

REQUEST FOR PROPOSALS

PROVISION FOR AN ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM

The Kenya Association of Music Producers (KAMP) and Performers Rights Society of Kenya (PRISK) are registered by the Kenya Copyright Board as collective management organizations under Section 46(2) of the Copyright Act, 2001 to collect, administer and fairly distribute royalties on behalf of their members being producers of sound recordings and performers respectively.

KAMP & PRISK seek to bring together all its services in a centralized manner where all its business components will be accessed and integrated as one system.

SCOPE

The ERP should have the following functional areas (Modules).

- Licensing Module(The main module in the ERP)
- Financial Accounting Module
- Human Resources Module
- Supply Chain Management Module

General Requirements:

- It must be unified with applications and interfaces easy to use and working seamlessly across multiple departments.
- A common database or multiple shared databases accessible through all applications.
- Search and report utilities.
- Scalability, customization, and easy integration of additional modules as needed.
- Database and information management software for a single central or for multiple interconnected databases with data flow to and from all. The defined workflow makes data movement seamless. Database hosts can be local, remote, or cloud-based.
- Applications and interfaces with suitable read-only or edit access controls to process data. For ERP content, when a writer submits content for review, only the editor should have access to it to prevent duplication and conflict. Workflow management where data updates and actions follow a logical sequence based on business needs.
- Report generation usually available in either dashboard form or data-editing applications like spreadsheets on management Communication in ERP systems is by automated mail generation, instant messaging at individual and group levels.

1. Licensing Module should have the following Features:

This involves: Business registration, client payment, certificate generation and process management of license issue and distribution.

- Registration : A platform where the businesses can be registered based on given registration requirements
- Payment: allow Options to make payments (Cash deposits ,Mpesa,EFT,card services etc.) all registered businesses and linked to playbill
- Automated to auto calculate License Fee based on various tariffs and parameters, and able to split right for each collective management organization, ability to make reversals for uncleaned transactions.
- Should be linked to existing operating system
- Assign unique codes to various users, able to distinguish whether user is new or existing
- The system is easy to access& able to transmit messages to various users on transaction updates
- Invoicing: Provision for issuing of invoices and confirmation of paid invoices. The system should also be able to generate a receipt on paid invoice.
- License Generation : Automatic generation of certificates for paid invoices

- Allow for info verification and clearance by designated officers (CEO, HOL, Accounts, License Officer, etc.)
- Easy to access data with different authorized levels.
- Simple enough for the users to license themselves after the first license from KAMP_PRISK agent (Renewals).
- Web portal for clients to login and view account status.
- The system should be able to send messages to clients sms/email on status of the applied license.
- Administrator portal for systems management i. Invoices, Certificates, Reports, User logs, Regions, Access management, User /Client Management.
- Reports: Generate all system various reports as defined by KAMP-PRISK.(Have Daily , weekly & monthly ,quarterly or yearly depicting
 - a) Income
 - b) Outstanding amounts
 - c) Regional Collections
 - d) Collection by Agents
 - e) Category by Users
 - f) Comparative Analysis(use graphs)

The Licensing Module should have an application with the following:

1. Android Mobile & IOS Application for Field agents to collect data and to verify genuine nature of License in the business premises.
2. Gps enabled ,this will help in mapping the location of the registered business
3. Can Work offline and be able to sync data
4. SMS platform and API

2. Financial Accounting Module should have the following:

- Payroll
- Accounts Receivable
- Accounts Payable
- Invoices
- Deposits
- Budgeting
- Bank Reconciliation.
- ERP to Bank Interfaces and Reconciliation.
- Cash Flow Management
- Cost Analysis
- Advanced Allocations
- Budgeting
- Expense Management
- General Ledger
- Invoicing/Billing
- Regulatory Compliance Support

3. Human Resource Module should have the following:

- Benefits administration
- Enterprise Compensation Management
- Employee Interface
- Payroll Integration.
- Employee Performance Management

- Tax Administration
- Employee Self Service (Application of leave days, time off and holiday calendar etc.)
- Manager Self Service-Manage work tasks, work request and delegation
 - Set up or arrange team events or meetings
 - Nominate or approve training requests
 - Sickness Absence and analysis
 - Open Job requisition
- Time and Labor/Attendance management
- Performance appraisals

2. Supply Chain Management Module should have the following:

- Logistics Management
- Logistics Planning
- Procurement
- Sourcing
- Packaged Integration to Back Office Applications
- Demand Planning
- Distribution Management
- Event Management
- Management of Resources
- Scheduling
- Dispatch of Orders
- Execution of Orders
- Collection of Production Data
- Production Performance Analysis

Other Requirements/Qualifications

- **Sound financial base**
- **Be able to submit the financial bids**
- **Valid business licenses and tax compliant**
- **A good understanding of collective management organization is an advantage.**

Applications should include:

- 1. Technical proposal;**
- 2. References from current or existing clients;**
- 3. Company profile including financials for the last three (3) years;**
- 4. Proposed cost structure for provision of service and software creation.**

NB/ A non-refundable fee of Kshs 3000.00 Deposit to paybill no:880101 AccountName KAMP-PRISK

All the applications should be physically delivered to :

KAMP-PRISK OFFICES,
JUMIA PLACE 2,
LENANA ROAD, KILIMANI, NAIROBI.

By 28th September 2018

N.B Only successful applicants shall be contacted