



E- Procurement Solution

Summary

The Society for Neuroscience (SfN) is seeking proposals from qualified vendors for an eProcurement Solution to leverage the Society's purchasing power and to improve operational efficiencies. The eProcurement software should support a paperless procurement and A/P process that streamlines workflow and provides precision measurement across the entire procurement and finance ecosystem. The eProcurement Solution should provide significant improvements in procurement operations which include processes related to purchase requisitions, contract management, approval workflow, competitive bids, receiving, invoicing, commitments, integration with budget, purchase orders and reporting.

SfN realizes that processes are a critical part of the backbone of an organization, driving consistency and efficiency through agreed-upon steps that are cross-functionally integrated. With that said, SfN is open to having the vendor review current procurement and AP processes, especially root causes to underlying issues, to provide alternative solutions. One key challenge facing SfN is its multiple process steps (e.g., approval levels, workflow routing, and review) for different types of spend categories and/or budget categories.

Currently, the majority of SfN's processes surrounding procurement are manual. Manual processes identified include:

- a. Excel generated Purchase Requests are printed and routed for signature manually.
- b. An Excel file is used to track the requisition in case the document is lost in the routing process.
- c. Purchase requisitions are manually logged in SharePoint to verify receipt by procurement.
- d. Information pertaining to competitive bids and sole sourcing is tracked and stored in different locations and not easily accessible to staff.
- e. There is no integration between the purchase requisition data in Excel and Dynamics GP. This requires that purchase requisition data be entered twice in the system, once in Excel and again as a purchase order or invoice in Dynamics GP. This also requires manual budget verification.
- f. Some of the different routing paths are:
 - temporary services
 - tuition reimbursement purchase requests
 - service purchase requests (regardless of amount) as they would have to accompany a contract routing process
- g. Invoices are manually logged into a spreadsheet and tracked in Excel all the way through the AP process.
- h. Throughout SfN's day-to-day procurement activities, a variety of manual processes and desktop applications are utilized. These applications, systems and processes do not:
 - easily enable the sharing of information or data;
 - provide for application of consistent procurement practice and procedures;
 - enable SfN to take full advantage of the latest technology to maximize the value of its procurement process.

SfN's objectives for implementing an eProcurement Solution include the following:

- Offer greater efficiency for Procurement staff by reducing the need for manual solutions and bottlenecks outside of Finance.
- Reduce purchasing cost and improve efficiency by enabling a single point of entry
- Enhance ability to identify and address policy noncompliance issues
- Automate accounts payable processes creating a fast, accurate, and efficient paperless method for processing invoices for payment
- Enable spend analysis, to assist in the effective tracking and analysis of cash flow
- Standardize purchasing processes across the organization
- Reduce administrative costs with better effectiveness
- Significantly shorten the procurement cycle
- Standardize approval processes and formal workflows, ensuring that the correct level of authorizations are applied to each transaction
- Enable budget validation and encumbrance accounting during the procurement process
- Direct users to SfN's preferred vendors
- Provide detailed, item-level spend visibility and budget verification for departments to better manage spending to budget and to assist during year end accrual process
- Improve Strategic Sourcing efforts to fully leverage SfN's purchasing power
- Improve the quality of service to internal users from across the organization by providing an intuitive, user-friendly procurement tool for their needs including, but not limited to purchasing the goods and services they require, tracking bills and being able to reference budgets.
- Implement electronic transactions for purchases made from preferred vendors

SfN will consider all proposals that help achieve these objectives. This will include proposals that would introduce a requisitioning process that meets SfN's workflow approval policies, integration with SfN's Dynamics GP procurement module and invoice processing module, as well as provide additional system flexibility and a contract management module.

Desired Solution Overview

- The desired Solution should establish a "single face for procurement" for SfN users.
- It is envisioned that this "single face for procurement" will be a fully integrated "Portal" that takes full advantage of the latest technology, industry standards and best business practices to enable SfN to maximize the value of its procurement processes and to reduce time and costs.
- SfN envisions that offerors may propose a phased approach (including depth and breadth) to deployment/implementation of the proposed Solution. Such proposals should identify the order in which the proposed functionality will be deployed/implemented, the business rationale and benefit for the proposed order of deployment/implementation, and the schedule (i.e., dates) by which the proposed functionality will be available for initial testing/acceptance and subsequent deployment/implementation.

Implementation Schedule

ACTIVITY	DATE
RFP Release Date	May 23, 2013
Vendor Registration	May 23 – June 4, 2013

Vendor to Submit Questions / RFP Clarifications	May 28 – June 11, 2013
RFP Response Deadline	June 24, 2013
SfN Review of Proposals	June 25-July 1, 2013
Demos – vendors must be available	July 2 – July 20, 2013
SfN’s follow up questions for vendors	July 22 – July 26, 2013
Contract Award Notification	July 29, 2013
Contract Negotiation / Finalization	July 29 – August 23, 2013
Procurement System Implementation	August 26 – December 2, 2013

Registration

All Bidders that will submit an offer in response to this RFP are required to register with SfN. To register, the bidder must send an e-mail containing a point of contact, statement of intent to file a proposal, and the bidder’s e-mail address to ptroxell@sfn.org by 5 pm EDT June 4, 2013.

Supplier Questions

Questions may be e-mailed to ptroxell@sfn.org until 12:00 PM EDT on June 11, 2013. Written questions should be directly tied to the RFP by the writer. Questions should be asked in constructive order, from beginning to end, following the organization of the RFP. Each question should begin by referencing the RFP page and section number to which it relates.

NOTE: Registered bidders are NOT to contact any SfN associate directly without first clearing it with the Procurement Manager. You can contact the Procurement Manager at 202-962-4028. Anyone caught violating this rule risks being eliminated from the RFP process.

Proposal Preparation and Submission Instructions

Interested parties are to provide the Society with a thorough proposal using the following guidelines:

General

Proposal should be as succinct as possible. Proposal should be straightforward and concise and provide “layperson” explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer. Proposals, which appear unrealistic in the terms of technical commitments, lack of technical competence, or are indicative of failure to comprehend the complexity and risk of this RFP/contract, may be rejected.

The bidder must follow instructions in this RFP when preparing and submitting its proposal. The bidder is advised to read thoroughly and to follow all instructions. The information required to be submitted in response to this RFP has been determined to be essential in the bid evaluation and contract award process.

Each bidder is given wide latitude in the degree of detail it elects to offer of the extent to which plans, designs systems, processes and procedures are relevant. Each bidder is cautioned, however, that insufficient detail may result in a determination that the bid proposal is materially non-responsive.

- **Preparation of Proposal**

Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional material beyond those sufficient to provide a complete, accurate and reliable presentation.

- **Number of Proposal Copies**

Please submit one electronic copy of your proposal to: ptroxell@sfn.org

- **Joint Venture**

If a joint venture is submitting a bid, the agreement between the parties relating to such joint venture should be submitted with the venture's proposal. Authorized signatories from each party comprising the joint venture must sign the bid proposal.

Management Overview

The bidder shall set forth its overall technical approach and plans to meet the requirements of the RFP in a narrative format. The narrative should convince SfN that the bidder understands the objectives that the contract is intended to meet, the nature of the required work, and the level of effort necessary to successfully complete the contract. The narrative should convince SfN that the bidder's general approach and plans to undertake and complete the contract are appropriate to the task and subtasks involved.

Mere reiterations of the RFP tasks and subtasks are strongly discouraged as they do not provide insight into the bidder's ability to complete the contract. The bidder's response to this section should be designed to convince SfN that the bidder's detailed plan and approach proposed to complete the Scope of Work are realistic, attainable, and appropriate and that the bidder's proposal will lead to successful contract completion.

Contract Management

The bidder should describe its specific plans to manage, control, and supervise the contract to ensure satisfactory contract completion according to the required schedule. The plan should include the bidders approach to communicate with SfN, including, but not limited to, status meetings, status reports, etc.

Contract Schedule

The bidder should include a contract schedule. If key dates are a part of the RFP, the bidder's schedule should incorporate such key dates and should identify the completion date for each task and sub-task required. Such schedule should also identify the associated deliverable item(s) to be submitted as evidence of completion of the task and/or subtask.

The bidder should identify the contract scheduling and control methodology to be used and should provide the rationale for choosing such methodology.

Implementation Plan

Submit a work plan to accomplish the scope as defined in this RFP. The work plan must include identification of and time estimates for each significant segment of the work, and the staff level to be assigned. Planned use of specialists or sub-contractors must be specified. The work plan should address the following information:

- a) Potential Problems

The bidder should set forth a summary of any and all problems that the bidder anticipates during the term of the contract. For each problem identified, the bidder should provide its proposed Solution.

- b) Location

The bidder should include the location of the bidder's office that will be responsible for managing the contract. The bidder should include the telephone number and name of the individual to contact.

c) Experience of Bidder on Contracts of Similar Size and Scope

The bidder should provide a comprehensive listing of contracts of similar size and scope that it has successfully completed, as evidence of the bidder's ability to successfully complete the services required by this RFP. Emphasis should be placed on contracts that are similar in size and scope to those required by this RFP. A description of all such contracts should include and should show how such contract relates to the ability of the firm to complete the services required by this RFP. For each contract, bidder should provide the name and telephone number of a contact person for the other contracted party. Beginning and ending dates should also be given for each contract.

d) Project Organization and Staffing

Describe your approach and methods for managing the operation as well as the completion of this project. Identify the project director and/or manager and the person(s) who will be the key contact(s) with the Society during this project. Include resume for project director and key contact(s), along with the following information:

- Company ownership
- Location of the company offices.
- Number of employees both locally and nationally
- Location(s) from which employees will be assigned.
- Name, address, and telephone number of the Bidder's point of contact for a contract resulting from this RFP.
- Company background/history and why Bidder is qualified to provide the services described in this RFP.
- Length of time Bidder has been providing services described in this RFP.
- Bidder's Dun and Bradstreet number and/or financial statement.

Bidder must include in the proposal a complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the Bidder or in which the Bidder has been judged guilty or liable. Failure to comply with the terms of this provision will disqualify any proposal.

SfN encourages the formation of teams or working groups that pool specialized expertise throughout project development, and reserve the right to encourage bidders to form teams after initial proposal review, if appropriate.

The Society reserves the right to reject any proposal based upon the Bidder's prior history with the Society or with any other party, which documents, without limitation, unsatisfactory performance, adversarial or contentious demeanor, significant failure(s) to meet contract milestones or other contractual failures.

e) References

At least five (5) references for projects of similar scope should be included. These references should be implementations that were performed in the past two years. For each reference, indicate the reference's name, organization affiliation, title, complete mailing address, telephone number, modules used by the organization, and implementation timeframe.

f) Other Information

Include any other information you consider to be relevant to the proposal.

It is the intention of the Society for Neuroscience to award a contract to the firm who furnishes satisfactory evidence that the firm has the requisite experience, ability, sufficient capital, and facilities

to enable the firm to execute the work successfully and properly, and to complete it within the specified schedule in the contract.

g) Additional Questions

As part of your submission, please respond to the following:

1. A general overview of the Solution you are proposing. This should consist of a concise, non-technical summary that provides a management overview of your Solution and outlines your approach for meeting SfN's objectives.
2. A description of any functionality that you believe sets you apart from other eProcurement Solutions available.
3. Complete the functional requirements list in appendix A of this RFP (in attached Excel spreadsheet).
4. A description of your implementation services, including program management, site configuration, deployment options, and test/go live process (attach if necessary).
5. What barriers do you foresee in meeting the implementation timeline outlined within the RFP? If you foresee any barriers or issues, please provide an adjusted timeline as part of your response.
6. A detailed description of the technical requirements needed by SfN to implement your Solution including any processing and storage requirements.
7. A detailed description of how your Solution will integrate with SfN's accounting software. This includes the integration with Dynamics GP modules, including but not limited to, procurement and accounts payable modules, Analytical Accounting, Dynamics GP's vendor data base and SfN's detailed budget.
8. A detailed description of how often your system is upgraded and how these upgrades are managed. How are clients kept abreast of these changes and trained on them?
9. A description of your change management process and the how SfN can participate in deciding future product enhancements. How are changes documented to ensure future releases do not undo or undermine customizations?
10. A list of customer support office locations.
11. What types of customer support are available, and in what hours/timeframes?
12. A description of your organization's structure relative to support services.
13. A description of your issues escalation policy.
14. A description of the training services included in your offering.
15. Is on-site classroom training available, and if so, what are the costs?
16. A description of any web training available and any associated costs.
17. Please describe in detail, any value added Services and/or Products you offered such as Electronic Bidding, Contract Management; Strategic Sourcing etc. If these service or products are provided as separate modules, please explain each module and its function.
18. If you offer a hosted solution, what are the data backup protocols and disaster recovery plan?
19. What is the length of a typical implementation?
20. What services are provided for implementation?
21. What system monitoring do you provide?
22. Is there an online support portal?
23. Do you have a publicly accessible online forum to collaborate and connect with other customers?
24. How many customers are currently using the vendor procurement solution?
25. How many years has the vendor procurement solution been on the market?
26. A detailed description of your product's reporting and analytics capabilities, including:
 - A list of all standard reports delivered with your product
 - Spend Analytics Capability

Transaction Analytics Capability
Usage Analytics Capability
Catalog Change Analysis
Performance Measurement tools
Custom Report Capability

Request for Additional Information and Product Demonstration:

SfN reserves the right to seek clarification or additional information from any bidder throughout the solicitation process, requesting a demonstration of the eProcurement Solution. The demonstrations will take place at SfN's headquarters in Washington, DC July 2th through July 20th. During the demonstration, bidders must address SfN's key requirements and pain points. SfN will provide specific scenarios that address our needs for the demonstration. Additional consideration will be given to vendors whose presentations are given, or supported in-person by the proposed project manager.

The demonstration will be interactive, with SfN asking questions of the bidder's representative. Failure of a bidder to demonstrate that the claims made in its proposal are in fact true may be sufficient cause for deeming a proposal non-responsive.

Proposal Evaluation and Contract Award

Proposal Evaluation Committee

Proposals may be evaluated by an Evaluation Committee comprised of members of affected departments together with members from procurement. On occasion, the Evaluation Committee may choose to make use of the expertise of an outside consultant in an advisory role.

Evaluation Criteria

The following evaluation criteria categories, not necessarily listed in order of significance, will be used to evaluate the bid proposals received in response to this RFP. The evaluation criteria categories may be used to develop more detailed evaluation criteria to be used in the evaluation process.

The bidder's detailed approach and implementation methodology to implement a procurement system.

The functionality of the software to meet SfN's procurement requirements. SfN's key requirements are provided in Appendix A. One of the key requirements is the approval workflow as shown in Appendix B. Vendors are encouraged in the demo to show how their product can be configured to meet the workflow as shown in Appendix B. As previously stated, SfN realizes that some policies and processes may need to be revisited and adjusted.

The bidder's documented experience in successfully completing contracts of similar size and scope of those required by this RFP.

The qualifications and experience of the bidder's management, supervisory, or other key personnel assigned to the contract.

The bidder's cost proposal.

Level of customization required to meet the outlined needs.

The Evaluation Committee may consider such other factors that, in the opinion of the team, are important in evaluating the bidder's proposal.

The Evaluation Committee reserves the right to request all bidders to explain the methods used to arrive at any costs or pricing figures.

When making the contract award decision, SfN may consider evidence of formal or other complaints against the bidder(s) by local, state and federal government agencies or other non-profits.

SfN reserves the right to check bidder's financial capacity and ability to successfully undertake and complete the services required by this RFP by any means deemed appropriate.

SfN reserves the right to conduct site inspections of any facility(s) services by the bidder(s) to assist in judging the bidder's ability to provide the services required by this RFP. This applies to all facilities services by the bidder or any sub-contractor to the bidder.

SfN has the right to consider additional information not listed here.

General Statement

The Society may also contact and evaluate the bidder's and subcontractor's references; contact any bidder to clarify any response; contact any current users of a bidder's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process. The evaluation committee shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interests of the Society.

Discussions may, at the Society's sole option, be conducted with any bidder who submits a proposal determined to be reasonably likely to be selected for an award. Discussions may be for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements.

Bidders shall be accorded fair and equal treatment with respect to any opportunity for discussion and written revision of proposals. Revisions may be permitted after submissions and before award for obtaining best and final proposals. In conducting discussions, the Society will not disclose information derived from proposals submitted by competing bidders.

A Notification of Intent to Award may be sent to the bidder selected. Award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing bidders unless an agreement is reached.

If contract negotiations cannot be concluded successfully, the Society may negotiate a contract with the next highest scoring bidder or withdraw the RFP.

Price Proposal

Detail the precise manner and estimated cost of compensation expected from SfN. Include a cost breakdown for all required tasks.

The cost Proposal should list in detail all costs, fees, or charges SfN can expect to incur if your proposed Solution is implemented. These costs should include:

- Software license and/or hosting fees
- Annual Maintenance Fees
- Product Upgrade Fees
- Additional Module Fees
- Fees for any Value added Services
- Estimated Implementation costs
- Estimated Training cost
- Other Fees or Charges

Please indicate any tiered fee structure or volume discounts in your cost proposal response.

Provide 5-year all-in costs associated with your solution/product and associated discounts.

The following are additional information for software pricing:

- SfN is currently on Dynamics GP 2010 SP3
- SfN has 10 concurrent user licenses.
- SfN will have up to ninety requesters for purchase requisition and up to six purchase requisition approvers.

Contract Award

The contract shall be awarded with reasonable promptness by written notice to that responsible bidder whose bid, conforming to the invitation for bids, will be most advantageous to SfN, price and other factors considered.

General Information

- Neither SfN nor its representatives shall be liable for any expenses a bidder incurs in connection with preparation of a response to this RFP. Applicants should prepare their proposals simply and economically, providing a straightforward and concise description of the bidder's ability to meet the requirements of this RFP.
- The issuance of this RFP does not commit SfN to award a contract, to pay any costs incurred in the preparation of a proposal in response to this request or to actually procure the requested services.
- SfN reserves the right to reject any or all the RFP applications submitted in response to this solicitation, due to the lack of responsiveness, changes in SfN's operating objectives, lack of funding, or for any reason determined by SfN and at the sole discretion of SfN.
- Time Extension: SfN may for good and sufficient reason extend the response deadline, in which case all potential vendors will receive an addendum setting forth the new time and date.
- Request for Additional Information: Prior to the final selection, vendors may be required to submit additional information that SfN deems necessary to further evaluate the vendor's qualifications. As part of the evaluation process, vendors shall furnish such additional information as SfN may reasonably require.
- SfN will not be liable for any costs incurred by the vendor in connection with interviews (i.e., travel, accommodations, etc.) conducted as part of the evaluation or negotiation process.
- Gratuity Prohibition: Vendors shall not offer any gratuities, favors, or anything of monetary value to any associate at SfN for the purpose of influencing consideration of this proposal. If an SfN associate solicits a gratuity, the vendor is obligated to inform SfN's Deputy Executive Director (Operations).
- Right of Withdrawal: A proposal may not be withdrawn before the expiration of one hundred and eighty (180) days from the proposal due date.
- Right of Negotiation: SfN reserves the right to negotiate with the selected vendor the exact terms and conditions for a contract.
- Liability and Insurance: The selected bidder shall purchase and maintain insurance in the amounts and types as needed for the protection from claims caused by the contractor's personnel or work, or by any subcontractor performing work for the contractor.
- Legal Compliance: In connection with the furnishing of supplies of performance of work under the contract, the contractor agrees to comply with the Fair Labor Standard Act, Equal Opportunity Employment Act, and all other applicable Federal and State laws, regulations and executive orders to the extent that the same may be applicable.
- Disqualification: No award will be made to any bidder, person or party, parent or subsidiary that is de-barred from providing services to the federal or state government, or with which SfN has an outstanding claim against or a financial dispute.

- Performance and Approval of Sub-Consultants: The vendor will perform the project as an independent contractor and not as an agent or employee of SfN. The vendor shall secure written permission from SfN before subcontracting any part of the project. Such permission should be obtained during the proposal evaluation stage.
- Licenses, Permits & Taxes: The price or prices for the work shall include full compensation for all taxes, permits, etc. that the vendor is or may be required to pay. SfN is a tax exempt entity.
- Minority/Women Business Enterprise (MWBE) Policy: It is the policy of SfN to provide minority and women owned business enterprises with equal opportunity for participating in the selling of goods and services to SfN. In cases where a vendor plans to sub-contract a portion of the work, it is required to make "A Good Faith Effort" to engage qualified MWBEs for such work. Vendors shall keep records of such efforts, when applicable, that are adequate to permit a determination of compliance with this requirement. If subcontracting is involved in the proposal, a Proposed Schedule of Minority/Women Business Enterprise Participation shall also be submitted.
- Revisions to this RFP: In the event it becomes necessary to clarify or revise this RFP, such clarification or revision will be by addendum. Any RFP addendum will be distributed to all registered bidders via the e-mail provided.

Bidder Responsibility: The bidder assumes sole responsibility for the complete effort required in the RFP. No special consideration shall be given after bids are opened because bidder's failure to be knowledgeable of all the requirements of the RFP. By submitting a proposal in response to this RFP, the bidder represents that it has satisfied itself, from its own investigation, of all the requirements of this RFP

SfN eProcurement Solution Requirements

(Note: Term “users” defined as all system users unless otherwise noted)

Bidder Instructions:

Please indicate in column 'C' if this requirement is: 'Y', 'N' or 'C' Select choice from the drop down list If 'C', enter estimated cost to customize in column 'D'		Y = Delivered Functionality N = Not Available C = Customizable	You may add a comment in this column if you want to provide additional information regarding your answer	
No.	Requirement	Y/N/C	If 'C'	Comments
1	Requisition Capability		Estimated Cost	
1.01	Solution supports a fully paperless procurement process			
1.02	Ability to send Procurement a notice when a PR is created			
1.03	Ability for Procurement to change/alter requisition throughout the process			
1.04	Ability to create a "favorites" list of commonly ordered items			
1.05	Ability to track and monitor consulting, temporary, and other services - amount on PR versus invoice payments (Running total)			
1.06	Ability to tell when a purchase is budgeted, under budgeted or not budgeted			
1.07	Ability to delineate purchase requests across multiple fiscal years for planning and reference purposes			
1.08	Ability to encumber unidentified budget amounts			
1.09	System allows both system-generated purchase request numbers and user-defined numbers			
1.10	System prevents duplicate document numbers			
1.11	Requisition numbers must not overwrite PO numbers			
1.12	Ability to identify within the requisition, the accounting period(s)/ fiscal year(s) that the requisition is associated with			

1.13	Ability to create requisitions for a Blanket Order			
1.14	Ability to mix blanket order and non-blanket order lines on the same requisition			
1.15	For a blanket PO, system allows for the following control parameters specific to blanket orders: Total cost not-to-exceed Time period Estimated or specific quantity Specific items			
1.16	Auto-fill ability for where appropriate for ease of use			
1.17	Ability to create requisitions for services			
1.18	Ability to copy a requisition from a previous requisition			
1.19	Ability to save a requisition as a template			
1.20	Ability to enter comments by different users on the requisition header.			
1.21	The comment field must be at least 250 characters in length.			
1.22	Ability to enter comments by different users on the requisition line			
1.23	Ability to embed special instructions onto the requisition.			
1.24	Ability to create an electronic "Competitive Bidding Checklist " and attach documents to requisitions (bid documents – quotes)			
1.25	Ability to view requisition attachments			
1.26	Ability to have at least 20 account distributions on the requisition line based on amount, percentage or quantity			
1.27	Ability to create preferred/restricted lists for budget codes and Departments			
1.28	Ability to limit budget and/or expense account codes available for use on requisitions by specified groups of users			

1.29	Ability to hold requisition from further processing with flexibility to determine when and who has those rights			
1.30	Ability to save requisition and complete at a later time			
1.31	Ability for users to cancel requisitions that have not been approved			
1.32	Ability for users to cancel requisitions that have been approved			
1.33	Ability to create requisition on behalf of another user while maintaining audit history			
1.34	Ability to link two requisitions from multiple suppliers			
1.35	Ability to specify required fields - fields that must be completed before routing			
1.36	Ability to indicate payment method such as check, corporate card, etc.			
1.37	Ability to use 'Pop-up' calendars for selecting dates			
1.38	Ability to specify contract number on requisitions			
1.39	Ability to attach contract and any other required information for routing purposes			
1.40	Ability for system to "suggest" a supplier for an item			
1.41	Ability to remind staff when competitive bidding is required based on limits - holds requisition until bidding attached			
1.42	Ability to specify sole source status on requisition and require appropriate backup			
1.43	Ability to print requisitions			
1.44	Ability to create Invitations to Bid from Requisition(s)			
1.45	Requisition information must be transferred automatically from requisition to PO - with the ability to then be edited			
1.46	System saves the PO number on the requisition after syncing with PO module			
1.47	Ability to search requisition based on PO, associated buyer, vendor, exceptions, limits,			

	amounts, etc.			
1.48	Ability to categorize purchases for reference purposes			
1.49	Ability to group requisitioned items by vendor or like-item for volume purchase purposes			
1.50	Ability to track requisition/ PO issued by department			
1.51	Ability to inquire, add, cancel, and delete requisition online without bypassing designated workflow			
1.52	Ability to prevent entering invalid account codes			
1.53	Integration with Analytical Accounting, including for budgeting purposes			
1.54	Ability to assign lines of requisitions to multiple purchase orders and to different vendors, both project-based and unknown			
1.55	Ability for Procurement to view and manage requisitions by date, like-items, department or dollar amount			
2	Preferred Vendor Requisition Capability			
2.01	Auto-notify when preferred vendor review period is approaching			
2.02	Specify timeframe for preferred vendor status			
2.03	Ability to create a "catalog" for common items purchased from Preferred Vendors			
2.04	Ability to create requisitions by selecting items from the Preferred Vendor catalog			
2.05	Ability for system to suggest a Preferred Vendor			
2.06	Ability to search Preferred Vendor catalog			
2.07	Ability to search across multiple vendors			
2.08	Ability to view item image			
2.09	Ability to search by multiple attributes			
2.10	Ability to set up contracted pricing for Preferred Vendors			
3	Workflow Approval			
3.01	Ability to define workflow rules and routings as outlined by the Signature Authority and Policy Approval (see requisition approval workflow			

	below)			
3.02	Ability to approve/reject at line distribution level			
3.03	Ability for approvers to add comments when approving or rejecting			
3.04	Ability to add approvers on select requisition line items which require additional approvals - for print and photography			
3.05	Ability to have multiple workflow approvals when budget amount crosses multiple departments			
3.06	Ability for at least 20 approval levels			
3.07	Ability for SfN staff to configure automatic system notifications			
3.08	Ability to send email notification to approvers			
3.09	Ability to trigger and/or send email reminders to approvers if requests are not approved within a specified timeframe			
3.10	Ability to send email notification to requester when requisition is approved			
3.11	Ability to assign alternate approvers if primary approver is on vacation or unavailable			
3.12	Ability to view budget validation on the workflow approval page			
3.13	Ability to view requisitions 'On Hold' on the workflow approval page assigned to you (or all for system admins)			
3.14	Ability to view relevant contract number on the workflow approval page			
3.15	Ability to create admin approver (approver who can approve all steps in workflow process) to ensure movement in the case of unavailable approvers			
3.16	Ability to approve requisition directly from the e-mail without needing to log into the system			
3.17	System provides audit trail history of approvals (who approved requisitions, who approved payments, etc.) including timeframes for approvals to help identify bottlenecks			

3.18	Ability for internal requisition to flow through an approval process			
3.20	Ability to manually route - override the system			
3.21	Add informational routing checkbox to allow for additional review			
4	Bid Capability			
4.01	Ability to create bids/RFP and link the bid to purchase requisition			
4.02	Ability to assign a bid number that links to associated documents			
4.03	Ability to attach documents or notes to a bid			
4.04	Ability to set a created, issued, questions due, response and expected award date/times			
5	Reporting			
5.01	Ability to write ad hoc reports with ease, either with a report writing tool or SQL			
5.02	Ability to customize purchase request as needed and report against any customized fields			
5.03	Ability to run reports on open or closed requisitions			
5.04	Report on unissued purchase orders			
5.05	System integrates with GP SmartList and/or Excel Report			
6	Contract Management			
6.01	Ability to perform contract management and tracking functions			
6.02	Ability to attach documents (word, excel, pdf, etc) to a pricing agreement or contract			
6.03	Ability for under \$5K contract template to be accessed for purchases meeting specified criteria			
6.04	Ability to route contracts electronically			
6.05	Ability to establish contract timelines to access the agreed upon pricing			
6.06	Ability to receive notification prior to expiration of contract			
6.07	Ability to amend prices, terms or conditions in a pricing agreement or contract			
6.08	Ability to confirm contract deliverables have been met when they are tied to interior final contract payments			
7	Purchase Order Capability			
7.01	Ability for multiple account distribution on Purchase order line items based on: amount, percentage and/or quantity			

7.02	Ability to specify contract number on Purchase Orders			
7.03	Ability for Purchase Orders to be automatically generated upon requisition approval			
7.04	Ability to create Blanket Purchase Order			
7.05	Ability to mix blanket order and non-blanket order lines on the same purchase order			
7.06	Ability to allow users to create change orders for changes in quantity, amount and/or accounting information			
7.07	Ability to allow users to create change orders to add or delete Purchase order lines			
7.08	Ability to copy a Purchase Order from a previous Purchase Order			
7.09	Ability to enter and transmit multiple Comments on the Purchase order line			
7.10	Ability to attach documents to Purchase Orders			
7.11	Ability to view Purchase Order attachments			
7.12	Ability to hold Purchase Orders for further processing			
7.13	Ability to select payment method (including check, corporate card, etc)			
7.14	Ability to reconcile Procurement Card statements against Purchase Order to simplify monthly review process			
7.15	Ability to view a snapshot of related Requisition, Purchase Order, Receiving and Invoice activity on one screen			
7.16	Ability to Print Purchase Orders			
7.17	Ability to e-mail purchase orders			
7.18	Ability to correct a distribution error without having to back out of the PO and resubmit it			
7.19	Ability to allocate purchase orders to multiple general ledger accounts and analytical accounting dimension codes			
7.20	Ability to allow multiple budgetary accounts and dimension codes to be identified on the purchase order, as well as allocations (e.g., calculated percentage breakdowns)			

7.21	System allows authorized user to make price changes			
7.22	System automatically closes PO after its fully received and final payment			
7.23	System supports both centralized and decentralized purchasing processes			
7.24	System allows several requisitions to be consolidated into one purchase order and correctly tracks item quantities and accounting changes			
7.25	System allows for approval process for Change Orders			
7.26	System can provide detailed tracking of employees requesting change orders			
7.27	System can track personnel who can authorize a change order			
7.28	Ability to cancel Purchase Order			
7.29	Ability to interact electronically with vendors, place orders and receive invoices			
7.30	System supports automation in the RFP and RFQ process by managing solicitation, proposal responses, criteria, ranking and communications			
8	Purchase Return			
8.01	Ability to allow for the recording of goods returned to the vendor			
8.02	Ability to track quantity returns by vendor			
8.03	System allows user to cancel outstanding orders			
8.04	Ability to reverse accounting on returned transactions			
9	Invoice Processing Capability (if applicable)			
9.01	Ability for multiple account distribution on Invoices based on amount, percentage, or quantity			
9.02	Ability to budget-check invoices			
9.03	Ability to receive electronic invoices from suppliers via multiple formats, including EDI, XML, CSV and portal			
9.04	Ability to route invoices for approval (see invoice approval workflow below)			

9.05	Ability to establish price and quantity tolerances			
9.06	Store scanned invoice image and other supporting documents			
9.07	Capture sales tax, shipping and other charges			
9.08	Invoice hold tolerances by absolute quantity or amount, or % quantity or amount			
9.09	Credit and debit memo support			
9.10	Ability to reroute based on missing expense support			
9.11	Hold release / approval queue for invoices that fail tolerance checks			
9.12	Split invoicing to easily add the same PO line to an invoice multiple times			
9.13	Support for PO-backed and non-PO invoices			
9.14	Track payments against an invoice			
9.15	Ability by users to view invoice status, including reason for hold			
10	Receiving Capability			
10.01	Ability to create receipts for items in part or in whole for items received			
10.02	Ability to cancel a receipt in part or in whole for items received			
11	Security /Business Continuity			
11.01	Ability to create user accounts with various permissions (by department and by project)			
11.02	Ability for administrator role to maintain user profile information and assign attributes at login			
11.03	Ability for user to login with unique user ID and password			
12	Integration			
12.01	Proven and successful system integration with Dynamics GP (note in the comments section the integration points)			
12.02	Integration with other 3rd party systems. Please note in the comments sections any out-of-the-box integrations with other systems			
12.03	Detailed error logs that are easy for users to understand			

Appendix B – Purchase Requisition Approval Matrix

Chart below shows the steps a **Purchase Request** follows (based on total dollar amt. of request).

	Budgeted			Unbudgeted		
	Up To \$10,000	Between \$10,000 And \$25,000	Greater than \$25,000	Up To \$5,000	Between \$5,000 and \$50,000	Greater than \$50,000
Properly Complete PR	Step 1	Step 1	Step 1	Step 1	Step 1	Step 1
Department Head Signs PR	Step 2	Step 2	Step 2	Step 2	Step 2	Step 2
Senior Director Review & Signature Needed		Needed before Step 3	Needed before Step 3		Needed before Step 3	Needed before Step 3
Deputy Executive Director Review & Signature Needed			Needed before Step 3		Needed before Step 3	Needed before Step 3
Procurement Logs PR	Step 3	Step 3	Step 3	Step 3	Step 3	Step 3
Financial Analyst Reviews and Signs	Step 4	Step 4	Step 4	Step 4	Step 4	Step 4
Senior Director, Finance & Administration/CFO Reviews and Signs			Step 5		Step 5	Step 5
Executive Director Reviews and Signs						Step 6
PO Number Issued by Procurement	Final Step	Final Step	Final Step	Final Step	Final Step	Final Step

NOTE: The following additional steps are required when:

- Technology Services sign-off is required when the purchase includes software or computer hardware
- Membership & Marketing Services sign-off is required when the purchase includes print material or images.
- Director of Human Resources & Talent Management's sign-off is required temporary services.
- Information & Decision Supports Project Manager's sign-off is for all purchases made for projects managed by IDS.

Process for Budgeted Purchases		
Up to \$10,000	Between \$10,000 and \$25,000	Greater than \$25,000
Step 1 - Properly complete the Purchase Request (PR) and attach the appropriate documentation	Step 1 - Properly complete the Purchase Request (PR) and attach the appropriate documentation	Step 1 - Properly complete the Purchase Request (PR) and attach the appropriate documentation
Step 2 – a. Dept. Head signs off on the PR b. Route PR to Procurement	Step 2 – a. Dept. Head signs off on the PR b. Senior Director reviews & signs the PR c. Route PR to Procurement.	Step 2 – a. Dept. Head signs off on the PR b. Senior Director reviews & signs the PR c. Deputy Executive Director reviews & sign the PR d. Route PR to Procurement.

NOTE: The following additional steps are required when:

- Technology Services sign-off is required when the purchase includes software or computer hardware

• Membership & Marketing Services sign-off is required when the purchase includes print material or images. • Director of Human Resources & Talent Management's sign-off is required temporary services. • Information & Decision Supports Project Manager's sign-off is for all purchases made for projects managed by IDS.		
Step 3 – a. Procurement reviews PR to ensure it has been properly completed b. Procurement enters the PR in the "Purchase Request Tracker" database	Step 3 – a. Procurement reviews PR to ensure it has been properly completed b. Procurement enters the PR in the "Purchase Request Tracker" database	Step 3 – a. Procurement reviews PR to ensure it has been properly completed b. Procurement enters the PR in the "Purchase Request Tracker" database
Step 4 – a. Financial Analyst reviews PR to ensure it has been properly coded and the purchase budgeted b. Financial Analyst returns the PR to Procurement	Step 4 – a. Financial Analyst reviews PR to ensure it has been properly coded and the purchase budgeted b. Financial Analyst returns the PR to Procurement	Step 4 – a. Financial Analyst reviews PR to ensure it has been properly coded and the purchase budgeted b. Financial Analyst returns the PR to Procurement
Step 5 – a. Procurement reviews PR one last time b. Issues a "Purchase Order" number c. Purchase Order is given to the requestor which authorizes them to proceed with the purchase	Step 5 – a. Procurement reviews PR one last time b. Issues a "Purchase Order" number c. Purchase Order is given to the requestor which authorizes them to proceed with the purchase	Step 5 – a. Procurement reviews PR one last time b. Senior Director, Finance & Administration/CFO Reviews and Signs PR c. Procurement issues a "Purchase Order" number d. Purchase Order is given to the requestor which authorizes them to proceed with the purchase

Process for Unbudgeted Purchases		
Up to \$5,000	Between \$10,000 and \$25,000	Greater than \$25,000
Step 1 - Properly complete the Purchase Request (PR) and attach the appropriate documentation	Step 1 - Properly complete the Purchase Request (PR) and attach the appropriate documentation	Step 1 - Properly complete the Purchase Request (PR) and attach the appropriate documentation
Step 2 – a. Dept. Head signs off on the PR b. Route PR to Procurement	Step 2 – a. Dept. Head signs off on the PR b. Senior Director reviews & signs the PR c. Deputy Executive Director reviews & sign the PR d. Route PR to	Step 2 – a. Dept. Head signs off on the PR b. Senior Director reviews & signs the PR c. Deputy Executive Director reviews & sign the PR d. Route PR to

	Procurement.	Procurement.
Step 3 – - Procurement reviews PR to ensure it has been properly completed - Procurement enters the PR in the “Purchase Request Tracker” database	Step 3 – - Procurement reviews PR to ensure it has been properly completed - Procurement enters the PR in the “Purchase Request Tracker” database	Step 3 – - Procurement reviews PR to ensure it has been properly completed - Procurement enters the PR in the “Purchase Request Tracker” database
NOTE: The following additional steps are required when: - Technology Services sign-off is required when the purchase includes software or computer hardware - Membership & Marketing Services sign-off is required when the purchase includes print material or images. - Director of Human Resources & Talent Management’s sign-off is required temporary services. - Information & Decision Supports Project Manager’s sign-off is for all purchases made for projects managed by IDS.		
Step 4 – - Financial Analyst reviews PR to ensure it has been properly coded and the purchase budgeted - Financial Analyst returns the PR to Procurement	Step 4 – - Financial Analyst reviews PR to ensure it has been properly coded and the purchase budgeted - Financial Analyst returns the PR to Procurement	Step 4 – - Financial Analyst reviews PR to ensure it has been properly coded and the purchase budgeted - Financial Analyst returns the PR to Procurement
Step 5 – - Procurement reviews PR one last time - Issues a “Purchase Order” number - Purchase Order is given to the requestor which authorizes them to proceed with the purchase	Step 5 – - Procurement reviews PR one last time - Senior Director, Finance & Administration/CFO Reviews and Signs PR - Procurement issues a “Purchase Order” number - Purchase Order is given to the requestor which authorizes them to proceed with the purchase	Step 5 – - Procurement reviews PR one last time - Senior Director, Finance & Administration/CFO reviews and signs PR - Executive Director reviews and signs PR - Procurement issues a “Purchase Order” number - Purchase Order is given to the requestor which authorizes them to proceed with the purchase