HARC Financial and Accounting System

Q&A for Request for Proposals

September 7, 2021

Q. RFP question 1.5.3 Automatic cash account entries and maintenance by interfacing with another accounting system - Can you provide more details for this requirement? Can you clarify interfacing with another accounting system?

> A. Specifically, we're interested in the capability to upload/download information directly to/from our bank(s).

Q. RFP question 2.2.33 Data entry screens for high-volume activity are supplier-specific - Can you provide more information on this requirement, specifically the vendor specific data entry screen? Is this envisioning a different Purchase Invoice Voucher entry screen per vendor?

> A. We are expecting that the selected system will provide data entry screens that are tailored to an individual who enters significant numbers of records. As such, those screens should have a logical data entry sequence and rely on keyboard commands rather than mouse clicks. We do not envision, necessarily, a separate Purchase Invoice Voucher entry screen per vendor.

Q. RFP question 2.3.23 Links cost adjustment back to original invoice and ensures adjustment is tied to check or payment of the original invoice - Can you clarify this requirement further?

> A. If an invoice that has already been entered into the system for payment subsequently is adjusted, e.g., to remove sales tax or apply a discount that was overlooked on the original invoice, we want that adjustment to be applied to the original transaction rather than entered as a separate (second) transaction.

Q. RFP question 2.7.7 Corrects distribution errors online without having to reenter or reverse entries and transactions - Can you clarify this requirement further?

> A. This requirement is confusing and can be discounted. Perhaps the most common example of this would be to change the invoice/PO/expense record that a vendor payment was assigned to after a payment has already been made.

Q. RFP question 2.9.1 Funds can be drawn from more than one bank - Can you clarify this requirement and the following requirement 2.9.2? Would a single payment be funded from multiple bank accounts, or does this apply to an invoice with multiple distributions?

> A. This requirement is confusing and can be discounted. We have multiple bank accounts (at multiple institutions) and need the tools to manage those multiple accounts, but we do not issue payments that are split between multiple bank accounts.

Q. RFP Question 2.9.22 Flags checks requiring attachments prior to mailing - Can you clarify this requirement further? Can you provide an example of an attachment that would be required for a check?

> A. Some vendors require that a copy of the invoice or a "remittance advice" be returned with the check. This "flag" or note would serve as a reminder to the A/P staff to include that additional documentation. We don't see this as a critical item, but it would be useful.

Q. RFP Question 7.5.11 Create a single journal that summarizes activity by invoices - Can you clarify this requirement further?

> A. Since this is for A/R Interfacing and many of our projects are for reimbursements, this can best be interpreted to mean the invoices to be reimbursed can be summarized in a single JE rather than all invoices entered individually.

Q. RFP Question 9.1.10 Provide an option to budget or commit project expenditures by periods - Can you provide more information on this requirement?

> A. HARC operates on a Jan-Dec fiscal year, and our general and administrative accounts follow that same schedule, so the ability to track budgets by year, e.g., last, current, next, is important. However, HARC's business is centered on research grants that can cover any time period from a very few months to five years or more and are not tied to calendar years. We're looking for the ability to budget by grant year in order to manage our research projects (each set up as a separate job or project) based on their own specific timelines.

Q. There are many questions about Batches, is this a requirement? Our solution is real-time only. The rfp is a bit confusing, are these projects or jobs? There are some areas that lean towards construction versus traditional projects. Please clarify with a more specific description of what a typical project looks like. There are also references to manufacturing. What system is being used or will be used for this purpose?

> A. The RFP template used was created as a generic guide, and this section was unnecessarily confusing as it applies to HARC. HARC does not do construction or manufacturing, but we treat our research grants as projects or jobs and set each one up with its own unique account or key. Also, we expect the solution that is proposed will be a real-time system, and although batch processing could be part of the system, we are not specifically looking for batch processing.

Q. What is the deadline for rfp response submission? What vendors/products are included in the search? How many were asked to respond? How many will be selected for the presentation? What is the anticipated purchase date and go live date required?

> A. The dates for response submission and selection decision are prominently shown in the RFP document at https://HARCresearch.org/Finances. We are targeting an implementation in early 2022. HARC chooses not to disclose the identities of the companies that respond to this RFP. Eight companies were invited to apply, but other companies are welcome to also submit responses as well. The companies invited to provide detailed presentations or to further negotiate their proposals will be dependent on the proposals received, and HARC reserves the right to enter into discussions with whichever company(ies) it considers to have presented the system that offers the greatest value for HARC, i.e., combination of features and price.