

Tender – Professional services for transition to Infor SunSystems

Project Overview and Context

AFAO leads Australia's effort to end HIV transmission. We have worked with Australian governments for more than 30 years to achieve a world-class response to HIV of which we can be proud. Internationally, we foster the development of regional and country-level responses to HIV of effective HIV policy and programs and represent Australia's community response to HIV in global forums.

AFAO is an Australian public company limited by guarantee. We have offices in Sydney, Australia and Bangkok, Thailand. We partner with an independent charitable organisation registered in Thailand, the AFAO Foundation, which employs staff on behalf of AFAO in Thailand.

Further Information about AFAO is available at afao.org.au.

AFAO currently uses XERO cloud-based accounting software. Infor SunSystems will better suit AFAO's needs for a cloud-based system that can accommodate financial transactions in a range of currencies and with sophisticated and customisable reporting capability. AFAO will also wish to use the Infor Query and Analysis for SunSystems tool.

Project Aim

The aim of the project is to smoothly transition AFAO in the set-up and use of Infor SunSystems financial management software.

Project Objectives

AFAO is seeking professional services for all aspects of its transition to Infor SunSystems. The project objectives are to:

- obtain the necessary software and licences, including Infor Query and Analysis for SunSystems, SunSystems Financials with accounts payable, Bank Reconciliation, Integration, Process Automation for SunSystems and Fixed Assets modules, and provide installation support
- scope AFAO's detailed design requirements for the new system, including a ledger import template for multiple currencies, configuration of Chart of Accounts, account dimensions analysis
- undertake system build, configuration (including transactions and analysis dimensions, ledgers both budget and actual), integration and process automation
- undertake user acceptance testing
- migrate data from XERO
- provide training and support for staff using the new software.
- training for administrators and users, including in building reports using the Infor Query and Analysis tool
- provide go-live support
- provide post-implementation support for functional and performance issues and based on request.

AFAO's business environment is as follows:

- AFAO implements programs in Australia with funding received from the Department of Health and other sources.
- AFAO is the Principal Recipient of a three-year grant from the Global Fund to Fight AIDS, Tuberculosis and Malaria for the *Sustainability of HIV Services for Key Populations in South East Asia (SKPA-2)* program. The grant commences 1 July 2022.

- As the Principal Recipient, AFAO is responsible to the Global Fund for the consolidation and production of financial reports for AFAO and its sub-recipients.
- The transaction amounts are in local currencies for Bhutan, Mongolia, Sri Lanka, the Philippines and Thailand.
- The currency for reporting to the Global Fund is USD.

AFAO needs multiple Business Units set up within Infor SunSystem and configured so:

- all journals/transactions are balanced at the company level (each company has a balanced ledger)
- a consolidated financial report is available for the SKPA-2 program in local currencies and USD.

AFAO Ltd, Australia

The transaction currency is AUD Dollars for AFAO's domestic programs and USD Dollar for transactions incurred for our international program.

The reporting currency is AUD Dollars for AFAO's domestic programs and USD Dollars for our international program.

AFAO Ltd's fiscal year is 1 July to 30 June.

AFAO Foundation, Thailand

The transaction currency is THB Thai Baht.

The reporting currencies are THB Baht for regulatory reporting to the Thai Government and USD Dollars for reporting to the Global Fund for the SKPA-2 grant.

The fiscal year is 1 January to 31 December.

Project Approach and Deliverables

Applicants must outline an approach to achieving the aims and objectives of the project.

Applicants should propose the phases of the project, including milestones and deliverables for each phase.

Project Timelines

AFAO seeks to have the project completed as quickly as possible noting the commencement of the new international program on 1 July 2022.

Applicants should outline the expected timing of each phase of the project and propose a project completion date.

Assessment Criteria

Proposals will be assessed against the following criteria:

- understanding of the requirements of the project
- proposed approach and project methodology
- capability and experience of personnel assigned to the project (including a biography or brief CV of each person)
- proposed project timeframes
- budget and value for money.

Contracting

AFAO will enter a service contract with the successful applicant.

A copy of AFAO's standard goods and services contract is available on request.

Project Governance

The project will be managed by AFAO's Business Operations Manager, based in Sydney. AFAO's Finance Manager has oversight of all AFAO's financial policies, systems and practices for its domestic and international operations.

Project stakeholders include the three members of AFAO's Sydney-based business team (including the Finance Manager) and four business staff from our Bangkok office.

Submission Requirements and Due Date

Applicants should provide a proposal addressing the assessment criteria and including the contact details of at least two referees.

Contact Officer

Proposals must be submitted to Ms Sarita Ghimire, Manager, Business Operations, at sghimire@afao.org.au by 30 May 2022.