



**Kenya National  
Police DT SACCO**

*United for Prosperity*

## **EXPRESSION OF INTEREST**

**Reference Number: KNPS/EOI/IRS/06/2022**

**For Supply, Implementation, Testing and  
Commissioning of an Integrated Reconciliation  
System for Backoffice And Member Personal  
Accounts.**

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## 1. INTRODUCTION

### **1.1 About Kenya National Police DT SACCO (KNPS)**

KNPS was registered on 20th November 1972 and was issued with a registration certificate number CS/2092. The SACCO has over 63,000 members and 8 Physical branches.

The Finance and Accounts Department is responsible for all SACCO Reconciliations which include Channels (mobile banking (M-Tawi), ATM Suspense, ATM Settlement) and Bank Reconciliations. The SACCO is looking for a solution to handle the channels, backoffice and member personal accounts reconciliation.

In the framework of its activities, mobile banking transactions i.e. Deposits and withdrawals average around fifteen thousand day. ATM suspense handle around 4,000 per day.

### **1.2 Purpose**

This document has been issued with the aim of providing information that will assist interested bidders and solution vendors to express their interest in supplying, implementing, testing, and commissioning of an integrated reconciliation system for backoffice and member personal accounts.

Expressions of Interest (EOI) responses received from interested vendors will be evaluated and ranked in terms of the best fit to meet KNPS's goals as outlined above. Shortlisted bidders and solution providers will then be invited to participate in KNPS's Request for Proposal (RFP) process.

### **1.3 Objective**

The main goal of this project is to acquire, implement and maintain an automated integrated reconciliation solution off-the-shelf providing a robust and scalable architecture, capable of identifying, matching and reconciling Mobile Banking and ATM transactions generated by the SACCO's internal systems (CBS and ERP) and Statements obtained from external parties like mobile service providers and commercial banks. The system should bring order to all independent processes in a transparent, dynamic, and robust fashion, thereby optimizing the administrative workflow linked to day to day back-office and member personal account reconciliation and investigations processes

To achieve this goal, the project implementation will meet the following minimum requirements:

- Elimination of all manual data manipulation and all manual reconciliation processes
- Capturing and transformation of data from heterogeneous sources in a harmonized and homogeneous central point.
- Integration with existing in-house and third-party systems
- Access from one entry point of the relevant data from CBS and ERP systems and other sources and establishment of validation control for reconciliation activities.
- Automatic conduct of daily, monthly, periodical and ad hoc reconciliation process.
- Provision of a reporting tool that will enable the users to generate different reports as well as exception reports for appropriate and quick investigations.
- Generation of automatic investigation of cases for exceptions, with investigation messages being sent automatically by email. Attachment of each investigation case documents exchanged for follow up and tracking.
- Generation of follow up and statistical reports on investigation cases.
- Perform all tasks while providing the appropriate level of information security to safeguard the SACCO's and regulatory interests

### **1.4 Disclaimer**

The envisioned outcome of this document is the receipt of EOI submissions. KNPS reserves the right not to initiate the subsequent RFP process.

Further, this document shall not be construed as a request or authorization to perform work at the expense of KNPS. Any work performed and/or expenditure incurred to facilitate submission of an EOI, will be at the respondent’s own discretion and expense.

KNPS reserves the right to accept or to reject any EOI submission or response, and to annul the process and reject all responses at any time during the EOI evaluation, without thereby incurring any liability to any vendor.

## **2. ABOUT THE EXPRESSION OF INTEREST**

### **2.1 Overview**

The scope of this EOI, seeks to supply, implement, test and commission an integrated reconciliation system of backoffice and member personal accounts.

### **2.2 Eligibility**

This document may be referenced by Original Equipment Manufacturers (OEMs), system integrators, value-added-resellers, system vendors or software development companies that offer systems and solutions required by KNPS as listed above.

The following scenarios may lead to disqualification of submitted EOI submissions, and exclusion from the envisioned subsequent RFP process:

- Failure to adhere to the use of standard templates (refer to Appendix); and
- Late EOI submission (refer to Section 2.6).

### **2.3 Registration of interest to participate in EOI**

Qualifying bidders are required to register their interest by sending an email to ([procure@policesacco.com](mailto:procure@policesacco.com)). As a minimum, the following information should be included in this email:

1. Organization name and country of registration;
2. Contact person and address, including email and phone number;

Deadline for registration of interest by qualifying organizations: before 4<sup>th</sup> July 2022.

### **2.4 Content of the EOI Submission**

As a minimum, EOI submissions should include the following information, which should be presented as prescribed by the templates included in the Appendix Section of this document.

<b>EOI Section</b>	<b>Nature of expected content</b>	<b>Template provided</b>
Company Profile	<ul style="list-style-type: none"> <li>• Company name and identity of proposed solution;</li> <li>• Organisation profile (company and associations); and</li> <li>• Information demonstrating firm’s operational and technical capacity to deliver work to KNPS.</li> </ul>	Yes, refer to appendix A

EOI Section	Nature of expected content	Template provided
	<i>Company profile information should be limited to a maximum of 5 pages - 5 Marks</i>	
Firm's Experience and references	<ul style="list-style-type: none"> <li>Detailed information related to a minimum of 4 previous, related engagements; and</li> <li>Provide client reference letters or any other alternative confirmation of involvement in providing services to named clients, such as award letters or relevant extracts from engagement contracts.</li> </ul> <p><i>Each previous experience should be outlined over a maximum of 2 pages – 15Marks</i></p>	Yes, refer to appendix B
System functionality and features	<ul style="list-style-type: none"> <li>Information to assist in the detailed assessment of the ability of proposed systems/solutions to meet KNPS's vision and processes (reference section 1.2 &amp; 1.3).</li> </ul> <p><i>Limited to a maximum of 5 pages 35 - Marks</i></p>	Yes, refer to appendix C
System architecture	<ul style="list-style-type: none"> <li>Information related to technical architecture of the proposed systems.</li> </ul> <p><i>Limited to a maximum of 3 pages – 5 Marks</i></p>	Yes, refer to appendix D
Approach and methodology	<ul style="list-style-type: none"> <li>Outline typical/recommended approach and methodology proposed by your firm in the supply, implementation, testing and commissioning of proposed solution;</li> <li>This should also include the following: <ul style="list-style-type: none"> <li>✓ project plan/schedule;</li> <li>✓ nature of work done at each phase of the project;</li> <li>✓ typical stage-gates and activities such as provision of sand-box environment, sign-offs, training (technical and user); and</li> <li>✓ Phase / stage deliverables.</li> </ul> </li> <li>Any assumptions made in modelling your approach, methodology and project plan, for example, estimating availability of client resources/staff members and data readiness, should be outlined.</li> </ul> <p><i>Limited to a maximum of 6 pages – 25 Marks</i></p>	Not provided
Certificate of incorporation	<ul style="list-style-type: none"> <li>Valid certificate of incorporation – <b>Mandatory</b></li> </ul>	N/A
Current tax compliance certificate	<ul style="list-style-type: none"> <li>Valid certificate issued by appropriate tax body, with jurisdictional authority where the bidding organization is registered– <b>Mandatory</b></li> </ul>	N/A
Audited financial statements for the last three (3) years.	<ul style="list-style-type: none"> <li>Audited financial statements for 2019, 2020 and 2021. – <b>15 Marks</b></li> </ul>	N/A

## 2.5 Evaluation criteria

EOI submissions will be evaluated based on the following considerations

Area of focus	Evaluation Considerations
Certificate of Incorporation, Current tax compliance certificate, Audited financial statements for the last three (3) years.	<ul style="list-style-type: none"> <li>• Sound financial standing over the last 3 years, based on revenues, profitability and available cash.</li> <li>• Evidence of tax compliance and years of existence.</li> </ul>
Company Profile	<ul style="list-style-type: none"> <li>• Evidence of strong technical and operational capabilities.</li> </ul>
Firm experience and references	<ul style="list-style-type: none"> <li>• Previous experience in deployment of solution(s), relevant to KNPS.</li> </ul>
Detailed system functionality and features	<ul style="list-style-type: none"> <li>• Ability of proposed system/solution to support KNPS's current and future needs (functions and processes)</li> </ul>
Approach and methodology	<ul style="list-style-type: none"> <li>• Appropriateness of typical/recommended approach and methodology, that supports: <ul style="list-style-type: none"> <li>— Stage-wise management of the project;</li> <li>— Sign-offs and taking ownership; and</li> <li>— Knowledge transfer.</li> </ul> </li> </ul>

Respondents who will score a minimum of 70% will be considered for the next stage.

Preferential treatment will be given to firms with local presence:

## 2.6 Clarifications

Requests for clarifications should be submitted in writing by way of email to [procure@policessacco.com](mailto:procure@policessacco.com) Deadline for submission of clarification requests is 4 July 2022 (11.00 AM East African Time).

We shall endeavour to respond to all clarifications, by way of an email circulated to all invited participants (without disclosing identity of who raised clarification request).

## 2.7 Submission

The EOI shall be submitted in a sealed envelope clearly marked as set out below:

**KNPS EOI REFERENCE NUMBER:** KNPS/EOI/IRS/06/2022

**PROPOSED SERVICE:** Supply, implementation, testing and commissioning of an integrated reconciliation system of backoffice and member personal accounts.

The EOI document shall be addressed to the:

**Chief Executive Officer**

**Kenya National Police DT SACCO Ltd.**

**P.O Box 51042-00100,**

**Nairobi Kenya**

Sealed envelopes shall be deposited in the **tender box on ground floor, Kenya Police SACCO Plaza, Ngara road.**

Submissions are expected to reach KNPS offices not later than Wednesday, 6 July 2022 at 11.00 AM East African Time. Late submissions will be disqualified.

EOI respondents are required to use the prescribed template (see Appendix section) when preparing their responses and ensure all pages are numbered.

## 2.8 EOI opening

The bids will be opened thereafter and firms may send their representatives to witness the opening.

The opening will be at Kenya National Police DT SACCO boardroom at Mezzanine 2 floor on 6 July 2022 immediately after closure.

## 2.9 Key Dates

Date	Activity
22 June 2022	<ul style="list-style-type: none"> <li>EOI made available</li> </ul>
4 July 2022	<ul style="list-style-type: none"> <li>Deadline for registration to participate in the EOI process by qualifying organisations</li> <li>Deadline for receiving requests for clarifications</li> </ul>
6 July 2022	<ul style="list-style-type: none"> <li>Deadline for receiving responses to the EOI</li> <li>EOI opening</li> </ul>

For your reference, the following key dates apply

y.

## APPENDIX – RESPONSE FORMATS AND TEMPLATES

### A. Company Profile Format

Company Profile	Details				
Company details <ul style="list-style-type: none"> <li>Name</li> <li>Year of incorporation</li> <li>Registered office address</li> <li>Key contact details(email and day phone contact)</li> </ul>					
Details of Associations (if any) <ul style="list-style-type: none"> <li>Name</li> <li>Year of incorporation</li> <li>Registered office address</li> </ul>					
Summary list of clients, where work related to KNPS and area of interest has previously been performed	Name of client	Size of client (Financial, number of customers, or employee size)	Industry	Country	Nature of work done
Operational and technical capabilities (Specific to the EOI)	*Areas of specialization	No of years of experience	No of technical resources	No of functional resources	

#### Notes

\*Areas of specialization include (For example); implementation of entire system or specific modules, upgrade of previously implemented systems or modules, post go-live support, training, project management, providing quality assurance services etc.

### B. Specific firm experience/reference template

Country:	Duration of assignment(Months):
Location within country	
	Total Number of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (US\$):
Start date (Month/year):	No of professional staff-months provided by associated consultants:
Completion date (Month/year):	



Name of associated consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate significant profiles such as Project Director/Coordinator, Project Manager, and Module Leads etc.).
Narrative description of the project:	
Description of actual services provided by your staff within the assignment:	

### C. Detailed system functionality and features

Limited to 5 pages

Name of the proposed system(s)/solution(s) including versions:				
Key Modules	Sub Module (where applicable)	Functionality provided/supported	Year of Release	Any other relevant information/diagrammatic outline

### D. System Architecture

Limited to 3 pages

DESCRIPTION	VENDOR RESPONSE
List Operating System environments that your solution is compatible with (highlight preferences, if any, that may deliver optimal performance)	
List databases that your solution is compatible with (highlight preferences, if any, that may deliver optimal performance)	
List hardware (physical and/or virtual) requirements needed to support your solution (database, servers and any other applicable hardware.)	
For sizing purposes, assume to typical banking client and/or previous engagements. Include assumptions made.	
Identity and discuss integration, integration adapters and Service Oriented Architecture capabilities that are standard to your solution.	
Software version number of proposed solution and	

date of release.	
Delivery channels & systems that the proposed system is able to integrate with e.g. Web portals, USSD, Mobile Applications, ATMs CBS, ERP etc.	
Location(s) of the technical Support centre, which will provide service for KNPS.	