

# X - Vendor Request for Solution

By Access Systems, Inc.

Version 1.00

E12/23/09

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## General Process:

This is not a RFP, but a Request For Solution (RFS). The difference is that we are open to vendor selection and new ways of accomplishing the desired results. Accordingly, we do not assume that we can detail every aspect of a new system in advance. In other words, we are looking for results with the best price/performance ratio and not the vendor who can check the most boxes on a RFP.

Therefore, in this RFS are listed the major and critical objectives for client X. Evaluate whether you can honestly meet these objectives either directly or through some sort of **reasonable** workaround, including third party applications.

To emphasize a point, we are looking for a solution as well as a partner in future growth. It is therefore possible, though unlikely, that the chosen solution may fail one or more of the critical objectives contained in this RFS. We will try hard to be flexible and perhaps discard our preconceived ideas.

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## D. Administration

The administration section covers accounting, fixed assets, payroll, and human resources.

### Comments:

Client X handles almost all business transactions in U.S. dollars, even those that are overseas. There is no need at this time for foreign currency conversion or alternate language capabilities.

D.	Area/Need	Rank	State	Vendor Comments
<b>D. Administration</b>				
01	General Ledger with multiple, user definable account segments	1		
02	Financial Reporting like FRx or equivalent	1		
03	Budgeting/performance analysis tools	3		
04	Accounts Payable	1		
	i. Ability to purchase from one vendor but pay another	2		
	ii. The ability to process electronic payments with the remittance advice either mailed or emailed by vendor	2		

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D.	Area/Need	Rank	State	Vendor Comments
	selection			
	iii. Support easy capture of electronic documents or scanned documents	2		
	iv. Automatically handle prepaid expenses	3		
05	Employee Expenses are reported on Excel and then sent to Accounting.	3		
06	Accounts Receivable	1		
	i. Able to handle TN sales tax tiered calculations or have a satisfactory work around.	2		
	ii. Able to send invoices by mail, fax, or email automatically by customer selection	2		
	iii. Royalty tracking	3		
07	Employee Time Reporting is currently in Excel. Do you have a web based time tracking solution capable of capturing job distribution and interfacing with payroll?	2		
08	Payroll is outsourced currently. Do you have a payroll offering that will track job cost distribution detail and then transmit it electronically to the system?	3		
09	Human Resources is the Z program. No plans to change unless new system has sufficient HR capabilities at a reasonable cost for client needs.	0		
10	Commissions are calculated for both internal staff and external Manufacturer's Representatives with varying formulas for each group.	2		
11	Fixed Assets is product Z and is not likely to change.	0		

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