WINSTANLEY KERRIDGE
CHARTERED ACCOUNTANTS LIMITED

Request for Proposal

Chartered Accountant Office Systems

October 2011

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1.0 EXECUTIVE SUMMARY

Overview

Winstanley Kerridge Chartered Accountants Limited ("WK") is a Blenheim based Chartered Accountancy business. The practice has six directors and approximately 40 staff (varies from time to time). The practice is divided into five teams which include

- Management Accounting and Compliance (Director : Neil Sinclair)
- Management Accounting/Compliance/Taxation (Directors : Vaughan Harris and Peter Forrest)
- Compliance Accounting/Valuations (Director : Greg King)
- Compliance Accounting (Director : Craig Forsyth)
- Agri-business Accounting (Director : Matt Kerr)

In addition, we have a Payroll team that provides payroll bureau services for clients.

Currently, the information technology systems employed by WK are disjointed and are not performing to standards that we expect. WK has determined that the current suite of software being used no longer meets our requirements in their current form. The directors of WK have decided to start a project to assess whether any of the current packages available have the ability to more closely meet our requirements than the existing software packages.

The scope of the new system should include

- Client General Ledger, Fixed Asset and Annual Account Production;
- Client Tax Return Preparation and Tax Management;
- Workpaper Management;
- Payroll (client and internal);
- Budgeting and Forecasting (client and internal);
- Timesheets & Client Invoicing;
- Workflow planning/Scheduling/Control;
- Document Management;
- CRM/Website Integration;
- Company & Trust Statutory Management;
- Internal Management and Reporting; and
- Intranet Functionality.

Winstanley Kerridge Chartered Accountants Limited

WK is Marlborough's largest Chartered Accountancy office. Key statistics for the practice include:

- 6 Directors
- 40 staff (approximately)
- 4,000 client tax returns filed
- 1,200 General Ledger clients
- 120 payroll clients

WK provides a range of services to clients including

- Annual accounts
- Tax returns and compliance
- Tax advice
- GST return
- Management accounting
- Future Accounting (refer to website for more details)
- Budgeting and forecasting
- Business evaluations
- Business financing
- Valuations
- Strategic planning
- Secretarial services
- Company and Trust administration
- Accounting software training and support

We encourage you to review our website, www.winkerr.co.nz to get a better understanding of our business.

WK are members of NZCA and have close working relationships with a number of larger firms like PwC which allow us to provide our clients with unrivalled services.

2.0 OVERVIEW OF RFP PROCESS

2.1 Scope

The scope of this RFP encompasses the implementation of a complete Chartered Accountancy Practice solution for WK.

The scope specifically includes:

1. Client database with full integration capability
2. CRM
3. Client general ledger and fixed assets, with reporting templates
    a. Annual Reporting templates – commercial
    b. Annual Reporting templates – livestock
    c. Management reporting templates
    d. Statement of cashflow reporting
    e. Graphical reports
    f. Benchmarking reports
4. Client tax return preparation and tax management
    a. Tax return preparation (integrated to GL)
    b. Automatic WFFTC and IETC calculation
    c. Rebate calculation
    d. Tax management
    e. Provisional and terminal tax notice preparation
    f. IRD filing statistics reporting
    g. Integration with IRD (downloading assessments and statements with associated reconciliation processes automated)
    h. Integration with tax intermediaries (ie tax pooling)
5. Workpaper Management
    a. Provision of templates
    b. Management of workpaper files
6. Workflow Management
    a. Management of different types of jobs
    b. Job scheduling
    c. Workflow monitoring
    d. Staff workload management
    e. Time management (ie deadlines, scheduling etc)
7. Budgeting and Forecasting
    a. Client budgets
    b. Rolling forecasts
    c. Link to management reporting
8. Client Payroll
    a. Payroll processing
    b. Payment options for clients
9. Trust Management
    a. Minute book
    b. Minute preparation
    c. Precedence for other trust administration documents
    d. Gifting register and deeds

10. Companies Management
    a. Share register (including share transfer preparation)
    b. Directors register
    c. Interest register
    d. AGM minutes
    e. Company annual returns
11. Timesheets
12. Client Invoicing
13. Internal Management Reporting
    a. General ledger
    b. Creditors
    c. Debtors
    d. Payroll
    e. Productivity reporting
    f. WIP reporting
14. Document Management
    a. Correspondence management
    b. Email management
15. The conversion of any data necessary from the existing systems used by WK.
16. The implementation, including installation and training.

A more detailed outline of the processes, systems and infrastructure that fall within the scope of this RFP is contained within the ***"Functional Specifications Spreadsheet"*** in Appendix II. An overview of each "functional area is provided in section 3 of this RFP also.

While it is the preferred option to implement a fully integrated solution to cover all areas identified, a proposal to provide an integrated solution to the following areas only will be considered.

1. Client database with full integration capability
2. CRM
3. Client general ledger and fixed assets, with reporting templates
4. Client tax return preparation and tax management
5. Workflow Management
6. Timesheets
7. Client Invoicing
8. Internal Management Reporting

2.2 Objectives of the RFP

The objective of the RFP is to select a Prime Vendor to partner with WK for the implementation of an integrated chartered accountancy office solution.

2.3 Deliverables

The key deliverables from the RFP process are outlined in detail in **Section 4.**

2.4 Timeline

Below is a summary of the key dates in the RFP process:

Note: All times are to be 12:00 noon on the stated date unless otherwise indicated.

Activity	Timing
1. Distribution of RFP to possible Vendors	Monday 31 October 2011
2. WK to receive "Intention to Respond" notification from Vendors	Friday 4 November 2011
3. Site Visits (vendors visit WK)	Available from Monday 7 November to Friday 11 November 2011
4. RFP Close-off date	Friday 18 November 2011
5. Presentations from Vendors	Monday 28 November to Friday 2 December 2011
6. Site Reference visits	Monday 5 December to Friday 9 December 2011
7. Board sign off on Proposal	Friday 16 December 2011

2.5 Announcement of Intention to Respond

It would be appreciated if all vendors could email Neil Sinclair (sinclair@winkerr.co.nz) by **12 noon, Friday 4 November 2011** to inform whether they intend to submit a proposal.

2.6 Site Visits

All respondents will be invited to partake in a visit to view the WK operation and seek clarification of any aspect of the functional specifications or the RFP. The Site Visits will occur during the RFP gestation period and are planned for the week beginning **Monday 7 November 2011.**

Neil Sinclair will contact each vendor separately, once their ***"Intent to Respond Notification"*** have been received, to arrange the site visits (if required by the vendor).

2.7 Vendor Presentations

All vendors will be given an opportunity to present their solutions to the WK Evaluation Team during the week **Monday 28 November to Friday 2 December 2011**. Vendors will be given time to present their key points, followed by a question and answer session relating to their proposal. Presentation scripts outline the key aspects that need to be presented will be provided to the shortlisted vendors.

The vendors will be contacted following the close of the RFP to organise the time and date of their presentation. Any equipment needs will be your responsibility as will any costs associated with time or travel.

2.8 Evaluation of Responses

WK is seeking a reliable, experienced and financially stable vendor who can meet stringent cost, quality and service requirements. The key evaluation requirements (see Section 6 for more detail), in no particular order, include:

- Functionality / Solution
- Service Excellence
- Competitive Pricing
- Prime Vendor Capabilities and Track Record
- Knowledge of the WK's Processes and Systems
- Financial Stability, Assessment of Risk and References

3.0 BACKGROUND

3.1 WK's Current Software

WK currently uses a range of software to undertake our business operations. Most software packages do not integrate well together. There are a number of key functionalities in some of the software that falls short of our expectation.

An overview of the current software used is provided below.

Module	Software	OK to Continue
Client database	MYOB AO	No
CRM	Not used	No
Client general ledger and fixed assets	MYOB AO	No
○ Management reporting	AO, Xero, Cash Focus, Excel	Prefer one system
○ Statement of cashflow reporting	Excel	No
○ Graphical reports	Not used	No
○ Benchmarking reports	Not used	No
Client tax return preparation and tax management	MYOB AO	No
○ Integration with IRD	Not used	No
○ Integration with tax intermediaries (ie tax pooling)	Not used	No
Workpaper Management		No
○ Provision of templates	Acclipse/Biz Fitness	Yes
○ Management of workpaper files	Not used	Yes
Workflow Management		
○ Job scheduling	Not used	No
○ Workflow monitoring	MYOB AO	No
Budgeting and Forecasting		
○ Client budgets	Excel, Cash Focus	Yes
○ Rolling forecasts	Cash Focus	Yes
Client Payroll	Commacc, IMS	Yes
Trust Management	CCH TMS	Yes
Companies Management	Manual, Excel	No
Timesheets	MYOB AO	No
Client Invoicing	MYOB AO	No
Internal Management Reporting		
○ General ledger, Creditors, Debtors	Xero	Yes
○ Payroll	Commacc	Yes
○ Productivity & WIP reporting	Excel	No
Document Management		
• Correspondence management	Basic Window Folders	Prefer not
• Email management	Acclipse Email Manager	Yes

The final column shows whether WK would be willing to continue with the existing software if your solution does not provide an integrated turnkey solution in that area.

3.2 Current IT Environment

A significant investment was made in December 2010 to upgrade all network infrastructure including servers and desktops. A summary of the computer infrastructure install is shown on the attached table.

Servers	HP DL380 G7 Server with P2000 SAN. IBM SystemX 3100 Server - Backup Server VMware host is configured with 36GB physical memory and 2 x 6 core processors
SAN	SAN has 6 x 450GB 15k RPM SAS disks and 2 x 1 TB 7200 RPM SATA disks 4 free disk slots available SAS disks are configured as either a RAID-5 array with a hot-spare or as a RAID-6 array and present as a single 1.64TB DATASTORE to VMware Approx 630GB is free space
Server software	Windows Server 2008 R2
UPS	HP R3000 XR
Switches	2 x Allied Telesyn AT8000GS 48 port Gigabit switch
Network cabling	Majority of data cabling is Cat5, but some are Cat 5e
Desktops	HP workstation (DC8000 Quad Core 2.83 GHZ 4GB RAM)
Desktop software	Microsoft Windows7 and Office 2010
Email server software	Exchange 2010 Server - Service Pack 1
Email virus scanner	Symantec Endpoint Protection 11.0.6
Backup software	Microsoft System Centre Data Protector with HP Ultrium LTO4 Tape Drive
Antivirus/Antispyware software	Symantec Endpoint Protection 11.0.6
Spam Filter	Symantec and Exchange based filters
Internet Connectivity/Firewall	Cisco Linksys WAG120N ADSL Router with Microsoft Forefront Server

If further information is required, there will be an opportunity to consult directly with WK's IT support company during the site visit week.

In addition, it should be noted that WK has the facility to join a Fibre network if this is required for internet/cloud system access.

It is expected that any known conflicts with this network infrastructure be advised in your proposal.

3.3 The Objectives of the System

The three objectives to be met within the new systems implementation project are as follows:

- Enhance the client service capability of WK (eg emails to targeted clients).
- Provide a system to increase the efficiencies of the accounting services provided.
- Maintain and enhance our current quality control processes and systems.

3.4 Implementation Requirements

It is vital that the new system is fully operational for 15 April 2012. **This deadline is not negotiable.**

We envisage the following implementation timeframe:

- System Implementation January 2012
- Power user training January 2012
- Conversion of database January 2012
- Conversion of client GLs February - March 2012
- General user training March 2012
- Conversion of timesheet 1 April 2012
- Conversion of Tax Mgmt Data 1 April – 13 April 2012
- System Live 16 April 2012

Full details on the proposed implementation process must be included in your proposal.

3.5 Implementation Pricing and Performance Bond

All pricing for the system implementation, user training and data conversion aspects of this project must be provided for in a fixed quotation. No extras or variations will be accepted.

Due to historic issues with IT projects, WK may consider the possibility of a performance bond. The bond is likely to take the form of retention and will be negotiated with the successful vendor before the proposal is accepted.

4.0 SYSTEMS SOLUTION

4.1 Process to identify "ideal" solution

The solution required for WK is to implement a fully integrated management information system for an Accountants' Office that incorporates "best practice" client service capability and internal practice management. The functional specifications presented in this document are not designed to be exhaustive and complete, but rather to highlight the key features that are required. If our requirements in an area are pretty standard (eg Accounts Payable), detailed functional specifications will not be provided.

It is expected that the solution provider will either provide a full integrated system covering all key areas, or a solution containing several different packages that have full data integration. In this case, data integration should be automatic (eg an update to a client address on the database should automatically provide forms or updates for the IRD and Companies Office). If you cannot provide a solution in all areas, please advise the recommended system for each function that is not met by the software provided in your solution.

4.2 Solution & Business Requirements

Because the required solution is relatively standard, this section lists the key requirements and any requirements that are unique to WK. For a more detailed list of the standard features that are expected, please refer to the Spreadsheet – Functional Specifications that is included in Appendix II. This spreadsheet should be used to respond to how your system will meet the requirements of WK. Again I stress the functional specifications in Appendix II do not provide detail if we assess our requirements to be standard.

The two key aspects of our requirements are

- Facilitating and supporting all client services in a professional and efficient manner; and
- Controlling WK's internal business affairs including providing accurate and timely information for decision making and facilitating the basis financial system requirements.

The systems must be totally reliable, powerful and flexible enough to cope with a dynamic environment while remaining user friendly for a wide range of users.

The system must also have the ability to be scalable for future enhancements or changes to ongoing reporting and taxation legislation and services being offered by the accounting profession.

The key requirements and unique features of each “module” are now listed.

4.2.1 Client Database/CRM/Website Integration/Client Communications

The key requirements are:

- Store all required information about WK’s clients, prospects, associates and non-clients in one database.
- Provide full integration to all WK systems and the WK website.
- Flexible reporting.
- Ability to send bulk emails and texts to clients via the website.
- Store records of communications with client.
- Manage client relationships in the database, including associated entities

Some unique features that must be supported are:

- Ability to create, sort and report on additional fields.
- Two way integration with WK website should be possible.

4.2.2 Client General Ledger & Fixed Assets

The key requirements are:

- General Ledger should produce all client annual financial statements for all entities and reporting formats without need for word processing changes (examples of our existing client annual financial statements are available on request).
- General Ledger should produce periodic management information reports that are customisable (examples of our existing client management reports are available on request).
- All Client Fixed Asset register reports automatically generated.
- Additional reporting including Statement of Cashflows, Trend Statements, Benchmarking, KPIs and budget variance reporting to be provided.
- All annual financial statement formats to be updated for legislation changes.
- Flexible journal types including standard, reversing, prior period, prior year and recurring journals.
- Fixed Asset register to allow asset purchase, asset sale, asset addition and partial disposal.
- Ability to automatically consolidate client general ledgers for consolidated reporting.
- Full GST calculation and reporting.
- Full Data integration (both importing and exporting)

Some unique features that must be supported are:

- The ability to store multiple budgets against accounts.
- The automatic creation of a Statement of Cashflows in the Management Reporting and Annual Accounting Formats.

4.2.3 Financial Statements Formats - Commercial

The key requirements are:

- Provide a suite of annual and management financial statements for clients.
- Ability to customise reports to suite WK's requirements.
- Customised reports to be able to be saved on a client ledger.
- Provide a suitee of Notes that are updated for legislative changes.

Some unique features that must be supported are:

- Produce Statement of Cashflows automatically.
- Ability to hold more than one budget against an account code.
- Ability to include graphical information in reports.
- Flexibility around management reporting fields.

4.2.4 Financial Statements Formats – Agri-Business

The key requirements are:

- Provide a suite of annual and management financial statements for rural based clients including livestock trading reports, diary trading and vineyard trading.
- Provide statistical reports around rural KPIs like hectares, stock units, milk solids, planted hectares.
- Statistical reports must provide option to include decimal points in quantities.

4.2.5 Workpaper Preparation and Management

The key requirements are:

- Provide integration between the workpaper suitee and general ledger and or tax returns.

4.2.6 Tax Return Preparation

The key requirements are:

- Correctly calculate tax returns for all tax types, IR3, IR3NR, IR4, IR6, IR7, IR8, IR9.
- Entry to be logical and consistent and follow IRD key points.
- Associated schedules like IR4J and IR10 to be supported.

Some unique features that must be supported are:

- Automatic population of all possible info from either IRD, GL or Workpapers.

4.2.7 Tax Management

The key requirements are:

- Automatically download account movements from the IRD, and provide automatic reconciliation – needs to highlight variances for follow up.
- To allow all aspects of tax management to be over written.
- To produce IR901 tax notices.
- To correctly calculate UOMI.
- To produce accurate tax agency filing statistics.

4.2.8 Efiling

The key requirements are:

- To meet all IRD requirements for efiling tax returns and correspondence.
- To accept and process weekly IRD update reports.

4.2.9 Rebate, WFFTC, IETC and IR526 Calculation

The key requirements are:

- To correctly calculate WFFTC entitlements, IR526 returns and tax credit entitlements.
- To provide worksheets for automatically sending to the IRD.
- To have internal checking to ensure no entitlement is missed.

4.2.10 IRD Integration

The key requirements are:

- To integrate with the IRD either automatically or in batches into tax management and tax return preparation to make tax management efficient.
- To provide reconciliation reports for all IRD downloads

4.2.11 Tax Intermediary Integration

The key requirements are:

- To integrate with tax intermediaries in New Zealand (particularly Tax Pooling Solutions).
- To clearly identify all clients using tax intermediaries in tax management
- To proactive prompt when tax intermediaries may provide opportunities for our clients.

4.2.12 Client Budgeting and Forecasting

The key requirements are:

- Produce budgets, forecasts and rolling forecasts for clients.
- Integration to client or WK general ledger.
- Ability to have budgets automatically calculate from a variety or ratios or business drivers.
- Flexible reporting.
- Ability to have cashflow profiles customised for each budget line.
- Support for full accrual, income in advance and prepayment reporting.

Some unique features that must be supported are:

- Ability to select rolling forecast final month creation options.
- Full integration to WK's GL.
- Ability to include graphical information in reports.
- Ability to hold multiple budgets and/or forecasts.

4.2.13 Trust Management

The key requirements are:

- To maintain all basic information on trusts.
- To provide registers of assets, loans / gifting and distributions for trusts that do not have financial statements prepared.
- To maintain Trust minute books (including providing standard minutes).
- To facilitate the annual gifting process including setting a reminder for the next gifting due.

Some unique features that must be supported are:

- For gifting to integrate with To Do lists and email in Outlook.

4.2.14 Companies Management

The key requirements are:

- To maintain all basic information and statutory registers for companies.
- Automate/enhance Companies Office Processes (eg share call, share transfer, address change, amalgamation).
- To maintain Company minute books (including providing standard minutes).
- To facilitate the annual return.

Some unique features that must be supported are:

- Shareholding change prompt re QC/LTC status.
- Reminder of AGM minutes / Annual returns.

4.2.15 Payroll – Client and WK

The key requirements are:

- To provide payroll system to meet all statutory obligations.

Some unique features that must be supported are:

- To provide simple quality assurance checking procedures into batches for approval.
- To facilitate the payment of client payrolls as efficiently as possible.

4.2.16 Workflow Management

The key requirements are:

- To provide a system to allow workflow to be monitored and managed.
- Provide the facility to monitor a staff members' workload against client deadlines.
- To highlight jobs that do not meet WK's timeframe targets.
- To keep accurate records of the location of client files.

4.2.17 Document Management

The key requirements are:

- To provide document management system to store all documents and emails.
- To make saving of emails compulsory.
- To allow fast retrieval of documents.
- Provide achieving capabilities
- Allow management of WK templates and creation of documents from templates.

Some unique features that must be supported are:

- To support digital imaging.

4.2.18 Timesheets

The key requirements are:

- To allow staff to enter time spent on internal and external jobs.
- To allow staff to monitor their own productivity against budget.
- For timesheets to form the basis for invoicing by using predefined work codes which provide narrations on the invoice.

Some unique features that must be supported are:

- To link to workflow to allow staff to monitor time against budget.

4.2.19 Invoicing

The key requirements are:

- To allow WK invoices to be produced quickly and efficiently.
- To allow separate invoice lines/categories etc to be treated individually for billing, write offs, write ups and WIP.

Some unique features that must be supported are:

- To support automatic invoice creation for fixed fee clients.
- Support sending written quotes to clients, and automatic conversion of quotes into invoices.

4.2.20 Accounts Receivable

The key requirements are:

- Multiple customer categories available for management reporting purposes.
- Support for credit terms, trade and cash discount terms, driven by categories and or values.
- The system should support automatic cash matching at the time of posting, as well as subsequent manual matching. Types of cash matching should be configurable and invoices flagged as disputed should not be automatically cash matched.
- The system must support both open item and balance forward type accounts at account level.
- The ability to link customer details to a website (possibly during a future stage).

4.2.21 Accounts Payable

The key requirements are:

- Manage WK's creditor ledger and provide batches for creditors payments
- Multiple supplier categories available for management reporting purposes.
- Support for credit terms, trade and cash discount terms, driven by categories and/ or values.
- The system should support automatic cash matching at the time of payment, as well as subsequent manual matching.

4.2.22 Management Reporting

The key requirements are:

- To provide WK with all the required management information including management accounts, WIP reporting, productivity reporting and write off reporting.

4.2.23 Reporting Functionality

For all reporting, the key requirements are:

- Simple to use reporting capability with flexible formatting and ability to tailor eg: add fields, change dates etc.
- Full integration with MS Office, and PDF (no manual manipulation required).
- Ability to handle and report on statistics.
- Ability to drill down from report’s screen to primary transactions.
- Integration with email systems for distribution of reports.
- Query facility for quick inquiries for individuals with little or no knowledge of how to use module report writers.

4.3 Future/Anticipated Developments of the System

The system will have to be robust enough to allow:

- Website integration – allow for full integration with WK’s website in the future if required.
- Legislation – ensure all systems are fully updated for all future legislation changes (including in particular reporting, payroll and taxation legislation)

Vendors are encouraged to factor these future requirements into their proposals.

5.0 RFP RESPONSES

5.1 Format of Response

The RFP responses will be detailed and complex documents. To enable WK to evaluate all the replies fairly and completely, it is critical that specific components of the responses are presented in similar formats. After reading the entire RFP, please complete all sections and send your response back to WK as one submission. This submission should include the completed Excel Functional Requirements Spreadsheet provided with the RFP documentation.

Due to the level of detail involved in this analysis, you must refer to the ***"RFP Component Checklist"*** at **Appendix I** to ensure you are returning the required documents / materials in the format required.

Vendors must provide a soft copy of their RFP responses (No hard copies are required). Emailed copies are preferred.

5.2 Cost Data

To enable WK's Project Team to examine each cost element within the RFP, a spreadsheet has been developed and is attached at **Appendix VIII**.

Vendors are to complete the relevant sections of the spreadsheets relating to each site, as well as the aggregated spreadsheet which provides a Total Cost of Ownership over a five year period.

It is important to note that if you are providing different solution sets for WK, you must include a separate cost data spreadsheet for each option.

5.3 RFP Component Checklist

At **Appendix I**, you will find a checklist to assist you in ensuring your response to the RFP is complete. Due to the critical nature of the information provided and the magnitude of the task, failure to complete the RFP in the detail requested will result in an unfavourable consideration of your Proposal.

Therefore, please refer to the checklist prior to returning your response, verifying your RFP submission is complete.

6.0 EVALUATION CRITERIA

WK is insistent upon seeking reliable, proven, financially stable vendors who can exceed the stringent requirements of quality, service performance, knowledge of WK, partnership capabilities and cost.

Proposals will only be accepted if they include acknowledgment that the vendor is prepared to negotiate all terms and conditions. WK reserves the right to use whatever method WK deems appropriate, but special consideration should be given to the below criteria. It should also be noted the list is not in any particular order.

6.1 Functionality / Solution

It is suggested that the Vendor address the three main objectives of the Project. The Functional Specification requirements should be addressed, with any issues clearly identified and possible solutions espoused.

It is our preference that all system areas identified are supported by an integrated package. Section 2.1 provides details on the minimum functional areas that the proposed system must support.

Also, future issues have been identified and the Vendor can offer practical solutions, and ensures that the selected approach and solution is consistent with these.

6.2 Service Excellence

WK requires a service performance 12 hours a day 5 days a week on all software. It is expected that Service Level Agreement will be implemented detailing the resolution times required for any software issue.

Training and support is considered to be crucial and details of helpdesk facilities must be included in your proposal. The proposed training schedule should also be outlined in detail and included in your proposal. Please refer to **Appendix VII** for details on the number of users and the type of training that each user will require.

6.3 Competitive Pricing

The vendor must provide extremely competitive pricing. WK expects to be privy to the pricing reserved for your largest and most important customers – both initially and throughout the relationship. Prices quoted should be in New Zealand Dollars and exclusive of GST.

It is recommend that your submission detail at least the following criteria:

- Project Management
- Hardware (if any)
- Software
- Interfacing
- Implementation and Data Conversion
- Training
- On-going Service / Support cost
- Quality Control and Monitoring Programme
- Any Other costs

The Total Cost of Ownership over a year five period should be disclosed separately including a breakdown of the calculation of the Total Ownership Cost over five years.

(Refer to **Appendix VI** for more details)

All data conversion, implementation and training costs quoted in the proposal will form the basis on fixed quotation that will not be able to be varied without the express written authorisation of WK.

6.4 Prime Vendor Capabilities and Track Record

The successful vendor must clearly demonstrate a strong desire to develop a long-term relationship with WK and potential secondary vendors. This may be demonstrated by the vendor's willingness to provide additional information and advice, ability to be flexible when needed, respond timely to any special requests. Also, the vendor has a history of acting successfully as a Prime Vendor, is able to demonstrate sound Project Management methodology and expertise, has managed other parties and negotiated beneficially on behalf of the customer.

WK will give preference to those vendors who can demonstrate a proven track record of projects of this size, scope and details of relevant project references will be requested. In addition, a specific programme of quality control and monitoring is expected.

6.5 Knowledge of WK's Business and Industry

A vendor's intimate knowledge of WK's business and industry will be considered. Familiarity with industry systems, processes, hardware, software, interfaces and functionality will be taken into consideration.

6.6 Financial Stability, Assessment of Risk and References

An organisational overview and financial information about your company must be supplied. A suggested format should include:

- The ownership structure (with date of last change)
- An organisational chart (with management names, titles)
- Number of employees
- Description of operating units, subsidiaries and affiliates
- Copies of financial statements for the last three years
- Any details regarding lawsuits, liens, restraining orders, consent decrees, foreclosures or any other legal or financial actions current or pending your company is a party to
- References from other companies in New Zealand

Prime Vendors, who will be using secondary contractors to provide key products or services to the RFP, must also include the same organisational overview and financial information for each secondary contractor.

It is imperative that the Vendor's proposed solutions perform as represented in their RFP response. WK may mitigate the potential risk of non-performance by the following criteria:

- Selection of proven technology
- Consideration of third party independent verification of vendor's claims
- Reference checking
- Inclusion of Vendor performance guarantees, penalty clauses and performance bonds

Please complete the ***"Customer and Key Sub-Contractor References"*** section in **Appendix VI**.

6.7 Lawsuits and Legal Actions

WK requires all details regarding lawsuits or any other material legal or financial actions current or pending to which your company is a party to, or which have been brought against the company or any of its officers / principals, or key sub-contractors in the past three years.

For lawsuits, please include current status.

7.0 General Advice and Conditions for RFP

7.1 Point of Contact

All communication with respect to this RFP must be referred to:

Mr Neil Sinclair
Director
Winstanley Kerridge Chartered Accountants Limited
22 Scott Street
P O Box 349
BLENHEIM 7201
Phone + 64 3 578 0180
Mobile + 64 27 475 2556
Email: sinclair@winkerr.co.nz

No contact with any other WK personnel will be permitted without the express consent of Neil Sinclair.

7.2 Expression of Intent

WK requires expressions of a vendor's Intent to Respond to be notified by email to sinclair@winkerr.co.nz, by **12 noon Friday 4 November 2011.**

7.3 Lodgement of RFP

Responses to this RFP are to be email to sinclair@winkerr.co.nz

7.4 Format and Number of Copies

Interested vendors are asked to provide emailed proposals in the following format:

1. Proposal Document : Microsoft Word or PDF.
2. Functional Specifications : Microsoft Excel
3. Project plan : PDF Gantt Chart.

7.5 Closing Date

The deadline for lodgement of RFP responses is:

12:00 (noon), on Friday 18th November 2011.

It is the responsibility of the vendor to ensure the RFP is lodged before the closing time. RFP responses lodged after the stipulated closing time will be deemed late, and may not be accepted. WK, however, reserves the right to extend the deadline for RFP responses and subsequent deadlines as outlined in **Section 2.4** of this RFP and will notify all vendors of any extension if so granted.

7.6 Late RFP Submissions

It is WK's policy not to accept late RFPs. Unless previously agreed with Neil Sinclair, any RFP received after the closing date and time will automatically be ineligible for consideration.

7.7 Acceptance of RFP

WK may accept the whole or any part of any RFP response and further reserves the right to obtain any of the nominated products and services from any party, whether or not that party has submitted a RFP response. WK may accept any RFP response and without limiting the generality thereof:

- may accept any number of RFP responses for any single item;
- need not accept the lowest RFP response;
- need not accept any RFP response;
- may accept or reject any RFP response regardless of compliance or non-compliance with this Request for Proposal; and
- may select any one or more preferred vendors and / or service providers for further negotiations, regardless of whether such post-RFP negotiations result in changes to any product or services.

WK reserves the right to reject any interested vendors and/or service providers without explanation. Where a part of the RFP response is accepted, all the conditions of the RFP will still apply.

Interested vendors and/or service providers making alterations or erasures to the RFP response in which prices are not legible may be liable to rejection. Interested vendors and/or service providers must include provision for the supply and ongoing maintenance and support of any product as a single integrated service.

The vendor's RFP response, and any amendments to it, will become part of the contractual agreement between WK and the selected vendor.

7.8 Period of Validity

All submitted RFP responses, prices and accompanying documentation shall remain valid for a minimum period of six (6) months from the Closing Date.

7.9 Costs of RFP Response

All costs associated with the preparation of the RFP response, including costs arising from the evaluation process such as demonstrations and site visits, shall be for the account of the respondent. If the vendor provides any information that has a request for return attached to it, WK will return the information to the vendor.

7.10 Ownership of RFP Response

All RFP responses and accompanying documentation shall become the property of WK.

7.11 Confidentiality

All information provided by WK during the RFP and project implementation process is provided in the strictest confidence. WK will treat all responses as confidential and the information contained therein will not be divulged to any third party. Vendors agree that they will not, duplicate, distribute, or otherwise disseminate or make available this document of the information herein without the express written consent of WK. Please complete, sign and return the ***"Confidentiality Statement"*** at **Appendix V**, with your notification to respond to this RFP.

7.12 Intellectual Property

Any Intellectual Property developed by the Prime Vendor and sub contractors during the development, implementation and roll out phase, shall become the property of WK. All intellectual property that is proprietary to WK, including all information provided to the Vendor by WK during the course of the project, will remain the property of WK.

7.13 Project Management

The Prime Vendor will become a part of WK's Project Team and will attend and participate in the regular meetings. The Prime Vendor will also manage any sub-contractors so employed.

7.14 Reporting Requirements

It is anticipated that the successful vendor will submit regular customised reports detailing their progress to the project plan. These reports will form the basis of a Service Level Agreement. The vendor also agrees to furnish any and all other reports as so requested by WK at no additional charge.

7.15 Insurance

It is the responsibility of the Prime Vendor to ensure they have the necessary Professional Indemnity insurance of at least $2 million and Public Liability insurance to the minimum value of $5 million.

7.16 Prime Vendor

RFP responses that are a combination of products and services from more than one vendor are acceptable under the name of the Prime Vendor only. The Prime Vendor is solely responsible for all products and services outlined in the response.

7.17 Vendor's Response

WK will assume that a Vendor's proposal includes everything necessary for the correct operation of the solution proposed. Any deficiencies that require addressing will be at the vendor's expense. Also, the vendor is required to identify all areas in which they anticipate problems may occur as part of implementing their proposed solution.

7.18 Suggested Content of Vendor Response

The following is a suggested content for the Vendor's response and should include but not be limited to:

- Name of Vendor and contact points
  - Identify the individuals in your organisation who will be the key contacts for WK throughout the period of evaluation. Please provide name, title, e-mail, telephone and mobile numbers;
- Executive Summary;
- Implementation Schedule;
- Details of any Hardware and Operating Systems changes that are required;
- Software Solution – description of how requirements would be met, package software, custom coded software;
- Ownership of software;

- License agreements;
- Installation agreements;
- Warranty Cover;
- Package Restrictions;
- Degree of modification needed;
- Support facilities;
- Access to the software;
- Training – courses available, training needed, cost of training, proposed training schedule;
- Costs, pricing and payment schedule;
- On-going maintenance;
- Contract Arrangements – guarantees and warranties;
- Policy considerations;
- Identifications of potential problems with proposed solutions;

7.19 Public Statements

Vendors shall not be permitted to make any public statement without prior written approval from WK.

7.20 Form of Contracts

Contracts proposed for this project will be subject to WK's prior approval as to form and content.

APPENDICES

I. RFP Component Checklist

	Component Heading		Completed
1.	Appendix I:	RFP Component Checklist	
2.	Appendix II :	Functional Requirements Spreadsheet	
3.	Appendix III:	Certification Statement	
4.	Appendix IV:	Confidentiality Statement	
5.	Appendix V:	Customer and Key Sub-Contractor References	
6.	Appendix VI:	Cost Data Spreadsheet	
7.	Appendix VII:	User Training Requirements	

I ___________________________________ certify that all of the above indicated items have been included in our response to the WK Chartered Accountant Office Systems' RFP.

II. Functional Requirements Spreadsheet

See Excel file “Functional Requirements.xlsx” on the email with the PDF.

The functional spreadsheets are designed to highlight the key requirements that the system must fulfil but is not designed to specify every function required. It has been assumed that the “basic” functionality is incorporated into all systems but when preparing your response, please note any issues that may lead to non-compliance.

Criticality Legend

Code	Classification	Description
C	Critical	Requirements which are essential to the business
D	Desired	Requirements which if met would add worthwhile additional functionality

Compliance Legend

Code	Classification	Description
M	Meets	The system meets or exceeds this requirement without customisation
C	Customised	The system has the potential to meet this requirement but would require some customisation
N	Not Available	The system cannot meet this requirement

III. Certification Statement

Please sign and complete the following statement and submit with your bid.

I, ____, an authorised representative of (Company name) _______________________________________, agree to the terms and statements outlined in this RFP and to the prices quoted herein. I further acknowledge that the WK is in no way obligated to purchase any services until such time as contracts and agreements are negotiated in detail and purchase orders issued, if indeed our firm is chosen for further consideration in the selection process.

Additionally, all materials and information submitted by any secondary contractor is the property of WK.

Name: (Print):____

Signature: ____

Title: ____

Date: ____

IV. Confidentiality Statement

1.1 During the course of responding the Vendor may have access to confidential or secret information relating to WK, or WK's current or potential customers including, but not limited to, confidential or secret information relating to the business, business processes, finances of any of the aforesaid, or relating to know how, inventions or improvements or other matters connected with the Services of or marketed or provided or obtained by WK (called "Proprietary Information").

1.2 Unless the Vendor has WK's prior written consent, the Vendor will not disclose to any person or otherwise make use of any Propriety Information that the Vendor has or, during the course of this Agreement obtains, unless the Proprietary Information:

- 1.2.1 was in the public domain at the time of receipt
- 1.2.2 was known to the Vendor at the time of receipt
- 1.2.3 becomes publicly available after the execution of this Agreement otherwise than as a result of a breach of obligation of confidence expressed or implied by this Agreement
- 1.2.4 is required to be disclosed by law

1.3 The Vendor will at all times be responsible to WK for all property and records (and copies of such records) of WK in the Vendor's possession or control and will ensure the same are kept on The Client's premises in the appropriate place. The Vendor will, at the expiration of this Agreement or at any other time as WK may require, deliver to WK all correspondence, documents, records, software and data disks, papers, and any other property belonging to WK in the Vendor's possession and will not retain any copies of the above.

1.4 All obligations of this clause shall survive termination or cancellation of this Agreement

1.5 The Vendor shall require those of its employees who have access to the proprietary information to sign a confidentiality agreement in similar form to this agreement. The names of personnel having access to proprietary information shall be given to WK if requested.

____________________________	Winstanley Kerridge Chartered Accountants Ltd
(Vendor)	
By _________________________	By _________________________
(Signature)	(Signature)
____________________________	NEIL SINCLAIR
Name (Printed)	
____________________________	Director
(Title)	
____________________________	22 Scott Street
____________________________	Blenheim
____________________________	
(Address)	

V. Customer and Key Sub-contractor References

Please provide the following information about your company's key customers and sub-contractors. Please be aware that members of WK's Project Team may be contacting these individuals/companies regarding this RFP.

When selecting your reference site, accountancy practices of a similar size in terms of staff numbers should be selected. References for sites with under 30 users will not be considered.

Current / Former top three financial/production implementation accounts

	Company Name	**Principal Contact**	**Contact Phone # & email**	**Scope of Work**
1.				
2.				
3.				

Key product or service sub-contractors for the RFP

	Company Name	**Principal Contact**	**Contact Phone # & email**	**Product or Service Provided**
1.				
2.				
3.				

(Please ensure you attach relevant references and citation pertaining to each account)

VI. RFP Cost Data Spreadsheet

See Excel file "RFP Cost Data.xlsx".

This spreadsheet provides a template for disclosing the breakdown of costs for your proposed solution. It is important that the hardware (if any), software, implementation, data conversion and training costs are disclosed separately.

A costed Project Plan (in PDF format) should also be included.

VII. User Training Requirements

The table below gives an approximation of the number of users who will require training or access to the system.

Module	Standard Users	Power Users	Total Users
Client Database / CRM	43	3	46
GL and FA	35	7	42
GL Reporting (Com)	37	3	40
GL Reporting (Agri)	37	3	40
Workpaper Mgmt	35	7	42
Tax Return Preparation	35	5	40
Tax Mgmt	0	5	5
E-Filing	0	5	5
WFFTC / Rebates Calculation	35	5	40
IRD Integration	0	5	5
Tax Intermediary Integration	0	5	5
Budgeting / Forecasting	34	4	38
Trust Mgmt	41	3	44
Company Mgmt	41	3	44
Payroll	2	3	5
Workflow	41	5	46
Document Mgmt	41	5	46
Timesheet	43	3	46
Invoicing	0	5	5
Debtors	0	5	5
Creditors	1	3	4
Management Reporting	4	3	7