



**NZOIA WATER SERVICES
COMPANY LIMITED**

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Request for proposal for development, installation and maintenance of integrated software.

RFP No.NZOWASCO-RFP/01/2017

Date of Issue:Thursday,11th May,2017.

Closing Date:Thursday,25th May,1017.

Introduction

NZOWASCO is requesting sealed proposals from pre-qualified vendors for integrated software. The proposed solution should accommodate all current NZOWASCO processes and procedures. The selection and implementation of new system should also be seen as an opportunity to improve NZOWASCO's business functions, productivity and the use of new and future technology.

The Scope

The services will **include** and not limited to the following services:

PHASE I

A: INSTALLATION OF BILLING AND RECEIPTING SYSTEM

1. Production Module
2. District Meter Module
3. Meter Management Module
4. Customer Accounts Modules
5. Meter Reading Module
6. Billing Modules:
7. Receipting Module
8. Other mode of payment (Mpesa,Bank,Posta,etc)
9. Customer Care Modules:
10. Journal Module
11. Disconnection Modules.
12. Tariff Management Module
13. Reports
14. General Ledger Setup

B: INSTALLATION OF PURCHASE AND STORE MODULE

C: INSTALLATION OF HUMAN RESOURCE AND PAYROLL MODULE

PHASE II

A: IMPLEMENTATION OF E BILLING MODULE

1. Mobile meter reading
2. E-billing to Mobile Customer
3. SMS Query
4. SMS Alerts (Bulk SMS)

5. Soft Copy Bills
6. Mpesa and Other payment integration
7. Automated bills to customers emails
8. Non-Revenue Water Management
9. Customer Debt Management Module
10. Customer Deposit Management Module
11. Security Management Module
12. E – billing management
13. Integration with G.I.S. Module

B: IMPLEMENTATION OF ACCOUNTING MODULE

1. Accounts payable (AP)
2. Accounts receivable (AR)
3. Cash book (CB)
4. Budget processing (BP)

PHASE III:

1. Full Testing

- System will be fully tested to conform to all requirements.

2. Training

- Technical and end user.

3. Parallel running of the system with an existing

4. Change over

(A pre visit by the vendor (pre-qualified) to understand the current manual/ stand-alone system is welcome)

Item #	Short	Details	Vendor Response*	Modules and Sub-modules Required	Vendor Comment
IT1	Database & Operating system	<ul style="list-style-type: none"> Relational and Scalable database like Oracle, Informix, Progress MS SQL SERVER, MYSQL Operating system can be integrated with others like Windows, Unix, Linux, Android etc 			
IT2	Common Central Administrative Tools	<ul style="list-style-type: none"> All applications must utilize one central administrative set of functions for controlling security, system access, and printer management. 			
IT3	User Customization Ability	<ul style="list-style-type: none"> All applications must provide for some ability for customization by NZOWASCO without support by the vendor. For example, areas of interest would include adding fields to screens and the database; renaming screen field labels to conform to local terminology; adding to menu selectors to launch locally created functions; and portal pages to the application can be customizable by NZOWASCO. Source Code for Application should be availed 			
IT4	Data Change and Access Logging	Applications must maintain a record showing the user IDs who changed/added data to the database and in the case of a change in data maintain a record of			

IT – Information Technology

Item #	Short	Details	Vendor Response*	Modules and Sub-modules Required	Vendor Comment
		prefers to also have the option to maintain a log of the user ID of all accesses to data.			
IT5	Workflow links to E mail	Any workflow notifications, reminders, or other workflow messages must be delivered to NZOWASCO corporate e mail addresses			
IT6	License	NZOWASCO requires a license for the Applications Where there is no limit on the number of simultaneous users of the system.			
IT7	Map display	The system should integrate ArcGIS for mapping functionality.			
IT8	Document Links	The applications must provide a means for linking records within the application database to scanned images, image files, and other files (ex. Word documents or Excel spreadsheets).			
IT9	Archive Management	The system must provide an archive capability to selectively move older records to a separate data store to allow the management of database file sizes. The system should also provide capability for the orderly purging of old records which are no longer required.			

IT – Information Technology

Item #	Short	Details	Vendor Response*	Modules and Sub-modules Required	Vendor Comment
IT9	Ad Hoc Inquiry Tool	<p>The system shall provide a facility for end users (with appropriate training) to made ad hoc inquiry of the database to select, sort, subtotal, and print data for ad hoc analysis.</p> <p>The system shall provide a facility for users to create queries which they can save on the system for repetitive use in the future. Such queries shall be sharable with other system users.</p> <p>The Ad Hoc query tool should allow for the saving of the result of a query, which can then itself be queried upon by the Ad Hoc Inquiry tool.</p>			
IT10	Spreadsheet Download	<p>The system shall provide a facility for end users to select data records from the database for import into excel spreadsheets on an ad hoc basis.</p>			
IT11	Spreadsheet Upload	<p>The system shall provide facilities for loading data to the application database from excel spreadsheets for certain applications such as for example: journal entries for posting to the GL; new rate tables for water/sewer rates; new wage/salary rates for employees in the payroll system.</p>			
IT12	Record Locking	<p>The system shall not lock data records for “inquiry-only” type processes.</p> <p>In the event a process is paused waiting for the unlocking of a record, the system shall provide the user-id which has locked record to the initiator of the paused process.</p>			
IT 13	Connectivity	<p>Networked system both on LAN WAN and Mobile Application</p>			

BILLING AND RECEIPTING (marks 28)

Item #	Short	Details	Vendor Response*	Modules and Sub-modules Required	Vendor Comment
BR1	RECEIPTING SYSTEM	<p>Customer Receipting</p> <p>The module should be able to receipt customers from the main cash office and also at the decentralized paypoints, upload M-pesa excel payments directly to update customers accounts.</p> <p>Detailed receipt summary</p> <p>This report should contain all individual payments made each day.</p> <p>Cashier totals summary</p> <p>This report should contain summary of individual Cashier collection.</p> <p>Grand Total summary</p> <p>This report should contain summary of total collection.</p> <p>Detail breakdown summary</p> <p>This report should contain summary of total collection.</p>			
BR2	Billing Modules				
	<input type="checkbox"/> Meter Reading Entry	This module will allow transfer (upload and download) of meter reading from PDA mobile equipment (data logger)			
	Billing Adjustment	This module should be able to re-bill a single customer account to correct erroneous initial bill. N.B: This should have two levels of approvals. Initiator and final approval			

BILLING AND RECEIPTING

Billing Contd				
Routing Module	The module will be able to upload and download meter reading from PDA mobile device (data logger)			
Bill Generating and dispatch	This module should be able to process customer bill and dispatch them electronically via mobile phone sms or/and email (mobile phone or modem).			
Bills sent Module	This module will query individual sent and unsent sms bills.			
Exception reports	This reports shows the pre-bill processing with the details of or individual reports on bill variances (+ve and -ve), zero consumption and estimated consumptions.			
Meter reading sheet	This report provides a meter reader with a work sheet to collect data. The work sheet should be in the order/sequence of meter reading walk routes. All connections must appear on the meter reading sheet whether account is active or not and meter readers must read all meters monthly			
Rerouting Meter Reading	This module allow use to generate new routes to accommodate new connections			
Consumer statement	These is a detailed customer history. The statement should have all customer transactions with balances after each individual payments or otherwise on transactions changing their statement.			
Customer Bill.	The system will produce a customer bill which must have customer billing details like meter readings, payments made and due date which will be 14 days after billing date. An account will be due for disconnection 14 days after bill date if no payments			

BILLING AND RECEIPTING

	Billing Contd			
	Consumer Account Detail.	This should be able to capture consumer details. In-case of editing of the consumer detail the module must allow two levels of approvals. Initiator and final approval.		
	Termination Certificate	The customer will be given a termination report which shows the last final bill and termination fees charged. It will be the basis for deposit refund and closure of an account.		
	Consumer Agreement.	This module should be able to facilitate payment of large bills in periods defined by user. The consumer will not be disconnected if the honour the agreement.		
	Disconnection Module	Update disconnected/reconnected customer accounts and charge appropriate reconnection fees		
	Report on total disconnections made per month/year	Produce a disconnection list per zone and based on a pre-determined amount taking into account promissory notes (agreements).		
	Reconnections in the month	Report on total reconnections made per month/year.		
BR3	Customer Care Modules			
	New Consumer Report.	This report will show a summary of new consumers and number of accounts they own. It should have fields for all data captured from new connection forms; Name, ID, KRA pin, pass port photo, plot number, phone number, postal address, spouse details, email address, location. It should also be possible to query		
	Account Separation			
	Change of tenancy	It should show a summary of all accounts whose tenancy has been changed, per month/year in respective zones		
	Type of complain	This report will show a summary of the different customer complain per month/year. Complains should be assigned and a real time dash board created for tracking of complains		
	Un-attended work	This report will show work allocated by customer care desk to officers attended work and non-attended work.		

BILLING AND RECEIPTING

	Customer Care Contd				
	New connections	This report will give a summary of all new consumer connections. (N.B: A new connection mean a new meter installation and NOT change of tenancy of an existing connection)			
BR4	Tariff Management Module	<p>Tariff application by zone.</p> <p>The system should be able to bill consumers based on their section</p> <p>Tariff application by consumer class</p> <p>The system should be able to bill consumers based on their section consumer class</p>			
BR5	Security Management Module	<p>Assignment of Rights.</p> <p>The system should be able to assign different users access rights to modules according to their system needs and use.</p> <p>Task and Changes</p> <p>The system must have at list TWO approval levels for changes made on any task that user make to change a customer's data e.g meter serial, names, mobile no, deposit receipt number etc.</p> <p>Audit Tail</p> <p>System must have an audit trail that shows all transactions made by all users of the system</p>			

BR6	Management reports	<p>METER MOVEMENT AND MANAGEMENT</p> <p>Meter location Report</p> <p>The report should be able to give a summary of location of all meters. (where installed or in the store)</p> <p>Total count of Meters.</p> <p>The report should give a summary of all the meters, the types and manufacturer</p> <p>Active Meter Report</p> <p>This report will give a summary of the all active meters.</p> <p>Meter status Report</p> <p>The report should give a summary of state (functional, stopped, opaque etc) of all the meters, the types and manufacturer</p> <p>DEBTOR MANAGEMENT</p> <p>Total debt owned by date</p> <p>The system should give a report on total debt or bills not paid.</p> <p>Disconnection list</p> <p>The system should be able to give a listing of debtors that should be disconnected per section or zone.</p> <p>Suspect illegal use list</p> <p>The system should able to give a listing of disconnected or terminated accounts whose meters are moving.</p> <p>Aging Analysis by zone, section and period</p> <p>The reports gives an analysis of aging debts both listing and total summary by zone, section and period of 180 days.</p>			
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<p>Management reports contd</p>	<p>Agreement statement</p> <p>This report will show a statement of agreed payments and balances of consumer after payment.</p> <p>Master meters billing and total consumed cubic meters of water.</p> <p>This report will be able to show a comparison of the total sales in cubic meters of all individual meters against total sale by master meter.</p> <p>Master meter billing on zonal and section consumption of water.</p> <p>This report will be able to show a comparison of the total sales in cubic meters of individual meters per zone against total sale by zone master meter.</p> <p>Commercial Losses</p> <p>This report will give a summary and a listing of meters billed on estimate per section and zone.</p> <p>The report will also give a listings of meters that have consumption variance i.e either too much or too little from their average per month.</p> <p>Analyze Global and zonal NRW.</p> <p>This report will give the volumes lost in percentages in individual sections.</p>			
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BR7	WARIS REPORTS (monthly/quarterly)	<p>Collection from water and sewerage services & Water Billing Amounts by customer category and region (Kshs) i.e.</p> <ul style="list-style-type: none"> • Domestic Billing • Total individual and plot-level billing • Total multi-dwelling units billing • Total multi-dwelling units billing • Total commercial billing • Total industrial billing • Total billing at kiosks • Total bulk consumption billing • Total billing at other connections <p>Sewerage billing amounts by customer category and region i.e</p> <ul style="list-style-type: none"> • Domestic Billing • Total individual and plot-level billing • Total multi-dwelling units billing • Total multi-dwelling units billing • Total commercial billing • Total industrial billing • Total billing at kiosks • Total bulk consumption billing 			
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		<p>Other reports by region</p> <ul style="list-style-type: none"> • Connection charges • Reconnection charges • Illegal connection penalties • Meter rent • Meter testing charges • Charges for replacement of stolen/damaged meters • Interests charged on arrears • Charges for unblocking of sewers on private premises • Discharge of sewage at treatment and collection facilities • Exhauster charges • Others • Water deposits (if applicable) 			
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		<p>Water Billed Volume and Estimated Water Volume – Water Only Connections, sewer only and combined water & sewer (M³)</p> <ul style="list-style-type: none"> • Domestic • Individual and plot-level • Multi-dwelling units • Commercial • Industrial • Kiosks • Bulk connection billed • Other Connections billed volume 			
		<p>Water & sewer connections by region (Registered, active and dormant)</p> <ul style="list-style-type: none"> • Domestic • Yard taps • Individual and plot-level • Multi-dwelling units • Commercial • Industrial • Kiosks • Bulk connection billed • Other Connections billed volume 			
		Water disconnection by region on monthly basis			

BILLING AND RECEIPTING

BR8	System Integration				
	General Ledger and Cashbook integration	The module will be able to download and upload data between the Accounting database and the billing system database.			
	G.I.S. Module	The module will be able to download and upload data between the G.I.S database and the billing system database			
BR9	Production	<p>production module should have capabilities of managing NRW Calculation interfaces by;</p> <ol style="list-style-type: none"> 1) Receiving production data from the production meter, 2) Receiving production data from DMA meter along the designated distribution lines 3) Capable of a PLC Automation and relay on GSM Network via a mobile phone 4) Assigned monitors of the DMA and or production meter 5) Attributes such as trend or alarm reports production 6) Any other remarkable sharing function 			

HR-Human Resources

Item Number	Short name	Details	Vendor Response*	Modules and Sub-modules Required	Vendor Comment
HR1	Employee Demographic Data Maintenance and Reporting	<p>Flexibility to allow user to create specific new fields in the employee master record to track user specified data.</p> <p>Employee records should be designed to track and allow ad hoc reporting by end-users on the following types of employee data:</p> <ul style="list-style-type: none"> • special skills, licenses, certifications • track items that have been assigned to an employee (keys, cell phones, etc.) • reference record and track discipline • Next of kin, dependence <p>Discipline</p>			
HR2	Performance Evaluation Management	Ability to record and manage performance evaluations including the ability for supervisors to record employee evaluations on-line.			
HR3	Recognition & Reward	Based on performance i.e. promotion, salary increment and honorarium awards			
HR4	Training and development	Tracking training attendance, cost			
HR5	Separation Tracking and Management	<p>Ability to record and track separation information to include separation process checklist.</p> <p>Ability to administer an on-line exit survey for separating employees.</p>			
HR6	Online benefit administration and enrollment	<p>Ability for on-line enrollment for benefits; selection of benefit options where appropriate (e.g. family vs two-person vs single medical coverage); maintain information on beneficiaries (and allow for different beneficiaries for different benefits).</p> <p>Automatically update Payroll deduction information based on benefits selected.</p>			

HR-Human Resources

Item Number	Short name	Details	Vendor Response*	Modules and Sub-modules Required	Vendor
HR7	Employee on-line self-service	<p>Provide ability for employees to securely access their pay and HR records to verify (and in some cases update) certain data fields specified by NZOWASCO such as:</p> <ul style="list-style-type: none"> • Address and personal phone numbers • Emergency contacts • Benefit beneficiaries • YTD and prior year pay and deduction data • Print replacement Form • Leave balance, earning, usage data, access pay slips online. 			
HR8	On-line Employment Application System	<p>Provide on-line application system OR system needs to be able to import information from NZOWASCO's on-line application system (To be developed)</p> <p>An online application system would include ability for applicants to fill out applications on-line, and submit resumes and cover letters on-line.</p> <p>Data from on-line applications will be transferable to the HR and Payroll systems without redundant keying for applicants selected for employment.</p>			
HR9	Training management	<p>Provide ability for training administrative functions to include on-line registration, maintenance of training records, room reservations, class evaluations, and charge backs to departments.</p>			

HR-Human Resources

Item Number	Short name	Details	Vendor Response*	Modules and Sub-modules Required	Vendor Comment
HR10	Maintain employee History	Maintain history for selected data elements in employee record for items such as pay history, position history, benefit changes, and Discipline/commendations.			
HR11	Disciplinary module	Track disciplinary cases and actions, maintain records of staff grievances.			
HR12	Personnel Reports required	Provide ability to retrieve statistical information for Reports.			
HR13	Work flow	Ability to accommodate workflow approvals (by "role" as opposed to specific individuals) of various human resources related processes and documents such as: <ul style="list-style-type: none"> • leave approval process • new hire process • termination process • promotion process • new position creation process • position transfer process • employee transfer process • combination employee/position transfer process • employee grievance process 			
HR14	Fully integrated Position Control System between HR, PR and BP	A Position Control system shall be provided which is integrated between the Human Resources, Payroll and Budget Preparation system.			

Item Number	Short name	Details	Vendor Response*	Modules and Sub-modules Required	Vendor
HR15	Salary cost projection tools	Ability to prepare what-if budget projections for salary costs based on specified percentage changes in the pay-table, and/or specified changes in the allocation of positions to different pay-grades			
HR16	Online organizational chart	System shall provide the ability to display and print prepare organizational charts			

PR – Payroll

Item #	Short name	Details	Vendor Response*	Modules and Sub-modules Required	Vendor Comment
PR1	Integrated Position Control	Provide a position management and authorization system (i.e. Position Control) that is shared between the Budgeting module, the PR module, and the HR module. (see Budget module for more requirements for Position Control)			
PR2	Multiple pay cycles	Support multiple pay cycles including weekly, bi-weekly, and semi-monthly.			
PR3	Remote Time Entry and Automated Time Entry Interface	Support the entry of time and leave at multiple remote locations throughout NZOWASCO, but provide security so that data integrity of the PR system is maintained. Provide means to manage the remote entry of time/leave so that each responsible time/leave entry clerk can monitor, balance, and close-out their own individual time/leave batches. Support the future addition of an automated “time card” system for selected groups of employees			
PR4	Maintain employee History	Maintain history of employee actions including promotions, pay changes, transfers, terminations, retirement, leave- without-pay, use of workers compensation benefits.			
PR5	Table driven pay Codes	Allow for the creation by the user of an unlimited number of pay codes for different pay types which will control how the pay is calculated based on the NZOWASCO’s business rules, the account in the GL where it is charged, and how it is listed on the pay-stub.			
PR6	Table driven	Allow for the creation by the user of an unlimited number of			

PR – Payroll

Item #	Short name	Details	Vendor Response*	Modules and Sub-modules Required	Vendor Comment
	deduction codes	deduction codes for different deduction types which will control how the deduction is calculated based on the NZOWASCO's business rules or where applicable government regulations, the account in the GL where it is credited, and how it is listed on the pay-stub.			
PR7	Fixed pay range and step tables	Should not allow for flexible creation of range-step table to control employee pay rates. Separate range-step table can be specified for different employee classes.			
PR8	Flexible mass pay rate change implementation	Provide flexible means to implement mass pay changes. For example the range-step table may be modified to change the pay rate associated with each range-step; or it may be specified that all employees will receive an x step increase; or step increases may be loaded for individual employees from an excel spreadsheet; or lump sum amounts may be loaded for individual employees from an excel spreadsheet.			
PR9	Global deduction Changes	Global changes in the calculation of deductions can be implemented by changing the deduction code table without the need for individual entries in each employee's master files. (To implement a change in the deduction rate for health insurance for example.)			
PR10	Leave Accounting	Provide a leave accounting system to track the earning of leave by category, the use of leave by leave category, and the balance of leave by leave category.			

PR – Payroll

Item #	Short name	Details	Vendor Response*	Modules and Sub-modules Required	Vendor Comment
		<p>Automatic system notification when entry is done and hours not available.</p> <p>Leave shall be earned by formula that is be driven by the employee's "leave accrual date". Leave may also be earned by a specific time-entry (e.g. compensatory time)</p> <p>Leave use shall be entered as part of the time entry process. It shall be possible to associate specific dates with leave usage.</p> <p>The system shall provide for an unlimited number of different leave categories. Leave earnings, use, and balances shall be printed on the pay-stub.</p> <p>The system shall provide a leave approval system where in employees may request leave and have its approval documented in a work-flow type system. (online)</p>			
PR11	Certain Life-to- Date Deduction Balances Maintained	Maintain Life-to-Date balances for certain deductions such as loans, sacco shares, pre-tax and post-tax deductions for the NZOWASCO's pension plan.			
PR12	GL Interface	The PR system shall prepare a GL entry for each pay cycle processed that can be posted to the GL in summary. The system shall provide a means to determine the employee by employee amount of each summarized entry for any pay			

PR – Payroll

Item #	Short name	Details	Vendor Response*	Modules and Sub-modules Required	Vendor Comment
		cycle.			
PR13	Direct Deposit	Support direct deposit system and create the ACH file for each pay cycle in the format prescribed by the banking industry. An employee may have multiple banks.			
PR14	Support Positive Pay	Support the anti-fraud measure sometime known as “positive pay” system. Under this system a file of PR checks written is provided to the NZOWASCO’s bank in the bank specified format; the bank then rejects any item presented for payment which was not included in the file.			
PR15	Provide an internet based facility for employees to view current	The system shall provide a facility which stores historical pay-stub information which can then be accessed and viewed by the employees (with appropriate security) through the internet. Ability to change with holdings, address and print W2’s			
PR16	Produce Tax Documents	The system shall automatically generate Form p9 A Tax document at year end but updated monthly			
PR17	Payroll access	The system should allow employees to receive payrolls through e mails as well should allow employees to login and access their payroll over internet.			

CH – Chart of Accounts

Item #	Short name	Details	Vendor Response*	Modules and Sub-modules Required	Vendor Comment
CH1	Account number structure	Allow 5 segment fixed-length account numbers with both numbers, letters, and leading zeros with a total of 25 characters. The five segments and the fixed-length of each are: <ul style="list-style-type: none"> • County 1 • Region 2 • Department 2 • Account 6 • Project 3 			
CH2	Account creation	To establish the chart of accounts, the user shall specify the character strings that are valid for each of the account segments. System shall NOT require the explicit creation by the user of each valid 25 digit GL account. Instead, valid account 25 digit GL accounts are created by the system “on-the-fly” by the user attempting the use of a combination of valid account segments in a transaction. The user shall be “warned” by the system that he is about to create a new 25 digit GL account.			
CH3	Rules for segment combination restrictions	The system shall support the creation of “rules” for valid combinations of account segments. (e. g. 0110 as the department segment is valid only with 101 as the fund segment.) The system shall prevent the creation of 25 digit GL accounts which are inconsistent with these rules.			
CH4	All modules to utilize a common GL Chart of Accounts system	All software systems or modules (e.g. Accounts Payable, Budget, Payroll, Inventory, Purchasing) shall utilize a common Chart of Account system for GL account validation.			

GL – General Ledger

Item #	Short name	Details	Vendor Response*	Modules and Sub-modules Required	Vendor Comment																								
GL1	Automatic inter-fund balancing for JEs	<p>Accept entry of JEs which are unbalanced by fund. System shall automatically make entries which put the JE in balance by fund using “due to” accounts in a “pivot” fund, and “due from pivot fund” in the transaction fund. (We call the “pivot” fund the “Investment Fund”.) The Investment Fund has asset accounts representing all NZOWASCO’s cash and investment accounts, and a set of “Due to other fund” liability accounts representing ownership of the consolidated cash/investment balances.)</p> <p>For example, the following JE could be entered by an accountant and accepted by the system:</p> <table border="0" style="margin-left: 40px;"> <tr> <td></td> <td style="text-align: right;"><u>Debit</u></td> <td style="text-align: right;"><u>Credit</u></td> </tr> <tr> <td>Transfer to Sanitation Fund (in General Fund)</td> <td style="text-align: right;">1,500</td> <td></td> </tr> <tr> <td>Transfer from General Fund (in Sanitation Fund)</td> <td></td> <td style="text-align: right;">1,500</td> </tr> </table> <p>Upon posting, the system would automatically create and add to the JE the following lines putting it in balance by fund:</p> <table border="0" style="margin-left: 40px;"> <tr> <td></td> <td style="text-align: right;"><u>Debit</u></td> <td style="text-align: right;"><u>Credit</u></td> </tr> <tr> <td>Due from Investment Fund (in General Fund)</td> <td></td> <td style="text-align: right;">1,500</td> </tr> <tr> <td>Due from Investment Fund (in Sanitation Fund)</td> <td style="text-align: right;">1,500</td> <td></td> </tr> <tr> <td>Due to General Fund (in Investment Fund)</td> <td style="text-align: right;">1,500</td> <td></td> </tr> <tr> <td>Due to Sanitation fund (in Investment Fund)</td> <td></td> <td style="text-align: right;">1,500</td> </tr> </table>		<u>Debit</u>	<u>Credit</u>	Transfer to Sanitation Fund (in General Fund)	1,500		Transfer from General Fund (in Sanitation Fund)		1,500		<u>Debit</u>	<u>Credit</u>	Due from Investment Fund (in General Fund)		1,500	Due from Investment Fund (in Sanitation Fund)	1,500		Due to General Fund (in Investment Fund)	1,500		Due to Sanitation fund (in Investment Fund)		1,500			
	<u>Debit</u>	<u>Credit</u>																											
Transfer to Sanitation Fund (in General Fund)	1,500																												
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Due from Investment Fund (in General Fund)		1,500																											
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Due to General Fund (in Investment Fund)	1,500																												
Due to Sanitation fund (in Investment Fund)		1,500																											
GL2	Automatic inter-fund balancing for other type batches	Do the same inter-fund balancing described above for all batch types posted to the GL which are imported from the other modules (e.g AP, PR, PO, etc) , even non-JE batches.																											
GL3	All GL transactions batched	All transactions to the GL shall be controlled and posted in “batches”. No “real time” entries are to be posted to the GL. The inter-fund balancing entries described above will be created when the batch is “posted” to the GL.																											

GL – General Ledger

Item #	Short name	Details	Vendor Response*	Modules and Sub-modules Required	Vendor Comment
GL4	Posting in “summary” and “detail” user controlled	<p>The system shall provide a means for the user to specify whether a batch is posted to the GL in “detail” (i.e. a separate GL transaction is created for each transaction in the batch), or in “summary” (i.e. a single summary transaction created for each account cited in the batch for that account’s net total).</p> <p>For transactions posted in “summary”, the system shall provide a means to determine the detailed transactions that were included in the summary entry and allow the user to “prove” that the summary GL entry agrees with the detailed transactions.</p>			
GL5	Keep separate account balances for “budget”, “encumbrance” and “actual”	Provide a means to distinguish between “budget” transactions, “encumbrance” transactions, and “actual” transactions. Maintain different balances for each account for each transaction type.			
GL6	Original budget Posting	Provide a means for the system to “post” the new year’s budget to the general ledger from the budget preparation module without manual keying of the budget. Should support revised budget (supplementary budget)			
GL7	Project ledger independent of GL	The system shall maintain a “project ledger” which is separate from the general ledger to which transactions which cite a project number in the project segment of the account number are posted. This project ledger should work on a project-life-to-date basis (i.e. it does not close with each fiscal year).			

GL – General Ledger

Item #	Short name	Details	Vendor Response*	Modules and Sub-modules Required	Vendor Comment
		<p>The system shall provide the ability for the associate additional data fields with a project such as project location, project description, project contractor identity, project manger identity, project status information.</p>			
GL8	Transaction import	<p>Provide a means to import transactions from non-vendor supplied systems (including Excel spreadsheets) for posting to the general ledger. Such method shall not have arbitrary small limits as to the number of transactions that can be</p>			
GL9	Periodic JEs	<p>The system shall provide a means for the creation and management of “Periodic Journal Entries” (i.e. JEs that are posted repetitively on a monthly basis). The system should allow approval before posting</p>			
GL10	Transaction Inquiry	<p>Provide for on-line inquiry to display balance of account(s), and individual transactions posted to account(s):</p> <ul style="list-style-type: none"> • Allow for specification of several accounts to be simultaneously included in the inquiry • Allow for a selection “mask” to specify accounts to be included in the inquiry • Show a summary of transactions by month • Show a summary of transactions by transaction code • Allow user to specify detail transactions to be displayed to be restricted to a specified month and/or transaction code for the selected accounts • Allow user to click on transaction detail to “drill” down to originating cash receipt, invoice, purchase order, JE, etc. detail. • Allow user to specify that inquiry will, or will not, include un-posted GL transactions in process. • Provide a similar inquiry capability for the project ledger that provides life-to-date balances and transactions. 			

GL – General Ledger

Item #	Short name	Details	Vendor Response*	Modules and modules Required	Sub-	Vendor Comment
GL11	Allow reports to be comparative	Provide a report writing tool that has capability to show comparative account balances for multiple fiscal years and fiscal periods.				
GL12	Allow multiple fiscal years	Allow different funds to operate on different fiscal years.				
GL13	monthly close	Require closing entries for monthly periods.				
GL14	Prior periods stay Open	Allow posting of entries to prior months and future months. Allow posting of entries to prior years and future years. System shall allow the turning-on or turning-off of the ability of the system to accept transactions for fiscal periods specified by the user with appropriate security.				
GL15	Automated year-end closing entries.	Provide for system generation of year-end closing entries which zero out all revenue and expense/expenditure accounts to a designated fund equity account on request by user. Allow the designation of funds for which closing entries are to be created. (i.e. no requirement that every fund be closed simultaneously)				
GL16	Allow entries after a close.	Allow that additional entries can be posted to a period after closing entries have been prepared and posted. (Of course, in such event a subsequent generation of closing entries would be				
GL17	Allow multiple balance forward calculations.	Allow that beginning balances for a new year be rolled forward from ending balances for previous year multiple times (to handle event of multiple closings).				
GL18	Provide for 12 Fiscal Periods standard months	Allow user to establish at least 12 fiscal periods per year. Current practice is to use periods 1 -12 for the standard monthly periods;.				
GL19	Flexible budget validation checking	Provide for flexible budget validation options for checking for sufficient remaining unencumbered budget balances upon entry of requisitions, purchase orders, and invoices. System should provide options for:				

GL – General Ledger

Item #	Short name	Details	Vendor Response*	Modules and modules Required	Sub-	Vendor Comment
GL20	Automated year-end closing entries.	Provide for system generation of year-end closing entries which zero out all revenue and expense/expenditure accounts to a designated fund equity account on request by user. Allow the designation of funds for which closing entries are to be created. (i.e. no requirement that every fund be closed simultaneously)				
GL21	Allow entries after a close.	Allow that additional entries can be posted to a period after closing entries have been prepared and posted. (Of course, in such event a subsequent generation of closing entries would be required.)				
GL22	Allow multiple balance forward calculations.	Allow that beginning balances for a new year be rolled forward from ending balances for previous year multiple times (to handle event of multiple closings).				
GL23	Provide for 12 Fiscal Periods standard months	Allow user to establish at least 12 fiscal periods per year. Current practice is to use periods 1 -12 for the standard monthly periods;.				
GL24	Flexible budget validation checking	<p>Provide for flexible budget validation options for checking for sufficient remaining unencumbered budget balances upon entry of requisitions, purchase orders, and invoices. System should provide options for:</p> <ul style="list-style-type: none"> • Turning-off validation checking altogether or for certain departments or accounts • Selection of warning message only vs requiring override approval • Combing several accounts for validation purposes (e.g. consider all commodity accounts in a department in aggregate) • Flexible allotment procedure for budgets (e.g. monthly allotments vs quarterly allotment vs annual total). 				

AP – Accounts Payable

Item #	Short name	Details	Vendor Response*	Modules and modules Required	Sub-	Vendor Comment
AP1	Check for Duplicate Invoices	Provide a validation to determine if a newly entered invoice number has already been entered for the vendor and provide an error message to alerting the user to possibility of a duplicate payment.				
AP2	Write single check to vendor for all invoices; provide override capability	When a vendor is to receive payment for many invoices, the system shall prepare a single consolidated check. Such checks may have several Funds involved. However the user shall have the ability to code a particular invoice as requiring a separate check for that invoice only.				
AP3	Flexibility for invoice selection for payment	Provide flexible means for selecting which invoices that have been entered into the system are to be paid. Selection by invoice due date shall be supported. Selection by special "grouping code" shall be supported. Allow for easy production of checks for a few claims to accommodate the inevitable need to fulfill quick, off-schedule payment requirements.				
AP4	Recurring payments	Support the management of recurring periodic payments (e.g. facility rent, electricity).				
AP5	System shall support future VAT Withholding for vendors	Support VAT tax withholding as currently scheduled to go into effect for good and service payments by certain large governments				

AP – Accounts Payable

Item #	Short name	Details	Vendor Response*	Modules and Sub-modules Required	Vendor Comment
AP6	Integration with Purchasing Module	<p>AP system shall be integrated with the purchase order system, so that a PO number can be nominated for an invoice to be entered, and the vendor and accounting information will be populated in the invoice entry using data from the PO record.</p> <p>The system will maintain an association between the invoice and the PO.</p> <p>The system shall automatically create GL entries to reverse PO encumbrances for invoiced items.</p> <p>System will allow partial payments of PO's. Operator may be required to indicate if an invoice payment will close a PO.</p>			
AP7	Additions of new Vendors on the	Provide for a means to efficiently add new vendors.			
AP8	Support multiple vendor remit-to Addresses	Allow multiple remit-to addresses for vendors.			
AP9	Allow consolidation of multiple Vendors to a single Vendor	Inevitably the same vendor may inadvertently be re-created more than once in the vendor file. Provide a means to consolidate multiple vendor to a single vendor to help manage this situation.			

AP – Accounts Payable

Item #	Short name	Details	Vendor Response*	Modules and modules Required	Sub-	Vendor Comment
AP10	Batch processing	Allow the management of invoice entry in "batches" to facilitate the balancing of invoice entry to original documentation, and to facilitate the management of the posting of transactions to the GL.				
AP11	Import invoice Transactions	Provide a facility to import invoices and vendors from non-AP modules and spreadsheets (to set-up refunds for example).				
AP12	Support Positive Pay	Support the anti-fraud measure sometime known as "positive pay" system. Under this system a file of checks written is provided to the NZOWASCO's bank in the bank specified format; the bank then rejects any item presented for payment which was not included in the file.				
AP13	Accounts Payable Offset Entry by Fund	The system shall create an entry to "accounts-payable" accounts for invoices entered on a fund-by-fund basis. For example, invoices charged to accounts in fund 101 will be offset with a credit to account-payable in fund 101; and invoices changed to accounts in fund 521 will be offset by a credit to accounts-payable in fund 521.				
AP14	Accept Accounts Payable from Various Accounts Receivable Systems for payment of Refunds	The system shall provide a facility to allow the interface with various accounts-receivable systems to accept payee information (that will become an "AP vendor"), claim amount information, and reference information in batches for the automated processing of refunds.				

PO – Purchasing

Item #	Short name	Details	Vendor Response*	Modules and Sub-modules Required	Vendor Comment
PO1	Purchasing Workflow	Workflow for purchasing shall be provided where requisitions can be automatically routed to managers for approval; then routed to purchasing manager for subsequent assignment and routing to buyers.			
PO2	Requisition Entry and Management	Provide for remote entry of Requisitions for the purchase of equipment, materials and supplies by user departments. Provide the ability of the purchasing manager to assign requisitions that have been entered in to the system to specific individual buyers within the purchasing department who will then be responsible for filling the requisition.			
PO3	REQ and PO activity to be time stamped	Maintain time stamped field that tracks the date of entry of a requisition, and a field that tracks the date of PO issuance for filling that requisition. This is needed to allow the preparation of a report that summarizes the time required to issue a PO. PO and REQs should also have fields that allow them to be classified as “confirming” (i.e. item was field purchased by user department) and “non-confirming” (i.e. the Purchasing Department needs to complete procurement). POs and REQs shall also have a field to classify the procurement as being under an existing contract or not being associated with a contract (i.e. non-contract).			
PO4	Contract Database	Maintain a database of “Purchase Contracts Awarded” by the NZOWASCO with fields for vendor, date of award, term of contract,			

PO – Purchasing

Item #	Short name	Details	Vendor Response*	Modules and Sub-modules Required	Vendor Comment
		<p>date of contract expiration, total estimated contract value, and general description of items covered by contract, specific POs issued against the contract, and specific payment/invoices made against the contract.</p> <p>System shall provide access to invoice images attached in invoice records associated with the contract.</p> <p>POs may cite a contract, but the citing of a contract by a PO is not required. A record of POs issued under each contract shall be maintained by the system.</p> <p>System shall notify purchasing manager as contract near their expiration dates.</p> <p>System shall also maintain insurance information associated with contracts and insurance expiration dates. System shall notify purchasing manager as insurance expiration dates approach.</p>			
PO5	Flexible POs Issuance	<p>POs may be created from previously entered REQs on a line by line basis – than is one REQ may lead to the issuance of many separate POs; or several REQs may be consolidated into a single PO.</p> <p>Also PO can be created and issued without the need for the prior entry of a REQ.</p> <p>Accounting of POs may involve multiple Fund</p>			
PO6	Electronic PO	Allow for to delivery of POs to vendors via fax or E-mail based			

PO – Purchasing

Item #	Short name	Details	Vendor Response*	Modules and Sub-modules Required	Vendor Comment
	Delivery	using delivery data maintained in the Vendor File.			
PO7	PO Database	<p>A database of POs issued shall be maintained with data on the original value of the PO, payments made against the PO, the current encumbered balance of the PO, Change Orders made to the PO, the specific lines items on the PO with information on the quantity, unit price, and description of each; and accounting information on the providing the GL accounts charged by the PO and the current amount paid and the current encumbered balance for each account.</p> <p>PO lines that originated from a REQ shall have a reference to the REQ.</p> <p>PO lines that are associated with a Contract shall have a reference to the Contract.</p>			
PO8	Access to Contract File to be used to	Allow using departments to view the available active contracts, and start the entry of a REQ by selecting an appropriate contract.			
PO9	On-line Receiving	Provide the ability for using departments to remotely acknowledge receipt of goods/services in order to authorize the payment of an invoice.			
PO10	Bid Classification Coding	Provide the ability to classify bids for analysis as to type of purchasing procedure (e.g. RFP, Formal Bid, Telephone Quote), and as to type of service/commodity (e.g. Constriction, Professional Service, General Service, Commodity).			

PO – Purchasing

Item #	Short name	Details	Vendor Response*	Modules and Sub-modules Required	Vendor
PO11	M/WBE Vendor Coding	Vendors shall have a coding mechanism to allow them to be identified as minority owned, women owned, or locally based.			
PO12	On-Line Vendor Registration	<p>Provide the ability for vendors to self register with the Board's Purchasing Department on-line and utilize NIGP commodity codes to indicate the services and commodities types for which they wish to receive bid notifications.</p> <p>The on-line vendor file shall be separate from the vendor file used by the AP system for check writing.</p> <p>The system shall support a periodic automated message to vendors notifying them of the need to revalidate their registration; and support the automated purging of vendors with no activity that have not re-registered.</p>			
PO13	On-line Bid Notices and notification of bid opportunities	Provide the ability to "post" bid invitations including full specifications for bids, quotes and RFPs on-line. The system shall have the ability to automatically send FAX or e-mail notifications to registered vendors with commodity codes that match the bid/quote/RFP invitation. The means of vendor notification shall be controlled by options set in the vendor's individual registration record.			
PO14	Vendor bid invitation response tracking	<p>Track each occasion that a vendor was notified of a bid opportunity and each occasion that it responded to a bid invitation. Ability to purge vendors that never respond to bid invitations.</p> <p>System shall also identify vendors with e-mail, or FAX</p>			

PO – Purchasing

Item #	Short name	Details	Vendor Response*	Modules and Sub-modules Required	Vendor Comment
		due to incorrect contact information. These vendors may be flagged for purging.			
PO15	On-line receipt of bids	The system shall provide the ability to securely receive bids and RFP responses from vendors on-line, and shall provide the ability to tabulate the bid results automatically.			
PO16	Vendor Performance Tracking	Provide a means for tracking vendor performance quality and timeliness for each bid award it is received.			
PO17	Vendor Preference Criteria included in Bid Tabulation	Provide the ability to code special bid evaluation criteria based on percentage preferences for being a “locally based” vendor; or being a minority-owned vendor, which preferences will be reflected in automatically prepared bid tabulations.			
PO18	Data Base for Capture of Sub-	The system shall provide a mechanism to enter information on payments made by the NZOWASCO’s contractors to their sub- contractors, and provide a reporting tool that will permit the summarization of such data.			

BP-Budget Preparation

Item #	Short name	Details	Vendor Response*	Modules and modules Required	Sub-	Vendor
Budget Forecasting Functions:						
BP1	Expense and Revenue Forecasting for current year and for multi-year	<p>Ability to compute a forecasts for each line item for current year actual based on YTD and/or current budget utilizing system provided forecast formula options or user- defined forecast formula which may be based on historical trends, percentages, seasonal YTD percent of prior year actual, or other specified parameters.</p> <p>Ability to compute a five-year forecast for each line- item based on recent historical actuals and current year forecast, utilizing system provided forecast formula options or user-defined forecast formula as described above.</p> <p>System should allow user to specify forecast methodology to be used for broad "families" of accounts without having to specified each account individually (e.g. all full-time-salary expense accounts will be increased by x% annually; all electric utility accounts will be increased y% annually).</p> <p>Provide for user to override the system computed current year or multi-year forecasts for user selected expense and revenue accounts.</p>				
BP2	Comparative Reports and graphs	Ability to provide multi-year comparative reports which may show as much as 5 years of historical actuals, and 5 years of future forecasts, plus the current				

BP-Budget Preparation

Item #	Short name	Details	Vendor Response*	Modules and Sub-modules Required	Vendor Comment
		Ability to present historical actuals and/or future forecasts together in graphical form. (e.g. show a trend line graph for all fringe benefit accounts in the General Fund comparing last five years actuals, the current year forecast, and next five years' forecast.)			
BP3	Roll-up flexibility for Reporting	Ability to allow users to select level of detail for a reports – that is allow user to specify that report should show each individual line item detail, or roll-up to and show only the object of expenses sub totals, or roll-up object of expense sub-totals to and show only departmental sub totals, or roll departmental subtotals to and show only bureau subtotals.			
Operating Budget Development Functions:					
BP4	Use of Budget Cycles	In the specifications that follow it is anticipated that the budget preparation system will allow the creation of many budget “cycles” or budget versions in the course of developing a total operating budget for NZOWASCO for a new year. One budget cycle might be the Budget Department's forecast for the upcoming year; another cycle may be comprised of the departmental base budget requests; another cycle might be the “service improvement budget requests from user departments; another cycle might be to the Administration Division Director recommended budget. The Division Director of Administration submits the recommended budget to the District Health Director.			

BP-Budget Preparation

Item #	Short name	Details	Vendor Response*	Modules and Sub-modules Required	Vendor Comment
		The system should allow for the flexible creation and management of many budget cycles.			
BP5	Flexible Initiation of Operating Budget Cycle	Ability to create an initial version of a new year's operating budget using any of the following: current year's original budget, current year's revised budget, previous year's budget, previous year's actual, current year's budget or actual plus/minus a percentage, previous year's budget or actual plus/minus a percentage, current years forecasts plus/or minus a percentage.			
BP6	Ability to budget at higher level than detailed chart of	Ability to budget at a higher level than the detailed chart of accounts (e.g. ability to create a budget allowance for all commodities for Department X that will then be shared by all the commodity expense accounts in Department X).			
BP7	User Friendly User Department Budget Request Entry	<p>Ability to provide user friendly electronic "worksheets" to user departments to be used by the user departments to enter budget request and justifications.</p> <p>Provide for the ability of user departments to make "base" budget requests separately from "service improvement" requests.</p> <p>Provided for user departments the option of including multi-line text for justification of budget requests.</p>			

BP-Budget Preparation

Item #	Short name	Details	Vendor Response*	Modules and Sub-modules Required	Vendor Comment
		Provide for free access to the departments' budget "work sheet" for review and modification by the department until such point as the worksheet is deemed "submitted" by the department, at which point the department's access will be "read-only".			
BP8	Flexible Creation of New Budget Cycles	Provide ability to create new budget "cycles" flexibly by for example import of a budget forecast, or import of the departmental worksheets, or by combining two or more existing budget cycles, or by simply "cloning" an existing cycle to use as a new starting point.			
BP9	Salary Budget Creation	Provide ability to create budgets for base wages and salaries based on the "position control" system and current actual position occupants of positions.			
Performance Measures Functions:					
BP10	Performance Measures	Allow user departments to define service effort and accomplishment metrics for service levels, workload measures, efficiency measures, and effectiveness measures; and enter actual and forecasted data for such metrics. System shall provide for storing, and reporting such performance data linked to department budget and actual expense data.			
Operating Budget Document Publishing functions:					
BP11	Preparation of Publishable Quality Budget Document	Ability to provide document publishing features including producing publishable final budget document pages, budget reports, and related documents in PDF			

BP-Budget Preparation

Item #	Short name	Details	Vendor Response*	Modules and Sub-modules Required	Vendor Comment
	Pages	<p>Format.</p> <p>Ability to incorporate desktop publishing capabilities, i.e. flexibility in formatting, object placement, page layout.</p> <p>Allow concurrent users to the budget document publishing tools so that many analysts may work on different parts of the document simultaneously.</p>			
BP12	Preparation of Editable "Department Pages" for Budget Document.	<p>Provide assistance in the creation of the published Budget Document. We envision that the system will produce the "departmental pages" for insertion into a budget document.</p> <p>The departmental pages should include:</p> <ul style="list-style-type: none"> • Narrative material for describing departments' services, goals and objectives, and budget high lights • tabular data showing historical and projected work load measures, efficiency measures and effectiveness measures; • tabular data showing historical actual expenses, current forecast, and next year budgeted expenses; • tabular data showing historical, current, and proposed position classes FTEs; <p>The pages produced should be should be editable by the Administrator and the Budget Department members and allow for the addition of graphs, footnotes, clip art, insertion of spreadsheets,</p>			

BP-Budget Preparation

Item #	Short name	Details	Vendor Response*	Modules and Sub-modules Required	Vendor
		etc. The pages produced should be based on the amounts in a nominated budget cycle and would affect all current budget estimates in that cycle.			
BP13	Charts and Graphs	Allow the specification of charts and graphs of historical and forecasted data within the budget system. As any underlying data for a chart or graph changes, the chart or graph will be updated automatically. Provide for the placement of such charts and graph within budget reports.			
BP14	Non-budgetary information in Budget Document	Ability to incorporate non-budget information into the budget document such as the glossary, appendix, table of contents, organizational charts, etc.			
Position Control System Functions:					
BP15	Integrated Position Control for BP, PR and HR	An integrated Position Control system shall be provided that ties Budget Preparation, Human Resource, and Payroll functions together and works from a common database of authorized positions.			
BP16	Position Control File Data	The following data elements should be associated with each position: <ul style="list-style-type: none"> • EFT equivalent • Position type (e.g. full time, part-time, permanent, temporary, interim, seasonal) 			

BP-Budget Preparation

Item #	Short name	Details	Vendor Response*	Modules and Sub-modules Required	Vendor Comment
		<ul style="list-style-type: none"> • Assigned Department • Identity of Incumbent (or Vacant in unoccupied) – provides link to PR and HR data • Permanent Classification • Current Classification (to allow for temporary position upgrades or downgrades) • Salary of current incumbent (or starting salary for current classification, if vacant) • Salary used for developing current adopted budget • Free form comments or notes 			
BP17	Maintain Position Control History	<p>Maintain a history of Position Control file changes so that the status of the Position Control file at past points of time can be determined.</p> <p>Ability to make comparison of current position control authorized positions with position control authorized positions at specified dates in the past. (e.g, document the growth in the number of employees in past 5 years.)</p>			
BP18	"What if" modeling	Ability to perform what-ifs functions,			

CB-Cash book

Item #	Short name	Details	Vendor Response*	Modules and Sub- modules Required	Vendor Comment
CB1	Multiple Bank accounts	Should handle many bank accounts			
CB2	Reconciliations	Automated Ability to reverse erroneous reconciliation			
CB3	Reports	Revenue collected Daily debits and credits Reconciliation System should allow export to MS office, pdf			
CB4	Import and Export	Should allow transactions to be imported/ exported to and from worksheets e.g MS Excel			

AR-Accounts Receivables

Item #	Short name	Details	Vendor Response*	Modules and Sub-modules Required	Vendor Comment
AR1	Customer Master File Data Elements				
AR2	Customer Master File Maintenance				
AR3	Invoice/Credit Processing				
AR4	Accounts Receivable Aging				
AR5	Online Inquiry functions				
AR6	Standard Reports				
AR7	Integration with billing and receipting module				

NB: The vendor is allowed to add features that can accommodate the current technology (online applications)

Billing will be centralized (currently billing is de centralized)

EVALUATION CRITERIA

Mandatory Requirements:

1. Implemented and has been in use for at least the last THREE Years
2. The vendor MUST give their Physical address and the technical qualifications of all staff dealing with the system
3. Must attach a detailed work plan with clear time line and deliverables
4. Must attach a draft service level agreement/ systems support agreement with indicative costs.
5. Indicate any guarantee's and warranties of the solution.
6. Vendors Must indicate the payment terms
7. Vendor's offers must indicate ALL the modules/additional functionality the proposed system offers.
8. Valid Tax Compliance Certificate
9. Provide a security bond from the bank or insurance company registered by Public Procurement Regulatory Authority of 1 percent in the financial proposal tendered sum.
10. Tender validity period of 90days from the day of opening of financial proposal.

System Requirements

- | | |
|---------------------------------|----------|
| 1. IT – Information Technology | 13 marks |
| 2. Billing and receipting | 36 marks |
| 3. HR- Human Resources | 18 marks |
| 4. HR- Payroll | 17 marks |
| 5. Accounts – chart of accounts | 4 marks |
| 6. Accounts- General ledger | 24 marks |
| 7. Accounts receivables | 7 marks |
| 8. Accounts – payable | 14 marks |
| 9. Accounts Budgeting | 18 marks |
| 10. Accounts Cash book | 4 marks |
| 11. Stores & Purchasing | 18 marks |
| 12. Demo | 25 marks |

Pass mark 130 marks out of 198 marks

THIS RFP DOES NOT CONSITUTE AN ORDER.

a) This document may be downloaded free of charge from our company website www.nzoiawater.or.ke (Under tenders/downloads), or to be collected at our offices upon payment of Kshs. 1000. Any query should be e mailed to tenders@nzoiawater.or.ke.

b) Your RFP should be submitted in a plain sealed envelope marked RFP NO.NZOWASCO-01/RFO/01-2017 addressed to the Managing Director Nzoia Water Service Co. Ltd, P.O.BOX 1010-50205 Webuye or hand delivered in our offices in Webuye Headquarter office behind Masinde Muliro University Webuye Campus so as to reach not later than Thursday, 25th May, 2017.Tenderers who chose to attended the opening are welcome.

b) Must submit 2copies in separate envelopes one marked technical proposal and financial proposal.

The financial proposal shall only be opened for the proposal that meets technical requirements.

c) Your tender price must indicate the final price inclusive of all costs (***Monthly recurrent charges for maintenance must be specified***)

d) Technical proposal would carry 80 % and finance 20%

Public Opening and Evaluation of Financial Proposal

After Technical Proposal evaluation, the Client shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned after completing the selection process. The Client shall simultaneously notify the consultants who have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals and stating that the opening ceremony is open to those consultants who choose to attend. The opening date shall not be sooner than seven (7) days after the notification date. The notification may be sent by registered letter, cable, telex, facsimile or electronic mail. The evaluation committee will determine whether the financial proposals are complete (i.e. whether the consultant has costed all the items of the corresponding Technical Proposal and correct any computational errors. The cost of any un-priced items shall be assumed to be included in other costs in the proposal. In all cases, the total price of the Financial Proposal as submitted shall prevail.

Negotiations

Negotiations will be held at the same address as “address to send information to the Client” indicated in the Appendix “ITC”. The aim is to reach agreement on all points and sign a contract.

Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. The Client and firm will then work out final Terms of Reference, staffing and bar charts indicating activities, staff periods in the field and in the head office, staff-months, logistics and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the “Description of Services” and form part of the Contract. Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.

Award of Contract

The Contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other consultants on the shortlist that they were unsuccessful and return the Financial Proposals of those consultants who did not pass the technical evaluation.

The selected firm is expected to commence the assignment on the date and at the location specified in appendix “A”.

The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer

Corrupt or fraudulent practices

The procuring entity requires that the consultants observe the highest standards of ethics during the selection and award of the consultancy contract and also during the performance of the assignment. The tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

The procuring entity will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

Further a consultant who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

TECHNICAL PROPOSAL SUBMISSION FORM

[_____ Date]

To: _____ [Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for _____
_____ [Title of consulting services] in accordance with your Request for Proposal dated
_____ [Date] and our Proposal. We are hereby submitting our Proposal, which includes this
Technical Proposal, [and a Financial Proposal sealed under a separate envelope-where applicable].

We understand you are not bound to accept any Proposal that you receive.

We remain,

Yours sincerely,

_____ [Authorized Signature]:

_____ [Name and Title of Signatory]

:
_____ [Name of Firm]

: _____ *[Address:]*

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

_____ Date: _____
[Signature of staff member]

_____ Date: _____
[Signature of authorised representative of the firm]

Full name of staff member: _____

Full name of authorized representative: _____

FINANCIAL PROPOSAL SUBMISSION FORM

_____ [Date]

To: _____

[Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for (_____) *[Title of consulting services]* in accordance with your Request for Proposal dated (_____) *[Date]* and our Proposal. Our attached Financial Proposal is for the sum of (_____) *[Amount in words and figures]* inclusive of the taxes.

We remain,

Yours sincerely,

_____ *[Authorized Signature]*

_____ :
[Name and Title of Signatory]:

_____ [Name of Firm]

_____ [Address]

CONTRACT FOR CONSULTANT'S SERVICES

between

[name of the Client]

AND

[name of the Consultant]

Dated: _____*[date]*

FORM OF CONTRACT

This Agreement (hereinafter called the "Contract") is made the _____ day of the month of _____ [month], [year], between _____, [name of client] of [or whose registered office is situated at] _____ [location of office] (hereinafter called the "Client") of the one part AND _____ [name of consultant] of [or whose registered office is situated at] _____ [location of office] (hereinafter called the "Consultant") of the other part.

WHEREAS

- (a) the Client has requested the Consultant to provide certain consulting services as defined in the General Conditions of Contract attached to this Contract (hereinafter called the "Services");
- (b) the Consultant, having presented to the Client that he has the required professional skills and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the Parties hereto hereby agree as follows:

- 1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - (a) The General Conditions of Contract;
 - (b) The Special Conditions of Contract;
 - (c) The following Appendices: [**Note:** *If any of these Appendices are not used, they should be deleted from the list*]
 - Appendix A: Description of the Services
 - Appendix B: Reporting Requirements
 - Appendix C: Key Personnel and Sub consultants
 - Appendix D: Breakdown of Contract Price in Foreign Currency

Appendix E: Breakdown of Contract Price in Local
Currency

Appendix F: Services and Facilities Provided
by the Client

2. The mutual rights and obligations of the Client and the Consultants shall be as set forth in the Contract; in particular:
- (a) The Consultant shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) the Client shall make payments to the Consultant in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of _____ *[name of client]*

[full name of Client's authorised representative] _____

[title] _____

[signature] _____

[date] _____

For and on behalf of _____ *[name of consultant]*

*[full name of Consultant's
authorized representative]* _____

[title] _____

[signature] _____

[date] _____

CONTRACT

This Agreement [hereinafter called "the Contract"] is entered into this _____ [Insert starting date of assignment], by and between _____ [Insert Client's name] of [or whose registered office is situated at] _____ [insert Client's address](hereinafter called "the Client") of the one part AND

_____ [Insert Consultant's name] of [or whose registered office is situated at] _____ [insert Consultant's address](hereinafter called "the Consultant") of the other part.

WHEREAS, the Client wishes to have the Consultant perform the Services [hereinafter referred to as "the Services", and

WHEREAS, the Consultant is willing to perform the said Services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. Services

- (i) The Consultant shall perform the Services specified in Appendix A, "Terms of Reference and Scope of Services," which is made an integral part of this Contract.
- (ii) The Consultant shall provide the reports listed in Appendix B, "Consultant's Reporting Obligations," within the time periods listed in such Appendix and the personnel listed in Appendix C, "Cost Estimate of Services, List of Personnel and Schedule of Rates" to perform the Services.

2. Term

The Consultant shall perform the Services during the period commencing _____ [Insert start date] and continuing through to _____ [Insert completion date] or any other period(s) as may be subsequently agreed by the parties in writing.

3. Payment

A. Ceiling

For Services rendered pursuant to Appendix A, the Client shall pay the Consultant an amount not to exceed a ceiling of _____ *[Insert ceiling amount]*. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as

(i)

well as any tax obligation that may be imposed on the Consultant. The payments made under the Contract consist of the Consultant's remuneration as defined in sub-paragraph (B) below and of the reimbursable expenditures as defined in sub-paragraph (C) below.

B. Remuneration

The Client shall pay the Consultant for Services rendered at the rate(s) per man/month spent (or per day spent or per hour spent, subject to a maximum of eight hours per day) in accordance with the rates agreed and specified in Appendix C, "Cost Estimate of Services, List of Personnel and Schedule of Rates".

C. Reimbursable

The Client shall pay the Consultant for reimbursable expenses which shall consist of and be limited to:

- (i) normal and customary expenditures for official road and air travel, accommodation, printing and telephone charges; air travel will be reimbursed at the cost of less than first class travel and will need to be authorized by the Client's coordinator;
- (ii) such other expenses as approved in advance by the Client's coordinator.

D. Payment Conditions.

Payment shall be made in Kenya shillings unless otherwise specified not later than thirty {30} days following submission of invoices in duplicate to the Coordinator designated in Clause 4 here below. If the Client has delayed payments beyond thirty (30) days after the date hereof, simple interest shall be paid to the Consultant for each day of delay at a rate three percentage points above the prevailing Central Bank of Kenya's average rate for base lending.

The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

4. Project Administration

A. Coordinator

The Client designates _____
[Insert name] as Client's Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices for payment and for acceptance of the deliverables by the Client.

B. Timesheets.

During the course of their work under this Contract, including field work, the Consultant's employees providing services under this Contract may be required to complete timesheets or any other document used to identify time spent as well as expenses incurred, as instructed by the Project Coordinator.

C. Records and Accounts

The Consultant shall keep accurate and systematic records and accounts in respect of the Services which will clearly identify all charges and expenses. The Client reserves the right to audit or to nominate a reputable accounting firm to audit the Consultant's records relating to amounts claimed under this Contract during its term and any extension and for a period of three months thereafter.

5. Performance Standard

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

- 6. Confidentiality** The Consultant shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.
- 7. Ownership of Material** Any studies, reports or other material, graphic, software or otherwise prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.
- 8. Consultant Not to be Engaged in Certain Activities** The Consultant agrees that during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.
- 9. Insurance** The Consultant will be responsible for taking out any appropriate insurance coverage.
- 10. Assignment** The Consultant shall not assign this Contract or Subcontract any portion thereof without the Client's prior written consent.
- 11. Law Governing Contract and Language** The Contract shall be governed by the Laws of Kenya and the language of the Contract shall be English Language.
- 12. Dispute Resolution** Any dispute arising out of this Contract which cannot be amicably settled between the parties, shall be referred by either party to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed by the chairman of the Chartered Institute of Arbitrators, Kenya branch, on the request of the applying party.

FOR THE CLIENT

Full name; _____

Title: _____

Signature; _____

Date; _____

FOR THE CONSULTANT

Full name _____

Title: _____

Signature; _____

Date; _____