CALL FOR PROPOSALS
FIRMS/INDIVIDUALS TO PROVIDE AN OFF THE SHELF BUDGETING,
FORECASTING AND REPORTING SYSTEM FOR MEFMI

The Macroeconomic and Financial Management Institute of Eastern and Southern Africa (MEFMI) is a regionally owned Institute comprising fourteen (14) Member States currently: Angola, Burundi, Botswana, Kenya, Lesotho, Malawi, Mozambique, Namibia, Swaziland, Tanzania, Uganda, Rwanda, Zambia and Zimbabwe. The MEFMI Secretariat is based in Harare, Zimbabwe. MEFMI seeks to achieve prudent macroeconomic and financial management within the region.

MEFMI delivers its programmes through regional and in-country capacity building activities in its three core operational programmes: Macroeconomic Management Programme, Financial Sector Management Programme, and the Debt Management Programme. Delivery modes include customized as well as demand driven regional courses, seminars and workshops, country specific missions, E-learning, policy seminars, Training of Fellows, and high-level fora for policy makers in its client institutions.

MEFMI   intends to automate its budgeting process and is therefore inviting proposals from reputable firms and individuals for the provision of an off the shelf budgeting, forecasting and reporting system.

The Budgeting, forecasting and reporting system/software should have the functionalities below:

Streamline MEFMI's Budgeting, Forecasting and reporting Process by:

a) Automatically linking the departmental budgets to provide a unified and consolidated budget for the Institute.
b) Being able to capture budgets basing on only unit costs, quantities of items and assumptions.
c) Providing instant evaluation of the key budget assumptions, parameters, and make the revised budget immediately available to decision makers without any time lag or risk of manual errors.
d) Supporting both bottom-up and top-down budgeting and planning.
e) Having appropriate tools for the budget administrators to monitor the budget preparation process through ascertaining which departments have submitted their budgets and which ones have not.
f) Having budget management capabilities that support the budget review and approval process.
g) Shortening MEFMI's budget cycle to a maximum of only two weeks.

Improve Forecasting by:

a) Having appropriate tools to allow MEFMI to project its future performance based on historic information (trend analysis).
b) Providing appropriate tools for the performance of unlimited what –if analysis and scenario planning for enhanced decision-making.

Enhance Ease of use by:

i. Being flexible and enabling users to view budgets and reports easily without requiring them to have specialized computer skills.
ii. Having a useful menu of tools to assist users to adjust the budget estimates.
iii. Providing a   wizard-based task tool that will guide the less- frequent users through a systematic budgeting process while ensuring that budgets are complete, accurate and reliable.

Integrate with other systems

The budget system must have Data Push and Data Push tools, and data pull and data pull tools to enable integration Pastel accounting and other client's databases in order to reduce manual intervention, data duplication and improve data integrity. The systems must also be able to import data into applications such as MS Excel, Word and PowerPoint to enhance accuracy in reporting.

Architecture requirements

a) The system should provide different access levels for users. Authentication at the network level (Active Directory) and at the application level is preferable.

b) A web-based solution that uses common database management systems and tools is preferred for homogeneity with our existing systems.

c) The system should be flexible enough to offer:

    i.   Cloud installation only;
    ii.   Synchronised cloud and client-server installation.
    iii. Client-server installation only;

d) Source code for the system should be availed to the client for future modification should the requirements change.
e) MEFMI colours and logos are to be a part of the system interface and reports, both system and ad hoc.

Integrate Budgeting and Management Reporting Seamlessly

a) The solution must provide reports and dashboards that display budgets and actual data, in various formats such as graphs and pie charts.
b) The solution must be flexible so that reports and dashboards instantly reflect the changes made in the budgets and actual costs for quick decision-making and better planning.

Speed of Adoption by the users

The system must have adequate online help and tutorials, as well as best practice templates and guides to get users up, and running in addition to comprehensive training.

Cloud Integration Capabilities

The system should be flexible enough for easy migration to and from the cloud.

Other required Reports

i. Detailed variance analysis reports up to the level of costs per unit for every activity undertaken.

ii. Cash flow forecasts.

iii. Work flow charts/ Activity calendar.

iv. Budget monitoring and tracking reports.

v. Meet all financial reporting requirements including a complete audit trail.

vi. Provide for ad-hoc reporting and ad-hoc report generation

Support

The proposed solution should have local support.

Financial proposal requirements

a) The solution should have a predictable pricing model and the vendor should give details of all the associated costs basing on the following categories; software purchase costs, user training costs, installation costs, after sale support fees, annual licence fees, integration costs and costs of upgrading the system.

b) Cost estimates should be based on a minimum of 28 users.

c) The price quoted should indicate the amount exclusive of VAT, and the VAT separately.

d) Indicate if the firm offers after sale support services and the associated costs

e) The Financial proposal should give cost estimates basing on three scenarios:

   i. Cloud only installation - including hosting costs.
   ii. Synchronised cloud and client-server installation.
   iii. Client-server installation only as applicable.

Technical proposal requirements

The technical proposal should include:

a) The company profile with the following details:

   i. The proposed methodology explaining in detail, how the vendor plans to undertake the project, how the proposed solution will integrate with PASTEL accounting software and other MEFMI databases, and how the solution will cater for the capturing of actual costs in order to produce variance reports.
   ii. Copies of CVs and academic credentials of the key consultants who will be involved in the implementation of the project.
   iii. Years of experience of the consultants and the firm.
   iv. A list of similar assignments that firm has undertaken over the last five years, including the contacts of the reference persons in each project.

b) Work Plan that indicates how long it will take the firm to complete the project.
c) The vendor's willingness to make a presentation of the proposed solution to the evaluation committee of MEFMI.
a) The vendor's advice on what they would require from MEFMI/client to ensure 100% project success.
b) The vendor's confirmation as regards to the vulnerability of the proposed solution to updates in the Pastel accounting software and other databases.

Vendors with solutions that fully meet the above requirements are requested to submit hard copies of their technical and financial proposals to the address below not later than, **Friday 27th November 2015 at 16.00 hours.** MEFMI will not acceptpproposals received after the closing date and time.

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