April 15, 2024

To:      Bishop Mark Tolbert, Chairman BOE
         LATCA Board of Education

From:    Dr. Donnie Mitchell, Superintendent

Re:      Approval for Procurify

This request comes from our Business Office. The Procurify system will allow automated payment of bills and budget management. All ordering, vendor payments, etc., would be automated through this process. This program saves money all around. One example is the elimination of vendor processing fees. Procurify still requires approval through the system that is established by the school

**Please see the uploaded attachment.**

The total cost is $12,000 per year. This would begin in July of 2024 if BOE approves the request.

# Proposal for Lee A. Tolbert Community Academy

Procurify is the only mid-market solution in the world that delivers a seamless procure-to-pay experience for the entire organization, giving anyone from any department the tools they need to be accountable for responsible spend decisions.

PREPARED BY

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# Why Procurify?

## Maximize return on spend

Procurify helps organizations gain a competitive edge by transforming spend management from a reactive cost center to a proactive, profit-driving function.

Connect the dots between purchasing and finance for actionable spend insights that will help you optimize resource allocation and empower managers to understand the "why" behind every request.

**Jan 01 2023 - Dec 31 2023**

**92%**
**Remaining**

| | |
|---|---|
| Budget | 134,000.00 USD |
| Current Spend | 10,720.00 USD |
| Variance | 123,280.00 USD |

✓ Go beyond spend approvals by categorizing spend at the requisition step – while bringing approval times to under one hour

✓ Automate time-intensive and error-prone manual processes between purchasing and accounts payable

✓ Combine purchasing with account codes to give managers visibility into how purchase requests will affect budget

✓ Enrich your accounting systems with reliable purchase data and more context around invoices

## Real customer ROI

Trusted by hundreds of companies around the world to manage over $30B in spend.

View case studies

# Lee A. Tolbert Community Academy Challenges:

- Manual Process:  Time-consuming, paper based, processes that will be inefficient as the companies assets and employees grow

- Current system doesn't have an automated PO process that leads to a lot of paper-based records

- Approvals can be delayed due to process and it is manual effort to track the orders and allocate budgets

# Lee A. Tolbert Community Academy Objectives:

- **One System for all spend**  A single, end-to-end platform that provides full control for 100% pre-approved spending.

- **Real-time spend visibility**  Real-time insights and reporting to encourage budget and spend discipline

- **Increased efficiency** Efficiency and automation on approvals and PO creation to speed up cycle times and free up time to focus on higher-value work

# Procurify Solution

True spend management goes beyond spending cards and expense tracking – it requires an end-to-end solution that unifies all company spend across every department, empowering the entire organization to spend responsibly in a single procure-to-pay platform.

**What's included**

- **Purchase Requests**
- **Expense Management**
- **Approval Workflows**
- **Purchase Order Management**
- **Vendor Management**
- **Receiving**
- **Real-Time Budget Tracking**

- **AP Automation**
- **Three Way Matching**
- **Payments\***
- **Mobile App**
- **Spending Cards\***
- **CSV Data Import / Export**
- **Product API Access**

**Explore our other features**

| Item | Description |
|---|---|
| **25 Users** | Includes all requesters, approvers, and administrative-level users |
| **1 Domain** | Includes 1 entity from which all purchases are being made |
| **Standard Implementation** | Implementation Manager, complete account setup and configuration, account and workflow testing, web-based user training |
| **Basic Support** | Available 24 hrs Monday to Friday via email or in-app, dedicated CSM post-implementation, Knowledge Base, webinars |
| **Integrations** | Includes set up for Single Sign-On, QuickBooks, and Slack integrations |
| **3 PunchOuts** | Includes set up for three supplier PunchOuts (example: Amazon Business) |
| **Procurify Exclusives** | Unlimited POs, unlimited approvals, unlimited bills paid, unlimited budget, and unlimited attachments storage |

\*Only available to US customers

# Onboarding Expectations

Organization size, customer commitment and goals, business objectives, your accounting software, and your existing tech stack all play their part in whether or not your onboarding experience is short and simple or a little more complex.

| The typical onboarding process @ Procurify - 5 core steps |
| --- |
| Step 1: Initial Kick-off call and project planning |
| Step 2: Domain setup and configuration |
| Step 3: Domain review, testing, and end-user training |
| Step 4: Going Live |
| Step 5: Transitioning from implementation to ongoing support |

## Implementation

- Guided implementation over the course of 4-6 weeks, sometimes sooner
- Implementation manager guides the importing of data
- Procurify finishes tasks defined in project planning document
- Procurify configures your domain and builds your customized approval workflows
- After review, Procurify will help run tests to ensure purchasing and accounting workflows are optimal
- Additional review on both sides to prepare for go-live

## Customer Success & Support

- Assigned customer success manager to advocate for your team internally
- Regular check-ins
- Business Reviews on goals, metrics, domain, and roadmap
- Discuss feedback, change management, user adoption, customer experience, new features, platform capabilities and more
- Procurify Academy: Training videos to get your team comfortable
- Procurify Knowledge Base: Up-to-date base with 800+ articles highlighting everything you need to know
- Renewal Planning
- 24/5 Support via email or in-app

# Implementation Overview

| | |
|---|---|
| Quick Launch | 15 days launch |
| Standard Implementation | 4-8 weeks launch (*dependent on integration, API, and setup preferences) |
| NetSuite Implementation | 8-12 weeks launch |

## All implementation packages include:



Procurify Academy
Training



24/5 Customer Support

*"The implementation experience has only confirmed that Procurify is a great company to work with: efficient, knowledgeable and with a customer-centric mindset."*

- TravelPerk

An overview of Procurify's onboarding journey

# Pricing – Small Business

## Breakdown

| Item | Quantity | Annual Price |
|---|---|---|
| Procurify – Procure to Pay Includes up to 25 Users | 1 | $12,000 USD |
| Total | | $12,000 USD |

## Additional services (optional)

| Item | Quantity | Annual Price |
|---|---|---|
| Additional Domain | 1 | $3,000 USD |
| Additional User | 1 | $100 USD |
| Additional PunchOuts | 1 | $2,000 USD |
| Implementation Package | 1 hour (minimum 5) | $200 USD |
| Professional Services | 1 hour (minimum 5) | $200 USD |

PLEASE NOTE

- **Total pricing will be an annual cost of $12,000 USD before taxes.**
- The total term length is 24 months.

# About Us

Procurify is the Intelligent Spend Management™ company. We're on a mission to give all organizations unprecedented visibility and control over their business spend. By bringing more spend under management in one procure-to-pay solution, our customers capture unified spend data that can be harnessed to realize millions of dollars in time and cost savings.

## 4.6 out of 5 stars based on over 173 reviews

Read hundreds of _positive reviews_ from Procurify customers.

| Leader | Leader | Leader | Momentum Leader | Best Results |
|--------|--------|--------|-----------------|--------------|
| SPRING | Mid-Market | SMB | SPRING | SPRING |
| 2023 | SPRING 2023 | SPRING 2023 | 2023 | 2023 |

| Best Usability | Best Usability | Best Relationship | Easiest To Do Business With | Users Love Us |
|----------------|----------------|-------------------|------------------------------|---------------|
| SPRING | Mid-Market | SMB | SMB | |
| 2023 | SPRING 2023 | SPRING 2023 | SPRING 2023 | |

# Our Clients

Procurify works closely with our clients to unlock efficiency improvements and deliver a measurable return on their investment – whether drastically accelerating approval times and requisition cycles, saving on costly ERP license seats, or putting a stop to rogue spending.

**CANAL C BARGE**

## Saved $2M and 34K hours

Read their story →

**sahara | kuwait**

## 90% approval process efficiency increase

Read their story →

**Proudfoot**

## 40% decrease in unapproved vendors

Read their story →

**ANAKEESTA**

## Saved $30K in a few weeks

Read their story →

**wren** therapeutics

*"Not only are we saving huge amounts of time on purchase order creation, we are also saving a day or two every month off our month-end process. I can now see what we're buying in real-time and easily review orders and see who approved them."*

JOE WILSON
FINANCIAL CONTROLLER

**cabify**

*"We needed something that was still similar to our company's way of working: cloud-based, easy to use, user-friendly, but still professional. For a company like ours, we didn't want complex processes, and Procurify was a good choice."*

ENRIQUE SALGADO
GLOBAL IT MANAGER

# Security & Data

## Continuity

The following measures will ensure continuity of services and mitigate service risks and interruptions. Procurify has designed an agile system that makes it very simple for companies to exit the service. At any point through usage, all transactional and historical data can be easily exported from Procurify on a self-service basis via CSV file format. Procurify will guarantee assistance with this process if requested. Procurify backs up all customer data on a frequent basis to maximize system uptime in the event of a failure. The full backups consist of the application server, database server, and data storage server. All these backups allow Procurify to maintain a high standard of operations. In the unlikely event of the closure of the business, Procurify has allocated reserved funds necessary for an additional 365 days of server instances (via Amazon data centers) running the application from the date of closure. This will provide enough notice to search for a suitable replacement while still being able to utilize the Procurify system.

## Software

Procurify is built on the latest modern web technologies on the market. We keep security as our top priority. We encrypt all sensitive data such as passwords, credit card information, and attachments. Passwords are hashed and salted to protect users' passwords. The communication between the clients and our servers is encrypted using Secure Sockets Layer (SSL). As part of our commitment to our customer's data security, all attachments are encrypted using the 256-bit Advanced Encryption Standard (AES-256).

## Need to know basis

Procurify uses the principle of minimal privilege to ensure that your data can only be accessed by as few people as is necessary to get the work done.

## Privacy

Your data is sensitive by nature, so we take extra measures to ensure that our security is impenetrable. Your privacy is not for sale. We will never sell, rent, or otherwise abuse the private information you have trusted us with.

## Data center

Procurify exclusively uses Amazon's secure storage facilities for data storage. These facilities are distributed around the globe, making it extremely difficult for an adversary to locate the position of your data. Every storage center is highly secured by military-grade perimeter control, state-of-the-art electronic surveillance, and 24/7 monitoring by trained security personnel. Learn more about Amazon security: https://aws.amazon.com/security/. Amazon replicates data over multiple systems to help to protect against accidental destruction or loss. Amazon has designed and regularly plans and tests its business continuity planning/disaster recovery programs.

## Data center certifications

ISO 27001
SOC2, SSAE 16 & ISAE 3402

# Intelligent Spend Management

GET IN TOUCH
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