

A background image showing a pair of hands holding a transparent globe. The globe has a faint, stylized leaf pattern on its surface. The image is slightly blurred, giving it a soft, artistic feel.

NetSuite Response to Association of Public Health Laboratories for an ERP Solution

Presented to:

Judy Enders

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Presented by:

Anne Nagle

Account Executive

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5/18/2015

Dear Mrs. Enders,

Thank you for the opportunity to propose NetSuite's support for Association of Public Health Laboratories' ERP initiative. NetSuite is pleased to respond to your request for proposal and will deliver a world-class solution for APHL.

Our vision for APHL team is a world class ERP software environment that will allow you to meet/exceed the following goals:

- Integrate existing data systems (public and internal) into a unified system
- Facilitate/automate complex business processes /workflows to improve productivity and reduce costs
- Simplify and enhance reporting, including metrics on organization performance
- Create a scalable application platform that is sustainable, easily adaptable and easily maintained and supported by in-house IT staff

APHL has clearly stated the primary objectives are to identify a new application which has capabilities to meet today's requirements and to provide a scalable path to all future requirements. Moving to NetSuite will help achieve this and can also provide the benefits of accelerated and improved decision-making and significant cost-savings.

NetSuite currently powers over 24,000 companies and nonprofits, including: **Qualcomm, Groupon, United Healthcare, Williams-Sonoma, Knowledge Universe, Girl Scouts of America, Imagine!, and the Open Society Institute.**

The following are just some of NetSuite's key benefits:

- Seamlessly integrate development and accounting for a single version of the truth.
- Optimize project and grant initiatives by gaining real-time visibility into budgets vs actuals.
- Increase fundraising effectiveness and achieve a 360-degree view of constituents.
- Streamline global operations and take advantage of global financial capabilities for operations abroad.
- Drive ecommerce revenue by selling products and services online and build engaging, collaborative social communities.

We look forward to working together to meet the goals of APHL. We are confident that we can provide an unmatched ERP solution to address your requirements. If you have questions regarding this proposal, or if you need additional information, please feel free to contact me directly.

Regards,

Anne Nagle

Account Executive

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* NetSuite stands behind the solution and prices we quote; however, this document is meant for informational purposes only. We have answered all questions to the best of our knowledge. We do not attach RFPs to our final contracts. We expect that if there are elements in this proposal response that you feel are not addressed in our Estimate, Services Subscription Agreement (SSA) or sample Statement of Work, NetSuite will work with you to demonstrate or stipulate these elements on a case-by-case basis. To this point, your sales representative will sign this document as your Duly Authorized Representative for these purposes, and shall be your main point of contact going forward.

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Corporate Overview

NetSuite is the world's leading provider of cloud-based business management software. NetSuite helps companies manage core business processes with a single, fully integrated system covering ERP/financials, CRM, ecommerce, order and inventory management and more.

NetSuite Inc., a publicly traded Corporation (NYSE: N), was founded in September 1998 as accounting software company, NetLedger, by Oracle CEO Larry Ellison and one of his early employees, Evan Goldberg. NetLedger was later renamed to NetSuite, Inc. in 2003. Today, headquartered in Silicon Valley, NetSuite has 3,357 employees across ten offices throughout the U.S., Canada, Europe, Asia and Australia.

More than 24,000 high-growth and mid-sized companies and divisions of large enterprises use NetSuite to run more effectively without the high costs and inefficiency of on-premise systems. By using NetSuite to automate operations, streamline processes and access real-time business information anytime, anywhere, growing businesses realize breakthrough performance improvements.

NetSuite also offers industry-specific solutions for professional services, software, wholesale distribution, and manufacturing, and retail. NetSuite OneWorld helps global, multi-company organizations manage subsidiaries better with robust multinational, multi-currency support.

Named by Gartner as the fastest growing top financial management solution, NetSuite has won more than 80 awards from industry groups for its products, innovation, leadership and corporate culture:

- 2014 NetSuite ranked 2nd in Forbes' list of the World's Most Innovative Growth Companies.
- 2014 CRN 5-Star Partner Program Guide Winner
- 2014 CODiE Award - NetSuite SuiteCommerce for Best Commerce Solution
- 2014 CODiE Award - NetSuite PSA for Best Project Management Solution
- 2014 CODiE Award - NetSuite OneWorld for Best Financial Management Solution—the fourth CODiE received for NetSuite OneWorld
- 2014 CODiE Award for Best Financial Management Solution
- 2014 CRM Excellence Award - CUSTOMER Magazine

NetSuite is the only company that won three CODiE Awards in the SIIA's software awards category in 2014.

Please refer to our website at <http://www.netsuite.com/portal/company/awards.shtml> to view all NetSuite awards.

Executive Summary

A. Summary of Approach

Whether your mission is helping the local community or providing international outreach to empower and educate for global causes, one thing is certain—nonprofit organizations face tremendous complexity and operational challenges. They often run a myriad of disparate applications and spreadsheets and lack tools that are affordable, effective and purpose-built to meet their unique needs.

Ultimately, this doesn't just impair operational efficiency; it undermines the ability to make the social impact nonprofit organizations aspire to.

With NetSuite's unified business management solution, nonprofit organizations can manage their entire end-to-end operations with a single, flexible and powerful business application—integrating nonprofit accounting, fundraising, constituent relationship management (CRM), enterprise resource planning (ERP), inventory management, ecommerce and more.



Product Overview

Constituent Relationship Management

Break down silos and empower your organization with a 360-view of your donors, volunteers, supporters, clients—all in one place.

Fundraising

Manage your entire revenue lifecycle, from pledge to payment and grow the support you need for long-term success.

Finance and Accounting

Gain efficiencies with a powerful nonprofit financial management and accounting system purpose-built to meet the complex needs of nonprofit organizations.

Spend Management

Ensure full accountability and stewardship of funds and gain complete control and visibility over total spend.

Financial Planning

Equip your nonprofit with planning, budgeting and forecasting tools to ensure financial stability and growth and achieve your mission.

Online Ecommerce

Whether you sell publications, items or fundraising premiums, NetSuite's ecommerce solution gets you up and running quickly and integrates with your entire organization.

Reporting and Analytics

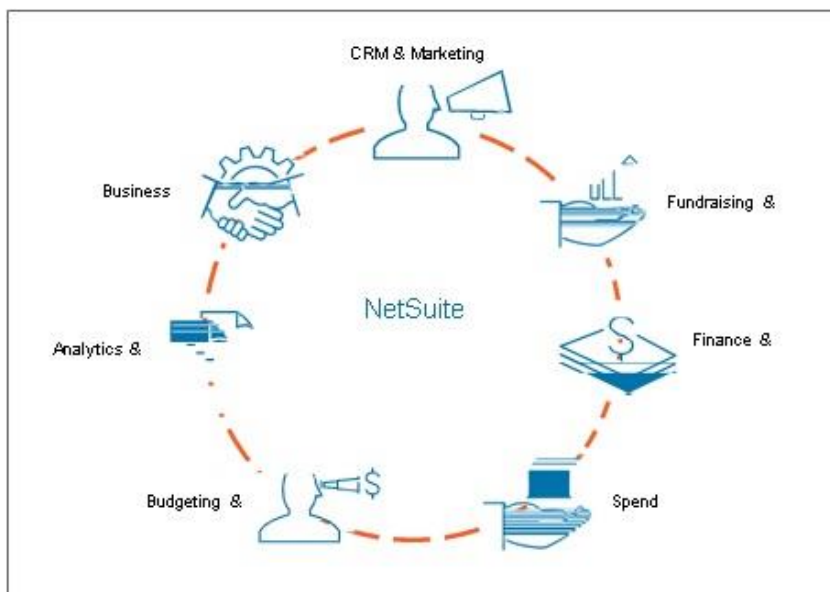
From reporting and analytics to insight and decision-making, gain a more complete picture of your nonprofit on-demand and in real-time.

Global Business Management

Expand your mission globally and focus your resources on achieving social impact, not managing IT complexity.

Key Benefits

- Seamlessly integrate development and accounting for a single version of the truth.
- Optimize project and grant initiatives by gaining real-time visibility into budgets vs actuals.
- Increase fundraising effectiveness and achieve a 360-degree view of constituents.
- Streamline global operations and take advantage of global financial capabilities for operations abroad.
- Drive ecommerce revenue by selling products and services online and build engaging, collaborative social communities.



Advanced Financials

NetSuite Advanced Financials brings complementary financial management functionality to NetSuite including budgeting, expense allocations and amortization, as well as more flexible billing management. It helps ensure strong financial management by enabling the management and monitoring of budgets versus actuals. With expense management capabilities, NetSuite Advanced

Financials provides sophisticated expense allocations that make it simple to assign expenses based on typical weightings, while amortization schedules enable expenses to be amortized over time with ease.

With NetSuite Advanced Financials, finance departments can further automate billing processes and eliminate the manual work typically associated with billing customers. It enables the creation of highly customized billing schedules and templates, and automates the creation of invoices based on different types of orders. It even provides milestone billing schedules that ensure work is billed as it is completed according to a service contract.

Budget Management and Reporting

- NetSuite Advanced Financials makes it easy to track and manage budgets.
- Simply enter budgets for accounts on a single screen, or use the Copy Budgets feature to rapidly create an entire budget based on another budget, or on actuals together with an uplift/downlift. Alternatively, create budgets in Excel and import them via CSV.
- The Multiple Budgets feature allows you to set up and report on more than one budget for the same set of criteria, such as typical budget or a conservative budget scenario.
- For budget reporting, NetSuite Advanced Financials provides Budget Income Statement and Budget vs. Actual reports, and enables you to create your own specific budget reporting.

Expense Allocations

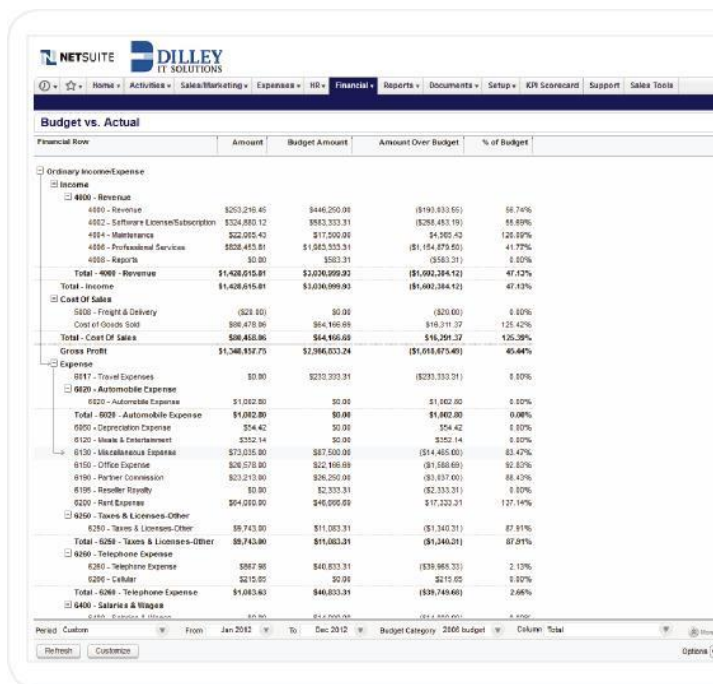
- With NetSuite Advanced Financials Expense Allocations, it's easy to enter expenses without assigning them to classes, departments or locations, and later allocate them according to a weighted formula. Allocation schedules can be used once or set up to recur on a regular basis.
- Dashboard reminders notify you when active allocation schedules need to be processed. After reviewing, you can create the journal entry for all the schedules with a single click.

Amortization Schedules

- Amortization schedules enable automated amortization of expenses over time and streamline processes such as the amortization of prepaid expenses.
- Amortization schedules can also be linked to jobs to amortize expenses in proportion to a job's percentage of completion.

Billing Management

- NetSuite Advanced Financials Billing Management makes it easy to set up billing schedules to accommodate many types of sales, such as billing plans based on installments, or those that require a set amount for an initial payment.
- Billing schedules can apply to an entire sales order, or to each item in a sales order. Supports the creation of billing schedules on the fly from an estimate or sales order.
- Enables instant previews of billing schedules from an existing estimate or sales order, with a clear view into scheduled billings for the transactions.
- Integrates billing schedules into sales forecasts, spreading future billings based on the billing schedule across the forecast revenue period.
- Ties billing schedules to sales commissions when combined with the Incentive Management module, enabling billing schedules to be factored into estimated commissions.



Budget vs. Actual

Financial Row	Amount	Budget Amount	Amount Over Budget	% of Budget
Income				
4000 - Revenue				
4000 - Revenue	\$203,216.45	\$446,250.00	(\$193,033.55)	44.74%
4002 - Software License/Subscription	\$324,893.12	\$583,333.31	(\$258,433.19)	55.89%
4004 - Maintenance	\$22,095.42	\$17,500.00	\$4,595.42	126.89%
4006 - Professional Services	\$928,483.81	\$1,505,333.31	(\$576,849.50)	61.77%
4008 - Reports	\$0.00	\$583.31	(\$583.31)	0.00%
Total - 4000 - Revenue	\$1,428,615.81	\$2,026,999.92	(\$598,384.12)	47.12%
Total - Income	\$1,428,615.81	\$2,026,999.92	(\$598,384.12)	47.12%
Cost of Sales				
5000 - Freight & Delivery	(\$28.00)	\$0.00	(\$28.00)	0.00%
Cost of Goods Sold	\$68,478.96	\$64,166.66	\$4,312.30	125.42%
Total - Cost of Sales	\$68,450.96	\$64,166.66	\$4,284.30	125.39%
Gross Profit	\$1,360,164.85	\$1,962,833.26	(\$602,668.41)	69.44%
Expenses				
6000 - Travel Expenses	\$0.00	\$270,333.31	(\$270,333.31)	0.00%
6020 - Automobile Expense				
6020 - Automobile Expense	\$1,002.80	\$0.00	\$1,002.80	0.00%
Total - 6020 - Automobile Expense	\$1,002.80	\$0.00	\$1,002.80	0.00%
6050 - Depreciation Expense	\$54.42	\$0.00	\$54.42	0.00%
6120 - Lease & Equipment	\$252.14	\$0.00	\$252.14	0.00%
6150 - Miscellaneous Expense	\$73,035.00	\$87,500.00	(\$14,465.00)	83.47%
6150 - Office Expense	\$26,578.00	\$22,166.66	\$4,411.34	120.09%
6190 - Partner Commission	\$23,213.00	\$26,250.00	(\$3,037.00)	88.42%
6195 - Reseller Rebate	\$0.00	\$2,333.31	(\$2,333.31)	0.00%
6200 - Rent Expense	\$94,000.00	\$46,666.66	\$47,333.34	127.14%
6250 - Taxes & Licenses-Other	\$8,743.00	\$11,083.31	(\$2,340.31)	77.91%
Total - 6250 - Taxes & Licenses-Other	\$8,743.00	\$11,083.31	(\$2,340.31)	77.91%
6260 - Telephone Expense	\$862.90	\$40,833.31	(\$39,970.41)	2.13%
6265 - Cellular	\$215.05	\$0.00	\$215.05	0.00%
Total - 6260 - Telephone Expense	\$1,077.95	\$40,833.31	(\$39,755.36)	2.64%
Total - 6000 - Salaries & Wages	\$0.00	\$0.00	\$0.00	0.00%

OneWorld Module - Enterprise Edition (Included Module)

NetSuite OneWorld includes

- 1 Subsidiary company
- Multi- company / Multi-org support in single NetSuite Account
- Segregated ERP and G/L for each Subsidiary
- Global CRM and Sales Support
- Multiple transaction and consolidation currencies
- Local functional currency reporting for each Subsidiary

- Real-time consolidated financial reporting for multiple currencies
- Multi-country regulatory tax and reporting support

Implementation Services

We have developed repeatable, cost-effective consulting and implementation services to assist our customers with integrating and importing data from other systems, changing their business processes to take advantage of the enhanced capabilities enabled by our integrated suite, implementing those new business processes within their organization and configuring and customizing our application suite for their business processes and requirements.

Our consulting and implementation methodology leverages the nature of our cloud-based software architecture, the industry-specific expertise of our professional services employees and the design of our platform to simplify, streamline and expedite the implementation process.

We generally employ a joint staffing model for implementation projects whereby we involve the customer more actively in the implementation process than traditional software companies. We believe this better prepares our customers to support the application throughout their use of our service.

In addition, because our service is cloud-based, our professional services employees can remotely configure our application for most customers based on telephonic processes.

For more detail, please see 'Section B. Project Schedule' below.

B. Project Schedule

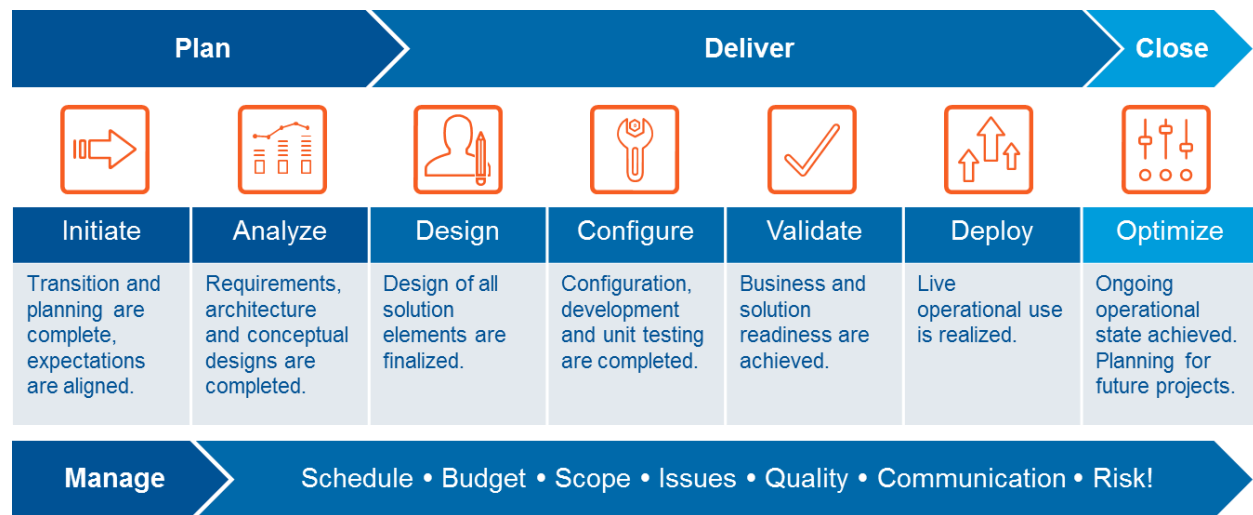
A project schedule outlining all major efforts to be undertaken in the implementation should be provided including milestones. Utilize the proposed relevant dates listed in *Section 1* of this RFP.

NetSuite Professional Services

NetSuite understands the unique requirements facing technology companies today—from changing market conditions to corporate focus on compliance and reporting. Our practice employs seasoned industry specialists who apply best practices and prior experience (large Enterprise applications, SaaS-based products) in their systems implementation approach.

The Method—NetSuite ONE™

NetSuite One is a proven methodology designed specifically for on-demand based product implementations. Driven from our vast experience of prior NetSuite implementations and the latest in project management philosophies, the formal, yet scalable methodology allows the team to utilize best practices, tools and templates to ensure your success.





Initiate

The initial stage focuses on the organizing of the project. This includes laying the groundwork for later phases of the project by establishing the objectives of the project, the confirming the scope, and the staffing. This also begins the education process for the key members of your project team.

Objective

- Define the objectives, strategy and project team members for the Project (Phase).

Key Activities

- Scoping and Planning Workshop to identify project objectives, team and scope
- Project (Phase) Kick Off Meeting Conducted
- Distribution of Business Process Questionnaires
- Project team educated on NetSuite application
- Select Adoption Leadership Team

Deliverables

- Project Charter
- Project Kick Off Presentation and Materials
- Business Process Questionnaires

Milestone Approvals

- Project Charter
- Stage Assessment Approval



Analyze

In the Analyze stage, the requirements of the business are documented and mapped to the capabilities of the NetSuite application. In this important stage the project team focuses on utilizing NetSuite best practice process flows, while developing an understanding on how the client's business to develop a comprehensive Business Requirements Document that will serve as the Blueprint for configuration.

Objective

- Define existing processes, validate data sources, identify business process gaps and document customer requirements.

Key Activities

- Review Completed Business Process Mapping Questionnaires
- Business Process Mapping Workshop Sessions
- Initiate Process Use Case Development
- Validation Data Migration Sources
- Plan Data Migration Strategy
- Identify Training Requirements
- Develop EUT training plan strategy
- Technical Requirements Identified

Deliverables

- Business Requirements Document
- Data Migration Requirements Document
- Integration Requirements Document
- User Enablement Requirements Document
- Use Case Materials
- Project Plan Updates

Milestone Approvals

- Stage Assessment Approval
- Business Requirements Document
- Data Migration Requirements Document
- Integration Requirements Document
- User Enablement Requirements Document
- Project Plan Update for Design/ Configure /Validate/ Deploy



Design

The design stage of the implementation allows for further definition and solution mapping for areas as needed.

Objective

- Define how to implement the requirements by translating functional requirements to application specific requirements.

Key Activities

- Specify forms, dashboards, reports and searches
- Design screen flow to business process workflow
- Conduct prototype workshops
- Design security and access structure
- Prepare Training Plan
- Create go live Support Plan

Deliverables

- Solution Document
- Field and Form Design Specifications
- Project Plan Updates
- Training Plan

Milestone Approvals

- Stage Assessment Approval
- Project Plan Update (Configure/ Validate/ Deploy)



Configure

The flexibility of the NetSuite application becomes apparent during the configuration stage of the implementation. Leveraging NetSuite best practices as the baseline, process flows are adapted to your needs through configuration and customization activities. Key activities around detailed plans for testing, education and rollout are development and approved as a final step in this stage.

Objective

- Configure and customize the NetSuite application based on documented requirements; plan migration, training and user acceptance testing activities.

Key Activities

- Setup, configuration, extension of application
- Configuration reviews
- Knowledge transfer to Administrator during and at end of each phase
- Test data loaded
- Prepare user acceptance scenarios and test plans created
- Tailored curriculum & training materials for user adoption & change management

Deliverables

- Complete UAT plans
- Complete process walk-through documents
- Training plan & materials
- Test data loads

Milestone Approvals

- Stage Assessment Approval
- Configured NetSuite Application
- Project Plan Update (Validate/Deploy)



Validate

The purpose of the validation stage is to allow the project team an opportunity to assess readiness for deployment—confirming use cases, configuration and overall adoption readiness.

Objective

- Confirm readiness for deployment of the application to the organization.

Key Activities

- Execute test scripts and use cases
- Assess change readiness
- Use cases—define several examples and identify those that are outliers

Deliverables

- Executed Test Plans

Milestone Approvals

- Stage Assessment Approval
- Successful UAT



Deploy

The Deployment stage centers around the activities that will allow the client to run the business on NetSuite. The plans developed in previous phases for testing, training and roll out come together to provide an effective and efficient transition.

Objective

- Conduct final rollout activities to move the NetSuite application into production status.

Key Activities

- Train End Users
- Migration of Final Data Loads
- Go Live Activities
- Strategy around End User Training will be critical to end user adoption

Deliverables

- Delivered Training Programs
- Data Migration Finalized

Milestone Approvals

- Stage Assessment Approval
- Live Operations on NetSuite

**Optimize**

In the Optimize stage, the NetSuite application settles into production status as the implementation project (stage) is completed. It is important to plan for the on-going support of the application through the establishment of internal processes for end users to report problems, structuring a user advisory group or council for enhancements, addressing future business requirements and establish continuing education programs to expand adoption.

Objective

- Transition to ongoing operations and definition of future enhancements/next phase.

Key Activities

- Fine tuning after period close
- Roll-out ongoing application management programs—issue logging, enhancement request, user advisory group
- Transition to NetSuite Customer Support
- Checkpoint program schedule defined
- Determine further optimization

Deliverables

- Application Management Plan
- Continuing Education Program

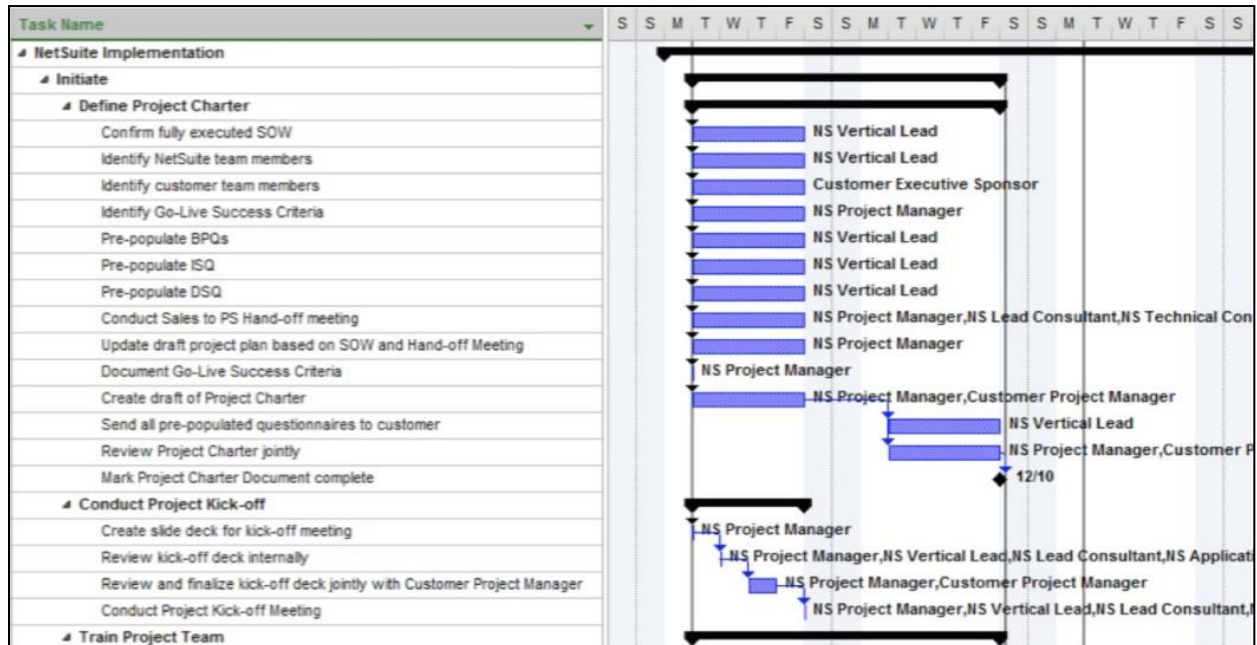
Milestone Approvals

- Project Completion

Project Schedules

The average implementation under the NetSuite Shared Consulting model lasts four to six months. Depending on the specific requirements of an engagement, your NetSuite Project Manager will work to develop a tailored project schedule to achieve the timelines that work best for your organization. The sample timelines below assume a six month implementation timeline and NetSuite Consulting will need to work directly with APHL to determine where these timelines can be shortened to meet their desired implementation timeline of four months.

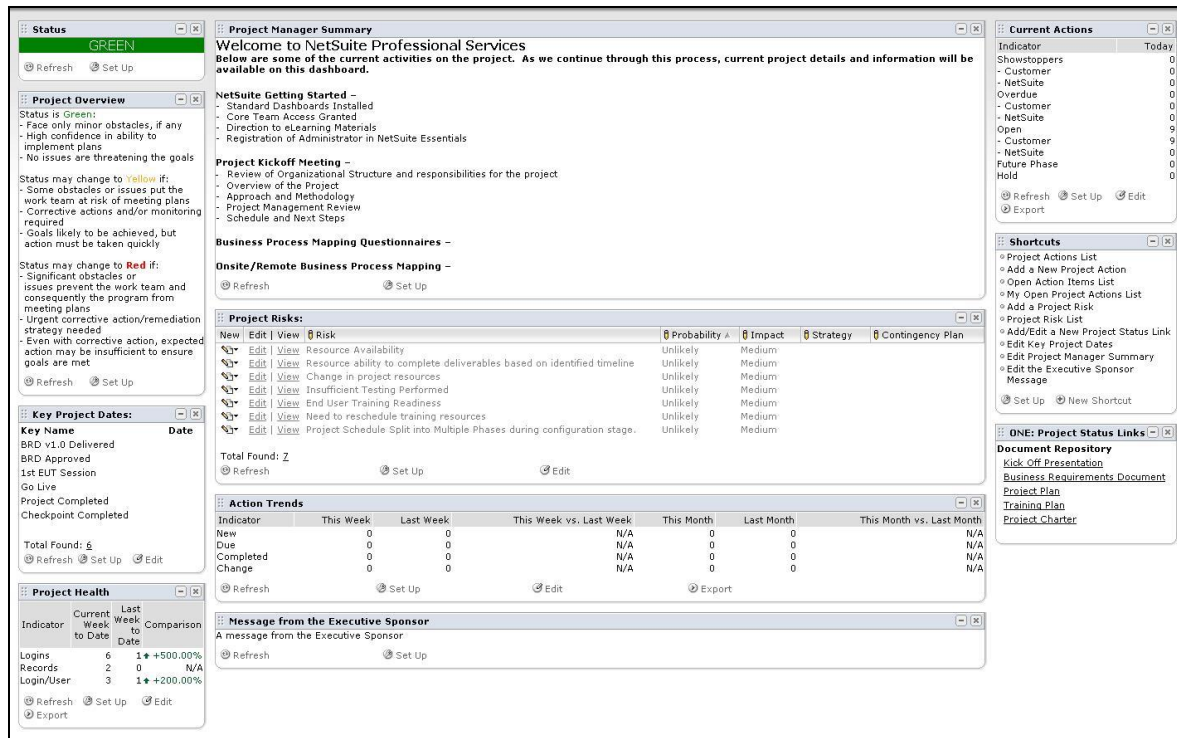
Example of a one-phase implementation



Example of a one-phase implementation – high level phases and tasks

ID	Task Name	Start	Finish	Duration	
41	1. Initiate	6/1/15	6/12/15	10 days	'09
46	2. Analyze	6/15/15	8/4/15	37 days	▼
47	Review Existing Processes	6/15/15	6/19/15	5 days	▼
49	Business Process Mapping Sessions	6/22/15	6/26/15	5 days	▼
52	Document Business Requirements	6/29/15	7/27/15	21 days	▼
59	Develop Final Project Plan	7/20/15	7/29/15	8 days	▼
63	Prepare Training Plan	7/20/15	8/4/15	12 days	▼
69	3. Configure	6/8/15	10/20/15	97 days?	▼
70	Configure Application	7/27/15	10/19/15	60 days	▼
394	Develop Application Enhancements	8/3/15	10/20/15	56 days?	▼
421	Develop NetSuite Integration	7/27/15	7/27/15	0 days?	7/▼
423	Third Party NetSuite Integration - delete or modify as needed	7/27/15	9/29/15	46 days	▼
430	Design Data Migration	7/28/15	10/5/15	50 days	▼
431	Request Data Consultant Assignment	7/28/15	8/3/15	5 days	Pr▼
432	Engage Data Consultant	7/28/15	8/3/15	5 days	Pr▼
433	Data Import Kickoff: Review Data Migration Strategy	8/4/15	8/10/15	5 days	▼
436	Template Reviews (Expand Based on Scope)	8/4/15	8/10/15	5 days	▼
462	Test Migration	8/11/15	9/7/15	20 days	▼
488	Bulk Migration, Source Data into NetSuite	8/25/15	10/5/15	30 days	▼
514	Prepare System Test Plans	7/28/15	8/17/15	15 days	▼
518	Prepare for End User Training	6/8/15	9/7/15	66 days	▼
527	4. Deploy	10/12/15	12/1/15	36 days?	▼
528	Execute Test Plan - in SANDBOX	10/12/15	10/19/15	5 days	▼
534	Conduct End User Training - in SANDBOX	10/20/15	10/26/15	5 days	▼
538	Cutover Business Processes to NetSuite	10/27/15	11/2/15	5 days	▼
544	Starting Balances - GL and Inventory	10/27/15	11/2/15	5 days	▼
549	Migrate Final Source Data into NetSuite	10/26/15	11/2/15	5 days?	▼
578	Go Live	11/3/15	11/3/15	1 day	▼
579	Consultant Post Go Live Support Period	11/4/15	12/1/15	20 days	Cc▼
580	5. Optimize	1/5/16	1/11/16	5 days	▼

Sample of Communication – Project Status



Status
GREEN
Refresh Set Up

Project Overview
Status is Green:
- Face only minor obstacles, if any
- High confidence in ability to implement plans
- No issues are threatening the goals
Status may change to Yellow if:
- Some obstacles or issues put the work team at risk of meeting plans
- Corrective actions and/or monitoring required
- Goals likely to be achieved, but action must be taken quickly
Status may change to Red if:
- Significant obstacles or issues prevent the work team and consequently the program from meeting plans
- Urgent corrective action/remediation strategy needed
- Even with corrective action, expected action may be insufficient to ensure goals are met
Refresh Set Up

Key Project Dates:
Key Name Date
BRD v1.0 Delivered
BRD Approved
1st EUT Session
Go Live
Project Completed
Checkpoint Completed
Total Found: 6
Refresh Set Up Edit

Project Health
Indicator Current Week to Date Last Week to Date Comparison
Logins 6 1 +500.00%
Records 2 0 N/A
Login/User 3 1 +200.00%
Refresh Set Up Edit Export

Project Manager Summary
Welcome to NetSuite Professional Services
Below are some of the current activities on the project. As we continue through this process, current project details and information will be available on this dashboard.

NetSuite Getting Started -
- Standard Dashboards Installed
- Core Team Access Granted
- Direction to eLearning Materials
- Registration of Administrator in NetSuite Essentials

Project Kickoff Meeting -
- Review of Organizational Structure and responsibilities for the project
- Overview of the Project
- Approach and Methodology
- Project Management Review
- Schedule and Next Steps

Business Process Mapping Questionnaires -
Onsite/Remote Business Process Mapping -
Refresh Set Up

Project Risks:

New	Edit	View	Risk	Probability	Impact	Strategy	Contingency Plan
			Resource Availability	Unlikely	Medium		
			Resource ability to complete deliverables based on identified timeline	Unlikely	Medium		
			Change in project resources	Unlikely	Medium		
			Insufficient Testing Performed	Unlikely	Medium		
			End User Training Readiness	Unlikely	Medium		
			Need to reschedule training resources	Unlikely	Medium		
			Project Schedule Split into Multiple Phases during configuration stage.	Unlikely	Medium		

Total Found: 7
Refresh Set Up Edit

Action Trends

Indicator	This Week	Last Week	This Week vs. Last Week	This Month	Last Month	This Month vs. Last Month
New	0	0	N/A	0	0	N/A
Due	0	0	N/A	0	0	N/A
Completed	0	0	N/A	0	0	N/A
Change	0	0	N/A	0	0	N/A

Refresh Set Up Edit Export

Message from the Executive Sponsor
A message from the Executive Sponsor
Refresh Set Up

Current Actions

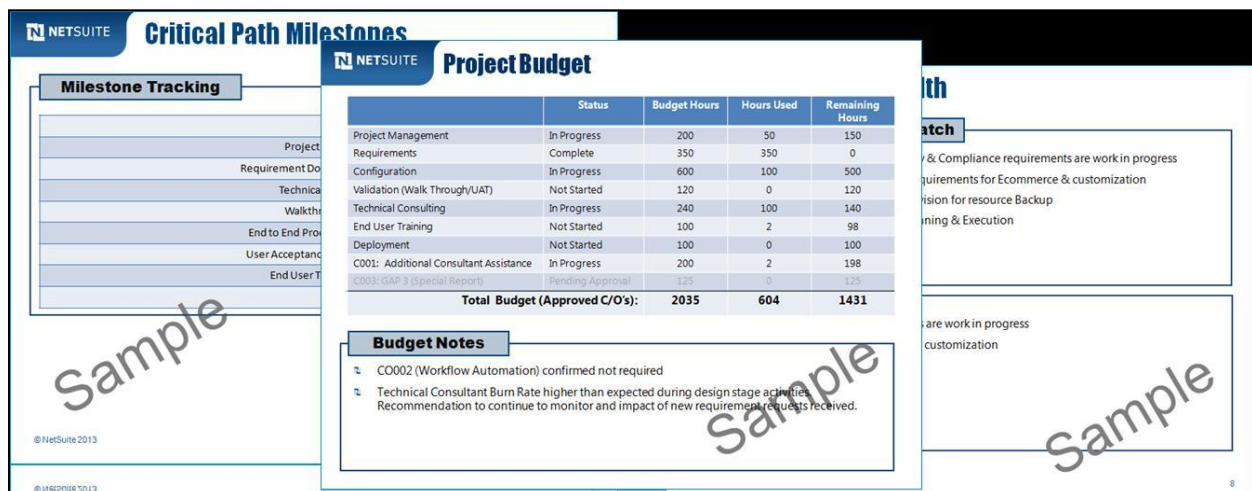
Indicator	Today
Showstoppers	0
- Customer	0
- NetSuite	0
Overdue	0
- Customer	0
- NetSuite	0
Open	9
- Customer	9
- NetSuite	0
Future Phase	0
Hold	0

Refresh Set Up Edit Export

Shortcuts
- Project Actions List
- Add a New Project Action
- Open Action Items List
- My Open Project Actions List
- Add a Project Risk
- Project Risk List
- Add/Edit a New Project Status Link
- Edit Key Project Dates
- Edit Project Manager Summary
- Edit the Executive Sponsor Message
Set Up New Shortcut

ONE: Project Status Links -
Document Repository
Kick Off Presentation
Business Requirements Document
Project Plan
Training Plan
Project Charter

Sample of Communication – Project Status



NETSUITE Critical Path Milestones

Milestone Tracking

Milestone	Status
Project Management	In Progress
Requirements	Complete
Configuration	In Progress
Validation (Walk Through/UAT)	Not Started
Technical Consulting	In Progress
End User Training	Not Started
Deployment	Not Started
CO01: Additional Consultant Assistance	In Progress
CO02: GAP 3 (Special Report)	Pending Approval

NETSUITE Project Budget

	Status	Budget Hours	Hours Used	Remaining Hours
Project Management	In Progress	200	50	150
Requirements	Complete	350	350	0
Configuration	In Progress	600	100	500
Validation (Walk Through/UAT)	Not Started	120	0	120
Technical Consulting	In Progress	240	100	140
End User Training	Not Started	100	2	98
Deployment	Not Started	100	0	100
CO01: Additional Consultant Assistance	In Progress	200	2	198
CO02: GAP 3 (Special Report)	Pending Approval	125	0	125
Total Budget (Approved C/O's):		2035	604	1431

Budget Notes

- CO002 (Workflow Automation) confirmed not required
- Technical Consultant Burn Rate higher than expected during design stage activities. Recommendation to continue to monitor and impact of new requirement requests received.

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Assumptions

- Global Requirements for all Business Process Groups in the Planning Stage
- Two phase deployment schedule:
 - Phase I: ERP/Professional Services
 - Phase 2: Sales/Support

Project Team

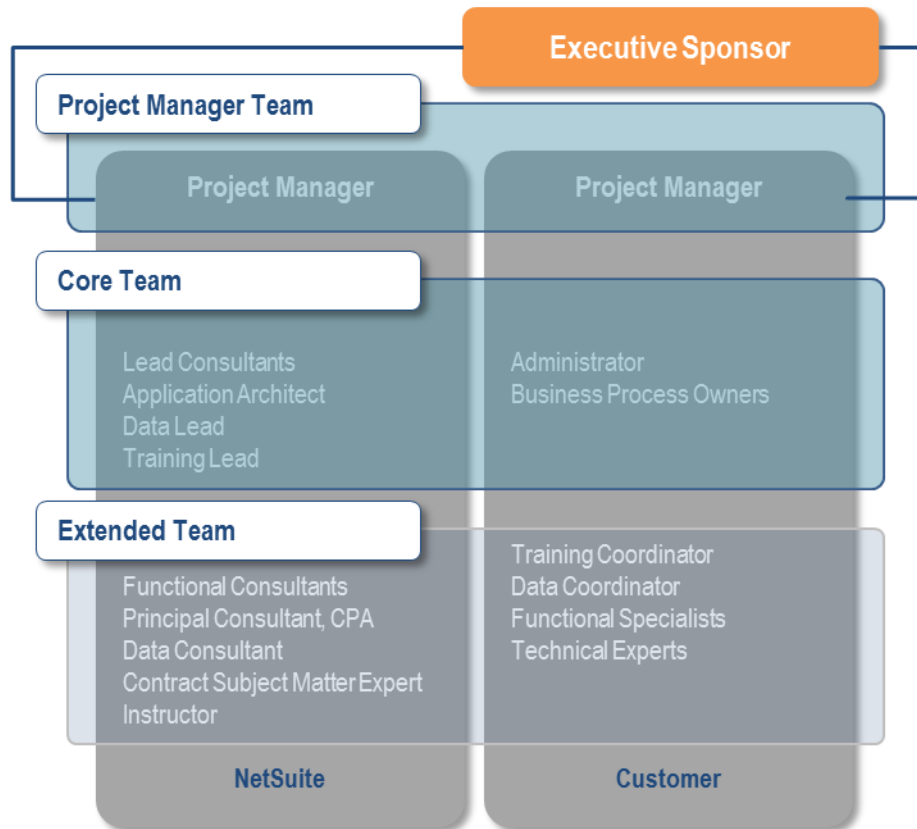
The NetSuite philosophy is based on a Shared Consulting model, where NetSuite resources will work directly with your project team members in the delivery of the implementation. This cooperative approach allows your project team to develop the in house expertise and knowledge to adapt and expand the NetSuite application based on changing business needs.

A Steering Committee provides the executive leadership, support and guidance to ensure the project meets its primary objectives, expedites resolution to project issues and provides the resources required to be successful.

Project Management of the implementation is shared with both a NetSuite and the client project manager, who will manage the scope, time and budget of the project. Seamless co-ordination of project activities, executive reporting and oversight fall within the responsibilities of the two project managers.

The project team of both core team and extended team members are responsible for the successful completion of assigned project tasks and deliverables. Timing completion, reporting and identification of risks are an important expectation of all team members.

NetSuite team member profiles and assignments are made upon vendor selection of NetSuite Professional Services are dependent upon customer location, project start date and resource availability.



NetSuite Education Services

All NetSuite subscribers have access to free online e-learning and extensive documentation focused on best practice use and administration of the NetSuite service. Business unit leads and project team members are encouraged to take the self-paced courses and review collateral appropriate for their function and familiarity with this type of application.



To support the implementation and rollout NetSuite recommends a combination of learning interventions targeted to meet the differentiated needs of functional project team members, administrators and end users. To this end, our core training objectives would focus on:

1. Ensuring the client's project team readiness to make knowledgeable, informed decisions on how to best setup, configure, customize, integrate, and maintain the NetSuite system to maximize its native strengths and capabilities.
2. Aligning managers and front-line users at the client, around consistent corporate goals, terminology, business processes, and system tasks related to use of NetSuite to ensure use of the tool supports real business value.

Project Team Training

NetSuite offers an extensive catalog of standard hands-on classes designed to enable both functional and technical project team members in all roles as they build baseline and advanced product knowledge. Participants in these courses are provided one hard copy Student Guide and 30 day access to a training account after the training event, for practice. NetSuite offers these courses on a public schedule but recommends that some events are arranged as dedicated events be hosted either onsite or online in a virtual classroom for the client in order to maximize learning effectiveness through collaboration with other project team members. NetSuite will collaborate with the client team leads in the design of a delivery timeframe that most positively contributes to the implementation lifecycle. The chart below outlines courses offered by NetSuite and the recommended participants for each role within the organization.

	Design/Set Up/Configure					Automate Customize		Integrate	Analyze Data/Run Reports		
COURSES	NetSuite Essentials	NetSuite OpenAir Essentials	Marketing Automation	Ecommerce Workshop	Implementing Advanced Financials	Suite Flow	Suite Script	SuiteTalk	Suite Analytics	Using SQL Formulas in Searches	Creating NetSuite Financial Statements
ROLES											
NetSuite Administrator/ Functional Consultant	✓	✓				✓			✓	✓	
OA Project Manager/ OA Resource Manager	✓		✓								
Website Administrator/ Web Developer				✓			✓		✓	✓	
Marketing Administrator/Super User	✓		✓						✓		
Finance/Accounting Administrator/Super User					✓				✓		✓
Application Developer/ Technical Consultant						✓	✓				
Integration Specialist								✓			

Full course descriptions with detailed agendas are available on [NetSuite.com](https://www.netsuite.com).

Adoption and Change Management

NetSuite Adoption & Change Management activities are designed to provide customers the framework and strategies to support the adoption of NetSuite throughout the implementation and beyond. The NetSuite Adoption toolkit contains key adoption principles and deliverables integrated throughout the ONE Methodology stages:

Alignment	Communication	Training	Measurement	Support
- Establish Objectives for Implementing NetSuite - Select an Adoption Leadership Team - Develop Go-Live Success Factors	Develop and Execute a Communication Strategy	- Plan Core Project Team Training - Develop End User Training Strategy - Prepare Scripts & Perform User Acceptance Testing - Conduct End User Training	- Develop User Performance Incentives - Measure Go-Live Success Factors and Establish On-Going Performance Criteria	- Develop and Execute Go-Live Support Plan - Develop and Execute Continuing Education Plan

Focusing on Adoption and Change Management allows the client to prepare for the new business direction. Our methodology promotes accelerated awareness and energy associated with the implementation and has a direct impact on project success.

End User Training

NetSuite maintains an extensive library of end user training materials to support all of the core NetSuite CRM, ERP modules, and e-Commerce curriculums. We have had extensive experience tailoring and delivering these materials so they are custom fit for each of your organizations businesses. This experience and effort enables us to provide the client a highly targeted yet cost effective training solution.

- NetSuite scopes and develops tailored training curriculums to be during the initial stages of the implementation roll-out. Materials are designed to support the key processes and system tasks that each unique client user' community is expected to perform in NetSuite.
- Tailored materials include:
 - PowerPoint slides that interweave the client's business processes, terminology, configurations, policies, and key change communication messages with system functionality.
 - End to end use process flows.
 - Quick Reference Cards that detail steps to follow in the completion of key tasks.
 - Guided exercises that provide hands on practice in the NetSuite service.
- Refresher sessions are scheduled within 3 weeks for each unique user group to provide an opportunity for on-going support in the early weeks of using the system.

C. Cost Proposal:

A summary of cost, which should contain, but not be limited by, the following:

- i) How pricing was computed**
- ii) Initial and recurring costs**
- iii) Projected life cycle costs of proposed solution**
- iv) Projected yearly incremental costs**
- v) Potential costs that APHL may not have anticipated**

Explanation of Pricing Schedule

The pricing schedule provided was calculated based on the software needs identified in APHL's RFP, number of estimated named users expected to be required as well as on an estimated effort for implementation. The pricing schedule is broken out into five sections. A summary of each section is below. APHL should refer to the column labeled "Discounted Costs" for the fees associated with all software and services being proposed.

- Section 1 – Outlines the modules and users that are being proposed for APHL at no or little cost through the NetSuite.org grant program.
- Section 2 – Outlines additional modules and users that will be needed above and beyond what is provided by the grant.
- Section 3 – Calculates the estimated annual support.
- Between section 3 and 4 – Is the total estimated annual recurring costs
- Section 4 – Provides a high-level estimate for implementation. Unless otherwise discussed, NetSuite provides implementation services for a fixed fee. The actual cost for implementation and an SOW for the scope of implementation can be provided to APHL upon completion of a scoping call between APHL and NetSuite professional services resources.
- Between Section 4 and 5 – Is the total estimated year one costs (initial costs) including both the estimated annual fee as well as the estimated one-time fee for implementation.
- Section 5 – Outlines the partner costs that NetSuite is authorized to provide at this time. Additional partners may be required to fulfill on APHL's cash management needs however definite needs for these partners is unclear at this time and can be established upon further evaluation between NetSuite and APHL.
 - Required Partner, Pyango: provides a tightly integrated solution to do fund accounting and grants management. An estimate of the cost has been provided however this product and the actual estimate and costs will need to be provided directly by Pyango.
 - Potential Partners, Pirracle and/or Kyriba: these additional partners may be required to meet APHL's Cash Management needs and those costs need to be provided directly from one of the NetSuite third party resources that provide this functionality. APHL will need to select their desired partner as a couple of options are available for these services.

Exceptions

At this time NetSuite cannot provide APHL with a proposal for implementation that provides a fixed rate and accurate scope of implementation. NetSuite will be able to provide a detailed Implementation SOW once the full needs of APHL are understood and NetSuite has had the opportunity to do a scoping call with the appropriate APHL team members. NetSuite has provided a rough estimate for implementation in the cost proposal provided that is based on implementations that are of similar size and scope to APHL.

Projected Lifecycle Costs

NetSuite's annual costs include all support fees associated with the software. These support fees include the upgrade of the solution on a twice yearly basis. As such, no additional costs are anticipated in relation to supporting the software.

Projected Yearly Increases

NetSuite is proposing a 3 year price-lock on the pricing proposed above. Following the initial 3 years, NetSuite is proposing a 5% price cap on any software increases for 3 years. All of these terms are pending internal NetSuite approval which will be sought once NetSuite is on the short list of APHL's potential vendors.

Please see the attached pricing quote for details:



NetSuite_Pricing_Esti
mate_APHL 05112015

5.0: Vendor Profile

5.01 Organization Background:

Vendors must provide an answer to each of the following questions. If the proposed solution includes a separate organization for implementation services, vendors must provide a separate set of responses for each entity.

5.01.1 Identify the official name of the organization(s) responding to this RFP.

NetSuite Inc.

5.01.2 Identify the official address of the organization(s) responding to this RFP.

NetSuite's Corporate Headquarters address is:

2955 Campus Drive, Suite 100
San Mateo, CA 94403-2511
United States

5.01.3 Identify the website of the organization(s) responding to this RFP.

www.netsuite.com

5.01.4 Identify the primary contact name including telephone number and email address.

Anne Nagle

Account Executive

240.409.2224

anagle@netsuite.com

5.01.5 Identify the ownership of the company including all subsidiaries and divisions in a graphical representation.

NetSuite is a publicly held company.

NetSuite is organized into departments that specialize in servicing a particular aspect of the business and operations. Each department is led by a member of management who oversees the responsibilities assigned to it. The distinctive nature of the departments provides for segregation of incompatible duties. All major department heads ultimately report to one of the following: (1) the CEO, (2) the Chairman of the Board and CTO, (3) the Chief Operating Officer (COO), or (4) the Chief Financial Officer. Each department head takes an active role in the day-to-day management of the Company. NetSuite maintains several segregated departments with duties of particular relevance to the control environment.

The Human Resources department reports to the COO, the Security, Systems & Compliance, Corporate IT, Operations, Networking, Product Development, Quality Assurance, and Release departments report to the CTO, Legal reports to the CEO, and the Internal Audit department reports directly to the Chair of the Audit Committee of the Board of Directors. These departments form the foundation of the control environment from an organizational perspective and provide an overlapping model for enforcement of internal controls.

NetSuite does not provide organizational charts.

5.01.6 Identify the year (each) organization was established.

NetSuite was founded in 1998, as NetLedger.

5.01.7 Identify the most recent acquisition or merger that has occurred within the organization(s) responding to this RFP.

In 1999, NetSuite released our first application, NetLedger, which focused on accounting applications. We then released ecommerce functionality in 2000 and CRM and sales force automation functionality in 2001.

In 2002, we released our next generation suite under the name NetSuite to which we have regularly added features and functionality.

NetSuite acquired Kabushiki Kaisha over time, which became wholly owned in 2010.

We acquired OpenAir in 2008 and QuickArrow in 2009.

In November 2012, we purchased certain assets from Retail Anywhere (RA), an online retail solution service provider. We purchased RA to expand our retail software solutions in our e-commerce vertical. RA software allows us to expand our e-commerce services to brick-and-mortar store point-of-sale terminals.

During the second quarter of 2012, we completed the purchase of all of the outstanding equity of two small South American companies (SAC) that specialize in ecommerce technology and services. We also purchased certain assets from two entities related to the SAC. The SAC workforce will augment our existing professional services and product development teams.

On May 3, 2013, NetSuite completed the purchase of all the outstanding equity of Order Motion (OM). OM provides online ecommerce Order Management Services (OMS) that perform the back-end process for ecommerce web stores. The OM product augments NetSuite's existing product offering, which allows NetSuite to expand its business capabilities in ecommerce technology and services.

On March 6, 2013, NetSuite completed the purchase of all the outstanding equity of a website hosting provider company (WH) that specializes in ecommerce technology and services. The WH workforce augments NetSuite's existing product development teams, which allows NetSuite to expand its business capabilities in ecommerce technology and services.

NetSuite acquired TribeHR in November, 2013. TribeHR brings a rich HR solution that will enhance our core business operations.

NetSuite's acquisition of Venda in July 2014, one of the world's leading pioneers in and providers of cloud-based digital commerce solutions, builds on the momentum of NetSuite SuiteCommerce globally and supports NetSuite's business expansion into the European market. Venda's platform serves some of the world's leading brands including Tesco F&F Clothing, boohoo.com, Laura Ashley, Little Tikes, TK Maxx and Arsenal Football Club. The combination of NetSuite and Venda will deliver unprecedented capabilities that businesses need to meet the demands to deliver a seamless, omnichannel commerce experience to consumers and businesses.

In 2014, NetSuite acquired eBizNET Solutions – an Advanced Warehouse Management

In 2015, NetSuite acquired Bronto Software - a Cloud-Based Commerce Marketing Automation Suite

5.02 Financial Information:

5.02.1 Identify the annual revenue of the organization(s) responding to this RFP.

Total revenue for the past three years is as follows:

- 2014 - \$556.3M
- 2013 - \$414.5M
- 2012 - \$308.8M

5.02.1 Identify the annual net income/profit of the organization(s) responding to this RFP.

As NetSuite is a public company we always encourage our prospective customers to review our SEC filings for in-depth and detailed financial information, available at:

<http://www.netsuite.com/portal/investors/overview.shtml>.

5.03.1 Identify the percent of annual revenue allocated to research & development for the organization(s) responding to this RFP.

NetSuite invested over \$106.7M in Research & Development during 2014. R&D investment is put towards product innovation, security, performance and availability.

5.04.1 Identify the percent of annual revenue generated from new sales.

As NetSuite is a public company we always encourage our prospective customers to review our SEC filings for in-depth and detailed financial information, available at:

<http://www.netsuite.com/portal/investors/overview.shtml>.

5.05.1 Identify the percent of annual revenue generated from annual recurring income.

As NetSuite is a public company we always encourage our prospective customers to review our SEC filings for in-depth and detailed financial information, available at:

<http://www.netsuite.com/portal/investors/overview.shtml>.

5.06.1 Identify the percent of annual revenue and/or annual recurring income that the largest client represents.

As NetSuite is a public company we always encourage our prospective customers to review our SEC filings for in-depth and detailed financial information, available at:

<http://www.netsuite.com/portal/investors/overview.shtml>.

5.07.1 Please provide a copy of the most recent audited financial statements for the organization(s) responding to this RFP.



NetSuiteInc 10-K
2014.pdf

5.03 ORGANIZATION EMPLOYEES:

5.03.1 Identify the total number of employees in the organization(s) responding to this RFP.

As of December 31, 2014, we had 3,357 employees. We also engage a number of independent contractors and consultants.

5.03.1 Identify the number of employees in the organization(s) by the following breakdown:

- A) Management
- B) Administration
- C) Marketing
- D) Sales
- E) Support
- F) Training
- G) Installation
- H) Research and Development
- I) Developers /Programmers
- J) Other

As of December 31, 2014, we had 3,357 employees including 985 employees in sales and marketing, 1,217 employees in operations, professional services, training and customer support, 835 employees in product development, and 320 employees in a general and administrative capacity.

We also engage a number of independent contractors and consultants.

5.04 User Base:

5.04.1 Identify the total number of nonprofit clients served by the organization(s) responding to this RFP. If applicable, identify software developer and implementer(s) separately.

NetSuite has more than 24,000 high-growth and midsize companies and divisions of large enterprises that use NetSuite. Our integrated suite is used by more than 400 small, medium, and large nonprofits.

5.04.2 Identify how many of the installations are similar in nature to the requirements of APHL, including, but not limited to, recipients of grants with project terms that are different from the organization's fiscal year and international subsidiaries.

NetSuite uses a proven methodology based on best practices gleaned from vast experience in deploying the NetSuite solution to our customers. Called NetSuite One, this formal methodology is a phased approach. The methods deployed are those that have most greatly benefited thousands of customers in their implementations.

NetSuite One is composed of activities logically grouped into seven distinct stages, which support the long-term success of the NetSuite deployment, making it easier to provide management and control during the lifecycle of a project.

Not all projects, or professional service engagements, will always use all stages and complete all the activities outlined in this methodology. This staged approach has been designed to be flexible enough to allow specific requirements to be properly addressed and for methods and techniques to be selected and implemented as needed.

Our largest implementation to date for one company consisted of 46 countries with over 10,000 employees working across all offices.

5.04.3 Provide a list of five users that are most similar to APHL.

As a matter of company policy and out of respect to our clients, NetSuite does not typically disclose specific customers until we have been designated as one of the finalists in a prospects evaluation. Should NetSuite be selected as a finalist in your process we will be happy to provide you with references that are tailored to your needs. In the meantime, feel free to view a number of our successful customers by visiting <http://www.netsuite.com/portal/customer-testimonials.shtml#nonprofit>.

More than 400 small, medium, and large nonprofits use NetSuite for various business needs through our integrated suite of financial management, CRM, and ecommerce applications (note some of our nonprofit usage case studies: <http://www.netsuite.com/portal/customers/non-profit.shtml>.)

5.04.4 Identify the most recent installation.

This information can be discussed and disclosed at a later stage in APHL's evaluation process should NetSuite be selected to move forward in this process. In general, NetSuite averages dozens of installations per month.

5.04.5 Identify the number of NEW clients added in the last 18 months.

Information on client specifics can be discussed and disclosed at a later stage in APHL's evaluation process should NetSuite be selected to move forward in this process. Since our inception, NetSuite's customer base has shown significant gains year over year. Most recently, NetSuite's customer base increased from 16,000+ in 2013, to 24,000+ in 2014.

5.05 User Group:

5.05.1 Identify if the (each) organization has a formal users group and, if so, who directs the group.

NetSuite Local User Groups serve as an opportunity for NetSuite customers and partners to network, learn the latest tips and techniques, and share advice on implementing, deploying and maintaining NetSuite technology. NetSuite provides support for customers interested in meeting with other NetSuite users in their area to help all group members make the most of their NetSuite solutions.

These groups are independent associations and not affiliated with NetSuite, Inc. If you are interested in joining one of the local groups, please visit their site for more information on meetings, locations and membership.

We currently have User Groups in the following areas:

- Denver (Rocky Mountain)
- Minneapolis
- Montreal
- Seattle
- Portland
- Boston
- New York Metro
- Australia/New Zealand (This group is facilitated via LinkedIn, and sessions/presentations are held in the Sydney office twice a year, after each major upgrade.)

Additionally, NetSuite has created a set of strategic customer advisory boards around each of their targeted verticals. These customer advisory boards are by invitation only and represent the most strategic customers in each vertical. Members serve on these boards for two years providing executive-level insight to NetSuite about their business and how NetSuite should move its solution forward to best aid their business. The Advisory Board meets annually with quarterly updates.

SuiteWorld is our largest user conference designed specifically for NetSuite customers, partners and developers, bringing together the full strength of the NetSuite Nation ecosystem to learn and explore, network face to face, and to shape the next evolution of cloud computing services. SuiteWorld 2014 drew about 6,000 attendees to San Jose.

5.05.2 Identify if the users group is local or national.

Please see 5.05.1 above.

5.05.3 Identify how frequently meetings are conducted and the location.

Please see 5.05.1 above.

5.05.4 Identify if a fee is required for user group participation.

Please see 5.05.1 above.

Section 6: Cost Summary

6.01 OVERVIEW:

6.02 INITIAL COSTS:

6.02.1 Software: Vendors must provide pricing by module or as a complete solution to satisfy the requirements outlined in this RFP.

If the software being proposed is not licensed directly through the vendor or one of its affiliate organizations, vendors must provide information regarding ownership of source code, licensing information, cost of updates/upgrades from the software developer and/or your organization, interface/integration approach and level, etc.

NetSuite Software Costs - \$68,411 Annual Recurring

Partner Software Costs - \$13,080 Annual Recurring

All software being proposed will be licensed directly through the vendor.

6.02.2 Custom Programming (If Applicable)

Not applicable at this time. Following a detailed scoping call with our professional services division NetSuite will be able to determine if custom programming of any kind will be required.

6.02.3 Database(s): If the software requires a database that is licensed separate from the application system, vendors must provide the costs and method of pricing associated with these licenses.

Not applicable.

6.02.4 Interfaces/Integration

Not applicable at this time. Following a detailed scoping call with our professional services division NetSuite will be able to determine if any custom integrations will need to be developed and can provide pricing for these services at that time.

6.02.5 Training

See Section 6.02.7

NetSuite includes end-user training as part of their implementation and the fees associated with this training are included in the fixed costs for implementation. Fixed costs for implementation can be provided following a detailed scoping call with our professional services division. Fees specific to training will be broken out as part of this SOW.

Further, client will be able to purchase additional training or ongoing training at any time. Fees for these classes vary according to the class. Class fees and information can be found here - <http://www.netsuite.com/portal/services/training/catalog.shtml>

6.02.6 Data Conversion

See Section 6.02.7

NetSuite includes data conversion as part of their implementation and the fees associated with data conversion can be determined following a detailed scoping call with our professional services division.

6.02.7 Implementation/Project Management

Estimated NetSuite Implementation Costs - \$87,500

Estimated Partner Implementation Costs - \$4,000

NetSuite has provided a high-level estimate of \$87,500 for implementation based on the needs APHL has conveyed in the RFP. This fee is expected to encompass training and data conversion as well as project management and all other implementation tasks. NetSuite will be able to provide a specific statement of work and a fixed fee for implementation following a scoping call with NetSuite's professional services group.

6.02.8 Other (Please Specify)

N/A

6.03 RECURRING COSTS:**6.03.1 Software: Vendors must provide support pricing by module or as a complete solution to satisfy the requirements outlined in this Request for Proposal.**

If the software being proposed is not licensed directly through the vendor or one of its affiliate organizations, vendors must provide information regarding ownership of source code, licensing information, cost of updates/upgrades from the software developer and/or your organization, interface/integration approach and level, etc.

NetSuite Software Costs - \$68,411 Annual Recurring

Partner Software Costs - \$13,080 Annual Recurring

All software being proposed will be licensed directly through the vendor.

6.03.2 Custom Programming (If Applicable)

Not applicable – no recurring custom programming costs are expected

6.03.3 Database(s): If the software requires a database that is licensed separate from the application system, vendors must provide the costs and method of pricing associated with these licenses.

Not applicable – no recurring database costs are expected

6.03.4 Interfaces/Integration

Not applicable – no recurring integration costs are expected

6.03.5 Training

Not applicable – no recurring integration costs are expected

6.03.6 Help Desk

Not applicable – these fees are included with the annual software fees specified above.

6.03.7 Other (Please Specify)

No known other costs at this time

6.04 COST SUMMARY:

In the cost summary section, vendors must summarize all of the above to identify costs for a five-year period. In addition, vendors must identify how costs are calculated (i.e. concurrent users, named users, etc.) Vendors must also describe how any discounts would be determined and applied.

	Year 1	Year 2	Year 3	Year 4	Year 5
Software	\$57,126.00	\$57,126.00	\$57,126.00	\$59,411.00	\$61,787.00
Support	\$11,285.00	\$11,285.00	\$11,285.00	\$11,736.00	\$12,205.00
Implementation	\$87,500.00				
Total	\$155,911.00	\$68,411.00	\$68,411.00	\$71,147.00	\$73,992.00

Five year totals cannot be provided at this time for any partner solutions as these costs will be at the discretion of the partner.

NetSuite prices users based on named users.

Discounts have been determined based on the level of NetSuite.org grant that APHL qualifies for. All discounts are pending NetSuite internal approval

6.05 TRAVEL COSTS:

Vendors must disclose the estimated travel costs associated with implementing the proposed system, and must indicate if the travel cost is included in the pricing for the proposed system or will be an additional expense for APHL. If the vendor's policy is to bill actual expenses as incurred, the vendor must identify the number of trips and the number of staff associated with each phase of the installation/implementation process.

\$7,000 – for initial NetSuite onsite visit to APHL for 3-day discovery process.

Travel costs are not included in the fees for implementation and would be billed separately. NetSuite typically does one onsite visit at the beginning of the implementation. This visit is typically 3 days in duration and has 2-3 NetSuite staff in attendance. NetSuite bills for actual expenses incurred. Actual fees for travel will vary based on the number of onsite visits APHL will require. Additional onsite visits can be arranged at APHL's request.

6.06 FINANCING OPTIONS:

Each vendor must indicate what, if any, financing options are available through its organization for the purchase of the proposed software and/or implementation services.

NetSuite does not provide financing.

Section 7: Proposal Signature

NetSuite Inc.

APHL FINANCIAL MANAGEMENT SYSTEM RFP

Responses Prepared By:

Name:	Anne Nagle
	(please print or type)
Title:	Account Executive
	(please print or type)
Date:	05/18/2015
	(please print or type)
Company:	NetSuite Inc.
	(please print or type)
Telephone #:	240.409.2224
	(please print or type)

Appendix A

Appendix A is a Microsoft Excel spreadsheet that contains a listing of specific functional requirements, identified by APHL, for a financial management system to be used effectively and efficiently across the association. These requirements are segmented into the following functional areas as identified by the tabs on the individual worksheets within the MS Excel workbook:

A1.0 Overall

A21.0 General Ledger

A23.0 Accounts Payable and Purchasing

A17.0 Accounts Receivable

A24.0 Cash Management

A8.0 Contracts and Projects

A25.0 Fixed Assets



APHL Master
Requirements List_Fir