vendor profile.
- Provide no less than three references, including a combination of long term clients, clients implemented within the preceding 12 months and at least one active implementation client.
- Demonstrates relevant experience and capacity (management, administrative, and technical) to develop any software customization, to install the new software and to achieve the overall project outcomes in the specified timeframe. Relevant experience with grant funded nonprofits and companies with international subsidiaries, is particularly important.
- Provides a staffing plan and project management structure that will be sufficient to achieve the project outcomes and which clearly defines staff roles.

3.01.2.4   Approach to Implementation and Ongoing Support; Maximum Points = 10
Evaluate the extent to which the applicant addresses the items below.
- Presents a project management approach that is consistent with and appears stable during the project implementation period.
- Provides a method for minimizing disruption and downtown during and after the software is released and put into use at APHL.
- Provides a copy of the proposed software licensing agreement and other documentation that the applicant might reasonably need prior to software installation.
- Proposes an ongoing customer support strategy that would allow for prompt response to urgent software issues and an efficient response to all other inquiries.

3.01.2.5   Reviewers and Notification Procedure: Phase II review will be conducted by APHL Project Team and CLA's RFP project team. Not more than 15 days after the Phase II review is completed, applicants will be notified electronically if their application has been selected. Each selected applicant will receive a demo script for the first portion of the Phase III review. APHL may also elect to notify non-selected vendors at this stage, or may opt to do so at the conclusion of the phase III review.

3.01.2.6   Addressing Similar Technical Review Results: If two or more proposals are close to equal in terms of technical review, greater weight may be given to the proposal with the lowest price.

3.01.3 Phase III Review: The Phase II review panel will select between three and five proposals to be included in Phase III. During this final phase, selected applicants will be notified by CLA staff and will be scheduled to provide an in-person, or if requested by an applicant and approved by APHL an online initial presentation and software demonstration on June 29 and June 30, 2015 or such later date as CLA may advise at the time the Phase III Review vendor schedule is created.   The in-person presentations will take place at APHL's headquarters office in Silver Spring, Maryland.

3.01.3.1   **Review Criteria and Demo Scripts:** A full description of the Phase III evaluation criteria will be distributed to the applicants selected to take part in this phase. The criteria will be delivered to the selected applicants simultaneously with their receipt of the demo script. The evaluation will be based on a 100 point scale and may consider things like the user interface and the ease or difficulty with which it could be used, the quality and performance of the demonstrated software functionality and overall software capacity.

3.01.3.2   **Background Compliance Checks:** It is anticipated that the costs of this project will be partially paid for utilizing funding received under one or more Cooperative Agreements between APHL and various agencies within the U.S. Department of Health and Human Services. As a result, APHL staff will conduct preliminary compliance checks on the vendors selected to participate in the Phase III Review. This compliance check will serve each of the following:

- To validate that a vendor is neither excluded nor debarred from receiving federal funding.
- To verify that a vendor does not appear on the Specially Designated Nationals List maintained by the Office of Foreign Asset Control of the U.S. Department of Treasury.
- To gather the information necessary (including a DUNS number for a vendor) to file any reports required under the Federal Funding Accountability and Transparency Act of 2006 (FFATA).

3.01.3.3   **Follow-up Demonstrations or Questions:** After the selected applicants have presented their demonstrations, the APHL Project Team and CLA RFP project team may contact the top one to three candidates for clarification or follow-up questions on specific software functionality or questions on the implementation plan. These clarifying questions may necessitation a follow-up demonstration, which APHL anticipates will be conducted entirely online.

3.02 FINAL SELECTION:

Based on the results of the review described above, the qualifying proposal determined to be the most advantageous to APHL, taking into account all of the evaluation factors, may be selected by APHL for further action, such as contract negotiations. In the event that APHL decides that no proposal is sufficiently advantageous, it may take whatever further action is deemed necessary to fulfill its needs. If, for any reason, a proposal is selected and it is not possible to enter into a contract with the winning vendor, APHL may begin contract preparation with the next qualified vendor or determine that no such alternate proposal exists.

3.03 NOTIFICATION PROCESS AND DATES:

The winning vendor will be notified by CLA staff within ten business days of the completion of the Phase III Review and the vendor's name will be posted to www.aphl.org/rfp on the same day. Unsuccessful applicants will receive notification of these results by e-mail with delivery receipt or by U.S. mail within 30 days of the date the name of the winning vendor is posted at www.aphl.org/rfp.

3.04 OBLIGATIONS OF WINNING VENDOR:

In the event that federal funding is used to pay for a portion of the costs of this project, the selected vendor may be required to comply with the HHS Grants Policy Statement, an electronic copy of which may be found at http://www.hhs.gov/asfr/ogapa/aboutog/hhsgps107.pdf and/or the

Additional Requirements of the U.S. Centers for Disease Control and Prevention, an electronic copy of which may be found at http://www.cdc.gov/grants/additionalrequirements/index.html**.**

3.05 RFP APPEALS PROCESS:

All vendors or prospective vendors will be entitled to utilize APHL's RFP Appeals Process to formulate a protest regarding alleged irregularities or improprieties during the procurement process. Specific details of this policy are located at www.aphl.org/rfp.

4.0   Proposal Instructions

4.01 PURPOSE OF THIS RFP:

The purpose of this RFP is to formalize the selection and acquisition process for APHL to acquire and implement application software to satisfy the association's information management requirements.

4.01.1   The vendor selected must be able to provide a solution that encompasses the installation and training of the proposed alternative in addition to interfacing or replacing existing software applications that satisfy the information management requirements of the various entities. The vendor must also be able to provide a high level of service and support for all proposed components.

4.01.2   This RFP contains the functional requirements, technical specifications, and expectations for installation, maintenance, and support. Instructions are provided to enable qualified vendors to prepare and submit proposals and supporting material in a format that will facilitate the evaluation process in a fair and consistent method.

4.02 PROPRIETARY INFORMATION, NON-DISCLOSURE:

This RFP, together with all attachments or other related materials, in its entirety remains the property of APHL. The information contained in the RFP is proprietary to APHL. APHL documents may not be duplicated or disseminated outside of the vendor's organization without prior written authorization from APHL.

In addition, any information provided by the vendor to APHL, CLA or their respective representatives will be used only for analysis purposes to evaluate and select a financial management system. Information provided by the vendor will not be duplicated or disseminated outside of either APHL or CLA without prior written authorization from the vendor.

4.03 REPRESENTATIONS MADE BY VENDOR:

By submitting a proposal, a vendor represents that:

4.03.1   The vendor has read and understands this RFP and the vendor's response is made in agreement and compliance with the RFP.

4.03.2   The vendor possesses the capabilities, equipment, personnel and financial wherewithal to provide an efficient and successful installation of properly operating equipment, and to ensure continued maintenance and technical support services of the proposed system.

4.03.3 The vendor's RFP response, pricing and demonstrations are based upon current release and product version. If a new release is issued during the procurement process, the vendor will submit a revised RFP response and pricing if the new version is to be considered by APHL within no more two business days of the date the new release is generally made available for purchase or distribution.

4.03.4 If selected as the winning vendor, the vendor's RFP response will be incorporated into the final contract or written agreement.

4.03.5 The vendor will provide full installation and support activities for all hardware and software proposed, including future updates and upgrades to the system. The vendor will coordinate all activities between business partners and other vendor relationships required to properly and completely implement system.

4.03.6 The vendor agrees that the recommended hardware and software configuration will satisfy current requirements and anticipated growth during the three years following acceptance, without reduction in response time and system throughput.

4.03.7 Upon vendor selection, specific performance and financial guarantees will be established during contract negotiation. If APHL is unable to reach agreement on these terms with the selected vendor during the contract negotiation time specified in this RFP, APHL will have the right (in its sole discretion) to enter contract negotiations with the next qualified vendor or to decide that no qualified vendor exists.

4.04 CONSIDERATION OF PROPOSAL:

The following general conditions will apply to all proposals received by APHL in response to this RFP:

4.04.1 The vendor will be considered the sole responsible party for the entire proposal, including any attachments, submitted on its behalf. APHL will hold the vendor responsible for the performance of all elements of the proposal.

4.04.2 Any subsequent revision or interpretation made by APHL to this RFP will be made by addendum and issued prior to the date the proposal is due.

4.04.3 In the event clarification or additional information is necessary, a vendor must submit the request in writing following the process set forth in Section 4.05 below. If a vendor makes assumptions during the proposal process, the vendor should state each and every one of those assumptions clearly in it response.

4.04.4 All submissions will become the property of APHL, and APHL will have the option to retain all information. APHL reserves the right to properly dispose of any and all proposal material when no longer required.

4.04.5 As noted in 4.03 above, the selected vendor's responses to this RFP will be incorporated in the resulting contractual agreements, most likely as attachments. In addition, the selected vendor will be required to adhere to specific performance criteria related to processing cycles, end-user response time, the funding restrictions or requirements imposed on any federal funding used to purchase the selected financial management system, etc.

4.05 QUESTIONS AND INTERPRETATION OF RFP DOCUMENTS:

If any vendor has questions or otherwise desires an interpretation of the RFP, specifications or any form contained in this material, the vendor must complete the online questions form available at www.aphl.org/rfp. Either APHL or CLA will post replies to the questions raised on that site as well and all questions and answers submitted will remain online through the date applications are due.

4.06 VENDOR RESPONSE:

Neither APHL nor CLA will return any vendor's proposal.

4.06.1 Vendors are required to warrant the proposed software based on documentation that accompanies the system. APHL may require the selected vendor to customize certain modules of the software to support specific and/or unique operating requirements that will be identified in a separate addendum to the final contract.

4.06.2 Any verbal or written information disclosed to APHL in the proposal process will be considered an integral part of the proposal and will be incorporated into the contract.

4.06.3 Vendors must deliver proposals to Judy Enders at CLA via email at judy.enders@CLAconnect.com.

4.06.4 All proposals must be delivered to CLA by May 18, 2015 at 5:00 p.m. CST. APHL reserves the right to not consider proposals that were incomplete as of this date and time or were received in their entirety after this date and time.

4.06.5 Vendors should clearly mark any proprietary and/or confidential information to ensure distribution is restricted to properly protect information. To facilitate the evaluation process, vendors should align the format of the proposal and respective section numbers to the section numbers in this RFP.

4.06.6 All diagrams and illustrations should be legible and clearly understood. Vendors should provide these items in electronic form, *i.e.* as a PowerPoint presentation or documents acceptable by the Microsoft Office Suite.

4.06.7 Each vendor will be responsible for all of the costs it incurred in the preparation of its proposal and subsequent demonstrations or any other activities related to the proposal.

4.06.8 APHL reserves the right to reject any or all proposals, in whole or in part, and will not be liable for incurred costs and damages.

4.06.9 APHL retains the right to select a vendor based on defined criteria other than the lowest price.

4.06.10 While APHL intends to make a decision no later than July 17, 2015, APHL requests that the proposal remain valid for 180 days. APHL understands that delays in the selection process may affect the overall project schedule and availability of personnel.

4.07 PROPOSAL FORMAT:

This RFP must be included, in its entirety, with each vendor's response. Therefore, make working copies of the RFP as necessary and do not retype the response forms. This RFP is organized so that evaluation of responses requires a minimum amount of effort and expense. An electronic

copy of this RFP is publicly available at www.aphl.org/rfp and may have also been provided to vendors directly to facilitate its completion.

4.07.1 Response: As indicated in each section, please respond to the requested information where space has been provided. In an instance where a vendor needs additional space to respond, simply insert supplementary pages as necessary at the end of each section.

4.07.2 Proposal Content: A vendor must present its proposal in the following format:

A)   Table of Contents
B)   Executive Summary
C)   RFP Response (Sections 4 - 6 and Appendix A in sequence, with responses)
  i)   Other Information
  ii)   Proposal Signature

4.07.3 Executive Summary: The *Executive Summary* should summarize the proposal content by describing the key elements and unique features of the proposal including a description of the implementation approach. Specifically, it should contain the following sections:

A)   Summary of Approach: This segment should include a synopsis of the solution as proposed.
B)   Project Schedule: A project schedule outlining all major efforts to be undertaken in the implementation should be provided including milestones. Utilize the proposed relevant dates listed in *Section 1* of this RFP.
C)   Cost Proposal: A summary of cost, which should contain, but not be limited by, the following:
  i)   How pricing was computed
  ii)   Initial and recurring costs
  iii)   Projected life cycle costs of proposed solution
  iv)   Projected yearly incremental costs
  v)   Potential costs that APHL may not have anticipated

4.07.4 RFP Section: The vendor's proposal must include its responses to the following sections of the RFP (no vendor response is required for Sections 1 – 3):

Section 5.   Vendor Profile: Vendors must provide the information requested in the next section of this RFP.
Section 6.   Cost Summary: Vendors must provide the information requested in this RFP below.
Section 7.   Proposal Signature: Vendors must provide the signature and approval requested on the last page of the RFP.

4.07.5 Appendix A: Appendix A is a Microsoft Excel spreadsheet that contains a listing of specific functional requirements, identified by APHL, for a financial management system to be used effectively and efficiently across the association. These requirements are segmented into the following functional areas as identified by the tabs on the individual worksheets within the MS Excel workbook:

A1.0   Overall
A21.0   General Ledger
A23.0   Accounts Payable and Purchasing

A17.0   Accounts Receivable
A24.0   Cash Management
A8.0   Contracts and Projects
A25.0   Fixed Assets

For an explanation on how to complete Appendix A, please refer to the Instructions tab of the MS Excel workbook which describes how to respond to each functional requirement identified on the individual worksheet(s).

4.07.6 Other Information: Vendors should provide any additional information in this section that is necessary to support it proposal.

5.0   Vendor Profile

5.01 ORGANIZATION BACKGROUND:

Vendors must provide an answer to each of the following questions. If the proposed solution includes a separate organization for implementation services, vendors must provide a separate set of responses for each entity.

5.01.1 Identify the official name of the organization(s) responding to this RFP.

5.01.2 Identify the official address of the organization(s) responding to this RFP.

5.01.3 Identify the website of the organization(s) responding to this RFP.

5.01.4 Identify the primary contact name including telephone number and email address.

5.01.5 Identify the ownership of the company including all subsidiaries and divisions in a graphical representation.

5.01.6 Identify the year the(each) organization was established.

5.01.7 Identify the most recent acquisition or merger that has occurred within the organization(s) responding to this RFP.

5.02 FINANCIAL INFORMATION:

Vendors must provide an answer to each of the following questions. If the proposed solution includes a separate organization for implementation services, vendors must provide a separate set of responses for each entity.

5.02.1 Identify the annual revenue of the organization(s) responding to this RFP.

5.02.2 Identify the annual net income/profit of the organization(s) responding to this RFP.

5.02.3 Identify the percent of annual revenue allocated to research & development for the organization(s) responding to this RFP.

5.02.4 Identify the percent of annual revenue generated from new sales.

5.02.5 Identify the percent of annual revenue generated from annual recurring income.

5.02.6   Identify the percent of annual revenue and/or annual recurring income that the largest client represents.

5.02.7   Please provide a copy of the most recent audited financial statements for the organization(s) responding to this RFP.

5.03 ORGANIZATION EMPLOYEES:

Vendors must provide an answer to each of the following questions. If the proposed solution includes a separate organization for implementation services, vendors must provide a separate set of responses for each entity.

5.03.1   Identify the total number of employees in the organization(s) responding to this RFP.

5.03.2   Identify the number of employees in the organization(s) by the following breakdown:

   A) Management
   B) Administration
   C) Marketing
   D) Sales
   E) Support
   F) Training
   G) Installation
   H) Research and Development
   I) Developers /Programmers
   J) Other

5.04 USER BASE:

Vendors must provide an answer to each of the following questions. If the proposed solution includes a separate organization for implementation services, vendors must provide a separate set of responses for each entity.

5.04.1   Identify the total number of nonprofit clients served by the organization(s) responding to this RFP. If applicable, identify software developer and implementer(s) separately.

5.04.2   Identify how many of the installations are similar in nature to the requirements of APHL, including, but not limited to, recipients of grants with project terms that are different from the organization's fiscal year and international subsidiaries.

5.04.3   Provide a list of five users that are most similar to APHL.

5.04.4   Identify the most recent installation.

5.04.5   Identify the number of NEW clients added in the last 18 months.

5.05 USER GROUP:

Vendors must provide an answer to each of the following questions. If the proposed solution includes a separate organization for implementation services, vendors must provide a separate set of responses for each entity.

5.05.1   Identify if the(each) organization has a formal users group and, if so, who directs the group.

5.05.2   Identify if the users group is local or national.

5.05.3   Identify how frequently meetings are conducted and the location.

5.05.4   Identify if a fee is required for user group participation.

6.0   Cost Summary

6.01 OVERVIEW:

APHL requests that each vendor to submit complete pricing for all items related to the proposed system in a format that is easily interpreted and understood. At this time, APHL is requesting the vendors to provide hardware and software estimates for the proposed system configuration. In addition, each vendor must identify specifics related to hardware sizing and component requirements in its proposal. APHL will make the determination, based upon the specifications within the proposal, of whether to use or allocate existing information technology assets to specified functions in lieu of purchasing new equipment /licenses.

6.02 INITIAL COSTS:

In this section, vendors must provide an initial estimate of costs to support the following:

6.02.1   **Software:** Vendors must provide pricing by module or as a complete solution to satisfy the requirements outlined in this RFP.

If the software being proposed is not licensed directly through the vendor or one of its affiliate organizations, vendors must provide information regarding ownership of source code, licensing information, cost of updates/upgrades from the software developer and/or your organization, interface/integration approach and level, etc.

6.02.2   **Custom Programming** (If Applicable)

6.02.3   **Database(s):** If the software requires a database that is licensed separate from the application system, vendors must provide the costs and method of pricing associated with these licenses.

6.02.4   **Interfaces/Integration**

6.02.5   **Training**

6.02.6   **Data Conversion**

6.02.7   **Implementation/Project Management**

6.02.8   **Other** (Please Specify)

6.03 RECURRING COSTS:

Each vendor must provide details for each of the following recurring costs associated with its proposal:

6.03.1 Software: Vendors must provide support pricing by module or as a complete solution to satisfy the requirements outlined in this Request for Proposal.

If the software being proposed is not licensed directly through the vendor or one of its affiliate organizations, vendors must provide information regarding ownership of source code, licensing information, cost of updates/upgrades from the software developer and/or your organization, interface/integration approach and level, etc.

6.03.2 Custom Programming (If Applicable)

6.03.3 Database(s): If the software requires a database that is licensed separate from the application system, vendors must provide the costs and method of pricing associated with these licenses.

6.03.4 Interfaces/Integration

6.03.5 Training

6.03.6 Help Desk

6.03.7 Other (Please Specify)

6.04 COST SUMMARY:

In the cost summary section, vendors must summarize all of the above to identify costs for a five-year period. In addition, vendors must identify how costs are calculated (*i.e.* concurrent users, named users, etc.)   Vendors must also describe how any discounts would be determined and applied.

6.05 TRAVEL COSTS:

Vendors must disclose the estimated travel costs associated with implementing the proposed system, and must indicate if the travel cost is included in the pricing for the proposed system or will be an additional expense for APHL. If the vendor's policy is to bill actual expenses as incurred, the vendor must identify the number of trips and the number of staff associated with each phase of the installation/implementation process.

6.06 FINANCING OPTIONS:

Each vendor must indicate what, if any, financing options are available through its organization for the purchase of the proposed software and/or implementation services.

[INSERT VENDOR NAME HERE]
APHL FINANCIAL MANAGEMENT SYSTEM RFP

Responses Prepared By:

Name: _____
(please print or type)

Title: _____
(please print or type)

Date: _____
(please print or type)

Company: _____
(please print or type)

Telephone #: _____
(please print or type)