

Evangelical Lutheran Church Social Service - Hong Kong
 Financial Management System (Tender Reference: ELCHK-HO-FIN/T201601)
 Questions from Suppliers

Q. No.	Question	Functional Requirement (Item No.)	Schedule	Answers
1	Regarding to the enclosed tender specifications, could you please kindly provide to supplier the word format for page 6- 17 so that we can easily to reply the compliance for the software.	2.6		Please download the word format (file name: "ELCSS FMS Schedules") under this link: http://www.elchk.org.hk/service/news_details.php?pkey=1971 .
2	Duplicate for item 1.3.1 and 3.4.1. Then, request for payment, claim and advance cash is a must or optional item?		8	Refer to the Functional Requirement Section 2.6, request for payment, claim and advance cash is a core function but some parts of items are optional. Please kindly provide the cost breakdwon accordingly.
3	Payment schedule, can we counter suggest the payment schedule for software vs professional services?		9	It is a mandatory part, but it is welcome for any suggestion from supplier.
4	How many concurrent users for Financial management system solution for HQ? 10 concurrent users or 15 concurrent users for GL, AR, AP ?	2.8		Please refer to the Functional Requirement Section 2.8 - Capacity
5	How many concurrent users / named user by the following items?	2.8		Please refer to the Functional Requirement Section 2.8 - Capacity
6	What's the expect for the reply to the tender? Only fill in the schedule part from page 28-36? Is the reply format and sequence must follow the schedules from page 28-36? How about Company background those not mentioned in the schedules? As supplementary information? Or By Proposal 10.7 consideration of offers. Item 1- 9.			Refer to the Proposal 10.7 - Consideration of Offers, proposals will be evaluated by different criteria such as fulfillment of requirement, system design, company profile, etc., it is expected to provide a full set of proposal(including schedules 1-13).
7	Regarding to the session 2.9 infrastructure specifications and session 3.0 risk management, ELCHK expect our advice only, i.e. propose the sizing configuration/solution recommendation for ELCHK further quote the hardware or data center with your partner, is it no need to quote the hardware investment cost or data center cost, right?	2.9		Hardware cost is not required. Quoted cost for hardware will be treated as reference only.
8	For "Functional Specification", point 3.13, may I know that do you mean the system is required to link with any internet banking?			The system would be provide a function to handle payment through internet banking, or import files to / from internet banking.
9	For "Functional Specification", point 6.6 – Assets Management, may I know some more details about this requirement ?	2.6 (6.6)		The system should keep details such as date of purchase, value, source of fund, project, rates of depreciation, disposals, locations, custodian, etc.
10	For "Functional Specification", point 7.8 – Data and Reports can be viewed through mobile device, - May I know that do you mean all reports can be viewed through mobile device? - May I know that is it assumed any APP to view the reports or data?	2.6 (7.8)		It is expected that some selected reports would be viewed through mobile devices.
11	For "Functional Specification", point 8.1 – Interfaces with other systems, - May I confirm that the interface method is by manual import or export files, and the system can support to generate and import files? - May I know that which format will be used for the importation and exportation?	2.6 (8.1)		The system is required to have the function for importing and exporting file in Excel and CSV format. The typical operation is triggered by manual request.

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12	For "Infrastructure Specification", - May I know that for the infrastructure, will you consider any upgrade / amendment? - May I know that is it not required to quote any license like SQL, Windows Server ... etc? - May I know that is it a must to use MS SQL 2008?	2.9		- Yes, ELCSS will upgrade infrastructure for the new FM System as proposed. If tenderer has concerns in existing design, please specify and propose reasonable change. - Please quote all required licenses as optional items with price. For some software, ELCSS may get welfare offers at our side. - ELCSS has no preference on any database system. Our major concerns are on reliability, stability and security.
13	Please describe the usage and process of reimbursement, and in what way you want to speed this process up??	2.6 (2.8)		Recording of expenses paid by Headquarter on behalf of service units.
14	Please provide detail requirement on grant registration and the changes of grant agreement. Please describe how it relates to budget management?	2.6 (5.6)		The system should keep details of grant such as date, name of funding bodies, amount of grant, payment schedule, report dates, budget, requirements.
15	What kind of information is involved in the "plan"? May you please provide an existing sample to us as reference.	2.6 (6.2.1)		Please refer to Report Form Sample - Program Budget and Payment Request Form.
16	What is Service/Program Management System, and what kind of interfaces is required? May you describe it more in-depth.	2.6 (6.2.3)		Some of services units have been already deployed service/program management system, it is expected that the system should be able to fetch input files from service/program management system and generate output files to service/program management system.
17	Could you please explain what is Assets Management and what features should be involved.?	2.6 (6.6)		The system should keep details such as date of purchase, value, source of fund, project, rates of depreciation, disposals, locations, custodian, etc.
18	Please provide the following report samples to us as references: Balance sheet by supervisors Inter-unit balance Inter-unit transaction Balance sheet item breakdown	2.6 (7.7)		Please refer to folder "ELCSS FMS Report_Form Sample 2"
19	By mentioning output files, please provide detail requirement on system interface and what kind of formats do you required.	2.6 (8.1)		Required output formats are Excel and CSV. Other formats like PDF, are nice-to-have, and would treated as added value.
20	Please provide the following report samples to us as references.	2.6(8.2)		Please refer to eStatement of major banks.
21	Are you going to implement the fixed Asset Register module in headquarter or in every service units/centres? ?	2.6 (13)		It is an optional item. Depend on the cost.
22	We would like to have better understanding and measurement on software license fee, please indicate "Y" if the functions applied to user role on the attached table.	2.8		Please refer to question 22 appendix 1