

INVITATION FOR PROPOSALS: PROCUREMENT OF A NEW SYSTEM

1. Overview

Kenya Community Development Foundation (KCDF) is a public charitable foundation that supports sustainable community-driven development in Kenya. Founded in 1997, KCDF is the first homegrown Community Foundation in East Africa.

We believe that complete and lasting change is possible when communities initiate and drive their development agenda with little external support. Therefore, KCDF works to enhance the growth and sustainability of communities through capacity development, community philanthropy, and local giving.

KCDF invests significant resources to build, strengthen, and sustain the core capacities of our communities by developing thoughtful, long-term collaborations with other actors such as governments, non-profit organizations, the private sector, and individuals to achieve social justice.

Possible ERPs

To cater to our expanding operational demands, KCDF currently utilizes Microsoft Dynamics NAV 2018, primarily for financial management tasks. Recognizing the advantages of state-of-the-art ERP solutions, we intend to transition to either:

1. Sage (open for bidding)
2. Equivalent of Sage (open for bidding)
3. Microsoft Business Central (We are not receiving additional bids for Microsoft BC)

Bidders are requested to propose solutions for each of the two modules (see section 4 below for a listing of the two modules). Propose solutions using either Sage or any other Sage equivalent except Microsoft BC. Your budget will be presented per module. The budget must be in Kes. It's preferred that a bidder proposes solutions for all the two modules (Financial Management and Human resource)

Key Considerations

Integration: KCDF is currently using Salesforce for its: a). grants and programs management, b). Communications, and c). Fundraising and shall require basic integration. Number of concurrent users: the ERP will have 10 users who need to use the system simultaneously.

2. Essential Eligibility Criteria.

Interested vendors are required to:

1. Legality: Hold a valid trading permit conforming to Kenyan regulations.
2. Tax Compliance: Produce a current tax compliance certificate.
3. Data Security: Showcase accreditation or recognition for rigorous data protection measures.

3. Scope of Work.

The selected service provider will be tasked to:

- Understand KCDF's unique requirements and draft a tailored solution proposal.

Physical Address

4th Floor, Morningside Office Park, Ngong Road, P.O. Box 10501-00100, Nairobi, Kenya

Telephone & Mobile

(254-20) 8067440/01/01/3540239
(254) 722168480 / (254) 736449212

Email

info@kcdf.or.ke

- Illustrate a comprehensive migration plan, covering timelines, milestones, and potential challenges.
- Offer a post-implementation support framework, clarifying the depth, promptness, and maintenance approach.
- Present at least two technical specialists proficient in the proposed solutions and ERP, especially for non-profits.
- Evaluate the existing Microsoft NAV 2018 setup to pinpoint customizations, integrations, and data layout.
- Design and perform a frictionless migration to the new system for all two modules, ensuring minimal disruptions.
- Impart training to the in-house team on the new system functionalities for each module.
- Extend post-migration support for one year to address emerging concerns and guarantee stable operations.

4. Key system requirements.

Below is a list of system requirements per module that will guide bidders in preparing their proposals.

The top one and or two bidders will undergo in-depth due diligence. Bidders are expected (in their proposal) to add and or amend the listing below based on their understanding and the anticipated ERP capabilities.

Module 1: Financial Management

	Requirement/ Expected functionalities
	Financial
1	General ledger management for proper accounting of financial data transferred from all sub-ledgers like accounts payable, accounts receivable, cash management, fixed assets, purchasing and projects.
2	Fixed Asset Management: recording and managing the entire life cycle of fixed assets from acquisition to disposal
3	Accounts Payables management and reporting: For both supplier and Grantees Management
4	Accounts Receivables Management and reporting: Optimizing cash flow by streamlining accounts receivable processes and tracking customers and donors' payments.
5	Multicurrency: Multicurrency for the accounting of transactions in foreign currency as well as in base currency.
6	Cash Management and banking: providing the functionality for management of the organization's cash inflows and outflow, including performing monthly bank reconciliations
7	Capability to initiate workflows for approval, tracking of budgets, creation of LPO
8	Allocation Budget Management- KCDF is funded through different donors, and each expenditure needs to be allocated based on the accounting unit and general ledger. Includes the ability to create/ develop additional sub-ledgers that are specific to various donor budget lines to enable ease of allocation of every expenditure for close tracking of budget lines, through Purchase workflow.

Physical Address

4th Floor, Morningside Office Park, Ngong Road, P.O. Box 10501-00100, Nairobi, Kenya

Telephone & Mobile

(254-20) 8067440/01/01/3540239
 (254) 722168480 / (254) 736449212

Email

info@kcdf.or.ke

Module 2: Human Resource Management System

Requirement/ Expected functionalities	
1	Payroll management to handle employee's financial records like employee's salaries and benefits deductions, net pay, and generation of online pay slips for a specific period.
2	Support monthly and annual statutory compliance, e.g. PAYE, NHIF, NSSF, NITA, HELB, Housing Levy Pension, SACCOs, Life Policies and relevant reliefs et al.
3	Support planning of staff costs and other employee relevant expenses.
4	Manage employee information efficiently to accurately store and manage all employees' information in one place, e.g. appointment date, salary package, department, age, next of kin,
5	Capability to initiate workflows on payroll approval.
6	Employee leave management to support reports related to employee attendance and ensure compliance to labor laws.; Leave approvals, sick leave; compassionate etc
7	Employee appraisal and training needs management.
8	Online management of employee contracts terms and efficient tracking of employee contract status

Crosscutting, relating to IT

No	Requirement
1	Stability
2	Live system demo with integration features Excel and other systems
3	Clear License details and or support to KCDF. KCDF will procure the licenses directly from the service provider, but a consultant will provide technical support or advice if required.
4	User and admin manual/guide
5	Reliable Support at the design phase and after going live
6	Secure cloud hosting with mirror servers
7	Two Level Authentication login
8	Different User access levels/rights (Demo)
9	Automated Online Backup
10	Business Intelligence
11	Login Audit trail
12	Affordable maintenance & and support (As per KCDF yearly budget)
13	Workflow features
14	Realtime Dashboards
15	Efficiency & Efficacy
16	Mobile Ready (not mandatory)
17	Ready templates for basic reports and customization.

Physical Address

4th Floor, Morningside Office Park, Ngong Road, P.O. Box 10501-00100, Nairobi, Kenya

Telephone & Mobile

(254-20) 8067440/01/01/3540239
 (254) 722168480 / (254) 736449212

Email

info@kcdf.or.ke

18	Easy to search or query
19	Report visualization (graphically rich reports in different formats)

4. Technical Proposal Guidelines

The proposed firms should present technical documentation detailing a list of capabilities (see no 3 above). In addition, outline and or share the following:

- a. A comprehensive understanding of requirements and proposed solutions. Bidders are expected (in their proposal) to add and or amend the listings under number 3 above.
- b. A step-by-step migration strategy, highlighting tools, methodologies, and key milestones of the work.
- c. An overview of potential challenges and mitigation strategies.
- d. Profiles of the technical team members, emphasizing experience with similar migrations.
- e. A training plan for our in-house team, including manuals, hands-on sessions, and Q&A sessions.
- f. A post-migration support blueprint, detailing response times, escalation procedures, and support duration.

5. Financial Proposal

Vendors should submit a financial draft, highlighting:

- i. A detailed breakdown of all costs associated with the migration, including licensing, service fees, training, and post-migration support.
- ii. Payment terms and conditions, including milestones tied to deliverables.
- iii. Any potential additional costs not covered in the primary breakdown.
- iv. Any discounts or special offers relevant to the project
- v. Budget to clearly show amounts before going live, and a section on annual support for at least the next two years after going live.

6. Assessment Criteria

We'll evaluate submissions based on:

- i. Depth and clarity of the proposed technical strategy.
- ii. The expertise of the designated team.
- iii. The economic viability of the financial draft.
- iv. Verifiable history of past successful migrations.
- v. Quality of post-migration support i.e. proposition, a summary of both cost and support commitments.

7. Submission Details

Proposals are due by 8th April. 2024. Please direct your submissions to email: procurement@kcdf.or.ke with a copy to finance@kcdf.or.ke Email Subject: Finance/ERP/2024