

Bidder Questions
Request for Proposal
Professional Services Automation Solution
Southern California Coastal Water Research Project (SCCWRP)
Proposals Due: April 22, 2016 @ 11 AM (PST)

Questions	Answers
Is SCCWRP set on a specific software?	No
What accounting system is SCCWRP currently using?	Sage 50
Can we deliver any digital files to showcase systems we've developed?	Proposals are due in hard-copy format
Are there any restrictions on hosting data?	No
Do you have specific security restraints?	No
What type of user will have access to which feature set?	To be determined
Where will the users be accessing the system?	From office, home and field
Are any business requirements currently being accommodated with an existing system?	Sage 50 for accounting, Excel for invoicing and reporting, ADP for payroll
Will invoices be printed, emailed and archived?	Yes
Will users be manually entering expenses?	Yes
Will system need to reconcile payment?	Yes
What type of project invoicing do you use?	Time & material, milestone and fixed fee
Are there revenue recognition concerns associated with invoicing?	No
Do you want a requisition workflow process for purchase orders?	Yes
Is payroll currently processed in-house or externally?	Use ADP
Is there a need to have payroll data collected within the PSA solution in a way to integrate with an outside payroll system?	Yes
What is your current chart of accounts structure?	60 G/L accounts covering assets, liabilities, revenues and expenses
Has SCCWRP defined a mobile strategy?	No

What data will be transferred to/from scientists in the field?	To be determined
What are current executive reports used to manage operations?	Contract backlog, marketing funnel status, staff unitization, resource planning