



REQUEST FOR PROPOSALS (RFP)

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# MIDDLEWARE SYSTEM SELECTION RFP # MDW 2025-01-17

## Change History

| Version | Name/Date     | Change Summary      | Status |
|---------|---------------|---------------------|--------|
| 0.1     | Adam Smith    | Initial Draft       | Draft  |
| 0.2     | NI PM Group   | Second Draft        | Draft  |
| 1.0     | NI Leadership | Reviewed & Approved | Final  |

## Copyright Information

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## 1.0 Introduction

### 1.1 General

**1)** This Request for Proposals (“RFP”) is issued by Nutrition International in respect to the Goods and/or Services set out briefly in Schedule 1, attached to this RFP. A detailed description of the Goods and/or Services that are the subject of this RFP is contained in Schedule 1. The RFP Number is set out in Schedule 1 (“RFP Number”).

**2)** The purpose of this RFP Process is to select a negotiation partner, or partners, with whom Nutrition International intends to enter into negotiations in an effort to reach an agreement to provide the Goods and/or Services.

**3)** In this RFP, parties that submit documents in response to this RFP are referred to as “Respondents” and their submissions are referred to as “Proposals”. Each team member, if any, constituting a Respondent’s team is referred to as a “Respondent Team Member”. The entity that is selected by Nutrition International to enter into the final agreement (“Final Agreement”) is referred to as the “Successful Respondent”.

**4)** Where a Respondent has obligations to conduct itself in accordance with requirements set out in the RFP Documents, or where the Respondent’s rights or remedies have been limited by the RFP Documents, such obligations and limitations apply to the Respondent itself, any members of the Respondent’s team, and any of their respective employees, consultants, Advisors, and representatives. For clarity, the Respondent is obliged to ensure that the Respondent Team Members, the employees, consultants, Advisors, and representatives of the Respondent and the Respondent Team Members comply with the requirements imposed on the Respondent pursuant to the RFP Documents.

**5)** The procurement process to select a Successful Respondent will start with the issuance of this RFP and, except as provided in [Section 8.1\(1\)](#), the procurement process will terminate either

- a) on the cancellation or discontinuation of this RFP Process by Nutrition International, if such cancellation or discontinuation occurs; or
- b) on the execution of a Final Agreement by the Successful Respondent and Nutrition International, whichever is first. The procurement process from the issuance of this RFP until the end of the procurement process as set out in this RFP [Section 1.1\(5\)](#) is referred to as the “RFP Process”.

### 1.2 About Nutrition International

**1)** Formerly known as “The Micronutrient Initiative”, Nutrition International was established in 1992 as an act of solidarity with malnourished people and has grown from a small Canadian initiative into a global nutrition organization reaching millions of vulnerable people every year, working from its ten country offices in Africa and Asia with programs in more than 60 countries. Since its inception, Nutrition International has focused on forging powerful partnerships with countries, donors, and implementers around the globe to ensure the world’s most vulnerable populations get the vitamins and minerals they need to survive and thrive. While micronutrients are and will always be a critical focus of its work, Nutrition International also conducts research, influences policy, improves delivery and forges creative partnerships to

promote a wide range of proven nutrition interventions in response to the SDG-era demand for knowledge and integrated development solutions. For additional information about Nutrition International, Respondents are encouraged to visit the Nutrition International website at <https://www.nutritionintl.org>.

**2)** Nutrition International is purchasing the Goods and/or Services in its own right and not as an agent, either express or implied, for any government authority or other private entity. By submitting a Proposal in response to this RFP, Respondents expressly acknowledge and agree that this RFP Process is not subject to the provisions of any domestic or international trade agreement or to any government procurement regulations or policies.

### 1.3 Respondent Representatives and Communication

**1)** All correspondence from Nutrition International to a Respondent will be sent to either

- a) the person(s) to whom the RFP Documents were originally provided; or
- b) the person(s) identified in the Respondent’s Proposal to receive information and notices on behalf of the Respondent, (“Respondent Representative”).

**2)** Each Respondent is solely responsible for ensuring that all contact information of the Respondent Representative is accurate and up to date at all times during the RFP Process. Respondents may update or revise their Respondent Representatives’ information by notifying the Contact Person, in writing.

## 2.0 The RFP Documents

### 2.1 RFP Documents

**1)** The RFP Documents (“RFP Documents”) are

- a) this RFP,
- b) The Nutrition International Vendor Registration Form ([available here](#)), filled out and signed by an authorized representative.
- c) Schedule 1 — General Information,
- d) Schedule 2 — Contents of the Proposal

### 2.2 Respondent Review of Documents and Information

**1)** Despite RFP [Section 2.2.1\(1\)](#), if the Respondent believes that there is any term or condition in any RFP Document that is ambiguous, conflicts, or is inconsistent with any other term or condition in the RFP Documents, the Respondent must notify Nutrition International of that ambiguity, conflict, or inconsistency by the deadline set out in [Section 3.1\(1\)](#) for the submission of questions.

## 2.3 Distribution of RFP Documents to Respondents

1) Nutrition International will circulate this RFP and all other RFP Documents, as set out in [Section 3.1\(1\)](#) and [Section 4.1\(1\)](#).

## 3.0 The RFP Process

### 3.1 RFP Process Timetable

1) The deadline for the submission of Proposals (“Submission Deadline”) and the general timetable for the RFP Process (“Timetable”) are set out below:

| Activity                                    | Date/Timeline             |
|---|---------------------------|
| Bidder Question Submission Deadline         | January 29, 2025          |
| Proposal Submission Deadline                | February 10               |
| Demonstration Scenarios Shared with Bidders | February 17               |
| Demonstration Period                        | February 20 – February 26 |
| Final Vendor Selection                      | March 20                  |

2) Nutrition International may amend the Timetable, in its sole discretion,

- a) at any time prior to the Submission Deadline for events that are to occur prior to or on the Submission Deadline, including the Submission Deadline itself; and
- b) at any time in the RFP Process for events that are to occur after the Submission Deadline.

### 3.2 Respondent Questions

1) The Respondents will submit all questions and other communications regarding the RFP Documents, the RFP Process, and their Proposals to the contact person named in Schedule 1 (“Contact Person”) using the contact information listed in Schedule 1.

2) To maintain fairness throughout the question submission period, Nutrition International will circulate all question responses to all vendors as at the issuance date set out in [Section 3.1\(1\)](#).

3) Respondents must submit questions in accordance with the deadlines set out in the Timetable.

### 3.3 Communications Restrictions

1) Respondents, Respondent Team Members, and all of their respective Advisors, employees, and representatives are prohibited from engaging in any effort to influence the outcome of the RFP Process.

2) A bid shall be disqualified in the event where contact is made with any person at Nutrition International other than the contact individual(s) outlined in Schedule 1 for matters relating to the RFP.

### 3.4 Changes to Respondents and Respondent Team Members

**1)** The Respondent is prohibited from changing its team, subcontractors, or named individuals without the prior written consent of Nutrition International if following submission of a Proposal, the Respondent wishes to change its team, subcontractors or named individuals.

### 3.5 Addenda/Changes to the RFP Documents

**1)** Nutrition International may, in its sole discretion, amend or supplement the RFP Documents prior to the Submission Deadline. Nutrition International will issue changes to the RFP Documents by Addenda only. No other statement, whether oral or written, made by Nutrition International, its Advisors, employees, or representatives, including the Contact Person, or any other person, will amend the RFP Documents. The approximate final date that Nutrition International will issue an Addendum will be in line with the issuance of responses to bidder questions, as set out in the Timetable. Nutrition International may issue other Addenda at any time.

### 3.6 Ownership of Proposals

**1)** All Proposals submitted before the Submission Deadline will become the property of Nutrition International and will not be returned to the Respondent. For clarity, this RFP [Section 3.6](#) applies to Proposals that are withdrawn after the Submission Deadline and are no longer under consideration in the RFP Process.

### 3.7 Respondent Costs

- 1)** The Respondent and the Respondent Team Members will bear all costs and expenses, of any kind whatsoever, incurred by them relating to any aspect of their participation in this RFP Process.
- 2)** Nutrition International is not liable to pay any costs or expenses, of any kind whatsoever, of any Respondent or to reimburse or compensate a Respondent for costs or expenses, of any kind whatsoever, in respect to its participation in the RFP Process, under any circumstances, regardless of the outcome of the RFP Process.

## 4.0 Submissions and Modifications of the Proposal

### 4.1 Submission of Proposals

**1)** Each Respondent must submit its Proposal on or before the Submission Deadline. Each Respondent must submit its Proposal in the format required by Nutrition International as set out in Schedule 2. For the purposes of the RFP Process, Proposals must be submitted electronically to the contact person named in Schedule 1 (“Contact Person”) using the contact information listed in Schedule 1. The determination of whether a Proposal is submitted on or before the Submission Deadline will be based on the time and date stamp that the Proposal is received by the Nutrition International Contact Person.

All communication concerning this RFP is to be in writing, clearly marked with the title and number of this RFP (MDW 2025-01-17), and addressed to: [proposals@nutritionintl.org](mailto:proposals@nutritionintl.org)

## 4.2 Amendment of Proposal

**1)** Respondents may amend their Proposals after submission if the Proposal is resubmitted on or before the Submission Deadline in accordance with the following:

- a) The Respondent must withdraw its original Proposal by notifying the Contact Person, in writing, before the Submission Deadline; and
- b) The Respondent must submit a revised replacement Proposal in accordance with RFP [Section 4.1](#).

## 5.0 Clarification and Verification of Proposals, and Evaluation Process

### 5.1 Evaluation Criteria and Process

#### 5.1.1 Evaluation Criteria

**1)** Nutrition International will conduct the evaluation of proposals based on their responses to the Questions and Requirements detailed in Schedule 2 of this RFP. All vendor responses submitted will be evaluated based on the criteria defined in the table below. Selected vendors will be communicated with separately based on the timelines defined in [Section 3.1](#).

| Evaluation Criteria   | Weighting (%) |
|---|---------------|
| Ability to meet Nutrition International’s Key Business Requirements | 40            |
| Project Delivery (Implementation Methodology and Timeline)          | 20            |
| Overall Respondent Profile and Credentials                          | 20            |
| Estimated Implementation & Ongoing Fees                             | 20            |
| Total   | 100           |

#### 5.1.2 Compliance of Proposals

**1)** Respondents are strongly encouraged to prepare and submit their Proposals in accordance with the communication requirements outlined in the separately attached Schedule 2.

**2)** Unless the RFP Documents explicitly state that a Respondent will or may be disqualified for a particular failure to comply with the requirements of the RFP Documents, Respondents will not be disqualified for failing to comply with the requirements for the format or content of their Proposals or, for clarity, with Schedule 2. However, Respondents are likely to be penalized in the evaluation of their Proposals if they fail to comply with the requirements of the RFP Documents.

**3)** For clarity, the use of the terms “shall”, “will”, or “must” in the RFP Documents does not supersede the approach to compliance set out in this RFP [Section 5.1.2](#) and is not intended to indicate that a failure to comply with the applicable requirement will result in disqualification.



### 5.1.3 Evaluation of Proposals

- 1)** The Respondents' Proposals will be reviewed and evaluated by Nutrition International.
- 2)** Nutrition International may, in its sole discretion, discontinue the evaluation of, and application of the Evaluation Criteria to, any Proposal if Nutrition International consider(s), having undertaken a preliminary review of the Proposal, that the Respondent or Proposal, as compared to all Proposals received, is not in contention to be chosen as a Successful Respondent.

### 5.1.4 Final Proposal Score and Ranking Respondents

- 1)** The score established based on RFP [Section 5.1.1](#) will be the final proposal score ("Final Proposal Score").

## 6.0 Disqualification Provisions

Nutrition International may, in its sole discretion, disqualify a Respondent or reverse its decision to identify a Respondent as a Negotiations Respondent or a Successful Respondent at any time prior to the execution of the Final Agreement, if

- a) the Respondent fails to cooperate in any attempt by Nutrition International to clarify or verify any information provided by the Respondent;
- b) the Respondent contravenes RFP [Section 3.2](#);
- c) the Respondent's Proposal contains false or misleading information or a misrepresentation.

## 7.0 Competition, Negotiations, and the Identification of a Successful Respondent

### 7.1 Evaluation Results and the Identification of a Successful Respondent or Negotiations Respondents

- 1)** At the end of the evaluation process, Nutrition International may identify one or more Respondent(s) with whom it wishes to enter negotiations (each a "Negotiations Respondent"). Negotiations may, in the sole discretion of Nutrition International, be carried out in sequence (starting with the highest-ranked Respondent) or in parallel. Negotiations are intended to lead to the identification of one of the Negotiations Respondents as the Successful Respondent if the negotiations with one of the Negotiations Respondents can be concluded successfully.
- 2)** Nutrition International may, in its sole discretion, choose the form of negotiations and impose time limits on negotiations with any Negotiations Respondent. If any Negotiations Respondent is unable to successfully complete negotiations with Nutrition International, then Nutrition International may, in its sole discretion, commence negotiations with an alternate Respondent or Respondents.
- 3)** Negotiations in this RFP Process may include negotiations with respect to price, payment, change to the scope of Goods and/or Services, business synergies between Nutrition International and a Respondent, and other terms and conditions that Nutrition International, in its sole discretion, wishes to raise for negotiation.

## 7.2 Notification if Successful or Not

**1)** The successful and unsuccessful Respondents will be notified by Nutrition International, in writing, as to their success or failure in the RFP Process.

## 8.0 General Legal Matters and Right to Accept or Reject

### 8.1 General Rights of Nutrition International

**1)** Nutrition International may, in its sole discretion,

- a) reject any or all of the Proposals;
- b) accept any Proposal;
- c) elect to accept or reject a Proposal even if only one Proposal is received;
- d) elect to discontinue the RFP Process at any time before the end of the RFP Process, including after the identification of a Successful Respondent, but before execution of the Final Agreement;
- e) alter the Timetable, the RFP Process, or any other aspect of this RFP; and
- f) cancel this RFP Process and subsequently advertise or call for new submission(s) for the same or different subject matter as these RFP Documents with the same or different participants.

### 8.2 Laws and Regulations, Attornment, and Limit on Liability

#### 8.2.1 No Contract Created by this RFP

**1)** This document is a request for proposals in respect to the Goods and/or Services and is not a tender. Neither the RFP Documents nor the submission of any Proposal in response to the RFP Documents will, in any way whatsoever, create a binding agreement between Nutrition International and any Respondent. For clarity, these RFP Documents are not intended to be an offer to enter into a binding contract with Respondents (often referred to as “Contract A”) and no agreement, of any kind, will exist between the Successful Respondent and Nutrition International until a Final Agreement, if any, has been formally executed by the Successful Respondent and Nutrition International.

**2)** Notwithstanding any other provision of the RFP, Nutrition International may, in its sole discretion, accept or reject any or all Proposals. Nutrition International may accept any Proposal in whole or in part. There is no express or implied term of this RFP that the lowest priced Proposal or the highest ranked Proposal will be identified as the Successful Respondent.

## 9.0 Definitions

### 9.1 General

**1)** Unless otherwise defined in this RFP, the singular will include the plural and the plural will include the singular, except where the context otherwise requires.

2) All references in this RFP to Nutrition International’s “discretion” or “sole discretion” means in the sole and absolute discretion of Nutrition International.

## 9.2 RFP Definitions

Whenever used in the RFP:

- a) “Addendum” means a written addendum to the RFP Documents issued by Nutrition International as set out in the RFP [Section 3.5](#).
- b) “Advisors” means any person or firm retained to provide professional advice to any one of Nutrition International, a Respondent, and a Respondent Team Member as applicable.
- c) “Contact Person” is defined in RFP [Section 3.2.1](#).
- d) “Evaluation Criteria” is defined in RFP [Section 5.1.1](#).
- e) “Final Agreement” is defined in RFP [Section 1.1\(3\)](#).
- f) “Final Proposal Score” is defined in RFP [Section 5.1.4](#).
- g) “Goods and/or Services” is defined in RFP [Section 1.1\(1\)](#).
- h) “Includes” means includes without limitations, and “including” means including without limitation.
- i) “MSA” means Master Service Agreement
- j) “Negotiations Respondent” is defined in RFP [Section 7.1\(1\)](#).
- k) “RFP” is defined in RFP [Section 1.1\(1\)](#).
- l) “RFP Documents” is defined in RFP [Section 2.1\(1\)](#).
- m) “RFP Number” is defined in RFP [Section 1.1\(1\)](#).
- n) “RFP Process” is defined in RFP [Section 1.1\(5\)](#).
- o) “Proposals” is defined in RFP [Section 1.1\(3\)](#).
- p) “Respondents” is defined in RFP [Section 1.1\(3\)](#).
- q) “Respondent Representative” is defined in RFP [Section 1.3\(1\)\(b\)](#).
- r) “Respondent Team Member” is defined in RFP [Section 1.1\(3\)](#).
- s) “Schedules” means the schedules forming part of the RFP Documents, if any, issued by Nutrition International as set out in RFP [Section 2.1](#).
- t) “Submission Deadline” is defined in RFP [Section 3.1\(1\)](#).
- u) “Submission Requirements” means all the submission requirements set out in the RFP Documents.
- v) “Successful Respondent” is defined in RFP [Section 1.1\(3\)](#).
- w) “Timetable” is defined in RFP [Section 3.1\(1\)](#).

## Schedule 1 – General Information

| RFP Section Reference and Description                           | Item  |
|---|---|
| <p>RFP Section 1.1</p> <p>Description of Goods and Services</p> | <p>What we are Looking For:</p> <p>This Request for Proposal (RFP) is to solicit proposals from vendors who will develop an integration platform in a form of a middleware solution that will further enhance communication and integration between the ecosystem of application in Nutrition International as per defined in Schedules 2.2.1, 2.2.2, and 2.3, as well as make a financial proposal including the modalities of the acquisition of such solution, as defined in Schedule 2.1.. Any additional information you deem important to add is left to your discretion.</p> <p><b>Required Service:</b></p> <p>As a business, Nutrition International is looking to complete an organization-wide digital transformation, including the replacement of its legacy financial systems Great Plains with Oracle Net Suite. Net Suite will provide NI with modern and agile financial management system, planning and budgeting, and more. However, integrating NetSuite with various third-party systems in the NI ecosystem is essential to maximize its potential. To this end, NI seeks to implement an intelligent fit-for-purpose middleware system that will facilitate integration systems seamlessly within the NI enterprise efficiently and effectively.</p> <p>Currently, NI does not have an formal integration strategy. Some integration exists between some systems at the data layer, other integrations are done via CSV export and import. Consequently, we are experiencing challenges such as data in silos, compliance risk and exposure, poor visibility of data, workflow disruption, data integrity issues, performance issues and more.</p> <p>Nutrition International is seeking a customed developed middleware solution that will support the organization’s digital agility, to meet the current and future integration needs. The middleware will be hosted on NI’s Cloud environment, and the source code will be maintained in NI’s source code repository. For a better management of it’s integration points, NI is looking to maintain a single platform consolidating all integrations at the data and system level across it’s ecosystem.</p> |

Scope:

Systems in the proposed scope:

The vision for the scope of this middleware solution includes:

- Custom development of middleware platform using SOAP or REST protocol.
- Robust process, workflow and architecture documentation.
- Develop API documentation for the identified connection and datapoints below.
- Feature for logging and insights.
- Feature for error reporting.
- General reporting.
- Business rule definitions and workflow.
- Data integrity validation.
- DevOps on Microsoft Azure.
- Training of NI administrations for continuity.
- Security, compliance and audit trail functionalities.

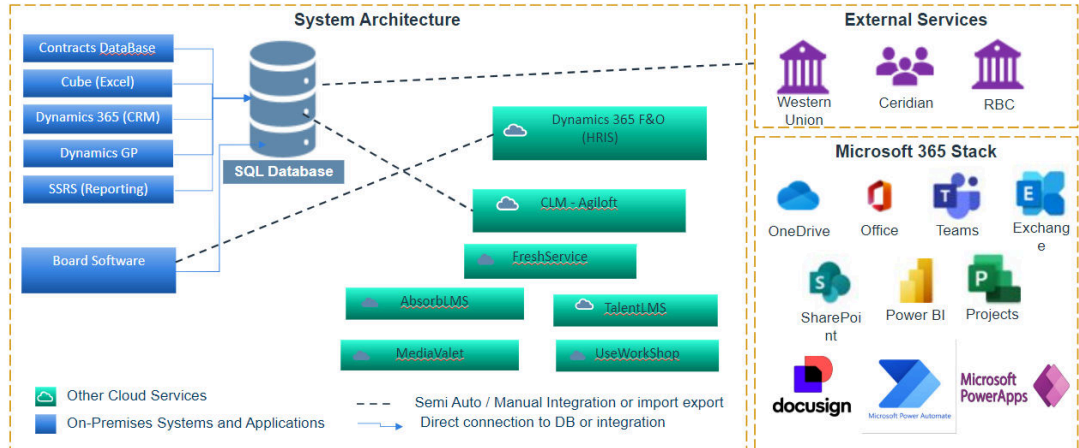
Technical Specifications:

#### Current State Systems Map

This diagram represents the current state of Nutrition International's application landscape. Key processes are supported by variety of specialized applications. Although some level of integration exists across systems, shortcomings of the current ERP (Great Plains) require extensive spreadsheet manipulation and manual processes to achieve desired controls and tracking.

## Current State Technology Landscape

NI currently operates in a hybrid service model through managing applications on-premise as well as in the cloud via third-party and external solution providers and services.



### Current State Systems Detail

The following list is intended to describe the various systems Nutrition International employs to support their activities and how they are used. Shortcomings of the current ERP (Great Plains) require extensive spreadsheet manipulation and manual processes to achieve desired controls and tracking and will not be sufficient as the organization aims to optimize back-end process and enhance its overall humanitarian efforts. Great Plains will be replaced with Net Suite.

- Net Suite: Main financial software to be used by Nutrition International's finance team for:
  - Recording journal entries and processing month/period-end
  - Setting up vendors
  - Accounts Payable and Receivable Tracking
  - Periodic Reporting and Reconciliations
  - Multi-Currency Accounting (comparing functional currencies to reporting currencies)
  - Housing FX rates to support revaluation of gains/losses
- Microsoft Office Suite & SharePoint
  - Excel: Primary utility leveraged as a workaround to financial system limitations. Used by the finance team for planning, budgeting, forecasting, variance analyses, journal entry generation, subledger reconciliations, and intercompany allocations
  - Outlook and Teams: Primary communication, meeting, and collaboration tools
  - SharePoint: Content and document management repository
- Microsoft D365 HR: Hub for employee compensation and time data, including weekly timesheets (and the grants/projects to apply their time against), leave tracking, and salary data.
- RBC & Western Union (Banking Institutions): Primary banking platforms used by the HQ finance team to issue and receive EFT payments.
- Ceridian Dayforce: Payroll processor utilized in Canada and USA.

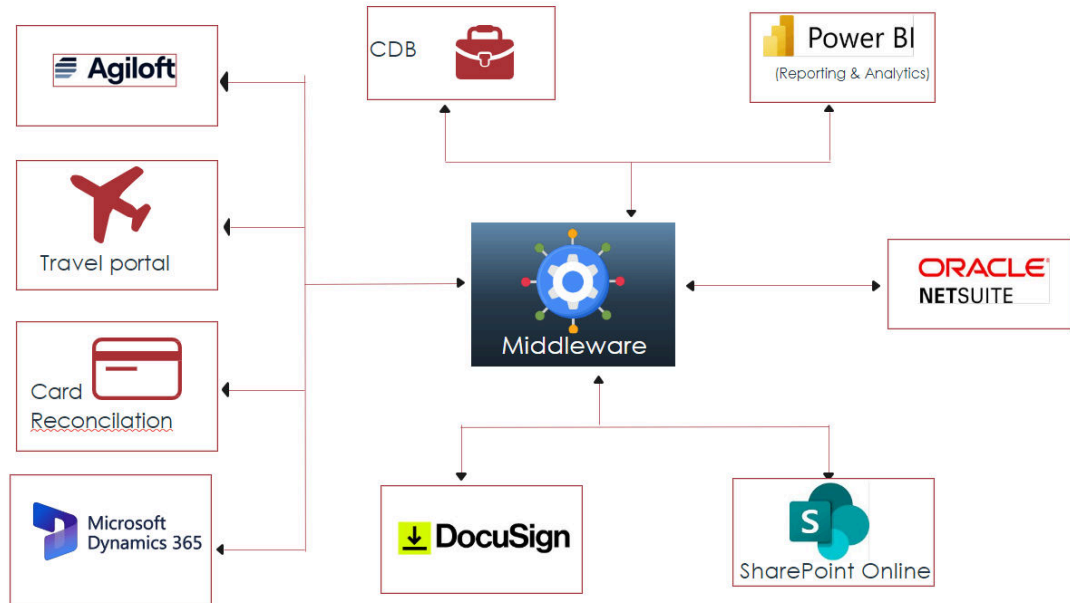
- f. Contracts Database (CDB): Project management tool for specific programs associated with Direct contracts. Houses financial compliance information for associated donors.

- g. Board: Donor database and management tool, as well as current multi-year budget & forecast repository, supporting bottom-up and top-down budgeting and variance analyses (potential to retire and move these activities into the new ERP).
- h. Contract Lifecycle Manager (CLM): Contract lifecycle tool; used for sharing and receiving contracts and processing signatures

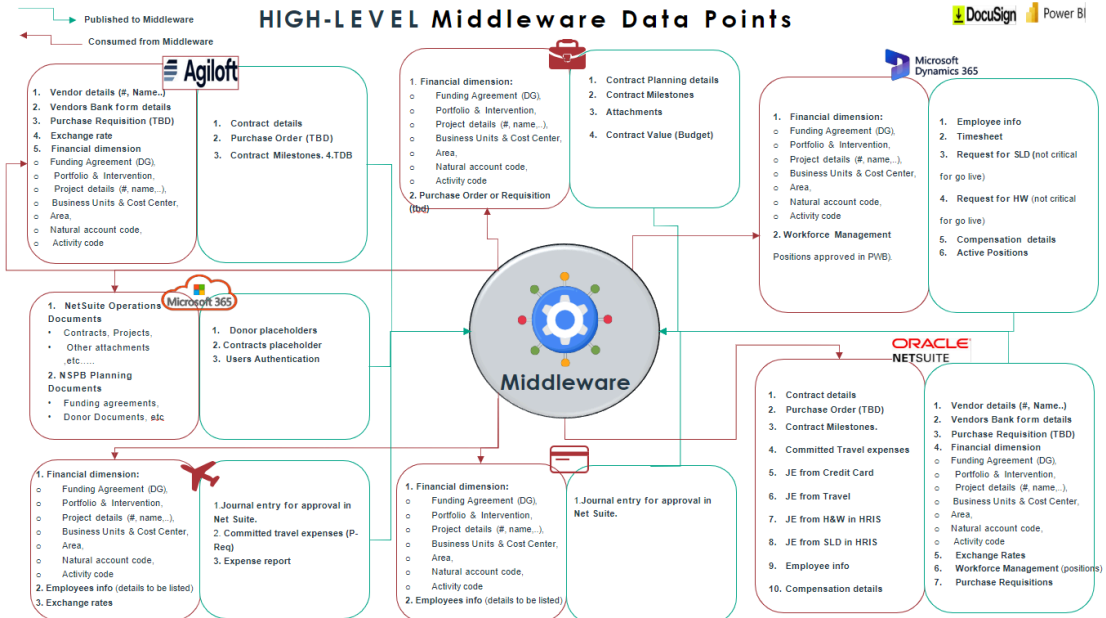
**Future State Systems Map**

The future ERP System will need to integrate with the corporate systems where indicated below.

**HIGH-LEVEL ARCHITECTURE with Middleware**



**HIGH-LEVEL Middleware Data Points**



Refer to IT Architecture PowerPoint attached for a much clearer version

Please note that the data point highlight above are not exhaustive and subject to change based on the progress of the NetSuite implementation project and NI Ecosystem.



### Desired Future State Data Flows

The following list is intended to indicate what data flows are desired between the ERP and select supporting systems mentioned above:

a. **Microsoft Office Suite & SharePoint**

- Excel: Import and export of journal entries, budgets, forecasts, variance analyses
- Outlook and Teams: Workflow notifications for tasks and approvals
- SharePoint: Organization's single source of truth for document management. Linkage to document repository to attach artifacts to various entries/GLs

b. **Microsoft D365 F&O (HRIS):** Employee timesheet submissions, covering what project/grant their weekly time is attributable to – to be applied against grants set up in future system's Projects module

c. **Net Suite ERP:**

Main financial software to be used by Nutrition International's finance team for:

- Recording journal entries and processing month/period-end
- Setting up vendors
- Accounts Payable and Receivable Tracking
- Periodic Reporting and Reconciliations
- Multi-Currency Accounting (comparing functional currencies to reporting currencies)
- Housing FX rates to support revaluation of gains/losses

d. **Card Reconciliation Platform:** The is a custom-built application used to facilitate the corporate card statement reconciliation.

Contracts Database (CDB): May be used for grant management. The platform will manage the life cycle of how a grant flow into projects, purchase requisitions, contract and milestone tracking and reporting.

e. **Contract Lifecycle Manager (CLM):** Recognize contract submissions and approvals processed within CLM and allocate against program budgets within the ERP. The CLM may also manage contract milestone definition and integration with NetSuite.

f. **Travel Authorization:** This will be a custom developed application managing the life cycle and approval authorization of NI staff globally.

g. Other systems include DocuSign and PowerBI.

|  |   |
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|  | <p><u>Project Objectives:</u></p> <p>The Project’s key objectives include the following:</p> <ul style="list-style-type: none"> <li>• Improvement to business processes; enhanced functionality and accessibility to allow for the company’s next phase of growth</li> <li>• Improvements of system and data integration to stand-alone systems where possible</li> <li>• Elimination of duplicate data entry.</li> <li>• Providing access to source data and user-friendly reporting tools</li> <li>• Reduce reliance on paper and manual workarounds in tools like Excel</li> <li>• Alignment with the functional and non-functional requirements as defined in this RFP</li> <li>• Fostering collaboration and process efficiencies between operations.</li> <li>• Eliminate data integrity issues.</li> </ul> |
| RFP Section 1.1<br>RFP Number                    | MDW 2025-01-17  |
| RFP and Schedules                                | <p>The RFP and attached Schedules attached are as follows:</p> <p>Schedule 1 – General Information</p> <p>Schedule 2.1 – Vendor Profile and Pricing</p> <p>Schedule 2.2.1 – Requirements</p> <p>Schedule 2.2.2 – Phase 2 Items</p> <p>Schedule 2.3 – General Questions</p>  |
| RFP Section 2.3<br>Distribution of RFP Documents | All documents are available here: <a href="https://tinyurl.com/mtu6upvd">https://tinyurl.com/mtu6upvd</a>   |
| RFP Section 3.2.1<br>Contact Person              | <p>The contact information for the designated Contact Person is: Adam Smith – Manager, Procurement and Contracting</p> <p><a href="mailto:proposals@nutritionintl.org">proposals@nutritionintl.org</a></p> <p>In your communications, please also CC:</p> <p>Temitope Medunoye – Senior Solutions Architect</p>   |

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|  | <a href="mailto:tmedunoye@nutritionintl.org">tmedunoye@nutritionintl.org</a>   |
| RFP Section 3.2.2<br>Submitting Questions  | <p>Respondents will submit questions in the following format:</p> <p>Uniquely number each question, identify the RFP Section the question applies to, and ensure that the question's text is specific and succinct.</p> <p>Questions will be submitted exclusively by email to the Contact Person identified above and by the deadline identified in the RFP Timeline in Section 3.1(1).</p> |
| RFP Section 4.2<br>Submission of Proposals | <p>Each Respondent shall submit its Proposal, including pricing, electronically by email to the Contact Person identified above in alignment with requirements and questions outlined in Schedule 2.</p>   |

## Schedule 2 – Contents of the Proposal

Bidders must submit responses to Schedule 2 in the accompanying “RFP Schedule 2” Excel file. In addition to the below schedules, bidders are welcome to share any other information they believe would be valuable for Nutrition International to consider in their evaluation.

### Schedule 2.1 – Vendor Profile and Pricing

In the tab titled “Schedule 2.1–Profile & Pricing” of the accompanying Excel document, please respond to each question in Column B. Where necessary, bidders are encouraged to submit responses in an alternative format (e.g. PDF) to fully address a question.

### Schedule 2.2 Phase 1 and 2 Requirements

#### 2.2.1 Requirements

In the tab titled “Schedule 2.2.1–Requirements” of the accompanying Excel document, please review each requirement and indicate beside each one whether your system can directly meet (fit) the requirement, partially meet (partial fit) the requirement, or if it is unable to meet (gap) the requirement. In addition to this fit-gap analysis, bidders are strongly encouraged to indicate more specifically how their system would meet each requirement, or what workarounds may be necessary for requirements identified as a partial fit or gap. Bidders will be evaluated on their system’s ability to satisfy requirements, in addition to their commentary surrounding how they can meet requirements, or what alternatives/workarounds are available if they cannot. Vendors are strongly encouraged to discuss solutions within their ecosystems (or in their core module offering) that can support these requirements or alternatively, what workarounds may be available to satisfy them.

#### 2.2.2 Phase 2 Items

Nutrition International has also identified longer-term wants and needs that they will be seeking a solution for. In the tab titled “Schedule 2.2.2–Phase 2 Items” of the accompanying Excel document, please review each requirement and indicate beside each one whether your system can directly meet (fit) the requirement, partially meet (partial fit) the requirement, or if it is unable to meet (gap) the requirement. In addition to this fit-gap analysis, bidders are strongly encouraged to indicate more specifically how their system would meet each requirement, or what workarounds may be necessary for requirements identified as a partial fit or gap. Bidders will be evaluated on their system’s ability to satisfy requirements, in addition to their commentary surrounding how they can meet requirements, or what alternatives/workarounds are available if they cannot. Vendors are strongly encouraged to discuss solutions within their ecosystems (or in their core module offering) that can support these requirements or alternatively, what workarounds may be available to satisfy them.

### Schedule 2.3 – General Questions

In the tab titled “Schedule 2.3–General Questions” of the accompanying Excel document, please respond to each question in Column D. Bidders will be evaluated based on their ability to sufficiently address each question with an adequate level of detail.