

REQUEST FOR QUOTATION

Invitation Title: Finance & Payroll System Replacement

Date of Issue: 16 September 2020

COMMERCIAL IN CONFIDENCE

Contents

1.	Introduction	3
2.	Organisational Overview	3
	2.1 AgriFutures Australia	3
	2.2 System Scope	3
	2.3 General System Requirements	4
	2.4 Technical Requirements	4
3.	The Invitation	5
	3.1 Indicative Timetable	5
	3.2 Evaluation	5
4.	AgriFutures specific requirements	6
	4.1 Invitation	6
	4.2 Communication	7
	4.3 Submission of a response	8
	4.4 Evaluation	9
	4.5 Next stage of the RFQ process	10
	4.6 Respondent warranties	10
	4.7 AgriFutures rights	10
	4.8 Governing Law	10
	4.9 Interpretation	11
5.	Response	12

1. Introduction

AgriFutures Australia (AgriFutures) are seeking to replace our existing on premise finance and payroll systems. The solution must comprise both finance/accounting and payroll functions.

The successful vendor must have a proven track-record of delivering solutions of similar scope to similar sized organisations. They must enter into a collaborative implementation and support agreement and be held accountable to agreed Service Level Agreements and defined Vendor management plan.

The system is expected to be cloud based, highly available, secure and adhere to all relevant data security, retention, quality, and accounting standards.

It will have highly evolved data analytics and support ease of use and integration with 3rd party systems including Microsoft 365 for document management and authentication.

AgriFutures is a Corporate Commonwealth Entity (CCE) so all data must reside within Australia with local support. AgriFutures is audited by the Australian National Audit Office (ANAO) each year and therefore, the system is expected to have sufficient reporting capabilities.

2. Organisational Overview

2.1 AgriFutures Australia

AgriFutures is a Research and Development Corporation based in Wagga Wagga. We are an organisation that proudly focuses on the future of Australian agriculture. We live and work in the regions and represent the interests and aspirations of farmers and rural communities.

Our vision is to grow the long-term prosperity of Australian rural industries. In practical terms, this means:

- Initiatives that attract capable people into careers in agriculture, build the capability of future rural leaders, and support change makers and thought leaders
- Research and analysis to understand and address important issues on the horizon for Australian agriculture
- Research and development for established industries that do not have their own Research & Development Corporation (RDC), including the rice, chicken meat, honey bee and pollination, thoroughbred horse, pasture seeds, export fodder, ginger and tea tree oil industries
- Research and development to accelerate the establishment and expansion of new rural industries, such as deer, buffalo, kangaroo, and camel milk.

We employ over 45 staff – a mixture of permanent, casual and contract employees and manage approximately 300 projects a year. AgriFutures is primarily funded by an annual Australian Government appropriation.

2.2 System Scope

AgriFutures currently uses *Sage 300 ERP* as our finance system and *Sage MicrOpay* for payroll. These separate systems are integral to our day-to-day operations as they not only aid in financial management, they also form part of our record keeping, which is critical to our status as a statutory authority governed by the *Public Governance, Performance and Accountability Act 2013* (PGPA Act).

We are currently looking for a replacement system for a number of reasons:

- We are running older on-premise versions which are not very intuitive,
- Parts of the system have been customised – we would prefer a system that can be configured so that it meets our needs but can be more broadly supported,
- We are looking for more efficient reporting,
- We are replacing our project management system and would like that to integrate with the finance system.

2.3 General System Requirements

AgriFutures is seeking an integrated solution for the management of both accounting/finance and payroll functions. AgriFutures requires a system that will allow the organisation to efficiently deliver everyday accounting functions and a high level of reporting capabilities.

The chosen solution must meet the following requirements:

- Built-in or integrated payroll, accounts payable and accounts receivable functions,
- Ability for workflows to manage the above functions,
- Custom reporting capabilities,
- High level of budgeting and forecasting capabilities,
- Enable paperless accounting,
- Compliance with the Australian Accounting Standards (AASB's),
- Be intuitive and easy for AgriFutures staff to use.

2.4 Technical Requirements

Vendor responses should include their ability to meet the following non-functional requirements:

- Seamless data migration from legacy system (*Sage 300 ERP* and *Sage MicrOpay*)
- Integration with:
 - Project management system (K2)
 - Microsoft 365 Exchange Online
 - Microsoft 365 SharePoint Online
 - Office 365 Apps (Word/Excel etc),
- Access control, security and backups are appropriate, documented, controlled, tested and understood
- Support is local to Australia
- Hosted within Australia if cloud deployed
- Securely manage the data at all times and be robust and safe from unauthorised access
- Single sign-on (SSO)/Secure login.

3. The Invitation

1	RFQ Title	Finance & Payroll System Replacement
2	AgriFutures Contact	Name: Erin Kean Position Title: Accountant, Corporate Contact Details: erin.kean@agrifutures.com.au Ph: 02 6923 6905
3	Closing Time	2pm on 30 September 2020
4	Lodgement Details	Applications must be submitted via email to erin.kean@agrifutures.com.au

3.1 Indicative Timetable

	Activity	Date
1	RFQ released to market	16 September 2020
2	RFQ closes	2pm 30 September 2020
3	RFQ evaluation (subject to the number of offers received)	8 October 2020
4	Software demonstrations and/or trials as required	Week commencing 12 October 2020
5	Reference checks & contract negotiation	Week commencing 19 October
7	Project commences	Late October 2020

3.2 Evaluation

The Evaluation of this RFQ will be based on the three selection criteria outlined below.

Selection criteria	Sub-elements
General Requirements	The evaluation of the proposed approach and Respondent capabilities to meet the General Requirements: <ul style="list-style-type: none"> • Reporting • Workflow and automation • Integration • General accounting standards implementation
Technical Requirements	Demonstrated industry/organisational alignment

Selection criteria	Sub-elements
	Desirable technology, systems, and processes supporting the solution including: <ul style="list-style-type: none"> • Solution overview & design • Deployment model • Service Management and Support Options • Data migration
Cost and value for money	Costs for supply, implementation, transition, and management. A TCO will be calculated for each offer over a 5-year period.

4. AgriFutures specific requirements

4.1 Invitation

This invitation is not an offer nor acceptance of your offer. It is a formal request for respondents to submit a response for the supply of services in response to AgriFutures requirements in Section 3.

Nothing in this Invitation is to be construed as creating any binding contract for the supply of services (express or implied) between AgriFutures and any respondent.

4.1.1 Accuracy of invitation

AgriFutures does not warrant the accuracy of the content of this invitation and will not be liable for any omission from the RFQ documents.

4.1.2 Additions and amendments

AgriFutures reserves the right to change any information or to issue an addenda to this RFQ.

4.1.3 Availability of additional materials

Additional materials (if any) may be accessed in the manner set out in the RFQ. Respondents should familiarise themselves with the additional materials.

4.1.4 Representation

No representation made by or on behalf of AgriFutures in relation to this RFQ (or its subject matter) will be binding on AgriFutures unless the representation is expressly incorporated into any contract(s) ultimately entered into between AgriFutures and a respondent.

4.1.5 Licence to use Intellectual Property Rights

Persons obtaining or receiving this RFQ and any other documents issued in relation to this RFQ may use the documents only for the purpose of preparing a response. Such Intellectual Property Rights as may exist in this RFQ and any other documents provided to the respondents by or on behalf of AgriFutures in connection with the RFQ process are owned by (and will remain the property of) AgriFutures except to the extent expressly provided otherwise.

4.2 Communication

4.2.1 Communication protocol

All communications relating to this RFQ and the RFQ process must be directed to the AgriFutures contact.

4.2.2 Requests for clarification

- a. Any questions or requests for clarification or further information regarding this Invitation or the RFQ process must be submitted to the AgriFutures contact in writing prior to the RFQ closing time.
- b. AgriFutures is not obliged to respond to any question or request for clarification or further information.
- c. AgriFutures may make available to other prospective respondents details of such a request together with any response, in which event those details shall form Part of this RFQ.

4.2.3 Briefing session

Not applicable.

4.2.4 Unauthorised communication

- a. Communications (including promotional or lobbying activities) with staff of AgriFutures or consultants assisting the organisation with the RFQ process are not permitted during the RFQ process except as provided in clause 2.1 above, or otherwise with the prior written consent of the AgriFutures contact.
- b. Nothing in this clause is intended to prevent communications with staff of, or consultants to, AgriFutures to the extent that such communications do not relate to this Invitation or the RFQ process.
- c. Respondents must not engage in any activities or obtain or provide improper assistance that may be perceived as, or that may have the effect of, influencing the outcome of the RFQ process in any way. Such activities or assistance may, in the absolute discretion of the organisation, lead to disqualification of a respondent.

4.2.5 Anti-competitive conduct

Respondents and their representatives must not engage in any collusion, anti-competitive or similar conduct with any other respondent or person in relation to the preparation, content or lodgement of their response. In addition to any other remedies available to it under law, AgriFutures may, in its absolute discretion, disqualify a respondent that it believes has engaged in such collusive or anti-competitive conduct.

4.2.6 Privacy Laws

The respondent must ensure that any collection, use, disclosure or transfer by the respondent or the respondent's personnel, of personal information in connection with the participation in this RFQ complies with all applicable laws and AgriFutures Privacy Policy, which is available at <http://www.AgriFutures.com.au/privacy/>.

4.2.7 Complaints about this Invitation

A respondent with a complaint about this RFQ or the RFQ process which has not been resolved in the first instance with the AgriFutures contact must follow the complaints process of AgriFutures.

4.3 Submission of a response

4.3.1 Lodgement

- a. The response must be lodged by the RFQ closing time. The closing time may be extended by AgriFutures in its absolute discretion by providing notice to respondents.
- b. All responses lodged after the RFQ closing time will be recorded by AgriFutures. The determination of AgriFutures as to the actual time that the response is lodged is final.

4.3.2 Late responses

If a response is lodged after the RFQ closing time, it will be disqualified from the RFQ process and will be ineligible for consideration unless:

- a. the respondent can clearly document to the satisfaction of AgriFutures that an event of exceptional circumstances caused the response to be lodged after the RFQ closing time; and
- b. AgriFutures is satisfied that accepting a late submission would not compromise the integrity of the RFQ process.

AgriFutures will inform a respondent whose response was lodged after the RFQ closing time as to whether the response is ineligible for consideration.

4.3.3 Providing a response

It is the respondent's responsibility to:

- a. understand the requirements of this RFQ, the RFQ process and any reference documentation;
- b. ensure that their response complies with all requirements of this RFQ and is accurate and complete;
- c. make their own enquiries and assess all risks regarding this RFQ and the RFQ process;
- d. ensure that it did not rely on any express or implied statement, warranty or representation, whether oral, written or otherwise made by or on behalf of the organisation or its representatives other than any statement, warranty or representation expressly contained in this RFQ;
- e. ensure that they comply with all applicable laws in regard to the RFQ process;
- f. be responsible for all costs and expenses related to the preparation and lodgement of its response, any subsequent negotiation, and any future process connected with or relating to the RFQ process.

4.3.4 Obligation to notify errors

If a respondent identifies an error in their response (excluding clerical errors which would have no bearing on the evaluation), they must promptly notify the organisation.

AgriFutures may permit a respondent to correct an unintentional error in its response where that error becomes known or apparent after the RFQ closing time, but in no event will any correction be permitted if AgriFutures reasonably considers that the correction would materially alter the substance of the response.

4.3.5 Use of a response

Upon submission, all responses become the property of the organisation. The respondent will retain all ownership rights in any Intellectual Property Rights contained in the response. However, each respondent, by submission of their response, is deemed to have granted a licence to AgriFutures to reproduce the whole, or any portion of their response for the purposes of enabling AgriFutures to evaluate their response.

4.3.6 Withdrawal of a response

A respondent who wishes to withdraw a previously submitted response must immediately notify AgriFutures of the fact. Upon receipt of such notification, AgriFutures will cease to consider the response.

4.3.7 Status of response

Each response constitutes a non-binding proposal by the respondent to AgriFutures to provide the services required under and otherwise to satisfy the requirements in accordance with Section 4 of this document.

4.3.8 Disclosure of RFQ contents and RFQ information

Responses will be treated as confidential by AgriFutures. AgriFutures will not disclose the information contained in a response, except:

- a. as required by law (including, for the avoidance of doubt, as required under the *Freedom of Information Act 1982 (Vic)*)
- b. for the purpose of investigations by the Australian Competition and Consumer Commission or other government authorities having relevant jurisdiction;
- c. to external consultants and advisers of AgriFutures engaged to assist with the RFQ process;
- d. to other government departments or organisations in connection with the subject matter of the RFQ process; or
- e. general information from respondents required to be disclosed by government policy.

4.4 Evaluation

4.4.1 Evaluation process

Responses will be evaluated in accordance with the evaluation criteria stipulated in Section 3.2.

A response will not be deemed to be unsuccessful until such time as the respondent is formally notified of that fact by AgriFutures.

AgriFutures may in its absolute discretion:

- a. reject any response that does not include all the information requested or is not in the format specified in Section 3;
- b. after concluding a preliminary evaluation, reject any response that in its opinion is unacceptable;
- c. disregard any content in a response that is illegible and will be under no obligation whatsoever to seek clarification from the respondent;
- d. disqualify an incomplete response or evaluate it solely on the information contained within it;
- e. alter the structure and/or the timing of the RFQ process; and
- f. vary or extend any time or date specified in this RFQ for all respondents.

4.5 Next stage of the RFQ process

4.5.1 Options available to the organisation

After evaluating all responses, AgriFutures may without limiting other options available to it, do any of the following:

- a. prepare a short list of respondents and invite further offers from those respondents;
- b. conduct a subsequent procurement process calling for the services or any similar related services;
- c. enter into pre contractual negotiations with one or more respondents;
- d. decide not to proceed further with the RFQ process or any other procurement process for the services; or
- e. commence a new process for calling responses on a similar or different basis to that outlined in the original RFQ.

4.5.2 No legally binding contract

Being short listed does not give rise to a contract (express or implied) between the preferred respondent and the organisation. No legal relationship will exist between the organisation and a preferred respondent relating to the supply of goods and/or services unless and until such time as a binding contract is executed by both parties.

4.6 Respondent warranties

By submitting a response, a respondent warrants that:

- a. in lodging its response it did not rely on any express or implied statement, warranty or representation, whether oral, written, or otherwise made by or on behalf of AgriFutures or its representatives other than any statement, warranty or representation expressly contained in the RFQ documents;
- b. it has examined this RFQ, and any other documents referenced or referred to herein, and any other information made available in writing by AgriFutures to respondents for the purposes of submitting a response;
- c. it has sought and examined all necessary information which is obtainable by making reasonable enquiries relevant to the risks and other circumstances affecting its response;
- d. it otherwise accepts and will comply with the rules set out in this document; and
- e. it will provide additional information in a timely manner as requested by AgriFutures to clarify any matters contained in the response.

4.7 AgriFutures rights

Notwithstanding anything else in this RFQ, and without limiting its rights at law or otherwise, the organisation reserves the right, in its absolute discretion at any time, to:

- a. vary or extend any time or date specified in this RFQ for all or any respondents; or
- b. terminate the participation of any respondent or any other person in the RFQ process.

4.8 Governing Law

This RFQ and RFQ process is governed by the laws applying in the State of New South Wales. Each respondent must comply with all relevant laws in preparing and lodging its response and in taking Part in the RFQ process.

4.9 Interpretation

4.9.1 Definitions

AgriFutures	Rural Industries Research and Development Corporation Trading As AgriFutures Australia And The Organisation Issuing This RFQ.
Intellectual Property Rights	includes all present and future copyright and neighbouring rights, all proprietary rights in relation to inventions (including patents), registered and unregistered trademarks, confidential information (including trade secrets and know how), registered designs, circuit layouts, and all other proprietary rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields.
Item	means an item of this RFQ.
Overview of requirements	means the overview of requirements set out at <i>Section 2</i> .
Project manager	means the person so designated at Item 2 of <i>Section 3: Invitation</i> .
Representative	means a party and its agents, servants, employees, contractors, associates, respondents, and anyone else for whom that party is responsible.
Respondent	means a person who submits an invitee's response.
Response	means a document lodged by a respondent n invitee in response to this Invitation RFQ containing a proposal to provide goods and/or services.
RFQ	means the opportunity set out in each of the documents identified in the Introduction to this Invitation document including, the RFQ process and any other documents so designated by the organisation.
RFQ closing time	means the time specified at Item 3 of <i>Section 3: Invitation</i> by which invitee's responses must be received by the organisation.
RFQ process	means the process commenced by issuing an Invitation RFQ for invitee's responses and concluding upon either early termination of the process or a subsequent procurement process.
Section	means a Section of this RFQ.
Services	means the services required by the organisation as stipulated in Section 2.

4.9.2 Interpretation

In this RFQ, unless expressly provided otherwise:

- a. the singular includes the plural and vice versa;
- b. a reference to:
 - i. 'includes' or 'including' means includes or including without limitation; and
 - ii. '\$' or dollars is a reference to the lawful currency of the Commonwealth of Australia; and
- c. if a word or phrase is defined, its other grammatical forms have corresponding meanings.

5. Response

The following are mandatory obligations for a response to be accepted:

- a. All costs to supply/host, implement and migrate data to the new system based on 5 Finance staff and 30 pays,
- b. The respondent's capability for this engagement including previous experience,
- c. Public Liability and Professional Indemnity Insurance policy details.

Enquiries should be directed to:

Erin Kean

Accountant, Corporate

erin.kean@agrifutures.com.au