UNDP's Response to Proposers' Question
RFP/UNDP/003/2014/DOCO for the Development & Implementation of the Country Coordination Reporting System – Round 2

1	Q	For data entry in the application what are some of the challenges that users have for entering data in to the system?
	A	Loss or progress due to low/unreliable bandwidth; unable to give additional users access to add content directly; unable to extract data in terms of reports; not dashboard to show input progress; no visual representation of data.
2	Q	Is there any data access / data security to be taken in to consideration for reports
	A	Although the data is public domain, one section (the performance appraisal sub-component) will need to be secured.
3	Q	Any specific secure reports with additional security requirements?
	A	Yes, performance appraisals (PAS)
4	Q	What are the challenges in the current reports?
	A	Lack of relevant data, cannot request adhoc reports based on user queries, no standardized reports, no visual representation of data.
5	Q	Are there any browser compatibility requirements?
	A	Should be compatible with all browsers.
6	Q	What is the volume of users that will be using this system?
	A	500 approximately.
7	Q	What is the volume of viewers of the published reports?
	A	500, but probably more.
8	Q	What are the achieving requirements?
	A	Data from previous years needs to be stored for trend analysis.
9	Q	How many years of data should be available to the users?
	A	All of it starting from 2014.
10	Q	Is there currently offline capability? For users based in areas of low broadband, how are they currently getting their inputted data synced?
	A	No offline capability yet. Currently, using UN wireless infrastructure.
11	Q	Will document uploading be also part of the offline input capability? (page 30 of RFP)
	A	Yes: Bidder to propose solution.
12	Q	Is an offline tool envisaged? This can be provided in the form of a windows or WPF application
	A	Bidder to propose but our primary concern is the easiest option for the user.
13	Q	How many documents are expected to be uploaded with each report?

	A	50-70 approx.
14	Q	**What is the largest report size?**
	A	Unknown
15	Q	**By "Online Automated Input Forms", does UNDP means "automated form processing where in users are able to process documents from scanned images into a computer readable format such as ANSI, XML, CSV, PDF or input directly into a database"? Kindly provide details (page 28 of RFP)**
	A	Bidder to propose: Files are currently stored on the web server – standard web based file uploads – files are not inserted as blob data into the db.
16	Q	**In the current system, what steps does the user have to follow in order to create a new annual report?**
	A	The current system requires that each year be built out separately as part of the main www.undg.org site. Data is stored in the production database and Cold Fusion Verity collections are created for search functionality in the main site.
17	Q	**Can you describe (at a high level) the workflow for the report creation process – starting from data input through publishing? (e.g. the country teams input data, click complete, the admin validate, the admin publish, etc.)**
	A	Bidder to propose solution based on good practice.
18	Q	**Is there a certain window of time within which user data input happens?**
	A	Currently from December to March. Vendor can propose changes.
19	Q	**When does validation occur?**
	A	Form validation is done per section requirements. Markup validation can be done at any time by the developer(s) and must be W3C XHTML compliant. System validation should occur before sign-off.
20	Q	**After marking a section complete, can country teams come back to make edits?**
	A	Yes.
21	Q	**How do you envision the offline data entry working – can multiple offline users from the same country work on the same section at once? How do you envision these being reconciled upon sync?**
	A	No, multiple users cannot enter data in same section simultaneously.
22	Q	**Of the approximate 500 global users of the CCRS, how many are likely to work in the system *simultaneously* (performing operations, submitting query requests, etc.) at any given point in time?**
	A	About 300 at a maximum during the reporting period.
23	Q	**Is there a need of AD-Hoc level reporting?**
	A	Yes. The system needs to be designed such that people might update essential data at any time during the year when the need arises but must undertake a comprehensive review at least once a year.
24	Q	**Will the public only be able to see a standard version of the report – defined by the DOCO administrative team? Or will they be able to see the report as customized by the country teams?**
	A	Overall reports to be standardized. Ad-hoc reports may be generated by users based on their own

		selection of criteria.
25	Q	**What will the user-customized reports have to include? (Sample graphs, sample widgets, etc.)? What is the level of customization allowed for users? Is it limited to pre-data sets or users can create their own data sets.**
	A	The intention was to have some pre-set formats based on pre-data sets. However, if the vendor can propose interesting solutions based on perceived needs then such options are welcome.
26	Q	**Any ad-hoc or drill-down features required?**
	A	Yes and Yes.
27	Q	**Provide more details on the roles and rights definitions? Who will be able to edit? Who will be able to validate/publish? Who is only able to view?**
	A	There will be core groups of users at the country level (one from each country) that have full editorial rights. An additional group may add/submit data but once 'submitted' they cannot edit without the overall editor. All other users can view data and generate reports.
28	Q	**How many users per country team will usually have access to the input tool?**
	A	5 to 10.
29	Q	**Which users will be able to create customized reports?**
	A	All (500).
30	Q	**Is there a requirement for approving data before it is published? Is there a need for workflow/ approval process for data entered and reports published?**
	A	No.
31	Q	**Are there any mockups or examples of the 20-25 predefined reports? (There are 6 examples on page 28 of the Annex I document)? Can you provide a list of all pre-defined reports and list of custom reports?**
	A	Not at this moment. Formatting of pre-defined reports part of the proposed solution.
32	Q	**Can we have screen-shots of existing reports?**
	A	Reports will have to be designed during the development process with the selected Vendor's assistance.
33	Q	**Does UNDP expect these reports to be redesigned completely using the new tool/platform?**
	A	Yes
34	Q	**Annex I: Pre-defined reports and outputs section talks about one-page profile. Is this a user profile or country/regional profile pertaining to a report?**
	A	Country profile.
35	Q	**Will the one page profile accessible by country teams be customizable as well? Or will this be set (several graphical elements and other useful widgets) by the administrators?**
	A	Set by the administrators.
36	Q	**Can you clarify: "Coordinate user permissioning with UNDG.org, i.e. the ability, via an email address,**

		to enable country teams' access to their own report, and DOCO management to access all". Does this mean you want users to be able to email to setup permissions or that all permissions should be based on an email account?
	A	Not part of existing system of UNDP's system. New Access management system.
37	Q	**We assume all these are Operational reports. Are there any requirement for analytical reports**
	A	Bidder can propose as part of solution.
38	Q	**Can you provide examples of the different reports and their layouts? How many custom ones will need to be built?**
	A	We do not have them yet, part of the proposed solution from the vendor.
39	Q	**What reporting tools are being used now if any?**
	A	Only the current RCAR system.
40	Q	**What is the reporting tool being used. Is it SSRS or any other tool?**
	A	None- Cold Fusion/SQL 2005 custom reports that generate Word docs and PDF files of data entered.
41	Q	**We understand its a green field development for the Web Portal? Please share the Solution Architecture of the existing application/tool and any additional docs to understand that? Do we need to replicate/mirror data from other Data sources or backend systems?**
	A	No
42	Q	**Kindly provide details of the list of technologies used in development of existing RCAR.**
	A	Cold Fusion MX 8 with SQL 2005 back end.
43	Q	**"Integrate with UNDG.org in the same manner as the current system", can you please provide us with details of how existing RCAR system is integrated with UNDG.org currently? (page 31 of RFP)**
	A	No: Current system is part of the main www.undg.org site – user access is currently controlled in CMS - Cold Fusion MX8 and SQL 2005.
44	Q	**Section 3: Terms of Reference (TOR), 1.Country Input requirements states: "Integrate with UNDG.org in the same manner as the current system. " - what is the current level of UNDG.org integration?**
	A	No integration required, just a hyperlink implied.
45	Q	**Is there any custom workflow being activated during the report publication process? Especially at report status changes (e.g. from pending -> complete -> published, etc.)**
	A	None currently. Vendor can propose solution.
46	Q	**Will any reports be a "running" report, meaning a reports gets created and kept updated based on the progress throughout the year?**
	A	Yes.
47	Q	**What are the supported file types for attachments?**
	A	PDF, Word, Excel, PPT, JPEG.

48	Q	What is the maximum size of attachments to be uploaded? How many can be submitted at a given time from one page?
	A	100Mb
49	Q	What is the format and type of the files to be uploaded and supported?
	A	Currently all file types – zip, tar, doc, docx, pdf, xls, xlsx, etc. except: JS and CFM
50	Q	Do drop down and other fields get pre-populated from a lookup table? Or are the values dynamically sourced from an external system(s)?
	A	No, currently all drop downs in the RCAR are hard-coded (most often the user may choose Other and a text box appears for entering custom values as well).
51	Q	Do the multi-line text fields require rich-text editing?
	A	Yes, but Vendor can propose. Currently the Narrative sections utilize a CKeditor plug-in (JavaScript based rich text editor).
52	Q	Can the user select local currency type when populating budget/fund fields? If so, does it get converted into US dollars when stored in database?
	A	No. US dollar only.
53	Q	Does an entire report gets validated as a whole or will each chapter go individually through the approval process?
	A	Whole report.
54	Q	Are there requirements for input in multiple languages?
	A	No. Only English.
55	Q	What are the languages and currencies required to be supported? For now we understand it would be in English. However what are the currencies?
	A	US$ and American English only.
56	Q	What are the external systems which need to be integrated with the CCR system both from an upstream and downstream point of view? What is the mechanism of integration?
	A	Existing UNDG Websites/Web-based tools.
57	Q	What is the level and mode of integration between the UNDP.org website and the new reporting application? Is it a simple link based integration or is it much deeper where in there is integration with the different tiers?
	A	Simple link.
58	Q	Are there specific types of exports that will be needed for the data?
	A	Data is currently presented in PDF, MSEXCEL and HTML as well as a master RC report in Word/Excel format.
59	Q	What is the type of system documentation required? HTML, .chm files, etc
	A	Bidder to propose.

60	Q	What systems, if any, will the CCR need to integrate with (beyond a data-reading level)
	A	Existing UNDG Websites/Web-based tools.
61	Q	Can you please explain "Ability to create formal links between the CCR and other systems"? What kind of link creation is required? Is the requirement is of capability to connect user to CCR from within UNDG.org or other web applications? (Page 28 of RFP)
	A	Hyperlinks.
62	Q	Integrations with security systems for authentication?
	A	The selected vendor will have to develop a login system and the ability to manage users, passwords, et al – just like the main www.undg.org site does now for RCAR data entry. Team will have to manage user access, and levels of access (Super Admin, user). The way it is done now, user access is tied into the main www.undg.org CMS – that's where you manage user access to the RCARs to enter data.
63	Q	Could you describe the differences in abilities between the "Admin" role and the standard user role?
	A	To be proposed by Bidder during system design.
64	Q	What other systems will need to consume the data from CCR?
	A	Existing UNDG Websites/Web-based tools.
65	Q	The CCR system needs to be able to both export the data for use in other systems as well as easily connect to other systems", please explain what UNDG means by "easily connect to other system"? Is the expectation is to have set of interfaces to be exposed to other systems? (For example by way of SOAP/ REST based web services) (page 31 of RFP).
	A	We will need data to be exportable by XML.
66	Q	As per the RFP the solution must integrate with internal and external systems... Does the Customer has SSO (Single Sign on) capabilities? Do we just have to integrate with the existing product or define/install/configure the SSO? What are the existing authentication and authorization systems/mechanisms in place for this application? Is Authentication related data is maintained externally via DS but seems the application will have its own login and logout pages. Please Validate? Is Authorization related data needs to be kept into the application database along with Metadata to hide certain field values based on security info?
	A	No.
67	Q	Is the scope to revamp the RCAR system (into CCR) or also to update other systems (e.g. PAS)?
	A	PAS is included as a subcomponent of RCAR.
68	Q	In the TOR 32 page describing Performance Appraisal System (PAS): *"The PAS is an integral component of the current RCAR System and will need to be updated accordingly, but as a clear sub-component of the overall system."* What do you mean by "to be updated"? Do you expect that the existing PAS system must be integrated with newly developed CCR system like it is now integrated with the current RCAR?
	A	*Yes*
69	Q	Kindly explain which level of integration is required with other systems and Do you have any other New systems / Applications, which needs to be integrated other than PAS system

	A	Existing UNDG Websites/Web-based tools.
70	Q	**Please provide more technical information about the PAS:** **i. What are the Integrative interfaces possibilities of PAS?** **ii. What technical platform is used (database, software tools, GUI…etc)?** **iii. Does DOCO have all rights to the PAS source code for modifications necessary?** **Could you provide more information about the existing PAS system functionality?**
	A	We really have no technical information on the PAS. As far as we know, it uses the same technical platform as the RCAR system. It's all cold fusion MX 8 with SQL 2005 back end. The current source code for the RCARs (as well as the Performance Appraisal Planning) is wholly owned by UNDG.
71	Q	**What is the performance appraisal system (PAS)? What is the integration mechanism currently in place or expected?**
	A	This is the Performance Appraisal Planning section, which is a series of questions that users may answer by selecting the section and entering text is Cold Fusion MX8 and SQL 2005.
72	Q	**Request UNDP to provide with functional and technical documentation of PAS? (page 32 of RFP)**
	A	This is the Performance Appraisal Planning section, which is a series of questions that users may answer by selecting the section and entering text is Cold Fusion MX8 and SQL 2005.
73	Q	**What is the workplan results chain? Is it a completely different system that will be feeding into the workplan?**
	A	The results chain is internal programming/workplanning terminology that corresponds to two levels of results and one level of activity, i.e Outcome-Output-Activity based upon which all UN coordination planning occurs.
74	Q	**What is meant by the indicators that will be linked to the workplan results chain?**
	A	As part of the workplan, each level of result (i.e. Outcome and Output) have indicators linked to them. These indicators are data that show if an intended result has been achieved.
75	Q	**What is the current volume of data in the system?**
	A	50 records per user, about 200 users (approx. 700Mbs).
76	Q	**Is the data currently normalized?**
	A	Yes, Regions and Countries are normalized.
77	Q	**Who will be responsible for data cleansing?**
	A	Bidder to propose.
78	Q	**Do you have plans to run the old and new systems in parallel?**
	A	Yes with a link from the new site into the old.
79	Q	**In the TOR 31 page describing Work planning sub component of CCR: Does this part correspond to the TOR Annex I <u>Chapter 3. Coordination Workplan</u>?**
	A	Yes
80	Q	**Please expand on the Work Planning subcomponent integration requirement.**

	A	Workplans would have to be submitted in the system as per the format provided. The user based queries may need to pull information from the workplans as well as the profile sections.
81	Q	**"Provide for online collection of Case Studies and Good Practices by allowing country teams to nominate an entry as a Case Study or Good Practice without requiring duplicate information to be submitted", here does "without duplicate information to be submitted" means country team can nominate itself by referring to the reporting inputs already keyed into the CCR System? Please explain (page 31 of RFP)**
	A	Yes. It should just require a click of a box to identify.
82	Q	**How many reports are expected to be uploaded in CCR in a month/ year?**
	A	132 annually.
83	Q	**Is the content of the attached files in CCR also intended to be included in data for reporting?**
	A	Yes
84	Q	**Please clarify whether the "Support and troubleshooting" for the application's/system's activities must be carried out only during the project or does it also have to cover the period after the implementation of the project? How long? In other words, what is the duration of support and troubleshooting we must include in the proposal and calculate the costs accordingly?**
	A	One calendar year from the start of the start date of the project.
85	Q	**Please specify whether the software solution/system to be created requires a warranty or not. If yes, please specify the warranty conditions and terms of service**
	A	No
86	Q	**Do we provide any quote for operations and maintenance of the site? Or is this to be included along with the cost of hosting**
	A	Please quote separately.
87	Q	**Please specify the expected number of DOCO staff that will have to be trained to use the system.**
	A	3 in HQ for system admin. 120 for data input-ers from the field.
88	Q	**Please specify what kind of DOCO staff training form would be acceptable to the contracting authority (for example: classroom training, online training, self-learning).**
	A	In person training to the core team (3 persons). Online training modules for other users based on type, i.e. data input-ers, report viewers.
89	Q	**We believe most of the report preparation will be done by staff using Desktops or Laptops. We also assume most of these computers would be running Microsoft Windows Operating System. Is this assumption correct?**
	A	Yes
90	Q	**Would the solution be acceptable by contracting authority if the collection offline function would only run in MS Windows operating systems?**
	A	Yes

91	Q	Would the browsers be the most current versions (or at least IE 9 +, Firefox 3.5 +, Chrome 4+, Safari 4+, Opera 10.5+ versions - preferably Google Chrome 11+, Mozilla Firefox 4+, and Windows® Internet Explorer® 10)?
	A	Not necessarily, especially in the field from where data will be input. Bidder to propose.
92	Q	Would the solution be acceptable by contracting authority if it would only be possible to use the collection offline function in the browsers that support HTML5 local storage?
	A	Yes
93	Q	What is the maximum size of report to be downloaded and must be supported?
	A	Up to 10Mb.
94	Q	What would be the size of user base and approximate number of users accessing the system at a given point in time?
	A	500, and 200-300 in peak reporting season.
95	Q	Current and Expected number of Total users, concurrent users in next 2 years?
	A	500 total users, 200-300 at any one time during peak reporting season.

96	Q	"Kindly provide information on concurrent users and total users per day during the below time period
		    a. Off peak period
		    b. Peak period (DEC to MAR)

	A	a. Off peak period – 30-40 b. Peak period (DEC to MAR) – 200-300
97	Q	How many concurrent users are expected to use the system during peak hours?
	A	Concurrent users would be 200-300 during peak periods from December to March. December to February where there is a lot of data entry. February to March, a lot of data generation. Rest of the year intermittent generation of reports.
98	Q	Please expand on the PAS subcomponent integration requirement. Is a scenario where the CCR system allows data export sufficient to meet the PAS requirement?
	A	See above question about what you envision as the PAS.
99	Q	"It is required that multiple users from the same country should have access to the system to input data independently", does it implies that there would be multiple versions of same report each pertaining to an user or every user will have access to single report and last modifications made on a report would be saved? (page 30 of RFP)
	A	The report should be available in separate sections and different individuals may submit data for their relevant section separately.
100	Q	Is there any real-time reporting required?
	A	No
101	Q	Are you (UNDP) open to adopt IBM technologies?
	A	Yes
102	Q	What is the frequency of refreshing the data daily, weekly, monthly or yearly?

	A	At least once a year, however different sections might be updated at different times of the year.
103	Q	**Kindly provide details on the Database size and other details which need to be migrated from SQL 2005 to SQL 2012?**
	A	50 records per user, about 200 users (approx. 700Mbs) – All does not need to be migrated. Annual data is upto 25Mbs.
104	Q	**What is the size of the existing database with respect to number of tables, views, stored procedures, functions, etc?**
	A	The existing table structure consists of 23 tables per RCAR year. Results and Workplan in same table with different rep_year identifier. No sp's or Views – all SQL was coded in Cold Fusion.
105	Q	**What is the size of the database which hold the historical data?**
	A	All UNDG related databases were merged a few years ago into a single PRODUCTION database. This database consists of more than just past year's RCARs, they also contain the UNCT data, Site data as well as CMS data. There are approximated 230 tables (all are not RCAR related). RCAR data goes back to 2006.
106	Q	**We assume that the historical data resides on the existing database which is SQL Server 2005. Kindly confirm if there is any other databases from which the data needs to be migrated**
	A	None – all UNDG related content is stored in a single database as of 2008.
107	Q	**Is the expectation that the project would be completed by only the 3 named personnel in the Proposal?**
	A	No. these are the three types of personnel. Additional personnel may be identified.
108	Q	**Q56 says Bidder should propose a hosting solution, not a UN-HQ internal servers solution. Q57 says Bidder is expected to budget for in-house database and application servers. Please clarify which is preferred**
	A	Bidder to propose.
109	Q	**If we are to propose hardware for an in-house solution, should that include the three environments (Prod/QA/Dev) as described in Q49 for a hosted solution?**
	A	Yes: Bidder to propose.
110	Q	**Kindly provide guidance to quote 24 months of hosting after go live. Do we include a monthly cost or yearly lump sum? The pricing table does not have a provision for providing cost of hosting. Hence kindly advise where we should plug-in this number?**
	A	Bidder to propose cost on annual basis.
111	Q	**Do you have SharePoint 2010 or 2013 enterprise licenses required for BI features on SharePoint platform?**
	A	NO, we don't have it.
112	Q	**Any subscription or notification features required?**
	A	Yes. Report initiation - completion, etc

113	Q	We assume all these are online reports created from an application. What is the application used to generate these reports. Is it .NET or PHP or JSP or any other online tool/platform?
	A	Cold Fusion and SQL 2005
114	Q	The current application and portal is built on the Cold Fusion platform. Is there a need to replicate the current technology architecture?
	A	No.
115	Q	Do we need to replicate the technology stack and architecture currently in place?
	A	No. Bidder can recommend.
116	Q	Is this technology stack and architecture the future vision of UNDP?
	A	No.
117	Q	Can the architecture of the current reporting system be shared?
	A	Yes.
118	Q	What is the preferred reporting tool and technical stack expected for this project?
	A	Bidder to propose.
119	Q	What are the current non-functional requirements with respect to availability, number of users to be supported, concurrent users, response times with respect to web pages?
	A	Always online, over 500 users, 200-300 concurrent users during reporting period.
120	Q	What is the size of planning data and mechanism of movement to new year.
	A	Bidder to choose for mechanism.
121	Q	What are the testing environments currently available and also the tools used for testing?
	A	Vendor should have own dev, qa and/or modl environments with plan/solution recommendations for hosting the final production version.
122	Q	What is the current Application Life cycle management tool currently in place? Can the vendor suggest a different one?
	A	None. Bidder's choice.
123	Q	What is the location UNDP office where onsite development will take place?
	A	Development remote but UNDP office address is location.
124	Q	Considering UNDP has Microsoft technologies, kindly confirm if UNDP has SQL Server Integration Services as a data migration tool.
	A	The hosting provider can allow external access (remote desktop) to UNDG production server – SQL server tools are available from the RDP session. External access to Db is blocked.
125	Q	Kindly share if there are data quality issues currently. Does UNDP expect the vendor to carry out data cleansing and data quality activities during the data migration?
	A	No
126	Q	Please help us understand the technology stack preference across layers for this application:

		>> Presentation Layer with Ajax Framework if any? >> MVC framework? >> Business Component layer Tech? >> Persistance Layer Tech? >> Database? >> Application / Web / Portal Server? >> WebAnalytics >> Reports and Dashboards >> Charts
	A	Bidder to propose this.
127	Q	**What are the internal interfaces, external interfaces and 3rd party apps this application is expected to use (Name and Number of applications)? Are these interfaces existing? If yes, pls share the details like WebServices etc.?**
	A	None.
128	Q	**Would UNDP consider alternatives to the format of matrix spreadsheet in notice_doc_14218_906054705.xls (UNCT-RCO Workplan Template: http://procurement-notices.undp.org/view_notice.cfm?notice_id=14218)? For example, will an alternative format to the output data in the matrix spreadsheet be considered or do the forms need to be processed programmatically in its current format?**
	A	Bidder my propose alternate solutions if advisable.
129	Q	**Section 3: Terms of Reference (TOR), Core System, 2. Queries and Report Generation: What does "easily connect to other systems" imply? That links are supported or that two way communications must be provided?**
	A	No connection, just a hyperlink implied.
130	Q	**The RFP states that the current RCAR system runs on Microsoft SQL Server 2005 (p.27). However, answer #30 of "Q&A Round 1" indicates that MySQL is the technology stack of the current system. Can you please clarify if the current system is running on SQL Server or MySQL? On a related note, can you please indicate if UN DOCO has a preference for either SQL Server or MySQL as the relational database management system (RDBMS) of the CCRS?**
	A	Preference is Microsoft SQL server – MySQL is only used for sub-sites running Joomla and Wordpress and are not part of the main WWW hosting environment. No MySQL.
131	Q	**Could you please clarify what is meant by a "Self- Statement of Satisfactory Performance"? Are you looking for us to provide a list of successful projects including client contact references? Do these self-statements need to be provided in the form of a signed letter? As there is no template provided, thank you for clarifying the extent of the information needed for the self-statement**
	A	A Self-Statement of Satisfactory Performance is a statement from the bidder listing their successful projects including client reference. The self-statement is to be written as part of the technical proposal form (please refer to Section 6 of the RFP).
132	Q	**Is there any no-to -exceed budget that need to be aware of?**
	A	Unfortunately, we cannot disclose budget information. Bidder is requested to provide the best suitable technical proposal and competitive price proposal.

133	Q	You have requested a table containing the Cost breakdown per deliverable. For all 7 phases. Considering that you have mentioned 16 deliverables in the TOR, page 28, do we have to provide 16 such tables in our financial proposal?
	A	Please refer to page 29-30 of the RFP (under TOR) for the deliverables that link to the payment. In total there are 7 phases grouped into 4 deliverables or payment term. Section 7 of the Financial Form (please refer to the REVISED Financial Form) contains Payment Schedule Table which represents lumpsum cost based on the 7 phases. There should only be one table for this. It should cover all costs required (excluding the yearly maintenance and hosting costs) to develop and implement the new Country Coordinating Reporting System. Then there is another table to provide the detail breakdown of the cost listed in the Payment Schedule Table, entitled Breakdown Table. The Total Cost of the Payment Schedule Table should be equal to the Total Cost of the Breakdown Table. Bidders can modify the Activity/Item listed in the Breakdown Table provided accordingly. The Activity/Items listed only serve as examples.
134	Q	You have also requested for table b in the Financial proposal. This table has the unit rate, the quantity and the total price. This total price should match (and should be the same as) the total price of the previous 16 tables for 16 deliverables? Please confirm if our understanding is correct.
	A	Please refer to the above.
135	Q	We will be submitting a response to the Country Coordination Reporting System RFP with another Institution. Do we need a vendor number?
	A	A bidder does not need to have a vendor number to submit a proposal to UNDP. However, if the proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture. The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by UNDP.
136	Q	When should the software be implemented by / when will the new system go live?
	A	The duration of the consultancy will be for twelve (12) months. The software should be implemented as soon as it's ready.
135		**PLEASE NOTE the following:** - **A REVISED Financial Form (Section 7) has been uploaded** - **The deadline for submission of the proposal is extended to Wednesday, 2 April 2014, at 5.00 PM (Eastern Standard Time) from originally 19 March 2014.**

Date: 11 March 2014