Questions and Answers regarding
REQUEST FOR PROPOSALS: Implementation of Enterprise Resource Planning (ERP) System
in support of ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)
13 January 2022

In the interest of maximizing the quality of proposals, we are extending the deadline for responses to <u>Friday, February 4, 2022, at 6:00 p.m.</u> Eastern time. Thank you for considering this opportunity.

Question	EGPAF's Answer
Are you open to a 3rd party implementing your instance of the solution? If so, do you have a preference between 3rd party or solution provider implementation?	There is no preference between solution provider or third-party implementation assistance.
Are there any other systems for possible integration not listed in your RFP that we should be aware of?	No.
How much budget is set aside for annual subscription costs and implementation costs?	That is proprietary information.
Are there specific compliance standards that EGPAF needs to be met by your SaaS provider beyond what is noted in the RFP?	We are not specifying any additional standards. To the extent that your approach meets or exceeds well-known (or desirable) standards, please indicate these in your proposal.
Does EGPAF require Authentication standards such as Federated Authentication/Single-Sign-On/MFA capabilities using SAML or Active Directory?	EGPAF currently uses Okta for SSO and MFA capabilities.
What are EGPAF's top Issues or pains with integration?	See RFP, Motivation for Switching to ERP System, especially sixth bullet.
What types of integrations does EGPAF see being required in this ERP system?	Per the RFP: "The ERP system will need to efficiently import QuickBooks data from multiple online QuickBooks systems in our country programs until such time as EGPAF phases out QuickBooks. This is a major requirement and we will need to carefully understand your technical approach to importing and integrating QuickBooks data. In addition, if the ERP system does not provide all of the desired sub-award management capabilities and procurement management functionality that we need, then the ERP system will need to integrate with the GPS."

	While the HRIS and CRM systems are outside the scope of this RFP, data from ADP and Salesforce need to feed into the ERP. ADP data needs to feed into the payroll entries and allocations and tie to the timesheet data in the ERP system. Salesforce captures donation data that needs to feed into the general ledger and banking modules.
Which applications are key for EGPAF to integrate?	See above.
What CRM [Customer Relationship Management] data points do you need for ERP and Financial analysis?	EGPAF uses Salesforce to maintain donor profiles for its unrestricted/private contributions. For EGPAF's institutional funders, EGPAF anticipates needing the ERP system to store the following data points, at a minimum: Funder name, funder type (ex. corporation, non-profit, government agency), address, unique identification number/EIN, and key contacts.
Any specifically complex integration that EGPAF does today that would also need to be done in this new state?	See answer above on integrations.
Is there any functionality you feel is lacking with Replicon, or is the move simply based on a need to centralize the function?	This is simply based on the desire to centralize data and reduce concurrent systems.
Is there any functionality you feel is lacking with Chrome River, or is the move simply based on a need to centralize the function?	This is simply based on the desire to centralize data and reduce concurrent systems.
Please confirm you are using the QuickBooks Online version.	Yes – multiple online versions, which vary by country.
We understand that an evaluation of your HRIS solution will occur as a subsequent phase in this project. Would it be appropriate to include information on functionality and a pricing structure for a future transition?	We are not soliciting for a new HRIS in this procurement. RFP, Appendix 2, states: If your ERP system has additional built-in capabilities above and beyond these categories, or the details listed below, please note them briefly in case we wish to ask for further information.
Please provide examples of all reports noted in Appendix 1.	We are currently able to provide templates or hyperlinks for these reports listed in Appendix 1: numbers 1-4, and 6-9. See supplemental files.
Please identify a preferred delivery method for reports	Preferred delivery methods for reports are a choice of Excel or PDF formats, available on demand or pre-scheduled to be automatically delivered.
Is Budgeting part of the project – apart from a request to be able to hold multiple budgets, there is no detail for a Budgeting process	While we are more likely to build our budgets outside of the system in Excel, once these budgets are approved, we want to

	make sure these can be easily uploaded into the ERP to generate budget-to-actual and other reports. Additionally, being able to make modifications to the budget in the system would be useful.
Is the plan to retain Replicon in any areas of the business? Do different areas have different requirements for Timekeeping? If it is to be retained, does it have the capability to capture the required level of detail on timesheets (project etc.)	The plan is to replace Replicon with the new time keeping functionality within the ERP. Replicon does have the ability to capture detailed timesheet row information (project, location, service codes, etc.) built into it.
Inventory: what is currently being used for tracking inventory and deliveries to sites/organizations?	Currently there is no centralized system for inventory management. Some country programs use Excel while others are using off-the-shelf products and one country has a custom-built solution.
GPS – does everyone across the organization use this tool? Do you prefer to retain this system for Sub Agreements and Procurement? Would it be possible/make sense to split it and retain the sub-agreement section and replace the procurement functionality?	Not everyone in the organization uses GPS. The users are concentrated in the procurement staff, grants staff, and finance staff in the country offices and headquarters (Washington, DC). Per the RFP: if the ERP system does not provide all of the desired sub-award management capabilities and procurement management functionality that we need, then the ERP system will need to integrate with the GPS.
How are commitments and budget checking/control handled today?	Incoming commitments by our funders are tracked by project budgets summarized by General Ledger account. Up to three separate budgets are input/tracked on a single project – Total (multi-year) Project Ceiling, Obligated (formally committed) Budget, and/or (individual) Project Year Budgets. Outgoing commitments made by EGPAF to our vendors and sub-recipients are pulled from GPS into financial reports, like the Budget vs. Actual report.
Do you have a requirement/current solution for online bid management for tracking solicitations and providing a Vendor Portal? If not,. Would this be something you would be looking for?	Please review the RFP for our requirements and note the answer above if your system provides additional capabilities.

Please confirm all of the following metrics: # of Employees- US # of Employees- Africa # of HR FTE Overall - US # of HR FTE Overall - Africa # of Payroll FTE Overall – US 3 # of Payroll FTE Overall - Africa # of Finance FTE Overall - US # of Finance FTE Overall - Africa # of FP&A FTE Overall – US 1 (Noelle)* some finance support # of FP&A FTE Overall – Africa # of Expense Administration FTE Overall – US 3 # of Expense Administration FTE Overall - Africa # of IT FTE Overall (Responsible for ERP) - US # of IT FTE Overall (Responsible for ERP) – Africa	EGPAF hires full-time employees for the vast majority of our staff and rarely uses other type of labor (such as temporary employees or volunteers) applicable to this system. Our headcount data of employees as of Jan. 11, 2022 which tracks to categories requested are: US: 135 Geneva: 9 Africa: 2,653 HR US: 6 HR Africa: 33 Payroll US: 3 Payroll Africa: n/a Finance US: 22 Finance Africa: 76 FP&A US: 1 FP&A Africa: 5 Expense Administration US: 3 Expense Administration Africa: n/a IT US: 11 IT Africa: 50

Will the Elizabeth Glaser Pediatric AIDS Foundation (EGPAF) plan to capture data that would be identified as "Controlled Data"? Examples include Controlled Unclassified Data, Unclassified Controlled Technical Information, Controlled Defense Information, or potentially ITAR regulated data?	No.
EGPAF has mentioned this RFP has gone out to a short-list of vendors. Who received the RFP and what solutions are being considered?	That is proprietary information.
Can you share budget identified for the initial implementation costs associated with the software?	That is proprietary information.
We estimate that the implementation cost will be 1 – 2 times the software cost. Is the total cost of ownership still within EGPAF's budget for this project?	Please discuss further in your pricing approach.

With cost/pricing being a top priority, would it be helpful for vendors to provide a phased approach to implementation to spread those costs over multiple years?	Please discuss timing of payments in your pricing approach. Making payments over time, rather than all or mostly at the start of implementation, is generally advantageous to the buyer and if so, will be scored that way.
Where is EGPAF's Microsoft's Dynamics Great Plains software currently installed? Is it in-house, 3rd party hosting provider, etc.?	EGPAF's Dynamics Great Plains is hosted at a third party site.
How long has EGPAF been using Microsoft's Dynamics Great Plains? i.e. how many years of history are stored in the DB?	We have been using Dynamics Great Plains since 2006. However, we do not need to transfer all data going back to 2006. Please include any constraints on data storage that your system has.
Does EGPAF have resources available that can identify, extract, and perform legacy data clean-up?	We will need to contract for outside assistance for these type of tasks.
Does EGPAF have technical resources available that could assist with potential interface/integration development and/or custom report writing?	EGPAF has a custom development team in place that can help with report writing and some interface integration development as needed, however, the bulk of this work should be planned to be performed by the vendor/integrator.
Reference RFP, p. 9 Accounting, "Reaching a project's end date might mean that some transactions can no longer occur, while other transactions can still occur." Please provide examples of transactions that EGPAF would want to be able to process after the POP end date.	During the project's close out period (typically 90-120 days after the end date), there are often some costs, including staff time, that are necessary to close out the project in a compliant manner and are therefore charged to the project.
Reference RFP, p. 10, E. Sub-agreement Management, "Sub-agreement templates will be system generated based on user entered criteria including sub-agreement type selected, donor, country, and other data that will influence sub-agreement terms. The data that will populate the sub-agreement terms will be imported from existing Foundation templates": Would EGPAF be open to managing sub-agreements strictly through Purchase Orders?	No – sub-agreements are a form of assistance to accomplish a donor's programmatic goals, with different terms and conditions than purchase orders used by EGPAF to buy commercial goods from vendors.
What is your ideal timeline for demonstrations?	We plan to hold demonstrations and discussions with short-listed firms in February/early March.