TD2023-001 – Seafish Finance Systems

Queries and Responses

Are we looking for a full project management module?

Our requirement is that we can track actual spend against budgeted spend for each of our project analysis codes whilst being able to attach various analysis codes to each transaction to allow for further analysis, a breakdown by supplier for example. A full project management module that allows for tasks to be allocated to employees for example is not required and would be viewed as a bonus.

What is our current supplier payment run process?

We generate a BACS file through SUN systems which we download and then upload into Mosaic Bacs software to submit to BACS.

What are our licensing requirements?

We have 5 finance team members requiring full access and a further ~ 85 employees requiring access to submit purchase orders, expenses etc.

What do we view as a slick sales invoicing process?

In a nutshell we just need to select an account code, select the project code the invoice is to be raised against, select the VAT treatment and input an invoice description. This would populate a branded invoice template and this invoice would be available to view in the system by clicking on the transaction line. Currently we download and save our invoices elsewhere as viewing them through the system is temperamental.

Is the integration with CRM essential in the first phase or could this be a second phase of work?

Integration with CRM is one of our key areas of improvement. Ideally this would be in the first phase but ultimately, we would like the best solution. Given this could also involve collaboration with the 3rd party CRM provider, delaying this to a second phase once the finance systems are embedded could be an option.

How many bank accounts do we have?

6 in total although 2 are not used. One main current account with very few transactions on the others.

Do the requisitioners require the ability to GRN and would they require Items or are the Requisitions raised only against G/L and Dimension codes?

Yes, currently we would raise a purchase order and the amount would be posted to the *commitment's ledger. Employees would then deliver/GRN the PO and at this point the amount would be posted to the GL.*

How many companies do we have?

Just one.

Do you require Intercompany Posting?
No.

What is our average number of purchase invoices a month?

Around 250.

What is our average number of expense claims per month?

Around 40 expense claims, although credit card statements are processed through the same software. (Also around 40).

What is our average number of timesheet users per month?
We have around 60 employees who submit a timesheet each month. Timesheets are used to track time spent against specific project codes and allocate salary cost accordingly rather than being linked to payroll.

What is the time of the proposal deadline on 31st Jan?

Any time up until midnight of 31st January.

Can you provide some further information on the 'importance/weighting' of the elements required? E.g. Which are essential and which are desirable?

Meeting our requirements will be essential whilst being public sector we will also need to ensure value for money so these are of the highest importance.

Please confirm that you are looking for a single solution - to encompass finance/accounting, purchasing, time and expenses?

Yes, ideally.

Please confirm whether a hosted solution would be suitable (as opposed to a true 'Cloud' solution?

Both would be considered.

The tender document specifies that the total cost of the project is £150,000 for the initial contract period of 2-3 years. Please can you confirmation whether the defined total budget is for the first 2 years or the first 3 years?

We have put 2-3 years as it will depend on what companies offer as an initial minimum term contract (24 or 36 months). Any quotes based on just a 2-year minimum term we would hope come in under the £150k budget to reflect one less year of annual licensing.