



**MERCY CORPS**

Request for Proposal – HQ 271

**Lease Accounting Software and Implementation Partner**

Date \_\_\_\_\_ January 12, 2021 \_\_\_\_\_

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## Mercy Corps Overview

Mercy Corps' mission is to alleviate suffering, Poverty, and oppression by helping people build secure productive, and just communities around the globe.

Mercy Corps is a global organization, 5,400 strong, powered by the belief that a better world is possible in more than 40 countries affected by crisis, disaster, poverty, and climate change. Mercy Corps works alongside communities, local governments, forward-thinking corporations, and social entrepreneurs to meet urgent needs and develop long-term solutions to make lasting change possible. See more details about our impact in 2021 by visiting <http://www.mercycorps.org>

## Project Background and Context

US GAAP Standard – ASC 842 requires changes to the reporting of operating leases. Mercy Corps fiscal year starts July 1, therefore, during the period January – June 2022, Mercy Corps Corporate Finance Team is tasked with implementing the standard. Our fiscal year 2021 inventory of leases for our audit showed that our global lease population is approximately 400.

## Desired Services & Scope of Work

After a review of peer organizations implementing the new standard, Mercy Corps will be selecting a software solution and an implementation partner.

Based on our initial review, we expect the solution to be stand-alone and will not directly integrate with our existing accounting system, Serenic Navigator. The solution will store and evaluate our leases and produce the detail required to prepare journal entries and footnote disclosure for our local country financial statements (IFRS 16) and our global consolidated financial statements (GAAP – ASC 842)."

The implementation partner will populate the software with leases. This will include a current inventory, an evaluation of the leases and the development of a standard process including documentation and training staff for keeping the system.

## Evaluation of Proposals

Proposals will be scored using the following technical criteria. Points for each question will range from 0- 35, the maximum technical score is 100 points. Proposals should address each evaluation criteria.

- Adherence to the RFP Requirements: Did the bidder conform to all requirements and product or service specifications in the RFQ or RFP? (0-10)
- Technical Criteria: Includes the bidder's understanding of the service or procurement needed, bidders' management plan, supplier's qualifications, and bidders' overall resources. Does the supplier have the right qualifications (registration, insurance, experience)? (0-30)
- Management Criteria: Includes the bidder's experience on similar projects, bidder's performance on similar projects, bidder's available facilities and resources for the project and the bidder's plan for management and control of the project. (0-35)
- Cost Criteria: Is the cost within any pre-determined price range, such as cost estimates from a market analysis? In most cases cost is evaluated using value for money unless otherwise directed by donor requirements. (0-25)

# Proposal Format & Requirements

To secure information in a form that will ensure that your proposal will be properly evaluated, you are asked to submit your proposal in the format listed below. Standard proposal formats are acceptable provided the following information is included:

1. Name, address, telephone number and email address for principal contact.
2. A brief outline of your organization and services offered, including:
  - Full legal name, jurisdiction of organization or incorporation and address of the company
  - Full legal name and country of citizenry of company's President and/or Chief Executive Officer, and all other officers and senior managers of the company
  - Year business was established
3. Name and professional qualifications of personnel who would provide the services.
4. Names, addresses, phone numbers and email addresses of at least two clients of similar industry and scope of operations as Mercy Corps can be contacted as references.
5. Describe how your software supports the new accounting standards.
6. Describe how your system classifies leases.
7. Our accounting system is Navigator Serenic. Describe your experience working with this system or similar systems.
8. Describe how your software supports accounting for leases.
9. Describe how your system can allocate lease costs.
10. Describe how data populates the system and how data is extracted from the system.
11. Describe your systems SOX controls, global privacy requirements, and audit trail.
12. Describe the configurable variables within the system.
13. Describe your system's workflows and user administration.
14. Describe the system's default reports.
15. Describe your systems language capabilities.
16. Describe your deployment and implementation processes.
17. Describe your product roadmap and compliance with accounting standards.
18. Describe your support and billing programs.
19. Describe your software's security and compliance offering.
20. Describe your technical architecture.
21. Why should we select your software and implementation partner?

## CONTACT FOR BID INQUIRIES

All inquiries concerning this solicitation shall be addressed to the following Designated Contacts:

Mark Spencer | Director of Global Procurement | [m Spencer@mercy Corps.org](mailto:m Spencer@mercy Corps.org)

Please email an electronic version of your response (via e-mail), including all supporting documentation, and direct questions about the RFP to each of the designated contacts.

All questions should be submitted in writing (via email) citing the particular bid section and paragraph number. Bidders should note that all clarifications and exceptions are to be resolved prior to the submission of a bid.

Only questions received during the Question-and-Answer period (as outlined in the RFP Calendar) will be addressed. No telephone questions will be answered. Official answers to the questions will be posted on Mercy Corps website at [www.mercy Corps.org/tenders](http://www.mercy Corps.org/tenders)

## RFP CALENDAR/TIMELINE

- RFP published Jan 12
- Questions and Answers period Jan 12 to Jan 21
- RFP responses due Jan 26
- Vendor meetings week of Feb 7
- Vendor selected and notified Week of Feb 14

## Other Terms & Conditions

### WITHDRAWAL OF RFP

Proposals may be withdrawn before the RFP submittal deadline by submitting a written request to the Contact Person. Re-submittal before the RFP submittal deadline can be made; however, they may not be re-submitted after the deadline.

### RFP COSTS

All costs incurred in the preparation and presentation of proposals to the RFP shall be completely absorbed by the responding party to the RFP. All documents submitted as part of the RFP will become property of the Mercy Corps. Requests for specific material to be returned will be considered. Any material submitted that is confidential must be clearly marked as such.

### AWARD BASIS

At the option of the Mercy Corps, finalists for the Agent designation may be selected for a final round of negotiations; however, applicants are encouraged to present their best offers with their initial submission. Mercy Corps reserves the right to accept or reject any and all proposals, to waive any irregularities in any proposal process, and to make an award of contract in any manner in which Mercy Corps, acting in the sole and exclusive exercise of its discretion, deems to be in Mercy Corps best interest.

### CONTRACTUAL DEVELOPMENT

Once an applicant is approved as the exclusive Agent, the successful respondent will enter into a contract with the Mercy Corps. Contract discussion and negotiation will follow the award selection. Bidders must be amenable to inclusion, in a contract, of any information provided whether herein or in response to this RFP or developed subsequently during the selection process.

### CONTRACT TERMS

Firms that are selected as the exclusive Agent are eligible to enter into a service contract. Mercy Corps may end the contract upon written notice to the Agent of not less than thirty (30) days.

### EQUAL OPPORTUNITY

Mercy Corps emphasizes that all respondents will receive full consideration without regard to race, color, religion, sex, national origin, sex, disability, age, or sexual orientation. Minority and women-owned firms are especially encouraged to respond to this RFP.

## LIMITATIONS

Mercy Corps reserves the right to reject any and all Proposals and to waive any informality in the solicitation process. Total proposal length excluding cover letter, details of professionals who will supply services, and contact information of client references, should not exceed 12 pages.

## **Sample Contract**

This is the expected contract and is a condition for the tender. However, if needed, more terms and conditions may be added by Mercy Corps to the final contract.

Any deviations or justifications from this contract must be set out in the tender proposal with the proposed alternative language.