



**REQUEST FOR PROPOSAL FOR  
ACCOUNTING & FINANCIAL SYSTEM**

**RFP NO: CYTFIN002**

## 1. Introduction

Cytonn Investments is an independent investment management firm, with offices in Nairobi - Kenya and D.C. Metro - U.S. We are primarily focused on offering alternative investment solutions to individual high net-worth investors, global and institutional investors and Kenyans in the diaspora interested in the high-growth East-African region. We currently have over Kshs. 74 billion of investments and projects under mandate, mainly in real estate.

Below is an outline of the company structure:

Entity	Nature & Purpose of Entity
Cytonn Investments Management Limited (CIM)	This is the parent company through which the administrative function of the group is executed. The company offers investments solutions whose objective is to offer clients the best investment returns on a risk adjusted basis. These investments solutions are classified into four groups: high yield solutions, real estate investment solutions, private equity investments and advisory.
Cytonn Real Estate (CRE)	The entity is the real estate development arm for the group, with all the necessary capabilities to deliver the very best real estate development products. CRE's activities include fund raising, market research and site acquisition, concept design, project management, quality control and assurance and sales & marketing.
Special Purpose vehicles (SPVs)	These are Limited Liability Partnerships through which the various projects managed by CRE are housed. Each SPV is run as a distinct legal entity with a separate governance structure and general ledger. There are currently eight numbers of SPVs, and these will continue to grow.
Cytonn Technologies (CT)	This is a technology solutions company offering services in web application development, user interface design, e-commerce solutions, network design, network management and integrated business solutions.
Cytonn Investment Co-operative Society (CICOS)	Cytonn Investment Co-operative Society offers Members' attractive returns, investment in real estate, and products to suit all individuals. The investment co-operative enables its Members to access high returning alternative investment areas such as real estate and

	private equity, which are usually not accessible to individual investors.
Cytonn Properties	Cytonn Properties is a subset of Cytonn Real Estate a subsidiary of Cytonn Investments Company. Handling a wide scope of activities in the industry, we provide spaces for buying, selling, letting and managing, cementing our reach in all the stages of any projects life phase.
Cytonn Diaspora	Cytonn Diaspora is a platform that enables East Africans in the diaspora to invest back in Kenya, by being a trusted partner, offering attractive investment opportunities, and providing a safe and secure platform to invest.
Others	Being an Investment Company for both in-house and third-party investments, Cytonn may continue to form entities from time to time.

### Business Systems:

Our operations are managed through an in-house developed software known as CRIMS (Client Relationship and Investment Management System). This is a multicurrency portfolio management and administration software that manages the business activities below:

1. Cytonn Cash Management Solutions (Cytonn CMS)
2. Cytonn regular investments savings plan (CRISP)
3. Regular Investment solutions (RIS)

Other modules that are under development in CRIMS include:

1. Real Estate
2. Cytonn Co-operative

In terms of our other business systems and setup:

1. The Human Resource function is managed through an in-house developed system known as Cytonn Human Resource System (CHRIS).
2. Projects are modelled in Microsoft Excel.
3. The Accounting function is currently managed in QuickBooks, and this Accounting Function is the purpose of this RFP.

## **2. Project Description**

Cytonn invites proposals to implement a suitable system to manage its accounting and finance function.

Your firm should engage the Cytonn team with an aim of preparing a business requirements document for the group. Thereafter, your firm will prepare a detailed report of how the new financial system will respond to the business requirement. The report should cover the following:

1. Roadmap to system implementation
2. Implementation time lines
3. Data migration requirements
4. Suitable application functionality
5. Interfaces to other systems in Cytonn
6. Proposed business process redesign
7. Reporting requirements
8. Options for scalability
9. Training requirements
10. Security requirements
11. Architectural and infrastructure requirements
12. Storage requirements
13. Backup requirements
14. Support requirements
15. Any other information necessary for implementation of the system

## **3. Proposal format**

The proposals should contain two components: a technical and financial proposal. The technical proposal must include the following items:

1. Company profile.
2. Company experience in system implementation.
3. Resumes of staff in the project.
4. Project implementation plan.
5. Draft engagement letter.
6. At least three references for similar projects completed.

## **4. Submission of proposal**

Cytonn welcomes your firm to engage us before September 20<sup>th</sup> 2016 for you to gain an understanding of our operations to enable you prepare the proposal.

The proposals must be received in soft copy to [finance@cytonn.com](mailto:finance@cytonn.com) not later than **Friday, September 30, 2016 by 5 pm.** Any proposal received after the deadline will not be considered. Incomplete proposals will not be considered. Should you have any questions, kindly contact the undersigned.

**Josephat Gichimu.**  
**Finance Manager.**