

CGIAR RFP Frequently Asked Questions

The following questions were generated by vendors participating in the RFP whilst sourcing a CPM tool.

Question	Answer
1) Will the introduction of new functionality that you require after 12 months, lead to an increase in the 24 users detailed in section 5.3 and if so, how many and across which user type(s)? For example, if as a result introducing new functionality usage doubled across the board meaning from Year 2 onwards: x 8 System Administrators x 20 Planners x 20 Analytics Or will the user numbers stay the same?	For the system administrators I do not see the numbers rising above 6 or 7. This is because they have full access to the system to mitigate against risks of misuse and it is best to keep their numbers small. It is best to have at least 1 administrator available to be called upon during the time-zone when people are working in the system. 6 will provide cover when others are not in the system.
2) I can see in the RFP that all costs are to be submitted in USD. Could I check whether you will be contracting this out of the UK or the US? All costs I provide are in GBP and we will transact in GBP.	We only accept USD/EUR for contracting purposes. For the RFQ we indicated the currency is USD, if the vendor does not comply with this requirement, then this would be a technical knockout of the bidding process.
A) Budgeting process: input	
3) Input revenue from donors: each window has his own template? Can be filled by and user?	Yes, own template by window and any user can complete it
4) Set type revenue: can be set by any user? Need to be validated?	Type of revenue should be pre-defined
5) Other revenues: do we have the same template for all other revenue types (investment incomes, business / service income, gain/losses)?	Different template
6) salaries and administrative salaries can be managed by the same process? Or is it different?	Different
7) How did you input consultants fees? By inputting FTE and days? Or amount	In the budget template
8) Does depreciation link to an investment process (Capex)?	Not directly
9) What is the granularity of information needed? Only value at entity level? Or by suppliers? How many?	By department it will be good.
10) Any specific needs for this category (Charges back as IT) of cost?	Should have the ability to allocate charge backs by cost center
11) What is the granularity of information needed for research support ? Only value at entity level or by suppliers? How many?	Should have the ability to allocate charge backs by cost center

12) What is the granularity of information needed for Facilities ? Only value at entity level or by suppliers? How many?	Should have the ability to allocate charge backs by cost center
13) How are overheads or indirect costs allocated? In the same way in percentage like overheads cost recovery on projects?	The overhead should be allocated by a % based on direct expenses in different cost centers
14) Any specific need for this category(IT) of cost?	No specific need
15) Any specific need for this category(Office Supplies) of cost?	No specific need
16) Any specific need for this category(Depreciation) of cost?	No specific need
17) Any specific need for this category(Legal) of cost?	No specific need
18) Any specific need for this category(Assurance) of cost?	No specific need
19) Any specific need for this category(administrative training) of cost?	No specific need
20) What are the allocation rules to go from overhead to project	No specific need
B) Budget monitoring and reports	
21) Import actual data: Does a datawarehouse exist at CGIAR level? Or a cpm solution that imports to all ERP's? How many tables/sources do we have to import? General Ledger? Analytics ledger?	Currently summary reports are generated quarterly and validated by each Centre then submitted to the System Office who aggregate the information and publish them through https://www.cgiar.org/dashboards/ There is no data warehouse containing this information at this time. The reporting dimensions will also change to reflect the new structure. The expectation is that the CPM can either import the data produced by each ERP or be integrated to extract the information directly.
22) Unit 4 erp: no actual data?	All data is available in the ERP for each Centre using this product
23) HR system phase 1?	This is not required for phase 1. Most of the required HR information is available from the ERP implementation, though some use a different application for HR.
C) Target budgeting process	
24) Budget balanced by science groups: that is meant that all budget data needs sharing (write or/and read) in order to collaborate and balance the global units of RD&I's budget?	Correct
25) Budget and Forecast can be frozen once it is validated?	Yes
26) Any intercompany reconciliation?	Yes, this will be critical because it will be the way to share expenses between legal entities

