



United Nations Development Programme

July 12, 2013

## Request for Quotation for services Reference: RFQ-2013-KICG-Open-Teamworks-Theme

**Deadline to submit your offer: before 23:59<sup>1</sup> on July 28, 2013.**

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**Post title:** Drupal Theme Development for Open Teamworks (Company)

**Project:** Knowledge, Innovation and Capacity Group

**Location:** Home-based

**Duration:** Approx. 80 Days.

Please send your proposal/offer duly signed in electronic format (pdf, tiff, etc.) to the e-mail address [elizabeth.opero@undp.org](mailto:elizabeth.opero@undp.org) with the following subject: **Offer RFQ-2013-KICG-Open-Teamworks-Theme**.

Any questions regarding this Request for Quotation should be sent to the e-mail address above not later than **23:59<sup>2</sup> on July 28, 2013**. The answers to the questions or any modification to the Terms of Reference will be published in UNDP Procurement Notices Website<sup>3</sup> and United Nations Global Marketplace Website<sup>4</sup> site.

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### I. BACKGROUND

The Bureau for Development Policy (BDP) provides the foundation for UNDP's global substantive practices. BDP provides the tools, analysis and capacities that country offices need to make a real difference in UNDP's practice areas. Accordingly, BDP is the corporate sponsor of Knowledge Management for UNDP and is responsible for ensuring that knowledge created at any level of the organisation will be made available to all staff to enhance organisational effectiveness. It does this through the Knowledge, Innovation and Capacity Group which provides a corporate service delivering a core set of knowledge sharing solutions to the entire organization. All activities of the KMG support the goals and outcomes established in UNDP's Strategic Plan 2008-2011.

A core element of UNDP's Knowledge Management work is "Teamworks", a secure, web-based, globally-integrated knowledge sharing and social networking platform that will enable UNDP and external partners to leverage the collective knowledge of communities, individuals, programmes and projects in the most useful, cost-effective manner.

Teamworks is built on the popular open source social networking engine Drupal. Drupal platform has been customized through standard platform configuration, adoption of existing modules, and modifications to existing modules and to the core Drupal code to cater to UNDP's requirements.

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<sup>1</sup> All times and dates in this document refer to New York, United States current local time.  
(<http://www.timeanddate.com/worldclock/city.html?n=179>).

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(<http://www.timeanddate.com/worldclock/city.html?n=179>).

<sup>3</sup> <http://procurement-notices.undp.org/index.cfm>

<sup>4</sup> <http://www.ungm.org/Notices/Notices.aspx>



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Teamworks will have a publicly accessible domain called “Open Teamworks” which only requires users to log in if they want to engage with the site (comment, recommend and share).

The Knowledge, Innovation and Capacity Group in UNDP is seeking for a Drupal Theme development company for “Open Teamworks” to undertake the following:

## II. OBJECTIVES of RFQ

Based on detailed user feedback received since launch of the application, UNDP now wishes to hire a company to design a new Drupal Theme and deliver a design (mockups) for a clean, clear and above all user-friendly Open Teamworks platform.

Details of requirements for the new theme can be obtained by registering as new user on [www.worldwewant2015.org](http://www.worldwewant2015.org) (Powered by Teamworks) and browsing through the site.

## III. Terms of Reference

1. Mockup proposed usability recommendations using design flats or prototypes in order to review with UNDP and gain signoff on approach
  - a. Must follow best practices for usability
  - b. Must be flexible for future extension
  - c. Must include Teamworks branding
2. Implement proposed usability changes in to Open Teamworks through a new Drupal Theme
  - a. Must work in an any standards compliant browser
  - b. Must be performance optimized
  - c. Must be responsive
  - d. Must use JQuery/AJAX for any browser-based code
  - e. Must support current Teamworks theme configuration settings
  - f. Must support OWASP Application Security Verification Standards
    - i. *It is understood that some of this compliance will be code and not theme related, but the theme cannot introduce any issues in this area.*
  - g. Must support accessibility (Section 508, Web Content Accessibility Guidelines)
    - i. *It is understood that some of this compliance will be code and not theme related, but the theme cannot introduce any issues in this area.*

## IV. DELIVERABLES

1. Design Mockups (Photoshop or equivalent) and/or Prototyped screens providing coverage of as many pages as needed to demonstrate all Open Teamworks Application elements such that UNDP can provide feedback prior.
2. Implement a Drupal Theme compatible with Open Teamworks
3. Documentation on new theme elements

## V. ADDITIONAL INFORMATION

Upon receipt of a signed Mutual Non-Disclosure Agreement (Annex I), the vendor can request for additional information if needed about Teamworks architecture and development methodology, which will assist vendors in developing an accurate and reliable financial proposal.



The schedule for delivery of outputs and terms of payment will be discussed with the successful vendor at a later stage in more detail.

Ownership of all theme files, mockups and images created during this assignment must be delivered to the UNDP in full, and no additional royalty or licensing fees will be paid to the vendor following delivery.

## VI. QUALIFICATIONS and EXPERIENCE

The vendor must be able to demonstrate or clearly describe how they meet all of the following requirements, which will form part of the evaluation during the selection process.

1. Extensive in-house usability and web design capabilities and experience;
2. Extensive web usability experience;
3. Knowledge Management and Social Networking specific usability expertise;
4. Minimum of 3 years experience with Drupal Theming;
5. Prior experience on working with the UN is preferable

## VII. EVALUATION

UNDP will award a contract to the offer that guarantees the best value for money. Thus, the award will be made to the lowest priced offer fully meeting the technical criteria. In the event that the evaluation panel is unable to make a determination on some of these criteria, UNDP may request additional information from vendors in the form of a presentation, online discussion or other technical test. The technical criteria are described in the following table:

Technical criteria (as described in chapter V above)		Maximum points*	Company A	Company B	Company C
1	Appropriate knowledge management and social networking usability experience - on paper experience, - samples provided, - references provided, - alignment with Teamworks modules, social networking	400			
2	Demonstrated Drupal Theme development experience and rigor of process, - experience implementing Drupal Themes for social sites - references provided	500			
3	Company Reputation - Certifications, Awards, Drupal community participation, industry standing, - client list, references	100			
<b>Total</b>		<b>1000</b>			

\*Scoring will be as follows:

Note	Supporting evidence presented	Scoring Scale System
Excellent	Requirements submitted and supported by excellent evidence of ability to support and exceed contract requirements	100%
Good	Requirements submitted and supported by good evidence of ability to support and exceed contract requirements	90%
Satisfactory	Requirements submitted and supported by satisfactory evidence of ability to support	80%



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	contract requirements	
Poor	Requirements submitted and supported by marginally acceptable or weak evidence of ability to support contract requirement (Clarification may be required)	70%
Very poor	Requirements submitted but not supported by evidence to demonstrate ability to comply with contract requirements	60%
No submission	Information has not been submitted or is unacceptable	0%

Minimum points to approve the technical evaluation: 80 % of available points. Award will be made to the lowest priced technically acceptable offer. UNDP reserves the right to award contracts to more than one bidder.

The procuring UNDP entity reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Offeror or any obligation to inform the affected Offeror or Offerors of the grounds for the Purchaser's action. UNDP reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFQ without any change in price or other terms and conditions.

#### VIII. FINANCIAL OFFER

Please submit using Annex II attached, to express your price offer for the services required in this Request for Quotation.

All prices shall be quoted in US dollars (USD), and presented as a flat rate for delivering the services. Separate prices should be provided for deliverables 1-3 inclusive.

The schedule of payments will be discussed with the successful vendor at a later stage in more detail.

#### IX. FORMS TO SUBMIT OFFER/PROPOSAL

Interested companies should submit the following documents:

Document	Description	Date for submission	File
<b>Mutual Non-Disclosure Agreement</b>	This document must be signed and returned by email to elizabeth.opero@undp.org, and serves as an Expression of Interest in submitting a bid. Upon receipt, the vendor can request additional information including access to Teamworks, which will assist vendors in developing an accurate and reliable quote.		<b>Annex I</b>
<b>Working proposal</b>	Please describe in brief, the methodology or work plan you would intend to follow to meet the deliverables described in the Terms of Reference (3 pages maximum).		<b>No special form needed</b>



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Document	Description	Date for submission	File
Price or quote	Use <b>Annex II (compulsory)</b> . Your quote shall include all cost or taxes involved.		<b>Annex II</b>
Policies and procedures applicable to this Request for Quotation can be found by following this link:  General Conditions of Contract can also be found following this link			<a href="http://www.undp.org/content/undp/en/home/operations/procurement/overview.html">http://www.undp.org/content/undp/en/home/operations/procurement/overview.html</a>



## MUTUAL NON-DISCLOSURE AGREEMENT

This agreement is made between the **UNITED NATIONS DEVELOPMENT PROGRAMME** (“UNDP”), a subsidiary organ of the UNITED NATIONS, an international organization established by treaty, with offices at 304 East 45<sup>th</sup> Street, New York, New York 10017, USA and \_\_\_\_\_ (“the Company”), a \_\_\_\_\_ corporation with its principal place of business at \_\_\_\_\_, \_\_\_\_\_ (UNDP and the Company are hereinafter collectively the “Parties”).

The Parties wish to [enter into discussions with each other with respect to a potential business relationship between them. In the course of negotiations related to the Agreement, or in carrying out their obligations pursuant to the Agreement, the Parties may disclose to one another Confidential Information as defined below. For good and valuable consideration, the receipt and sufficiency of which is acknowledged by each of us, this Agreement sets out our respective obligations with respect to Confidential Information which one party to this Agreement receives (the “receiving party”) from the other (the “disclosing party”)].

1. **Confidential Information.** “Confidential Information” means any operational, administrative business or technical information, in whatever form transmitted, whether or not stored in any medium, relating to the disclosing party’s operations and/or business (and/or those of its suppliers and customers), including but not limited to equipment, software, designs, technology, technical documentation, product or service specifications or strategies, marketing plans, pricing information, financial information, information relating to existing, previous and potential suppliers, customers and contracts, inventions, applications, methodologies and other know-how, that is either proprietary to the disclosing party or the disclosing party’s contractors or which either of the foregoing maintains as confidential and nonpublic. Confidential Information includes original information supplied by the disclosing party, as well as all copies.

2. **Treatment of Confidential Information.** The receiving party agrees to treat the Confidential Information as confidential to and as the property of the disclosing party and to use an appropriate degree of care (which, in any case, will not be less than the degree of care it uses with respect to its own information of like nature) to prevent disclosure of the Confidential Information of the disclosing party. The receiving party will use Confidential Information only in connection with a business relationship with the disclosing party. The receiving party will not disclose this Agreement or Confidential Information, except to the receiving party’s officials, directors, officers, employees and contractors who have a need to know for the purpose of carrying out the purpose of the Agreement and who have been advised of the obligation of confidentiality and who are bound, either as a condition of employment, or in order to obtain Confidential Information, by terms and conditions similar to those contained herein and are obligated to keep it confidential. The Parties acknowledge that failure on the part of the receiving party to abide by this Agreement may cause irreparable harm to the disclosing party, for which damages will not be an adequate remedy. Accordingly, the disclosing party shall have the right to seek to obtain an injunction, through the arbitral process set forth herein, to prevent any further violations of this Agreement.

3. **No License.** Nothing in this Agreement is to be construed as granting the receiving party any title, ownership, license or other right or interest with respect to the Confidential Information of the disclosing party. Confidential Information will be held in trust by the receiving party for the disclosing party.

4. **Returns or Destruction.** Confidential Information will be returned by the receiving party to the disclosing party or destroyed by the receiving party: (a) if a business relationship is not entered into with the



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disclosing party on or before the date which is three months after the date both parties have signed the Agreement; or (b) upon request by the disclosing party at any time. A senior officer or official of the receiving party, if requested by the disclosing party in writing, shall certify, by way of affidavit or declaration, on behalf of the receiving party that all such Confidential Information has been returned or destroyed, as applicable, and that it will not use any archived copies of Confidential Information that cannot be reasonably removed from archival storage. However, the counsel for each party may retain one (1) archival copy of all Confidential Information received under this Agreement for the sole purpose of reference in any subsequent legal disputes that may arise.

**5. Limited Reproduction.** The receiving party will not copy or reproduce the Confidential Information except as reasonably required for the purposes contemplated in this Agreement, and will ensure that any confidentiality or other proprietary rights notices on the Confidential Information are reproduced on all copies.

**6. Exceptions on Use and Disclosure.** This Agreement does not apply to or restrict the Parties from using or disclosing:

- (a) Confidential information that is or becomes public other than through a breach of this Agreement;
- (b) Confidential information already known to the receiving party prior to the date of this Agreement (as evidenced by the receiving party's written and dated records) and with respect to which the receiving party does not have an obligation of confidentiality;
- (c) Confidential information that is independently developed by the receiving party;
- (d) Confidential information which is disclosed, without obligation of confidentiality, to the receiving party by a person or entity not party to this Agreement and who is entitled to disclose such information without breaching an obligation of confidentiality.

**7. No Obligation.** Nothing in this agreement shall be construed as obligating any party to continue any discussions or to enter into a business relationship.

**8. No Representations or Warranties; Reliance.** Each of UNDP and the Company acknowledges that the other party hereto makes no any representation or warranty, express or implied, as to the accuracy or completeness of the Confidential Information, and that the Confidential Information is not purported to represent a substitute, in whole or in part, for an independent evaluation of the operations or any transaction relating thereto.

**9. Notices.** Notices delivered in connection with this Agreement must be in writing and delivered to the address set out in the first paragraph of this Agreement to the attention of the individual representing each party under this Agreement, or as changed by the parties by notice in writing delivered to each other from time to time in accordance with this Agreement.

**10. Further Assurances.** The Parties agree to deliver further written documentation and to do or cause to be done any other things reasonably necessary to implement this Agreement.

**11. Delays.** Delay, failure or partial exercise by a party of any right or remedy under this Agreement will not constitute a waiver of any right or remedy. Any waiver must be in writing, but such waiver will be limited to its terms and will not constitute waiver of any other provision or breach of this Agreement.



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12. **Severability.** If any part of this Agreement is invalid, the remaining provisions still will continue in effect.

13. **Duration.** This Agreement shall remain effective for a period (the "Term") beginning on the date signed by both Parties (the "Commencement Date") and ending five (5) years after the Commencement date.

14. **Entire Agreement.** This Agreement sets out our entire agreement concerning the matters described above and supersedes all prior written or oral agreements and understandings with respect to such subject matter. This Agreement may only be amended by consent in writing of both Parties. It may be terminated by a definitive agreement relating to transactions being mutually contemplated. Headings are for convenience of reference and not for interpretation or construction.

15. **Binding.** This Agreement binds the Parties and their respective successors and permitted assigns. Neither party shall assign this Agreement without the prior written consent of the other.

16. **Arbitration.** Any dispute, controversy or claim between the Parties arising out of, this Agreement or the breach, termination or invalidity thereof, unless settled amicably within twenty (20) days after receipt by one Party of the other Party's request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in this Agreement, the arbitral tribunal shall have no authority to award interest. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. **Privileges and Immunities.** Nothing in or relating to this Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including UNDP and its subsidiary organs.

**UNITED NATIONS  
DEVELOPMENT PROGRAMME**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_





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**Price Submission Form**  
**RFQ-2013-KICG-Open-Teamworks-Theme**  
**Annex II**

**Director, Knowledge Innovation and Capacity Group, Bureau for Development Policy,  
United Nations Development Programme**

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, and the additional information provided following my submission of the Mutual Non-Disclosure Agreement, I the undersigned offer to provide (the requested services) for the total sum of (indicate amount in number and letters) including applicable taxes, plus the per diem expenses as may be ascertained in accordance with the Price Schedule described below and made part of this Offer.

Price Schedule			
Description of Activity/Item		Daily rate ( <i>inclusive</i> )	Total Amount (US\$)
1.	Complete deliverables 1-3		
3.	Other costs (please list)		

I undertake, if my Offer is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this Offer for a period of 120 days from the date fixed for receiving of Offers in the Request for Quotation, and it shall remain binding upon me and may be accepted at any time before the expiration of that period.

I understand that you are not bound to accept any Offer you may receive.

Date:

Name and signature:

On behalf of (company name):