

REQUEST FOR PROPOSALS (RFP)

ERP CONSULTANT - SYSTEMS ARCHITECTURE ASSESSMENT AND OPTIMIZATION

PROCUREMENT REFERENCE NUMBER:
SUBJECT OF PROCUREMENT:

NICO TECH/CONS/1/25
ERP CONSULTANT FOR SYSTEMS ARCHITECTURE
ASSESSMENT AND OPTIMIZATION
NICO TECHNOLOGIES LTD

PROCURING ENTITY:

1.0 INTRODUCTION

NICO Technologies LTD, is seeking proposals from qualified ERP consultants to assess and optimize NICO Group's current ERP systems architecture. The primary objective of this engagement is to assess our existing ERP setup, identify gaps, recommend optimization strategies, and help us achieve cost savings, streamline operations, and ensure compliance across our ERP systems. The consultant will review our current ERP systems, evaluate business processes, recommend areas for consolidation, and provide actionable insights to ensure the systems align with both current and future business needs.

1.1 OBJECTIVE OF THE CONSULTANCY

The primary objectives of this consultancy are to:

- Assess the Current ERP Systems Architecture: Review the existing ERP setup to understand its current structure and functionality across various business units.
- Identify Gaps and Optimization Opportunities: Identify inefficiencies, system gaps, and areas of overlap or underutilization.
- Recommend Optimization Strategies: Propose actionable recommendations for optimization of systems, business processes, integration strategies and system changes.
- Achieve Cost Savings and Streamline Operations: Develop a strategy for reducing unnecessary costs and improving operational efficiency.
- Ensure Compliance: Ensure that the ERP systems comply with relevant industry standards, regulations, and internal policies.

1.2 SCOPE OF WORK

The selected consultant will be responsible for the following tasks:

1.2.1. ERP SYSTEM ARCHITECTURE ASSESSMENT:

- Review the existing ERP systems and the underlying infrastructure.
- Evaluate the current ERP software's functionality, integration with other systems, and support for business processes.
- Map out the current business process flows and identify inefficiencies or bottlenecks
- Identify gaps in functionality, compliance issues, and integration challenges.

1.2.2. BUSINESS PROCESS EVALUATION

- Review and document key business processes in all functional areas (e.g., operations, finance, HR, procurement, sales, etc.).
- Evaluate the alignment of ERP systems with business needs and goals.
- Identify opportunities for consolidation or streamlining of processes.

1.2.3. RECOMMENDATION OF OPTIMIZATION STRATEGIES

- Propose solutions for improving the existing ERP architecture, including potential upgrades, changes, integrations, and automation.
- Recommend cost-saving strategies through better utilization of the ERP system and the elimination of redundant systems.
- Provide strategies for improving user adoption, change management and ensuring smooth operation across business units.
- Ensure the ERP system can scale with business growth and future needs.

1.2.4. COMPLIANCE REVIEW

- Ensure that all ERP systems are compliant with applicable industry standards, legal regulations, and internal policies.
- Identify any compliance gaps and propose solutions to address them.

1.2.5. ACTIONABLE INSIGHTS AND ROADMAP

- Provide a comprehensive report with an executive summary, detailed findings, and a prioritized action plan.
- Develop a roadmap for implementing the recommended changes, including timelines, costs, and resource allocation.
- Provide post-implementation recommendations for monitoring and ensuring continuous improvement.

1.3 DELIVERABLES

The successful consultant will deliver the following:

- ERP Systems Assessment Report: A detailed analysis of the current ERP systems and their architecture.
- Business Process Evaluation Report: A review of key business processes and how they align with the current ERP system.
- Optimization Strategy Report: A comprehensive report detailing the identified gaps, recommended optimization strategies, and actionable recommendations for improvement.
- Compliance Review Report: A report evaluating the compliance of ERP systems with industry regulations and internal standards.
- Roadmap for Implementation: A step-by-step roadmap for optimizing the ERP systems, including timelines, resources, and cost estimates.
- Vendor Negotiations Report: Detailed report outlining the vendor negotiation process, including engagement strategies, cost negotiations, final agreements, and terms, ensuring the most cost-effective solution is selected while achieving NICO Group business needs.
- Executive Summary: A high-level summary of the key findings and recommendations.

1.4 PROPOSAL SUBMISSION REQUIREMENTS

1.4.1. TECHNICAL PROPOSAL

The technical proposal should include the following:

- Consultant's Background and Experience: A brief overview of the consultant's experience, particularly with ERP systems architecture and optimization in similar industries.
- Approach and Methodology: A description of how the consultant will approach the assessment, the methodology to be used, and the key steps involved in the process.
- Key Staff Qualifications: Information about the consultant team, including the qualifications and experience of key staff members.
- Case Studies or Examples of Previous Work: A summary of relevant case studies or similar work done by the consultant.
- Workplan: A detailed work plan outlining tasks, milestones, and deadlines.
- Compliance to Eligibility Criteria: Proof of eligibility and the ability to meet the requirements outlined in the RFP.

1.4.2. FINANCIAL PROPOSAL

The financial proposal should include the following:

Breakdown of Contract Price: A detailed breakdown of fees, including consulting hours, rates, and any reimbursable costs.

1.5 SUBMISSION OF PROPOSALS

Interested firms that meet the requirements should request the RFP through email nicogroupprocurement@nicomw.com. Proposals prepared in accordance with the instructions on RFP document should be submitted through email: nicogroupprocurement@nicomw.com by 29th April 2025 before 17:00 hours local time.

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