

BID-CONFERENCE – MINUTES OF MEETING

Assignment Name:

RFP for Professional Services to develop and facilitate an assessment program for placement of staff in Candidate Pools (Lot 1) and to provide 360 degree, Psychometric and Ability tests for UNDP staff (Lot 2).

Date & time:

Wednesday, 17 April 2013 at 10:30 AM

Closing Date of RFP:

Tuesday, 7 May 2013 [5p.m. New York Time]

• **TO ALL INTERESTED BIDDERS**

NO	SUBJECT
Info	<p>Bid conference was opened with following agenda :</p> <ol style="list-style-type: none">1. Brief explanation on RFP document – administrative issue (closing date, submission form & method, delivery place for submitting proposal, etc).2. Brief explanation on submission and requirements for separate envelopes for Technical and Financial offers.3. Brief explanation provided on evaluation stages and how proposals should correspond to the evaluation criteria4. Clarifications provided to Bidders' Technical Questions and Administrative Questions. <p>Instruction to Bidders of RFP document provides detailed explanation on all above brief requirements. Bidders are encouraged to <u>carefully</u> read the Request for Proposal (RFP) document before preparing the proposal.</p> <p>Q&A session is incorporated in the below minutes.</p>

Here below are Answers to Questions raised regarding the above assignment:

1. A clarification requested for one of the responses provided to an earlier submitted question. If Company A submits a proposal for Lot 1 and Company B submits a proposal for Lot 2, and both companies are successful in their bids, can a consultant/staff member from Company A act as a subcontractor to Company B?

A: Yes, the scenario as described above would be acceptable provided that both companies do not submit bids for the same Lot.

2. Are 360-degree feedback sessions and psychometric feedback as well as ability feedback sessions provided on site during assessment centers? If so, can we include the pricing for both options (virtual and on-site feedback)?

A: On-site feedback sessions will be arranged separately as and when needed if UNDP opts to. For purposes of the RFP evaluation, we ask that you provide pricing for remote feedback sessions only.

3. What coordination mechanisms do you envisage between the company that is successful in its bid for Lot 1 and the company that is successful in its bid for Lot 2, assuming that the contracts are awarded to different companies.

A: UNDP reserves the right to use either of the successful companies for all or partial services in each Lot as outlined in the Data Sheet (#31) of the RFP.

4. We asked whether feedback was required separately for the 360 and for the psychometrics, and whether it was limited to one hour that appeared in the text of the RFP for psychometric feedback.

A: Deliverable output #2 on the table indicated on page 34 of the RFP has been revised as follows:

2	2.1 360 degree report + feedback**	Counseling and feedback - 1 hour per Candidate
	2.2 Psychometric report + feedback**	Counseling and feedback - 30 minutes per Candidate
	2.3 Ability test report + feedback** (per candidate)	Counseling and feedback - 30 minutes per Candidate
	** Discuss and provide counseling and feedback of the reports to each candidate, either virtually or Skype or other similar methods. Report(s) content and format will be determined and agreed upon upfront with UNDP	

5. Please explain that the assessment centres will be held over 2 weeks. How frequently will this happen?

A: As mentioned in the RFP, the assessments are expected to be conducted twice a year.

6. Please advise location of the assessment centres?

A: As indicated in the RFP “The venue is normally at a regional (or UNDP Country Office) location, and varies for every assessment. Normally UNDP selects a cost effective location for the event. Exact location will be communicated as soon as identified and with sufficient notice to the vendor to make the necessary arrangements.”

7. Would you be looking for one company or more than one company per lot?

A: As per Data Sheet #31 of the RFP, UNDP is expecting to award two contractors per lot.

8. Does the size of the company in turnover terms matter?

A: There is no specific minimum turnover required. Please refer to “UNDPs responses to vendors questions” uploaded on the UNDP procurement website.

9. How many assessors/consultants per lot are you looking for per lot?

A: As per RFP, vendors are requested to submit two experts per lot.

10. For Lot 2 will there be a bespoke 360?

A: No.

11. For Lot 2 will you be conducting a separate development exercise or is it linked to Lot 1 entirely?

A: No. A separate development exercise will not be conducted.