Your Website

Your Social Media Account 1

Your Social Media Account 2

Your Social Media Account 3

Your Company

Address Line 1

Address Line 2

City, State

SAMPLE REQUEST FOR PROPOSAL

LEASE ACCOUNTING SOFTWARE

*Insert Disclaimers about confidentiality and limitations on usage rights here.*

**ISSUE DATE**

02.25.2016

**DUE DATE**

12.31.2018

**POINT OF CONTACT**

Your Name

Your Title Line 1

Your Title Line 2

name@yourcompany.com

NNN-NNN-NNNN

Y

**GENERAL VENDOR**

**INFORMATION**

|  |
| --- |
| **Vendor Contact Information** |
| **Company Name** |  |
| **Headquarters Address** |  |
| **Company Website URL** |  |

|  |
| --- |
| **Vendor Profile Information** |
| **Number of Employees** |  |
| **Public or Private** |  |
| **Revenue****Current and Prior Year**  |  |
| **Profit and Loss****Current and Prior Year** |  |
| **Number of Years in Business** |  |
| **DUNS Number** |  |
| **Tax Identification Number** |  |

|  |
| --- |
| **Point of Contact for RFP** |
| **Name** |  |
| **Title** |  |
| **Email Address** |  |
| **Business Phone Number** |  |
| **Mobile Phone Number** |  |

**CORPORATE AND**

**PRODUCT INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Description** | **Yes/No** | **Comments** |
|  | **Company and Product** |  |  |
|  | **Corporate Strategy** - Provide a brief overview of your company’s strategy, vision and mission. |  |  |
|  | **Corporate History** - Provide a brief overview of your company’s history. |  |  |
|  | **Solution Overview** - List the modules or applications that are part of your solution. |  |  |
|  | **Solution Diagram** - Provide a diagram of how your solution and how it will interact with the other applications in our environment. |  |  |
|  | **Differentiation and Experience** |  |  |
|  | **Differentiation** - What differentiates your company from others in the marketplace? |  |  |
|  | **Revenue Sources** - What percentage of your company’s revenue is derived from lease accounting software? Which of your product lines generates the most revenue? |  |  |
|  | **Number of Customers** - How many customers are currently using your lease accounting software product? |  |  |
|  | **Customer Examples** - Please list three examples of customers using your lease accounting software. |  |  |

**LEASE ACCOUNTING**

**FEATURES**

|  | **Description** | **Yes/No** | **Comments** |
| --- | --- | --- | --- |
|  | **Accounting Standards Support** |  |  |
|  | **New GAAP** - Does the current release of your software support the new US GAAP standard - ASC 842? List any aspects of the standard that are not supported. |  |  |
|  | **Current GAAP** -Does the current release of your software support the current US GAAP standard - ASC 840? List any aspects of the standard that are not supported. |  |  |
|  | **New IFRS** - Does the current release of your software support the new international accounting standard - IFRS 16? List any aspects of the standard that are not supported. |  |  |
|  | **Current International** - Does the current release of your software support the current international accounting standard - IAS 17? List any aspects of the standard that are not supported. |  |  |
|  | **Other Standards** - List any additional Local GAAP or industry standards (e.g. STAT, FERC) that your accounting engine. |  |  |
|  | **Classification, Judgments, Exemptions and Policy Elections** |  |  |
|  | **Classification Testing** - For which accounting standards (US GAAP, IFRS current/new) can your application automatically perform classification tests? |  |  |
|  | **Policy Configuration** - At what level is lease policy configured in the system? Please provide an overview of how lease policy configured into the system is associated with individual leases. |  |  |
|  | **Lease Policies** - Can your software be configured as policies to automate lease classifications?* Default economic life
* Amortization term
* Depreciation methods (taxes)
* Depreciation methods (accounting)
* Majority economic life thresholds
* Bargain purchase thresholds
* Reasonably certain (likely) purchase thresholds
* Present value of minimum lease payments as a percentage of fair market value
 |  |  |
|  | **Overrides** - Can users override the lease classification and provide explanations? |  |  |
|  | **Judgments** - Can judgments be documented during the accounting analysis? |  |  |
|  | **Exemptions** - Can exemptions and policy elections be documented in the application? |  |  |
|  | **Lease Accounting Sub Ledger** |  |  |
|  | **Sub Ledger** – Do you offer a subledger for lease accounting? |  |  |
|  | **Journal Entries** - Can monthly journal entries be created at a portfolio-level, lease-schedule-level and asset-level? |  |  |
|  | **Asset-Level** - How are asset-level journal entries generated (i.e. based upon proportional allocation from a schedule or on a unique asset basis)? |  |  |
|  | **Single Sub Ledger** - Can your software generate journal entries for new and current, international and US GAAP standards be generated from a single sub ledger? |  |  |
|  | **Parallel Ledgers** - Can your software provide multiple parallel ledgers from a single instance? |  |  |
|  | **Foreign Subsidiaries** - Can your software enable foreign subsidiary reporting in consolidated US GAAP as well as statutory reporting in IFRS? |  |  |
|  | **Comparative Accounting** - Do you support comparative accounting – reports that compare journal entries from two different ledgers (e.g. 840 and 842)? |  |  |
|  | **Transition Accounting** - Do you support transition accounting including parallel comparative reporting, forecasting/analysis and Date of Initial Application adjusting entries?  |  |  |
|  | **External Data** - Is all the information required to generate journal entries stored in the application? If not, what dependencies exist on data stored in ERP or fixed asset systems?  |  |  |
|  | **GL Support** - Which ERP and general ledger applications can journals be exported to (e.g. SAP, Oracle, NetSuite, PeopleSoft, JD Edwards)? |  |  |
|  | **Multiple GLs** - Can the journal entries be exported to multiple general ledgers on separate ERP instances? |  |  |
|  | **Accounting Engine** |  |  |
|  | **Index-Based Rents** - Does the software support market index based rents (e.g. LIBOR, CPI)? |  |  |
|  | **Performance-Based Rents** - Does the software support performance based rents (e.g. annual sales)? |  |  |
|  | **Usage-Based Rents** - Does the software support usage based rents (e.g. mileage, consumption)? |  |  |
|  | **Advance Payments** - Does the software support rent payments in advance and arrears? |  |  |
|  | **Skip Payments** - Does the software support skip payments and “rent holidays?” |  |  |
|  | **Mid-Month Commencement** - Does the software support leases with a mid-month commencement? |  |  |
|  | **Mid-Term Payments** - Does the software support mid-term payment adjustments, including designation of “cause of change” for accounting purposes? |  |  |
|  | **Step Leases** - Does the software enable accounting and management of step leases? |  |  |
|  | **Short Term Leases** - Can the software track short term leases if we elect to enter them? |  |  |
|  | **CAMs** - Can the software track and account for leasing charges beyond rent such as CAMs, insurance and taxes? |  |  |
|  | **Start of Term Events** - Can the software produce journal entries for leases with different lease start dates, asset available dates and depreciation start dates? |  |  |
|  | **Middle of Term Events** - Can the application perform accounting for mid-term asset level changes (i.e. one asset is discontinued/returned and the others stay on lease)? |  |  |
|  | **End of Term** **Events** - Can the application perform accounting for end-of-term asset level changes (i.e. one leased asset is renewed and the others are terminated)? |  |  |
|  | **Sale Leaseback** - Does the software support sale-leaseback accounting? |  |  |
|  | **Subleases** - Does the software support accounting for subleases (i.e. as a lessor)? |  |  |
|  | **Management Features** |  |  |
|  | **Cost Center Allocation** - Does the software enable cost center allocations for individual assets on a single lease schedule (e.g. 5 assets on a schedule being allocated to 2+ cost centers)? |  |  |
|  | **Split Allocation** - Does the software support split allocations of a single asset across multiple cost centers? |  |  |
|  | **Auditing and Reporting Features** |  |  |
|  | **Standard Reports** - List the additional standard reports that come pre-configured with the application. |  |  |
|  | **As At Reporting** – Do the standard reports offer “as at” reporting? |  |  |
|  | **Roll Forward** - Do you offer Roll Forward reporting that summarizes the changes during a period? Which of the following changes are captured:* Returns
* Buyouts
* Retired soft costs
* Partial events
* Renewals
* New deals
 |  |  |
|  | **Quantitative Analysis** – Does your disclosures reporting package include quantitative analysis of* Amortization of ROU assets
* Interest on lease liabilities
* Total lease costs
* Weighted average remaining lease term
* Weighted average discount rate
 |  |  |
|  | **Maturity Analysis** – Does your disclosures reporting package include a maturity analysis with supporting details for:* Undiscounted cash flow outflows
* Reconciliation for finance and operating leases
 |  |  |
|  | **Business Unit Level** - Can the reports be viewed at a consolidated level as well as an entity or business unit level? |  |  |
|  | **Custom Reports** - Can additional reports be configured or customized to meet our needs? |  |  |
|  | **SOX Controls** - Does your software support the enforcement of internal controls for SOX or financial reporting? |  |  |
|  | **Audit Trail** - Does the application offer the ability to capture who/what/when events that occur to produce an audit trail? |  |  |
|  | **Supporting Documents** - Can links be established between events on the timeline and supporting documents or attachments? |  |  |
|  | **Reconciliation** - Does the application offer reconciliation between accounting periods? |  |  |
|  | **Configuration and Financial Variables** |  |  |
|  | **Financial Variables** - Can financial variables such as WACC, IBR, Cost of Debt, Cost of Equity be managed and controlled centrally? |  |  |
|  | **Foreign Exchange Rates** - Can foreign exchange rates be managed and controlled centrally? |  |  |
|  | **Currency Support** - List any foreign currencies that are not supported. |  |  |
|  | **Fiscal Calendars** - Do you support multiple fiscal calendar types? |  |  |

**LEASE ADMINISTRATION**

**AND MANAGEMENT**

|  | **Description** | **Yes/No** | **Comments** |
| --- | --- | --- | --- |
|  | **Real Estate** |  |  |
|  | **Repository** - Is there a central repository to store all real estate lease documentation (e.g. Leases, amendments, subleases, site plans, facilities drawings)? |  |  |
|  | **Asset Level** - Can the software track different components of a real estate lease at the asset level? |  |  |
|  | **Critical Dates** - Does the application track critical dates such as first right of refusal, option to expand, option to renew? |  |  |
|  | **End of Term** - Does the application notify end users of approaching end of term notification deadlines?  |  |  |
|  | **Escalations** - Can workflows be configured to escalate issues such as at-risk notification deadlines?  |  |  |
|  | **Subleases** - Describe the capabilities for management of subleases and sub-tenants. |  |  |
|  | **Security Deposits** - Can the application track security deposits? |  |  |
|  | **Equipment (Non-Real Estate Leases)** |  |  |
|  | **Asset Types** - Approximately what percentage of the leases loaded into your accounting software are for real estate versus non-real estate (IT, fleet, etc.)? |  |  |
|  | **Repository** - Is there a central repository to store all equipment lease documentation (e.g. Master Lease Agreements, Certificates of Acceptance, Asset Manifests)? |  |  |
|  | **Asset Level** - Can the software track different components of an equipment lease at the asset level? |  |  |
|  | **Middle of Term** - Does the software offer any specific functionality for mid-term buyouts or returns? |  |  |
|  | **Critical Dates** - Does the application track critical dates for end of term renewals, buyouts, or terminations? |  |  |
|  | **End of Term** - Does the application notify end users of approaching end of term notification deadlines?  |  |  |
|  | **Escalations** - Can workflows be configured to escalate issues such as at-risk notification deadlines?  |  |  |
|  | **Evergreen** - Does the software offer any specific functionality for tracking expired or evergreen leases? |  |  |
|  | **General Requirements** |  |  |
|  | **Lease versus Buy** - Does the application offer lease versus buy analysis? If yes, please explain the key features. |  |  |
|  | **Approval Controls** - Can workflows be configured to require approvals before a lease is initiated? If yes, please explain how. |  |  |
|  | **Overrides** – Canoverriding of lease policy be restricted or trigger workflow controls? |  |  |
|  | **Related Deals** – Can related deals be linked? |  |  |
|  | **Budgeting, Forecasting, Planning** - Does the application offer budgeting, forecasting or planning capabilities? |  |  |
|  | **Economic Performance** - Can the application assess the economic performance of leases? |  |  |
|  | **Payment Calculations** - Can the software generate recommended payment amounts for leases based upon the contract details? |  |  |
|  | **Invoice Reconciliation** - Can the application compare lessor invoices to recommended payment amounts? |  |  |
|  | **Disbursement Tracking** - Can the application compare actual disbursements with recommended payment amounts? |  |  |

**DATA ABSTRACTION,**

**INPUT AND OUTPUT**

|  | **Description** | **Yes/No** | **Comments** |
| --- | --- | --- | --- |
|  | **Data Abstraction Technology** |  |  |
|  | **Data Abstraction** - Does the application include data abstraction capabilities to capture leasing data elements from unstructured documents? |  |  |
|  | **File Formats** - List the file formats supported by the abstraction technology (e.g. PDF, JPEG). |  |  |
|  | **Standard Fields** - List the standard data elements that are captured by the data abstraction process. |  |  |
|  | **Custom Fields** - Can the abstraction software be configured to capture additional fields? |  |  |
|  | **Languages** - Can the software abstract data from documents written in languages other than English? |  |  |
|  | **Link Data** - Can the software link schedule, line item, asset and component level information submitted from different sources using a common key? |  |  |
|  | **Quality Assurance** - Can the data abstraction technology perform quality assurance to prevent bad data from entering the system? |  |  |
|  | **Data Input and Upload** |  |  |
|  | **Web Interface** - Does the application offer a web interface to key-in data? |  |  |
|  | **Bulk Upload** - Does the application support bulk loading of data from files? If yes, please list the file types supported and any file size limitations. |  |  |
|  | **Email Upload** - Does the application enable document upload via email and attachments? If yes, list the file formats supported and any file size limitations. |  |  |
|  | **API Upload** - Does the application offer an option to upload data or files via an API? |  |  |
|  | **Quality Assurance** - Does the application offer quality assurance features to ensure that bad data is not uploaded? If yes, please explain. |  |  |
|  | **International** - Does the application support double-byte and international character sets? List the languages that leasing data can be stored in. |  |  |
|  | **Data Extract and Output** |  |  |
|  | **Data Export** - Can data be exported? If so, please list the file formats supported. |  |  |
|  | **Spreadsheet Export** - Can the data be exported into a pre-formatted spreadsheet? |  |  |

**INTEGRATION**

|  | **Description** | **Yes/No** | **Comments** |
| --- | --- | --- | --- |
|  | **APIs** - Do you offer any APIs? If yes, please list the APIs offered and a summary of functionality. |  |  |
|  | **Training and Documentation** - Describe the types of training and documentation that are available for your API suite. |  |  |
|  | **ERP Integration** - Describe how your application interacts with ERP systems (SAP or Oracle) to exchange lease accounting data? |  |  |
|  | **ERP Apps** - What are the three most common ERP applications used by your customers? What percentage of your customers are using each? |  |  |
|  | **AP Integration** - Describe how your application can exchange data with Accounts Payable systems. |  |  |
|  | **Asset Management Integration** - Describe how your application can exchange data with various Asset Management applications for IT, Fleet and other types of Equipment. |  |  |
|  | **Real Estate Integration** - Describe how your application can exchange data with Real Estate Administration applications. |  |  |
|  | **Lessor Systems Integration** - Describe how your application can exchange data with the systems of Leasing companies to receive electronic feeds of data. |  |  |
|  | **Professional Services** - Do you offer professional services to perform integration between the lease accounting application and other systems? |  |  |
|  | **Comms Protocols** - List the communications protocols that are supported to exchange files with other applications. (e.g. S/FTP, FTP/S, HTTP/S, SOAP). |  |  |

**IMPLEMENTATION AND**

**PROJECT MANAGEMENT**

|  | **Description** | **Yes/No** | **Comments** |
| --- | --- | --- | --- |
|  | **Implementation Approach** - Explain your typical approach to implementing a lease accounting software project with companies similar to ours. |  |  |
|  | **Current Processes** – What documentation about current processes and systems is required to implement your lease accounting software? |  |  |
|  | **Lease Administration Changes** – What changes will be required of our real estate and equipment lease administration programs to use your software? |  |  |
|  | **Lease Accounting Changes** – What changes will be required from our accounting organization, systems and processes to use your software? |  |  |
|  | **Software Deployment** – What steps are required to install, configure and deploy the software? What tasks are expected from our IT organization? |  |  |
|  | **Data Collection** – What is the process for capturing the leasing data and uploading it into the application? |  |  |
|  | **Data Collection On-Going** – How is information about new leases or changes to existing leases captured for events that occur between the start of data collection and final cutover? |  |  |
|  | **Integration** – Do you offer professional services to integrate the lease accounting software with other applications such as the ERP/GL in our ecosystem? |  |  |
|  | **Accounting Support** – Do you offer advisory or accounting services to support the transition to the new standards? |  |  |
|  | **Training** – What training and documentation is provided to the end users following implementation? |  |  |
|  | **Scoping** - What information do you require to properly scope the project timeline and cost? |  |  |
|  | **Implementation Timeline** - What is the typical timeline for implementation for companies similar to ours? |  |  |
|  | **Customer Resources** - What resources are typically required from our (the customer) organization to successfully complete implementation? |  |  |
|  | **Subcontractors** - List any the names of any subcontractors (who are not employees of your company) that will be participating in the implementation and explain the role that they will play. |  |  |
|  | **Offshore** - List any offshore (captive or third party) organizations that will be involved in the implementation and explain the role that they will play. |  |  |
|  | **Implementation Partners** - List any partners or relationships you have with third parties who are trained to implement your lease accounting application. |  |  |

**CUSTOMER SUPPORT**

**AND BILLING**

|  | **Description** | **Yes/No** | **Comments** |
| --- | --- | --- | --- |
|  | **User Community** – What is the typical user community for your application and how do you support them? |  |  |
|  | **Support Availability** - List the days and hours for business and technical support. |  |  |
|  | **Point of Contact** - Do you provide a designated point of contact for support? |  |  |
|  | **Support Channels** - What are the channels available for support (e.g. phone, email, chat)? |  |  |
|  | **Self-Service Portal** - Can trouble tickets be entered via a self-service web portal? |  |  |
|  | **Languages** - List the languages that phone, web and email based customer support is available in. |  |  |
|  | **Support Locations** - List any locations outside of the US in which you provide training, customer support or professional services for lease accounting. |  |  |
|  | **Ticket Prioritization** - Explain how issues and trouble tickets are classified, resolved and escalated. |  |  |
|  | **Support Tiers** –How many tiers of technical and business support are available? What are the roles and responsibilities of each tier. |  |  |
|  | **Customer Satisfaction** - How does your company measure customer satisfaction? |  |  |
|  | **Quarter-End Support** - Do you offer any priority support levels or SLAs to support month-end or quarter-close? |  |  |
|  | **Customer Success** – What programs do you have to ensure the success of our lease accounting program after implementation? |  |  |
|  | **Documentation** - Describe the online documentation that is available to end-users (e.g. FAQs, How To Videos, Knowledge Base)? |  |  |
|  | **User Conference** - Do you have a user conference? If so, please provide the meeting frequency and forum (online versus in-person). |  |  |
|  | **Online Forums** - Do you host any online user communities or forums? |  |  |
|  | **Billing** - How do you bill for professional services?  |  |  |
|  | **Detailed Billing** - Do you provide line-item detail on including billing rates and hours per individual? Do you provide line-item detail on deliverables? |  |  |
|  | **E-Invoicing** - Can you send invoices electronically via EDI or other standard? |  |  |

**TECHNOLOGY AND**

**OPERATIONS**

*Please answer all of the General Questions as well those that apply to your deployment model (SaaS or On-Premise). If you offer both SaaS and On-Premise, please provide answers to both.*

|  | **Description** | **Yes/No** | **Comments** |
| --- | --- | --- | --- |
|  | **General Questions** |  |  |
|  | **Deployment Model** - Which of the following best describes your primarily deployment model?* On-Premise Software
* Multi-Tenant SaaS
* Single-Tenant Hosted
 |  |  |
|  | **Architecture** - Describe the technical architecture of your application. |  |  |
|  | **Third-Party Technology** - List any third-party technologies that are included in your solution. |  |  |
|  | **Diagram** - Provide a diagram of your application’s technical architecture. |  |  |
|  | **Single Instance** - Can all of our lease accounting run on a single instance of your software? Do different instances need to be deployed with each ERP or GL? |  |  |
|  | **Browsers** - Does your application work on all the major browsers – Apple Safari, Microsoft Edge, Google Chrome, Mozilla Firefox? |  |  |
|  | **Mobile App** - Is there a mobile version of the application? If so, does it work on the iOS and Android platforms? |  |  |
|  | **Performance** - Explain any performance or capacity constraints that exist for your application. |  |  |
|  | **For On-Premise Applications** |  |  |
|  | **OS Support** - What operating systems are supported? |  |  |
|  | **Database Support** - What relational databases are supported? |  |  |
|  | **Specialized Software** - Is there any specialized software that is required to operate the application? |  |  |
|  | **Hardware Requirements** - What is the typical server hardware configuration for a company similar to ours? |  |  |
|  | **Licensing Models** - Please explain your licensing options (e.g. perpetual, term, subscription, etc.) |  |  |
|  | **Non-Production License** - Do you offer a development and/or testing license? |  |  |
|  | **Upgrades** - What IT resources are required to upgrade to new versions of the software? |  |  |
|  | **For SaaS Applications** |  |  |
|  | **Maturity** - How many years have you been offering SaaS and/or cloud versions of your products? |  |  |
|  | **Deployment Models** - What percentage of your customers run on the SaaS/cloud platform versus on-premise? |  |  |
|  | **Multi-Tenancy** - Is the application multi-tenant? If so, what architectural features ensure the privacy of data between customers. |  |  |
|  | **Data Centers** - List the locations of data centers and names of providers that run your SaaS application. |  |  |
|  | **Staging Environment** - Is there a development, testing or staging environment available for customer use? If yes, please explain the process for deploying from test to production. |  |  |
|  | **SLAs** - List your standard Service Level Agreements for uptime and your performance against these SLAs over the past 12 months. |  |  |
|  | **Monitoring** – How do you ensure the application is highly available? What monitoring technologies are used. |  |  |
|  | **Backup/Recovery** - Describe your process and the frequency for backing up system files and data. |  |  |
|  | **Disaster Recovery** - Describe your business continuity plan in the event of a catastrophic disaster to your primary data center. |  |  |
|  | **Release Management** - Describe the process for publishing new releases of the software to the production environment. |  |  |
|  | **Change Control** - Explain your change control procedures for infrastructure supporting the application such as LAN/WAN, firewall, etc. |  |  |
|  | **SOC Certification** - Have you been SOC 1, SOC 2 or SOC 3 certified? If so, please list the frequency of the certification process and the name of auditor. |  |  |

**INFORMATION SECURITY**

**AND COMPLIANCE**

|  | **Description** | **Yes/No** | **Comments** |
| --- | --- | --- | --- |
|  | **General Questions** |  |  |
|  | **User Administration** - Describe the tools available to administer users and profiles. |  |  |
|  | **Password Security** - Describe the login and password security technologies and procedures used to prevent unauthorized access to the application. |  |  |
|  | **Single Sign On** - Do you offer Single Sign On capabilities? If so, what standards do you support? |  |  |
|  | **Multi-Factor Authentication** - Do you offer any multi-factor authentication options? |  |  |
|  | **User Profiles** - Describe the types of roles that can be setup in the system. |  |  |
|  | **Role Based Access** - Can access to features/functions be limited by the type of role a user has? If so, explain. |  |  |
|  | **SaaS Security** |  |  |
|  | **Privacy Policy** - Describe your policy to ensure that our confidential information will remain secure. |  |  |
|  | **Security Patches** - Explain your process for evaluating and deploying critical security patches to operating systems, databases, etc. |  |  |
|  | **Internal Security** – What internal security policies are in place to prevent unauthorized access by internal users? |  |  |
|  | **Personnel Security** – What personnel security procedures are in place to prevent unauthorized access to your application? |  |  |
|  | **Data Encryption** - Is data encrypted while in motion and/or at rest. |  |  |
|  | **Intrusion Detection** - Is network or host based intrusion detection technology used? If so, please provide details. |  |  |
|  | **Malware and Virus** - Is malware or virus scanning technology used? If so, please provide details. |  |  |
|  | **Security Audits** - Has the application received any third-party security audits or certifications? If yes, please list. |  |  |
|  | **Incident Management** - Explain your process for security incident management. |  |  |
|  | **Chief Security Officer** - Do you have a Chief Security Officer? If not, who is responsible for ensuring the security of your applications? |  |  |
|  | **Chief Privacy Officer** – Do you have a Chief Privacy Officer? If not, who is responsible for developing and enforcing your privacy policies. |  |  |

**PRODUCT ROADMAP**

**AND DEVELOPMENT**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Description** | **Yes/No** | **Comments** |
|  | **New Releases** |  |  |
|  | **Product Maturity** - When was the first commercial release of your lease accounting product? |  |  |
|  | **New Releases** - How frequently do you release new versions of the application? |  |  |
|  | **Product Roadmaps** - How do you develop product roadmaps? What is the process used to prioritize new features?  |  |  |
|  | **Standards Compliance** - Explain the process you use to ensure that your product remains compliant with any changes or modifications to the standard issued by FASB or IASB? |  |  |
|  | **Quality Assurance** - What process do you use to verify that your accounting engine is functioning correctly? |  |  |
|  | **Staffing** - How many people in your organization are focused on lease accounting as their primary responsibility? |  |  |
|  | **Accounting Expertise** - How many CPAs do you have on staff? How many are directly involved in product development? |  |  |
|  | **History** - How many years has your company been in the business of developing accounting software (for leases or other areas)? |  |  |
|  | **Talent Strategy** - What is your talent management strategy for recruiting, retaining and growing accounting expertise within the development organization? |  |  |
|  | **Other Functionality** |  |  |
|  | **Other Products** - Please describe any other leasing applications or modules that may be of interest in the future. |  |  |
|  | **Sourcing** - Does the application offer the ability to source leases? Can your software generate RFPs for financing and competitively source capital from a marketplace? |  |  |