



Mathare Youth Sports Association

REQUEST FOR PROPOSAL

for

INTEGRATED FINANCIAL MANAGEMENT INFORMATION SYSTEM (FMIS)

October 1, 2010

Mathare Youth Sports Association (MYSA)

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CONTENTS

I. BACKGROUND.....	1
II. SCOPE OF WORK.....	1
FMIS Requirements.....	1
Work to be Performed.....	2
General Instructions.....	2
Acceptance Testing	2
III. PROGRAM MANAGEMENT	3
Direction.....	3
Schedule.....	3
IV. PROPOSAL PROCESS AND SCHEDULE	3
V. PROPOSAL EVALUATION CRITERIA	4
VI. REQUIREMENTS AND FORMAT OF THE PROPOSAL.....	4
Part 1 – Letter of Transmittal	4
Part 2 – Understanding of the Scope of Work.....	4
Part 3 – Proposed Solution, Work Plan and Schedule.....	4
Part 4 – Estimated Cost to MYSA	5
Part 5 – Proposed Project Team	5
Part 6 – Relevant Experience and Client References	5
VII. LIMITATIONS	5
VIII. ADDENDA	6



I. BACKGROUND

Integrated Financial Management Information System FMIS

Started in 1987 as a Self-help group, Mathare Youth Sports Association (MYSA) has grown its membership to 25,000 members with activities that include Sports, Environmental Cleanups, AIDS Prevention, Leadership Training, HIV & AIDS, MYSA Library, Environment, Haba na Haba, Shootback, Jail Kid, amongst others.

MYSA is seeking to procure an **Integrated Financial Management Information System (FMIS)** that will provide greater automation for its Accounting and related processes e.g. Human Resources, Grant Management, Sports Management, Procurement etc.

MYSA desires that the FMIS shall meet its current and future requirements and guarantee its Return on Investment (ROI).

Objectives for FMIS

The objectives to be achieved by the consultants in this Project are as follows:

- To improve workflows through greater automation of Accounting and related processes
- Integrate with other systems at MYSA
- Reduce Total Cost of Ownership (TCO)
- Provide for Disaster Recovery and Business Continuity
- Have adequate Controls to mitigate against associated risks

These and other work-related requirements are more fully delineated in Section II, Scope of Work.

II. SCOPE OF WORK

FMIS Requirements

The FMIS should automate the following core Accounting tasks:

- Chart of Accounts
- Accounts
- Budgets
- Tax Management (Returns)
- General Accounting
- Accounts Payable
- Accounts Receivable
- Invoicing
- Budgeting
- Bank Management
- Assets Register
- Reports: Cashflow Statement; Balance Sheet; Income Statement / P&L; Trial Balance

The solution offered should provide for data exchange with the following systems currently in use at MYSA:

- Payroll System
- Sports Management System

Additionally, it is desirable that it should have the following functions

- Grants Management
- Projects/Activities Management and Monitoring
- Procurement
- Human Resources

CONTROLS

The System should have adequate controls that include (but are not limited to):

- Access Control / Role based Access
- Audit Trail
- Backup / System Recovery

Work to be Performed

The Scope of Work for this Project includes the following:

1. Analysis
2. Customization/ Configuration and Installation
3. Data Migration
4. Testing
5. Training

General Instructions

The day-to-day work schedule will be coordinated by **MYSA Finance Department**. Work shall not begin in any area without specific notification of, and approval by, the **Audit and Finance Manager**, or his designee.

Acceptance Testing

The Vendor shall provide a description of acceptance testing procedures and a recommended plan and schedule. The final provisions and procedures will be agreed upon with MYSA prior to acceptance testing.

The Vendor shall provide the resources necessary to conduct acceptance testing to verify proper operation prior to final acceptance by MYSA.

All test results shall be documented, and submitted to MYSA for review by the Vendor. The Vendor shall notify MYSA upon successful completion of acceptance testing.

III. PROGRAM MANAGEMENT

Direction

The FMIS Project shall be managed by the Finance Department of MYSA.

It is expected that informal weekly progress and facilitation meetings will be held with the Vendor, and that a formal concise written progress report will be required from the Vendor on a no more frequent than weekly basis in a format determined by MYSA.

Schedule

MYSA intends to have work commence on October 18th 2010 and have this work completed as soon as professionally possible, no later than December 17th 2010.

IV. PROPOSAL PROCESS AND SCHEDULE

The schedule for selection of a Vendor for this Project is as follows:

RFP transmitted to prospective bidders:	October 1 st , 2010
Proposal due:	October 6 th , 2010
Interviews with selected finalists:	October 11 th , 2010

Questions of a technical nature or procedural nature should be directed to:

Geofrey Nyamaiyeria
Audit and Finance Manager
MYSA Headquarters, Off Kangundo Road, Komarocks
Box 69038 - Nairobi 00622 Kenya
Telephone: +254-20-241-6651 / +254-20-2416652 • **Telkom wireless:** +254-20-20-62353
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Email: geofrey.nyamaiyeria@mysakenya.org

All proposals must be received prior to **5:00pm** on **October 6th**, 2010 and should be submitted via ANY of the following:

- a) **EMAIL:** With the email subject “**PROPOSAL FOR FMIS**” to geofrey.nyamaiyeria@mysakenya.org

- OR -

- b) **PHYSICAL DELIVERY:** Mathare Youth Sports Association (MYSA) Headquarters (Komarock, off Kangundo Road) in an envelope labeled “**PROPOSAL FOR FMIS**”.

V. PROPOSAL EVALUATION CRITERIA

MYSA will evaluate proposals and select a Vendor based on a combination of the following factors:

- Qualifications and relevant experience of the firm's proposed project management team.
- Qualifications and relevant experience of the firm's proposed staff.
- The firm's track record of successful completion of assignments similar to this request.
- Quality of references from similar work completed recently.
- Understanding of the issues facing MYSA and addressed in implementing this solution and the quality of the proposed Work Plan.
- The extent to which the proposed solution matches the needs of MYSA.
- Quality of the proposed plan for testing and acceptance of the implemented infrastructure.
- Quality of the Vendor's approach to knowledge transfer.
- Reasonableness of cost of labor rates and of products and associated services requested.

VI. REQUIREMENTS AND FORMAT OF THE PROPOSAL

Vendors responding to this RFP shall submit their proposals, organized and presented as outlined below.

Accuracy and completeness are essential. Since the successful proposal will be incorporated into the contract, Vendors are cautioned not to make claims or statements to which they are not prepared to commit contractually.

Part 1 – Letter of Transmittal

Part 1 of the Proposal must consist of a letter of transmittal signed by an individual authorized to bind the Vendor contractually. It shall:

- Concisely identify the services offered in the proposal.
- State that the proposal will remain in effect for a period of 180 calendar days after the deadline for submission of proposals.
- Include the name, title, address, telephone number and email address of one or more contact individuals.
- Include the name, title, address, telephone number and email address of one or more individuals who are authorized to sign a contract.

Part 2 – Understanding of the Scope of Work

In this section, Vendor shall provide a concise presentation of its understanding of the major issues facing MYSA and of the elements required in implementing the scope of work described above. Vendor should notify MYSA of potential difficulties that might arise in implementing the work, and of major managerial or operational decisions that will have to be made during the term of the contract.

Part 3 – Proposed Solution, Work Plan and Schedule

In this section of the proposal, the Vendor will describe the Proposed Solution approach and tasks to be undertaken in order to successfully complete the requested work. Issues raised in Section VI, Part 2, shall be addressed, particularly concerning how they will be managed and organized. A proposed schedule by task is to be included.

Part 4 – Estimated Cost to MYSA

In this section, Vendor shall provide detailed cost estimates for labor, equipment and materials, hardware/software, and all other expenses related to the Scope of Work.

Labor hours should be identified by type of labor and hourly rates, and broken down by tasks described in the Work Plan. Other expenses are to be broken down in a similar fashion (when possible), by tasks described in Work Plan.

Please provide adequate details of how cost estimates and totals were calculated.

Part 5 – Proposed Project Team

In this section, staff members that will be assigned to Project should be identified, as well as their title, labor category and roles in carrying out the proposed Work Plan. This section should highlight why Vendor feels that the selected team members are ideally suited for this Project. Team member biographies (detailing relevant experience and qualifications) must be provided, as well as biographies of any alternative member if any.

Part 6 – Relevant Experience and Client References

In this section, a description of relevant work experience is to be provided, detailing the timeframe over which services were provided to specific clients. Vendors should provide a minimum of 3 references and indicate the name of company, contact person, address, telephone number and role of the contact person in relation to the services provided. Information of relevance to the Scope of Work should be presented to allow MYSA to assess Vendor's experience.

VII. LIMITATIONS

MYSA reserves the unqualified right to waive defects in any proposal, to choose or accept or reject any or all proposals submitted in response to this RFP for any reason whatsoever without explanation or justification, to select any firm as the party with whom it would be willing to enter into an agreement regardless of whether such party shall have submitted a proposal pursuant to this RFP at any time including the deletion, addition, modification or other changes hereto, and to make any decision in any manner as MYSA may choose in its sole discretion in the determination of its own interests and irrespective of the position of any interested party that in MYSA's determination is unreasonable, unfair, arbitrary, discriminatory or capricious.

MYSA may consult references familiar with Vendor, regarding prior projects, management, financial resources, reputation or otherwise. Submission of a proposal in response to this RFP shall constitute permission for MYSA to make such inquiries and authorization to third parties to respond thereto.

MYSA makes no representations, warranties or guarantees that the information contained herein is accurate, complete or timely. The furnishing of such information by MYSA shall not create, nor be deemed to create any obligation or liability upon it for any reason whatsoever, and each organization by expressing its interest and submitting its proposal expressly agrees that it has not relied upon foregoing information and that it shall not hold MYSA liable or responsible therefore in any manner whatsoever.

VIII. ADDENDA

All interpretations of RFP specifications, supplemental instructions and responses to individual questions will be in the form of written Addenda to these proposal documents which, if issued, will be emailed, delivered or mailed to all prospective Vendors.