

## CLARIFICATION QUESTIONS

RFT: 2024/065 & 2024/066  
File: AP\_9/7/3/7  
Date: 10 March 2025  
To: Interested Service Providers  
Contact: Maraea S. Pogi ([maraeap@sprep.org](mailto:maraeap@sprep.org))

**Subject: EXPRESSION OF INTEREST (EOI) – Financial Management Information System (FMIS) and Human Resource Information System (HRIS)**

#	Question	Answer
1	Is SPREP able to contract in a currency other than USD?	SPREP is only able to contract in USD
2	Is it acceptable to propose two solution options in a single proposal for both the FMIS & HRIS tenders please. We wish to submit two options in our proposal for both tenders please	a) If you are intending to propose two solutions for each EOI i.e. 2 solutions for HRIS and 2 Solutions for FMIS - yes it is acceptable. However please complete an individual response for each individual solution b) If you are proposing one single response for both the HRIS and FMIS - this is not acceptable. Please provide a response for each EOI
3	Could you provide more details regarding the Projects module requirements? While the finance, procurement, and inventory-related requirements are clear, we need a better understanding of the Projects module. Specifically, the user count for this module seems high, so we would appreciate a brief breakdown of the expected users, their roles, and the purposes for which they will use the module. This will help us propose appropriate user type licenses tailored to your needs.	This number is updated - there are 25 users who can create project records. These users can also report and enquire on project information and transactions. In addition to the 25 users, a further 75 users will be able to report and enquire on project information and transactions
4	What Project Information Management System do you use, and are there any existing integration capabilities e.g. APIs?	This is a system that was developed inhouse. This system currently provides basic project financial transaction information. It is expected that this information will be available in the FMIS going forward. No there are no APIs nor any integration
5	Are there any existing APIs for the People and Organisation Database, Annual Workplan Implementation DB and Partnership Agreements DB	No there are no existing APIs



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6	Do you currently use Azure Entra ID (formerly Azure Active Directory) or just Active Directory on Premise?	Yes SPREP uses Azure Entra ID
7	Do you currently have any integration capabilities, such as an Enterprise Integration Platform, or other middleware solution?	No we currently do not have any integration capability or middleware solution
8	Can you please give a definition of "Attractive Assets"?	This refers to items that are below the asset value threshold for capital assets but are deemed to be valuable enough to be recorded in a central repository like the Fixed Asset Register. An example of attractive assets are mobile phone that may cost less than the asset value threshold but would need to be recorded and stocktakes undertaken. Another example would be items donated to SPREP that we wish to keep track of.
9	We see several User Type/Requirements where the count of users is shown. We want to understand whether these are individual users (e.g. 75 for Procurement and 75 for purchasing) are the same users. Are any of the procurement staff doing budgeting. We are keen to understand exactly how many people will be using the system. We do not want to double count?	The 75 procurement users are included in the 75 purchasing users For project users see Q 3 above Some (about 20) procurement staff are budget managers and will be populating budget templates The reporting users (75) are covered in the other user numbers
10	Could you please provide us with the number of invoices created for Accounts Receivable and the number of invoices received for Accounts Payable?	500 AR invoices a year 25,000 AP invoices a year
11	You have one question "Can you support deployment of the proposed solution using mobile devices?" by this do you mean that the system can run on mobile devices, or do you mean that you wish to use mobile devices to push deployments to the production system?	This refers to the system running on mobile devices
12	The Honor Form is new to us - can you please advise if you expect it to be completed by an individual or company - and if so please who would SPREP anticipate the 'natural person' is i.e. who is the individual should be to complete it?	This form can be completed by someone in the company who has authority to act on behalf of the organisation/company.
13	What Accounts Payable automation tool are you currently using?	We do not currently use any AP automation tools
14	How many Accounts Payable invoices do you process per month?	See Q 10 above



15	Are all the users based in Samoa?	SPREP has a presence in 5 countries - Samoa, Fiji, Marshall Islands, Vanuatu and Solomon Islands. About 130 users are based in Samoa, 15 in Fiji and 1 in each of the other countries
16	Please advise how many users are required for the FMIS system?	Please see user numbers in the EOI and Q 3 and Q 9 above
17	How many staff enter Purchase Order requests?	About 75
18	How many staff approve Purchase Orders?	About 20. This number is an update to the EOI
19	Do you use expense management, and if so, how many users?	We do not currently use Expense Management but will do so in the new FMIS. All SPREP staff (about 150) could end up using this functionality
20	Are you looking for a full cloud solution where it is hosted offshore, like in Australia?	We are open to both cloud and on-premises solution. We are open to cloud solutions being hosted anywhere
21	How many fixed assets do you have?	Less than 1,000
22	How many total Users would require access to our system?	Please see user numbers in the EOI and Q 3, Q 9, Q17 and Q 18 above
23	How many Users have multiple roles (e.g. Finance User, Reporting User and Purchasing User)? A User with multiple roles would consume 1 Full Access License.	Please see user numbers in the EOI and Q 3, Q 9, Q17 and Q 18 above
24	How many Customer Relationship Management users do you have?	We do not have currently a CRM. We envisage about 25 CRM users in the new system.
25	Do you have any other business entities?	No
26	Do you only want the estimates in USD? What about the Australian dollar?	We require estimates in USD
27	Regarding the costing, we cannot breakdown the costing into separate lines as asked. Our solution has all this in one. We will be pricing as a group amount instead of an individual.	Noted
28	Do you have an existing BI/FP&A tool? If so, what solution are you using?	No we do not an existing BI and Financial Planning and Analysis tool. We use our current FMIS for budgeting
29	With regards to funding, do you receive funding from both the private and public sectors? Are there requirements to provide reporting to these funding organisations?	SPREP receives funding from various sources. We do not differentiate between private and public sector entities. Yes we do report to our funder organisations
30	What is your company registration #? Is it registered in Samoa? Do you have a LEI business number?	SPREP is not a registered company. It has a host agreement with the Government of Samoa. Based on this agreement Samoa recognises SPREP as a diplomatic agency. The SPREP Agreement signed by all SPREP member nations establishes the existence of SPREP as a regional organisation.



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31	Is your travel provider (Opus) - 'Opus5k'? If not, can you give us a link so we can review their integration documents?	SPREP does not currently have a preferred travel provider. SPREP may engage the services of a preferred supplier in the future. For the purpose of the EOI response, please disregard any integration with a travel provider.
32	Are your 'respondent proposals via an online portal' - referring to RFQs? What products are you looking to procure/set up purchase contracts? Does SPREP currently use this functionality? Can you please provide an example of this use case?	Proposals are received via email. We will consider an on-line portal for the lodging of proposals. Our purchase contracts are primary for consultancy services for projects and for technology products and services. We do not use a system for this currently
33	Do you still require DocuSign for electronic signatures if our system will be sending out email notifications for Approval Routing? Approvers can approve by logging into our system, or clicking the link via email to be routed to the transaction record.	The approach mentioned here is one we are exploring. This will be confirmed in the design with the preferred supplier
34	Can you please elaborate on the PIP (Performance Implementation Plan) and provide some samples/use cases? How is this currently managed? What system is used?	The PIP is not quite a system in the true sense of the word. It is a Word document that is shared online with senior staff in SPREP for them to provide input into the SPREP 10 year strategic plan. The PIP prioritises SPREP's work activities and shows the results against the Strategic Plan targets
35	Is the Enterprise Risk Register just a table that captures all the risks and for reference purposes only? How does SPREP use this Risk Register currently?	Yes it is an Excel document which is reviewed by senior management periodically
36	How are Partnership Agreements DB managed at the moment? Is this currently captured in Excel? Are these SPREP's Purchase Contracts? Or are they a different form of agreement? Can you please provide some use cases for how these agreements are used? Are they for reference only?	No these are not purchase contracts. What is sought is a repository of MoUs and an alert when they are nearing expiry
37	In relation to Policy Management, is this a repository of SPREP's policies that are for reference? Or do they have a transactional function to them?	No this does not have a transactional functions. What is required is a repository of SPREP policies and an alert when policies are nearing date of next review and update
38	How is the Annual Workplan Implementation DB managed at the moment? Is this captured in Excel? Is it integrated with your Travel Provider, Opus? Is this just a repository of upcoming initiatives for reference purposes?	This is a repository of upcoming initiatives. It is not and will not be integrated with the travel provider. See Q 31



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39	Are all SPREP Projects internal projects, or are there Customer-facing projects that are billed/invoiced to Customers?	All SPREP are internal projects
40	Do SPREP employees currently enter time-sheets against Projects?	Timesheets are used for some projects. Currently timesheets are Excel which is approved off-line and charged to the relevant projects via manual journals
41	Regarding the honour form, we would need an NDA to be completed as you are requiring personal information such as a Passport number. Is this necessary, given this process is only an EOI?	Yes the declaration of honour form is a mandatory requirement. For Companies (right hand side) just provide name of the person who has authority to act on behalf of the organisation/company. For individuals you do not need to provide your passport number. This however will be required if your proposal progress to the next stage.
42	For the number of implementations - we suspect that you mean 25 to 36 months and not 25 to 26 months?	This is in reference to Section 1 Question 4 of the EOI Response Form. This number is updated in both the FMIS and HRIS EOI. It should read 25 - 36 months
43	In the Accounts Receivable section - can you please confirm the requirement to "Allow to set up user-defined payment terms." does this mean you wish specific users to have payment terms associated? We suspect that you mean payment terms for Customers/Vendors and not members of staff.	Yes this is correct, payment terms here means the payment terms for the customer
44	In the purchasing section - can you please provide some more details about the use of catalogues for purchasing	We are open to using catalogues to structure and streamline the purchasing process i.e. support staff to purchase goods from a catalogue. There may be more than one catalogue e.g. for stationery or other goods that SPREP is contracted to purchase from preferred suppliers. This catalogue purchasing process will be supplemented by "open text" or general non-catalogue purchases where the requester completes in free text the goods or service they wish to purchase in that purchase requisition.
45	In the Fixed Assets section - Please give a further description of Multiple Asset Registers that you require. Are these associated to separate companies?	No this does not refer to multiple entities. Refer to Q 25 above. Multiple Asset Register here refers to say financial assets that meet the financial threshold for the definition of a fixed asset and attractive items. See Q 8 above



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46	Our solution can host in both Cloud & on-prem. For our solution cloud deployment model, our solution hosts its application in MS Azure. What is your preferred Deployment Model for this HRIS implementation - Cloud or On-prem?	We are open to both cloud and on-premises solution. See Q 20 above
47	Are there any subsidiaries to consider or is this a single company project?	SPREP a single company/entity. See Q 25 and Q 45 above
48	Should we consider any non-self-service users who will not have access to the application? If so, what is the number of users we should consider for the same.	Any user who does not access the system either via self-service or "desktop application" should not be considered. All users will be self-service users. However there will be some power users in both the FMIS and HRIS that will have access to "desktop application" that generally has more functionality than the self service capability. However this model is dependant on the capability of your product. If all the power user capability like Accounts Payable payment runs and payroll processing can be done in self service, then the "desktop application" may not be required. However security and access to these "power capabilities" must be robust
49	Is there a requirement to integrate with SPREP's Staff performance development system. If so, should there be a two-way integration to this application.	No. The current functionality in the staff performance development system is expected to be replaced by the HRIS capability in the performance development module
50	Is there a requirement to integrate the HRIS with Alfresco. If yes, What are the document Categories to consider for SPREP's Document Management System - Alfresco. Should the integration also include the transaction detail for the attached document?	There is currently no requirement for integration with Alfresco. Alfresco's future lifecycle will be considered and will be dependant on the type and capability document management functionality in the FMIS and HRIS system selected
51	Are there any requirement to integrate the HRIS with SPREP's current payroll system or is SPREP looking to replace. If there is a need to integrate, what is the required scope.	SPREP is looking to replace the current payroll system with the capability in the HRIS
52	Is there a requirement for two-way integration with DocuSign. Please explain the scope if any.	See Q 33 above. If the workflow and approval capability in the FMIS and HRIS is sufficiently rich, we will consider the future need for DocuSign
53	Following our initial submission of the SPREP FMIS proposal - and the subsequent opportunity to refine our proposal. There is some confusion of the SPREP definition of the word 'refine' in this context Are SPREP looking to simplify the proposal(s) - or are SPREP looking for more detail. If SPREP	No, SPREP is not looking for more detail or simplification of proposals already received. We are offering the opportunity of the additional time for vendors who have already responded to add any other details or clarifications that they were not able to provide due to the earlier shorter timeframe. If there are no additional details or





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	are looking for more detail, will the 25 page limit on the proposals be expanded so that more information can be added?	clarification, then the original response will suffice. The 25 page limit still applies.
54	Does SPC have Charity Licensing status with Microsoft?	No SPREP does not have Charity Licensing status with Microsoft.
55	Under Procurement on page 5 - there is a requirement which states: "Support the identification of need to the selection and negotiation with vendors." Please advise what this means and what is the intention of SPREP in relation to this.	This refers to the capability to link SPREPs needs (as defined in the requirements) to the contract the we negotiate with the successful vendor.
56	Under Accounts Payable on page 5 - There is a requirement which states: "Provide a match exception handling function. For example, invoice is automatically matched to receipt that has been entered after the initial matching process without manual intervention." a. If the invoice is already matched, automatically without intervention, why is this an exception? b. What does SPREP intend to achieve in relation to this?	a. The word "not" is missing. This should read - For example invoice is not automatically matched to receipt that has been entered after the initial matching process without manual intervention. b. If there are variances (exceptions), SPREP requires the ability for these to be highlighted as exceptions that will need to be cleared manually by an authorised user.
57	EOI - HRIS Please advise if the below user count highlighted is unique or is there some overlap of the users? a. If there is an overlap, please advise how many unique users there would be in relation to: i Payroll - 6 users ii Reporting & Enquiry - 6 users iii Position & Org Structure Administrator - 6 users iv Learning and Development - 6 users	There are six unique users. The six users who are listed for payroll are the same users who are referred to in Reporting & Enquiry, Position and Org Structure Administrator and Learning and Development.