

**REQUEST FOR INFORMATION (RFI)****Title of the RFI:**

Procure-To-Pay Solution for Accounts Payable Invoice Automation (APIA)

**Date of this RFI:** 11 September 2020**Closing Date for Receipt of RFI at PD:** 2 October 2020**RFI Number:** RFIMI331**Address RFI response by fax or e-mail to the Attention of:** Mohammad Islam**Fax Number:****E-mail Address:** islam17@un.org**UNSPSC Code:** 81000000,93000000,80101500,81110000**DESCRIPTION OF REQUIREMENTS**

Background:

The United Nations Joint Staff Pension Fund ("UNJSPF" or "the Fund") was established by the General Assembly of the United Nations ("UN") to provide retirement, death, disability and related benefits for the staff of the UN and other international intergovernmental organizations admitted to membership in the Fund.

Within UNJSPF, the Office of Investment Management (OIM) invests the assets of the Fund which is valued at approximately US \$60 billion. The investments are made in approximately 27 currencies with investments in 102 countries.

The Procurement and Finance Unit at OIM is responsible for coordinating the procurement requests, in close collaboration with the UN Procurement Division (UN PD), and to ensure that the services are received. The team is also responsible for creating shopping carts, purchase orders and paying invoices. Purpose of the request:

The Procurement and Finance Unit at OIM is currently looking for an Accounts Payable Invoice Automation (APIA) solution in order to automate the processing of invoices (linked to the creation of shopping carts and purchase orders) and provide reporting capabilities to get better information on funding and implementation rate. Such procure-to-pay system, with a strong focus on APIA capabilities, should provide a better picture of the complete purchase cycle of a transaction, with full visibility into payments and commitments of funds. OIM would also like to have the ability to monitor shared services among other teams in the office in a timely manner.

Currently, OIM is using Excel spreadsheets to monitor the process. However, as with any other processes done on Excel, OIM is facing certain limitations that could be addressed by converting to a more modern, automated process. OIM is looking for a solution.

## SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

The scope of work would include, but not be limited to:

- The solution should provide advanced reporting and analytics capabilities such as dashboard indicating the status of invoices, POs, SCs, contracts and related information such as balance, dates, availability of funds, implementation rate, and repository etc.
- The solution should be flexible to allow manual interventions, if necessary.
- The solution should support automated invoices processing, including linking to the relevant PO and sending it to the appropriate team.
- The solution should support accounts payable and obligations management including linking requisitions to POs and invoices thus enabling users to see the remaining balance for POs with invoices that have been processed.
- The solution should provide 3-way (invoice, PO and receiving report) matching capability.
- The solution should support workflow approvals (preparation of requisition, receiving of the PO, receiving of goods and services, request for payments)
- The solution should support electronic signature.

The solution should support contract tracking (amendments, renewals and terminations)

- The solution should be configurable allow some degree of customization of fields to reflect the current UN fields, for example: Umoja #, WBSE#, cost center, etc.
- The solution should provide audit trail and logs.
- The solution should have capability to be connected to APIs for automated data extraction (eg. SAP for contracts / POs and third-party vendors for invoices)

Please provide a presentation/demo including all necessary documents that would detail your proposed solution to answer the needs of OIM outlined above.

## NOTE

Information on tendering for the UN Procurement System is **available free of charge** at the following address: <https://www.ungm.org/Public/Notice>

Only the United Nations Global Marketplace (UNGM) has been authorised to collect a nominal fee from vendors that wish to receive automatically Procurement Notices or Requests for Expression Of Interest. Vendors interested in this Tender Alert Service are invited to subscribe on <http://www.ungm.org>

# VENDOR RESPONSE FORM

**TO:** Mohammad Islam

**RFI Number:** RFIMI

**Email:** islam17@un.org

**FAX:**

**FROM:**

**SUBJECT:** Procure-To-Pay Solution for Accounts Payable Invoice Automation (APIA)

*To be filled by the Vendor (All fields marked with an '\*' are mandatory)*

## COMPANY INFORMATION

**UNGM Vendor ID Number\*:**

**Legal Company Name** (Not trade name or DBA name) \*:

**Company Contact \*:**

**Address \*:**

**City \*:**

**State:**

**Country \*:**

**Telephone Number \*:**

**Fax Number \*:**

**Email Address:**

**Company Website:**

We declare that our company fully meets the prerequisites A, B, C, D and E, for eligibility to register with the United Nations as outlined in the paragraph 1 of the RFI INSTRUCTIONS page.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Title: \_\_\_\_\_

**\*\* If not already registered with UN Procurement Division, please use the following URL to register at United Nations Global Marketplace (UNGM): [www.ungm.org](http://www.ungm.org).**

## RFI INSTRUCTIONS

### 1) Registering as a Vendor with the United Nations

Vendors interested in fulfilling the requirement described above must be registered at the UN Global Marketplace ([www.ungm.org](http://www.ungm.org)) with the UN Secretariat in order to be eligible to participate in any solicitation. Information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>.

#### **Prerequisites for Eligibility**

In order to be eligible for UN registration, you must declare that:

- A. Your company (as well as any parent, subsidiary or affiliate companies) is not listed in, or associated with a company or individual listed in:
  - I. the Compendium of United Nations Security Council Sanctions Lists (<https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>), or
  - II. the IIC Oil for Food List website or, if listed on either, this has been disclosed to the United Nations Procurement Division in writing.
- B. Your company (as well as any parent, subsidiary or affiliate companies) is not currently removed or suspended by the United Nations or any other UN organisation (including the World Bank);
- C. Your company (as well as any parent, subsidiary or affiliate companies) is not under formal investigation, nor have been sanctioned within the preceding three (3) years, by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice;
- D. Your company has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against your company that could impair your company's operations in the foreseeable future;
- E. Your company does not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with the Vendor in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15).
- F. Your company undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN.

**For Registered Vendors:** Vendors already registered at the UN Global Marketplace with the UN Secretariat must ensure that the information and documentation (e.g. financial statements, address, contact name, etc.) provided in connection with their registration are up to date in UNGM. Please verify and ensure that your company is registered under its full legal name.

**For Vendors Interested in Registration:** Vendors not yet registered should apply for registration on the United Nations Global Marketplace (<http://www.ungm.org>); information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>.

**IMPORTANT NOTICE:** Any false, incomplete or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.

### 2) RFI Process

Vendors interested in responding should forward their information (as requested in the RFI) to the United Nations Procurement Division (UNPD) by the closing date set forth in this RFI. *Due to the high volume of communications, UNPD is not in a position to issue confirmation of receipt of RFIs.*

Please note that no further details of the planned solicitation can be made available to the vendors prior to issuance of the solicitation documents.

This RFI is issued subject to the conditions contained in the RFI introductory page available at <https://www.un.org/Depts/ptd/rfi>.