



**Request for Proposals (RFP)  
for Independent Contractor Opportunity for:**

**Professional Services: Business Consulting Firm**

**RFP#: PROJECT 2017-06-22**

**Project Based Contract**

**Issued: Thursday, June 22, 2017**

**Application Deadline: Friday, July 14, 2017 at 5:00 pm EST**

**For a full copy of the RFP Guidelines, please visit: [www.merx.com](http://www.merx.com)**

**PART 1 – PURPOSE:**

ACCES Employment is seeking a ***Business Consulting Firm*** in order to deliver the services described in **PART 2 – PROJECT GOALS**.

**PART 2 – PROJECT GOALS:**

The organization has experienced substantial growth in the past couple of years. As a result, we have identified that we need to implement a Contract Management System and an Inventory Management System. Currently, we rely on Excel reports to keep track of contracts and capital assets across our five locations (Toronto, Brampton, Mississauga, North York and Scarborough).

In addition, we want to explore different options for:

- a) an accounting software. Currently, we use Sage 300 Business Management Solutions (Accounting and Finance features).
- b) an HR system. Currently, we use ADP to process payroll.

In summary, there are four areas of interest:

1. Contract Management System
2. Inventory Management System
3. Accounting Software
4. HR System

The goal is to implement the best technological solution for our needs in order for us to be able to record, retrieve and share information across the departments more efficiently while complying with the requirement of the Broader Public Sector (BPS) Act, 2010 and funding agreements.

Our fiscal year runs from April 1 – March 31. All phases of the project are to be completed and solution ready to be used by **Friday, December 29, 2017**.

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