REQUEST FOR PROPOSAL

Provision of Police Management Information System (PIMS)

RFP No.: **BBRFP91871**

Project: **Strengthening Evidenced Based Decision Making for Citizen Security in the Caribbean (CARISECURE)**

Country: **Barbados**

Issued on: **6 February 2020**

Contents

Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

> Section 1: This Letter of Invitation
> Section 2: Instruction to Bidders
> Section 3: Bid Data Sheet (BDS)
> Section 4: Evaluation Criteria
> Section 5: Terms of Reference
> Section 6: Returnable Bidding Forms
> - o Form A: Technical Proposal Submission Form
> - o Form B: Bidder Information Form
> - o Form C: Joint Venture/Consortium/Association Information Form
> - o Form D: Qualification Form
> - o Form E: Format of Technical Proposal
> - o Form F: Financial Proposal Submission Form
> - o Form G: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to procurement.bb@undp.org indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Yours sincerely,

Procurement Unit

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS		
1. Introduction	1.1	Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d
	1.2	Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.
	1.3	As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.
2. Fraud & Corruption, Gifts and Hospitality	2.1	UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti
	2.2	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.
	2.3	In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
	2.4	All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf
3. Eligibility	3.1	A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.
	3.2	It is the Bidder's responsibility to ensure that its employees, joint venture

		members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.
4. Conflict of Interests	4.1	Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:
		a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;
		b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or
		c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.
	4.2	In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.
	4.3	Similarly, the Bidders must disclose in their proposal their knowledge of the following:
		a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and
		b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.
		Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.
	4.4	The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.
B. PREPARATION OF PROPOSALS		
5. General Considerations	5.1	In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
	5.2	The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP
6. Cost of Preparation of Proposal	6.1	The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. Language	7.1	The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.

8. Documents Comprising the Proposal	8.1 The Proposal shall comprise of the following documents: a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. Technical Proposal Format and Content	10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP. 10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive. 10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP 10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.
11. Financial Proposals	11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs. 11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price. 11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.
12. Proposal Security	12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal. 12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected. 12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal. 12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS. 12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:

		a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails: c) to sign the Contract after UNDP has issued an award; or
	12.6	to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.
13. Currencies	13.1	All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals: a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
14. Joint Venture, Consortium or Association	14.1	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for 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 JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted 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.
	14.2	After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.
	14.3	The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.
	14.4	The description of the organization of the JV, Consortium or 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 JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.
	14.5	A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between: a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association.
	14.6	Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

	14.7	JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.
15. Only One Proposal	15.1	The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.
	15.2	Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	16.1	Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.
	16.2	During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.
17. Extension of Proposal Validity Period	17.1	In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.
	17.2	If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.
	17.3	The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.
18. Clarification of Proposal	18.1	Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.
	18.2	UNDP will provide the responses to clarifications through the method specified in the BDS.
	18.3	UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.
19. Amendment of	19.1	At any time prior to the deadline of Proposal submission, UNDP may for any

Proposals		reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.
	19.2	If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
20. Alternative Proposals	20.1	Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.
	20.2	If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"
21. Pre-Bid Conference	21.1	When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.
C. SUBMISSION AND OPENING OF PROPOSALS		
22. Submission	22.1	The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.
	22.2	The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.
	22.3	Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.
Hard copy (manual) submission	22.4	Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:
		a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.
		b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall:
		i. Bear the name and address of the bidder;

		ii. Be addressed to UNDP as specified in the BDS
		iii. Bear a warning that states "*Not to be opened before the time and date for proposal opening*" as specified in the BDS.
		If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.
Email Submission	22.5	Email submission, if allowed or specified in the BDS, shall be governed as follows:
		a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;
		b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.
		c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.
eTendering submission	22.6	Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:
		a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;
		b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.
		d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.
		c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.
		d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/
23. Deadline for Submission of Proposals and Late Proposals	23.1	Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP
	23.2	UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.
24. Withdrawal, Substitution, and	24.1	A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.

Modification of Proposals	24.2	Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"
	24.3	eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.
	24.4	Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened
25. Proposal Opening	25.1	There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.
D. EVALUATION OF PROPOSALS		
26. Confidentiality	26.1	Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.
	26.2	Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.
27. Evaluation of Proposals	27.1	The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.
	27.2	Evaluation of proposals is made of the following steps: a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals
28. Preliminary Examination	28.1	UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.
29. Evaluation of Eligibility and Qualification	29.1	Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).
	29.2	In general terms, vendors that meet the following criteria may be considered qualified: a) They are not included in the UN Security Council 1267/1989 Committee's

	list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.

30. Evaluation of Technical and Financial Proposals	30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.
	
	 30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.
	
	 30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.
	
	 30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:
	
	 <table><tr><td>Rating the Technical Proposal (TP):
	
	     TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100
	
	Rating the Financial Proposal (FP):
	
	     FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100
	
	Total Combined Score:
	
	Combined Score = (TP Rating) x (Weight of TP, e.g. 60%) + (FP Rating) x (Weight of FP, e.g., 40%)</td></tr></table>

31. Due Diligence	31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the

	information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following: a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal. 32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP. 32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.
33. Responsiveness of Proposal	33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission. 33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.
34. Nonconformities, Reparable Errors and Omissions	34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation. 34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal. 34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows: a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit

		price shall be corrected;
		b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
		c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.
	34.4	If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.
E. AWARD OF CONTRACT		
35. Right to Accept, Reject, Any or All Proposals	35.1	UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1	Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1	In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1	At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1	Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1	The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1	40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1	Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total

		contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	43.1	If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. Payment Provisions	44.1	Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45. Vendor Protest	45.1	UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html
46. Other Provisions	46.1	In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.
	46.2	UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.
	46.3	The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer

Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail**.**

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will not be conducted
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: 2.00% Percentage of contract price per week of delay, up to a maximum duration of one month, after which UNDP may terminate the contract.
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	**Ten (10)** days before the submission deadline

12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Procurement Unit E-mail address: procurement.bb@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering
14	23	Deadline for Submission	For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	e-Tendering
15	22	Proposal Submission Address	https://etendering.partneragencies.org BRB10 – BBRFP91871
16	22	Electronic submission (email or eTendering) requirements	▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Password for technical proposal must not be provided to UNDP until the date as indicated in No. 14 *(for email submission only)* ▪ Password for financial proposal must not be provided to UNDP until requested by UNDP ▪ Max. File Size per transmission: 8MB ▪ Mandatory subject of email: 8MB ▪ Documents which are required in original (e.g. Proposal Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission: procurement.bb@undp.org
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 60%:40% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	Q1 2020
19		Maximum expected duration of contract	Nine (9) months

20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Contract for Goods and Services on behalf of UN Entities http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Other Information Related to the RFP	Not applicable

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet the below criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts[1]	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
	Minimum 10 years of relevant experience.	Form D: Qualification Form

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[1] Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Previous Experience	Minimum 3 contracts of similar value, nature and complexity implemented over the last 3 years. *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).*	Form D: Qualification Form
Financial Standing	Minimum average annual turnover of USD$750,000 for the last 3 years. *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).*	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).*	Form D: Qualification Form

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	100
2.	Proposed Solution/Technologies	450
3.	Proposed Methodology, Work Plan and Approach	300
4.	Project Team / Personnel	300
	Total	**1150**
	The minimum technical score required to pass is 70%.	**700**

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	20
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country	20
1.4	Quality assurance procedures and risk mitigation measures	5
1.5	Organizational Commitment to Sustainability -Organization is compliant with ISO 14001 or ISO 14064 or equivalent -Organization is a member of the UN Global Compact -Organization demonstrates significant commitment to sustainability through some other means- for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	5
	Total Section 1	**100**

Section 2. Proposed Solution / Technologies		Points obtainable
2.1	Technology Stack Proposed (Open source is preferred)	75
2.2	Proposed system security & data confidentiality architecture/ measures	75
2.3	Proposed Solution for data inter-operability	50
2.4	Provisions for Document Management System	50
2.5	Provision for Mapping, GIS and Visualization	50

2.6	Provisions for High Availability	50
2.7	Provisions for Business Continuity	
2.8	Coherence of overall proposed Technology Architecture to requirements	100
	Total Section 2	**450**

Section 3. Proposed Methodology, Work Plan and Approach		**Points obtainable**
3.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	50
3.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	50
3.3	Details on how the different service elements shall be organized, controlled and delivered	50
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	50
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	50
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	25
2.7	Assumptions, Identified Risks & Mitigation Strategies	25
	Total Section 3	**300**

Section 4. Management Structure and Key Personnel			**Points obtainable**
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		20
3.2	Qualifications of key personnel proposed		
K1	Team Leader / Lead Consultant		100
	- Master Degree in Computer Science, IT, Business, other related field	20	
	- Minimum of 10 years of prior experience in data architecture, web services integration designing, developing and supporting implementation of a computerized and web-enabled information management systems.	40	
	- At least 5 years of experience in web enabled IMS development of comparable projects	20	
	- Specific experience in the area of security and crime statistics would be an asset.	10	
	- experience in communicating with the public on digital transformation, organisational information management and change management issues.	10	
K2	Database Designer		50

		- Bachelor degree in IT/ Computer Science/other related field	10	
		- At least 5 years of experience in designing of database for integrated software having multiple modules	20	
		- At least 5 years of experience in writing computer/database programming language such as JQuery, MySQL, PHP, HTML, CSS, Java Script and GIS	20	
K3	System Analyst			50
		- Bachelor degree in IT/ Computer Science/ Management Information Systems, or any other related field	10	
		- At least 5 years of experience in designing business requirements, work-flow diagrams, and system documentation for integrated database web-based software having multiple modules	20	
		- At least 5 years of experience in user documentation and training delivery.	20	
K4	MIS Programmer			40
		- an Associate's Degree or higher degree/qualifications in computer sciences, IT, or related field	10	
		-At least 5 years of experience in database and software development and maintenance.	15	
		- at least 5 years' experience in writing computer/database programming language such as JQuery, MySQL, PHP, HTML, CSS, Java Script and GIS	15	
K5	Software Engineer			40
		- an Associate's Degree or higher degree/qualifications in computer sciences, IT, or related field	10	
		-At least 5 years of experience in database and software development and maintenance.	15	
		- at least 5 years' experience in writing computer/database programming language such as JQuery, MySQL, PHP, HTML, CSS, Java Script and GIS	15	
		Total Section 4		**300**

Section 5. Terms of Reference

Consultancy Services to Design, Build, Pilot and Install a Web Based Integrated Police Management Information System (PIMS)

Project:	Strengthening Evidenced Based Decision Making for Citizen Security in the Caribbean (CARISECURE)
Beneficiary Countries:	St. Lucia, Barbados, St. Kitts and Nevis, Antigua, Grenada, Suriname, Dominica, St. Vincent and The Grenadines, Guyana
Duration of Project:	Overall project should be completed within a period of nine (9) months. Initial development phase to be completed within six (6) months; the remaining max of (3) months devoted to testing, deployment, training and handover.
Type of contract:	Firm / Consortium
Expected start date:	Q1 2020

1. BACKGROUND

The United Nations Development Program (UNDP) - Regional Bureau for Latin America and the Caribbean (RBLAC) in collaboration with the UNDP Caribbean network of offices – Guyana, Jamaica, Trinidad and Tobago, Suriname, Barbados and the OECS undertook the formulation of a first Caribbean-wide Human Development Report (CHDR) on Citizens' Security. Using Global UNDP HDR processes, analysis and methodologies, the Caribbean HDR reviewed crime and security in the Caribbean with data analysis and information from a human development perspective. The report defines the short and medium-term policy recommendations based on the social aspects of security which impact on citizen safety, youth violence, education, unemployment and inequality, inclusive economic growth, migration, and drug use and alcohol abuse. One of the primary recommendations from the report is the urgent need for the region to shift from traditional concepts of state security to a broader multidimensional concept that focuses on citizen security and safety and wellbeing of Caribbean citizens.

While the CHDR victimization survey points to high levels of fear of violent crime amongst citizens and the failing of existing policies and approaches, stimulating robust public discourse on the topic presented a challenge. Given the region's dependency on tourism as its main foreign exchange earner, enlisting the full and unconditional support of regional parliamentarians on the matter of facilitating rigorous public debate is critical. Reliable crime statistics are critical for measuring changes in crime levels, monitoring of national and regional responses, developing and evaluating effectiveness of citizen security policies, supporting the analysis and understanding of national and regional crime trends. Collection and organization of data into a statistical form is required to produce valuable information for use in decision-making and to allow for comparison of crime statistics across time and between countries. Lack of reliable and comparable national, sub-regional and regional statistics makes it difficult to fully comprehend the impact of crime and violence, and to inform the citizen security policies and strategies needed to effectively respond to these challenges.

An assessment of youth, insecurity and juvenile justice systems, conducted by USAID/ESC in the Caribbean point at the lack of standardized data on crime and violence and their drivers. Raw data is available in different forms and at different stages of the criminal justice process due to the diversity of entities that generate security statistics, the absence of clear guidelines, and weak inter-institutional coordination and information sharing.

National consultations and assessments conducted by UNDP in the Eastern and Southern Caribbean point at four interrelated key problems: 1. Deficient evidence-based citizen security policies due to 2. Lack of reliable and comparable national and regional statistics, 3. Weak coordination at national, sub-regional and regional levels, and, 4. Weak institutional and CSO capacities. 4) The importance of up-to-date data inform prevention programme design, monitoring and evaluation.

The data gaps resulting from these challenges are further aggravated by different definitions of security concepts, non-standardized indicators and inconsistent use of information; dispersion of information and a multiplicity of information sources; sporadic initiatives in the area of information management; lack of unified technical criteria and permanent technical capacities within the national and regional institutions; absence or lack of understanding of a preventive focus in information management; low citizen participation in discussions on citizen security; and absence of mechanisms and capacities to mainstream gender into the analysis and management of citizen security related information and public policies.

Based on this, UNDP seeks to work with countries in the Eastern and Southern Caribbean (Antigua and Barbuda, Barbados, Commonwealth of Dominica, Grenada, Guyana, Saint Lucia, Saint Kitts and Nevis, Saint Vincent and the Grenadines, Suriname, and Trinidad and Tobago) to improve institutional capacity for evidenced based decision making on youth crime and violence policy making and programming. The focus of this project will be in improving data collection, analysis and use of data for decision making on youth crime policy making and programming. The project intends to achieve two components: 1) improving the quality, comparability and reliability of data and information and youth crime and violence; 2) and regional collaboration and networking on youth crime and violence strengthened. These components will be achieved by improving regional and national institutional capacity to collect, monitor, and analyze citizen security and apply it to decision-making and policy formulation at both levels.

In March 2017, CARISECURE beneficiary countries participated in a study tour and knowledge exchange in Belize. During the tour participants were exposed to the processes and current practices in Belize that support automated data collection, analysis, and sharing amongst government agencies and with the public. After the study tour, there was a request from participants for the CariSECURE project to consider a crime-reporting database that is shared by all via a network, and which permits access by different users. To advance the recommendations made by project beneficiaries, UNDP is seeking to contract a Company to propose a robust Functional Information Management System with a three year support service. The Company will therefore cover the design/customization of a web enabled activity database, linking and integration of the activity database with existing databases to produce a web enabled Integrated Management Information System generating dashboard type information.

Important Notes:
1. It should be noted that the UNDP has engaged an external Consultant to do a "On-line Police Incident Data Collection Form" which overlaps to some extent with the scope defined in this document. The Consultant will be required to review this application and recommend how this "on-line form" can be integrated within the overall effort.
2. One of the beneficiary countries is Suriname. As such the application will also be required to be bi-lingual (i.e. English and Dutch)
3. The CariSECURE CCSIF Toolkit and other related documents attached as Supplemental documents.

2. OBJECTIVE
The Objective of the consultancy is the following:

- To conduct a current state analysis of the existing systems within the Police Administration departments in the three pilot countries.

- To perform a needs analysis/ regarding the requirements for the proposed Police Information Management System (PIMS) that will eventually integrate with other related systems for prison management, judiciary, etc.; including data conversion, inter-operation, and reporting requirements of the system
- To validate requirements through stakeholder consultation workshops in the target countries.
- To produce a detailed technical design and specification documentation for the PIMS for implementation and piloting in the target countries.
- To develop a pilot prototype of the web-based PIMS, based on Open Source technologies, which will be deployed in the target countries.
- To validate the web-based application through stakeholder consultation workshops in the target countries
- To deploy the application for operational use in the target countries
- To deliver training for administrators and users
- Provide for the operational handover of the application together with the related user and administrator manuals.

3. SCOPE

3.1 The Caribbean Composite Citizen Security Indicator Framework (CCSIF)[2]

It is imperative for standardization purposes that the data collection and reporting protocols established by the system specifications being proposed must include all the fields developed by the data collection toolkit developed by the CariSECURE Project. While the system should contain reports that are critical to specific agency needs, the proposed information management system should also include reports guided by the indicators developed as part of the Proposed Caribbean Composite Citizen Security Indicator Framework (CCSIF).

While it recognized that each country may require the production of other idiosyncratic reports for its own unique needs, the requirement to standardize the data collection instruments as well as reports based on the already established indicators will allow for the sharing of information regionally as well as for the sharing of best practices and other such benchmarks among the pilot countries as well.

The Caribbean CCSIF is a result of extensive stakeholder consultations within each country falling under the CariSECURE project, as well as with other regional and international partners. It allows for a broadened multidimensional approach in data collection, measurement and analysis. It is adaptable and can also be tailored to specific data needs at the agency, national, and regional levels over time. This multidimensional Framework approach allows for data disaggregation by key partners within the criminal justice system (police, courts, rehabilitation services and/or prisons), as well as by designated thematic policy areas (child justice, illegal migration and trafficking in persons, drugs and organized crime, etc.). These indicators and thematic policy areas can be expanded based on specific data needs at the agency, national, and regional levels.

3.2 Key Modules and Registries of the Police Information Management System[3]
This system should contain the following Modules and Registries:

1. Incident/Crime Report Module

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2 The Document "Guidance Notes on Citizen Security Data Collection and Dissemination" can be accessed here: https://www.dropbox.com/sh/8etamk76hvyqhrk/AABPBCIp7WC3wEr8eExsoyOMa?dl=0. It contains an elaboration of the data collection toolkit developed by the CariSECURE Project. All dashboard reports must take the CCSIF into consideration.

3 A Narcotics Module has also been requested by certain system stakeholders. However more information will have to be gathered on the nature of the Narcotics Module and what data that module is intended to capture, during the requirements gathering phase of project execution

2. Address Registry
3. Person Registry
4. Vehicle Registry
5. Property and Evidence Module
6. Crime and Charges Module
7. Warrants, Arrest and Booking Module
8. Jail Module
9. Firearm Registry
10. Weapons Module
11. Traffic Incident Module
12. Wanted Person / Persons of Interest Registry
13. Electronic Case File Module

3.2.1 Incident/Crime Module

The Incident/Crime Report Module is the heart and soul of any law enforcement records management system. This module is designed to capture information found on a typical incident/crime reported to the Police. The modules should contain the tracking of the Incident/Crime report status as it is moving through the established workflow.

Some suggested fields / data to be captured include:

- Incident Number or Case Number
- Address where incident/crime was reported – Connected to the Address Registry Module
- Address where incident/crime was said to occur – Connected to the Address Registry Module
- Date and Time when Incident/Crime was reported
- Date and Time when incident/crime was said to occur;
- Offenses (according to local laws)
- Offenses (standard regional formats)
- During what season of the year did the incident/crime occur
- Location Type (workplace, hotel) where the incident/crime was said to occur
- Crime Related Contributing Factors (Domestic Violence, Alcohol Related, School Related, Gang Related etc.…)
- Modus of Operandi
- Persons Involved (connected to the Person Registry)
- Vehicle Involved (connected to the Vehicle Registry)
- Properties Involved (connected to the Property and Evidence Registry)
- Firearms Involved (connected to the Firearms Registry)
- Incident Narrative
- Synopsis
- Press Release

3.2.2 Address Registry

The Master Address Registry Module provides a central file for all address references used within the system.

The address registry will capture the following data:

- District and Geo-reference
- Parish and Geo-reference
- Town and Geo-reference
- Street and Geo-Reference
- Addresses and Geo-reference

3.2.3 Person Registry

This module should provide the ability to capture a comprehensive set of identifying attributes related to the subject. It also should permit the tracking of subject's address and telephone number, history and any alias names that the subject has been known to use. User should also be allowed to store multiple photos of the subject referenced by date, as well as references to prior incidents or crimes as applicable.

Some suggested fields to be captured include:

- Name
- Date of Birth
- Driver's License
- Address
- Phone Number (Home, Work, Cell)
- Email
- Sex
- Race
- Height
- Weight
- Hair Color
- Eye Color
- Relationship to the incident(s)/crime(s) (victim, witness, suspect/perpetrator, reporting party)
- Occupation
- Religion
- Disabilities
- Level of Education
- Education Status
- Aliases
- Photos
- Prior convictions flag

3.2.4 Vehicle Registry

The Vehicle Registry should capture all data vehicles and their relationship to any type of incident/crime or person of interest.

Some suggested fields to be captured include:

- License Number
- District Tag Number
- Year of Vehicle
- Type of Vehicle
- Vin Number
- Make and Model
- Mileage
- Modifications
- Style and Color
- Registered Owner
- Vehicle Relationship to incident/crime (stolen, recovered, left at scene of crime, impounded, used in crime, etc.)

3.2.5 Property and Evidence Registry
The Property and Evidence Registry module should contain information related to items associated with an incident/crime and the status tracking of those items. The module should integrate also with the Firearm Registry and Drugs Registry.

Some suggested fields / data to be captured include:

- Physical Properties
    - Item No
    - Description
    - Category
    - Value
    - Status (Stolen, Recovered, Missing, etc.)
    - Owner
    - Date
- Cash
    - Cash Amount
    - Currency
    - Status (Stolen, Recovered, Missing)
    - Owner
    - Date
- Evidence (photos, descriptions, tag nos., etc.)
- Drugs (link to drug registry)
- Firearms (link to firearms registry)

3.2.6 Drugs Registry
The Drugs Registry should contain information related to drugs associated with incidents or crimes and the status tracking of those items. The module should link also with the Property and Evidence Registry.

Some suggested fields / data to be captured include:

- Drug Name
- Type
- Count
- Weight
- Value
- Ownership Status (Seized, Claimed, Found)
- Owner(s)
- Location
- Date

3.2.7 Firearm Registry
The Firearm Module should be designed to record the registration of multiple firearms to a single person and to register firearms associated with an incident/crime. In this module information should also capture information on the subject registering the firearm.

Some suggested fields to be captured include:

- Firearm registration data
- Nature of association to incident/crime.
- Firearm Characteristics
- Link into the Person Registry
- Link to Evidence Module

- Link to incident / crime module

3.2.8 Weapons Module
The weapons module should be designed to track weapons and the type of weapons used in a crime/incident. If the weapon used was a firearm, there should be a link to the firearm registry to record the details of the firearm.

Some suggested fields to be captured include:

- Type of weapon
- Weapon characteristics
- Link into the Person Registry
- Link to Evidence Module
- Link to incident / crime module

3.2.9 Arrest and Booking Module
The Arrest & Booking module should be the entry place for all arrests made and subjects held in custody. This module should be used in conjunction with the jail module and the incident module in circumstances where subjects related to an incident are arrested. The module should capture all the identifying information about a person, any associated vehicle and all the circumstances surrounding an arrest such as what agencies were involved, the charges being filed, charge dispositions, bail amounts, and personal property inventories. Booking photos can be captured directly from this module.

3.2.10 Warrants Module
The Warrants Module should be designed to track various types of Arrest and Bench Warrants issued by the court for law enforcement service. This module should track all the key court warrant document information as well as the name, address and description of the person for which the warrant has been issued. Persons entered into the warrants module are linked to the Person Registry Module.

3.2.11 Jail Module
The jail module should provide a comprehensive management console to track critical information about all the various activities associated with each person in custody. The jail module utilizes the Arrest and Booking module as the intake mechanism to add subjects to the in-custody list. This module should also log the result of adjudicated cases.

3.2.12 Traffic Accident Module
The Traffic Accident Module is intended to capture and index the basic information found on a traffic accident form. This includes data concerning the time and location of the incident, weather conditions, as well as road and traffic conditions at the time of the traffic accident. Additionally, the accident module should have the ability to capture an unlimited number of associated persons and vehicles. Both persons and vehicles are classified with regard to their relevance / relationship to the accident.

3.2.13 Wanted Person / Persons of Interest Registry
This Registry really is a subset of the person registry, highlighting wanted persons, or persons of interest. The registry should allow the user to easily pull up lists of persons who are known to be:

- Child Molesters
- Sex Offenders
- Deportees
- Murderers
- Witnesses
- Persons with outstanding warrants

- Persons with travel restrictions
- Drug traffickers
- Gangs members, etc.

3.2.14 Electronic Case File Module

The proposed system should contain an electronic case file (ECF) module capable of capturing, storing, querying and retrieving information relating to various objects (personnel records, documents, exhibits, events, photo albums, etc.). The collection of object types should be customized according to the process requirements of the cycle: intelligence, investigation or prosecution. Any object in the ECF should be able to be linked to other objects within the same case file. Such links should enable the possibility of visual presentation (diagramming/charting) of Electronic Case File objects. The case file module should include option / functions to facilitate, but not limited to, the following:

- Recording a report
- Assign an investigator
- Review list of Investigator's cases
- Flag cases requiring attention, and list as needed
- Flag unassigned cases, and list as needed
- View lists / profiles prisoners in custody
- View result of adjudicated cases
- Flag changing status of cases
- Search all cases
- Edit cases

4. FUNCTIONAL & SYSTEM REQUIREMENTS

4.1 Web Based Platform

The sought Police Information Management System (PIMS) should be web-based; that is, all user types should be able to access the system using a standard web browser on any Internet connected device, without the requirement of installing additional software on the user device. The system shall be accessible anytime, anywhere, via an Internet connection. The application should be web-browser independent.

4.2 Data Exchange with Local and International Agencies

In addition, in order to facilitate data communications among domestic and international law enforcement and regulatory agencies, it is recommended that the proposed police information system be conformant to international information exchange protocol for crime statistics. In this regard, the Consultant must review and ensure that the application is designed to support the UNODC International Classification of crime for Statistical Purposes[4] .

4.3 Central Repository

The system should contain a central logical database to act as a repository for all data, thus eliminating the potential for different sets of data / information being held on the same entity. It should also preserve data integrity and provide adequate security for all data. The database should have the capabilities to accept different types of data formats such as: text, GIS maps, documents, audio, video and pictures.

4.4 Centralized Administration

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[4] More information on the UNODC International Classification of crime for Statistical Purposes can be found at:
http://www.unodc.org/unodc/en/data-and-analysis/statistics/iccs.html

The system should offer a comprehensive menu of administrative options for managing or administrating the entire system, including the maintenance of users, roles, configurations, setting operational parameters and security.

4.5 Open Source Platform
The system will be developed using Open Source technologies as opposed to proprietary systems. This will eliminate the requirement for payment of annual software license fees and will ensure that, on hand-over, the primary stakeholder organisations can access the system's code base and APIs to further build and/or modify the system as new needs arise.

4.6 Strong Search Capabilities
The system should employ a robust search facility where-in all data stored in any format (including text, audio, video, document, geo-reference or picture files) anywhere in the system, should be fully searchable, and be available for use for investigative or reporting purposes. Search results must however be redacted according to the security settings of the user.

4.7 Security & Auditing
The system should employ multiple security layers to eliminate unauthorized access to any part of the system itself or information held within it. The Consultant should configure the software to allow the user to control access within the system by the assignment of different roles with various levels of associated access privileges.

The assigning of a role shall entitle the user to access parts of the system or information within the system associated with that role. For example, a data entry clerk may have access only to that part of the system that allows the input of new data, whereas the manager of an investigation team would have access to all information associated with cases held by his or her team.

The system should track and log all activities carried out within the system. This may be done through an audit trail using timestamps and user credentials and recording the names of individuals who have accessed any part of the system or changed any information on any case, including the time the changes were made.

This feature ensures that comprehensive audit trails are available to system administrators and management at all times. Furthermore, and prior to saving any change to any existing record, an image of the older version of the data is captured. This allows an immediate auditing and comparison between records before and after changes.

The system is expected to be accessible 24x7 but with an acceptable maintenance window of two (2) hours per week with advance notice. In addition, should there be a need to invoke any disaster recovery methods, it is expected that the system will be fully back online within two (2) hours and with one (1) hour maximum of possible data loss. The Consultant would be expected to include disaster recovery recommendations within their proposal. Additional recommendations regarding other aspects of security, including data encryption, password management, virtual private networking, database configuration, to ensure confidentiality, integrity, and availability etc., should also be discussed in the Consultant's proposal.

4.8 Workflow Management
The system should manage tasking and notification services. The system should guide the user through tasks based on pre-set policies and processes. The system should provide a workflow for incident management, from the recording of an incident through its life cycle of assigning an investigator to closing the case, as part of a full case management component.

4.9 Notifications and Message Board

Beyond only for recording crimes, the proposed PIMS should contain a notifications capability to allow users to receive alerts when specific actions are taken and / or when specific events or changes occur on the platform. This functionality should thus allow for pre-defined types of reports, incidents, events or even officer's workloads, to be monitored.

Also, a message board should be implemented to allow users to post and receive system-wide messages or messages related to specific cases which they are involved in or associated with.

Notifications and alerts should be sent to users (Case Manager, Case Officers, etc.) by email and directly to the Message Board in the information system portal to ensure that all relevant persons consistently have all relevant information required at their disposal.

4.10 Dashboards & Reporting Capability

The proposed information system should offer a very flexible yet robust reporting capability. The reporting module should offer a rich list of reports grouped by operational requirements (investigative purposes, management, statistics, etc.) Each report should have options for three different views:

1. a data-oriented format that enables users to group, reorder and drill-down into the result set as required;
2. Graphic oriented on-screen formats. The graphic representation of data should also assist analysts/users to further analyze and assess the trends and patterns in investigative processes.
3. Formal Report formats, which are optimized for printing, which will include the logo of the institution and other tags in line with their regular formal reporting.

The reporting module should have the ability to integrate with various reporting tools (e.g. jasper reports), and should also allow the users create custom reports if necessary.

4.11 Incident Mapping

The proposed information system should contain an incidents mapping feature. Clarifying where different types of incidents occur is one of the key features of the system's analysis tools. The proposed feature should facilitate the following:

- Incident clusters or hotspots maps
- Visual and statistical analyses of the spatial nature of crimes and other types of events;
- Linking unlike data sources together based on common geographic variables (e.g., linking census information, school information, and crime data for a common area);
- It should also provide maps that help to communicate analysis results.

4.12 Document Management System (DMS)

The proposed system must employ easy to use but effective DMS for storing, managing and tracking all the documents and images that will be uploaded to the system during the course of its use. Any system employed should be able to handle all the common file types discussed (text, audio, video, document, pictures, maps) and should also support meta-data features and robust security and privilege management functionality.

4.13 Data Integration

Understanding that the proposed Police IMS will eventually be integrated with other systems such as:

- The DPP office and Police Prosecutors Case Management System;
- The Courts Case Management Systems;
- Prison Records and Management Information System;
- Probation Case Management System.
- Public/State Sector organisations.

The system must be built with a secure web services, APIs and the ability to download/upload of data in the form of excel files or CSV format. Such services / APIs should will allow secure communications (data pull and data push) with other systems. At a minimum This functionality must be implemented to be robust and secure and be accompanied by comprehensive documentation as a core reference for system administrators and developers of other services that would wish to pull data from or push data to the Police IMS.

4.14 Standardized Application
Though there are nine (9) beneficiary countries, the UNDP will work with countries and the Consultant to ensure that the provided application is generic enough to be mostly standardized, with only minor flexibility be accommodated at the local level.

4.15 Digitization of Current Offline Data
The proposed system will be built with functionality for bulk uploading current and past content/data onto the system. Any data preparation requirements for acceptance into the new system must be fully documented and delivered as part of the training material to eventual system users / administrators.

5. NON FUNCTIONAL REQUIREMENTS

1. The proposed system should provide context-sensitive help material for typical actions and scenarios in the application;

2. The proposed system should provide an interface for the user to log any defects or enhancement requests on the application and facilitate the tracking of such requests by administrators;

3. An audit trail is a record of actions taken by either the user or the system triggers. This includes actions taken by users, administrators, or actions initiated automatically by the system as a result of system parameters. The proposed system must be able to keep an unalterable audit trail capable of automatically capturing and storing information about:

   – All the actions (create/read/update/delete) that are taken upon the critical entities (case, suspect, property,…) in the system;

   – The user initiating and or carrying out the action (including IP address);

   – The date and time of the event.

   – Administrative parameters;

4. The proposed system must be able to capture and store violations (i.e. a user's attempts to access a case to which he is denied access), and attempted violations of access control mechanisms.

5. The proposed system must allow the user to limit access to cases specified by users or user groups.

6. The proposed information system should provide for role-based control for the functionality within the system.

7. The proposed system must allow a user to be a member of more than one group.

8. The system must allow only admin-users to set up user profiles and allocate user, rights, permissions and assignments to groups.

9. The system must allow changes to security attributes for groups or users (such as access rights, security level, privileges, password allocations and management) to be made only by system administrator(s).

10. Quick or advanced searches on the system must never produce search results that list any record which the user does not have the right to access rights/privileges to.

11. Vertical scrolling should be minimized whenever possible. Horizontal scrolling should be avoided altogether especially when using on a mobile browser.

12. Acceptable opening / download times: Application pages should be designed and implemented so that there are acceptable/reasonable page opening and content download times for the expected user system constraints (e.g. bandwidth between the application and the user).

13. Colour Usage: Colours should be used with care, taking into account human capabilities and restrictions in perceiving colour. Content and text colouring conventions should not be the only means of conveying information (iconography and other methods should be employed). Some users may have difficulties in perceiving certain colours or colour combinations (color-blindness).

14. Linking back to the home page or landmark pages: Each page should contain a link leading to the home page of the application or to a landmark page that is easy for users to recognise.

15. Providing a site map: A separate navigation overview such as a site map should be provided for the application showing the structure of the site in an overview form.

16. The system shall be scaleable and must not have any features which would preclude use in small or large police stations, with varying numbers of cases handled.

6. DATA OWNERSHIP

It is to be made clear that the data contained in the system, which is uploaded by each operating unit within each beneficiary country is the sovereign data of that country. As such no architecture or configuration of software, use of any service or otherwise can supersede the right of any country or operating unit to their data.

At any point in time should a country as a whole, or any operating unit desire to extract their data from the system, there should exist built-in facilities to enable such extraction in its entirety. Such extraction should include data uploaded in any formal (incl. text, video, document, audio, geo-reference, etc). Authorised users should also have the ability to completely delete their information from the system if deemed necessary (once all protocols and authorization privileges have been duly communicated and validated).

7. SOFTWARE ARCHITECTURE/ TECHNOLOGY STACK

7.1 System Software Architecture

The proposed Police IMS should be built upon an Open Source technology stack as mentioned in previous sections of this RFP. In this regard the Linux, Apache, MySQL and PHP (LAMP) architecture is preferred; however, the chosen firm may propose an alternative technology stack, or mix and match the above preferences with other open source technologies. In the event that the Company proposes other technologies, detailed and specific reasons for the choice/s should be communicated.

7.2 Preferred Software Technology Stack

	Software Technology Stack Requirements	
Component	**Preferred Technology**	**Parameters & Alternative**
Operating System	Linux - CentOS (Version 6.9)	• An alternative Linux distribution to CentOS may be employed. • Any alternative suggested must be free, enterprise-class and community-supported platform functionally

		compatible with its upstream source, Red Hat Enterprise Linux.
Application Server/Web Server	Apache (Version 2.2+)	• Any alternative suggested must be free, and community-supported computing platform.
Server-side scripting Programming Language	PHP (Version 7.4+)	• Alternative can be proposed with specific provided specific reasoning provided.
Relational Database; Storage Engine	MySQL (Version 8.0+)	• Any alternative must be an open source, community supported, relational database management system (RDBMS) based on Structured Query Language (SQL). • Must run on Linux OS
HTML– CSS Framework	Bootstrap (Version 3.0+)	N/A
	HTML/HTML5	N/A
	JavaScript, AJAX/JSON, jQuery	N/A
Generate PDF documents	FPDF PHP Class (version 1.81)	• The latest version requires at least PHP 5.1.
Document Management System (DMS)	1. Openkm DMS or 2. Seeddms PHP DMS or 3. Custom developed by Company for this project	• It supports all major DBMS open source databases formats, • Preview images for attachments • Support metadata like the author, keywords, a description, and arbitrary attributes. • Option for common file types like PDF, MS Word, MS Excel to be indexed for full-text search. • Versions control • Users and groups management • Cryptography to encrypt and decrypt documents
Web Mapping Services	1. Google Maps & Google Maps (API) or 2. Mapbox & Leaflet (API)	• Alternative can be proposed with reasoning provided.
GIS/ Spatial Data Analysis Software Suite	1. ArcGIS & Crime Analyst Module or 2. QGIS- (This is a free and open-source cross-platform desktop geographic information system (GIS) application that supports viewing, editing, and analysis of geospatial data.)	• While Google Maps can provide the basic mapping needed including the visualization of incident clusters, it is also recommended that a more specific Mapping Software be identified and integrated for use by GIS Crime Analyst personnel. The recommended platform is a software developed by ESRI (https://www.esri.com/en-us/home) called ArcGIS (http://www.esri.com/arcgis/about-arcgis) and more specifically a module called Crime Analyst

| | | | (http://www.esriuk.com/software/uk-products/crimeanalyst). Therefore while a web based system is to be implemented, it should possess functionality to export the geographic/spatial data managed by the system into a format that can be used in typical GIS/Spatial Data Analysis software for further analysis. |
| | | | • Alternative can be proposed with specific reasoning provided. |

8. HARDWARE & NETWORK ARCHITECTURE
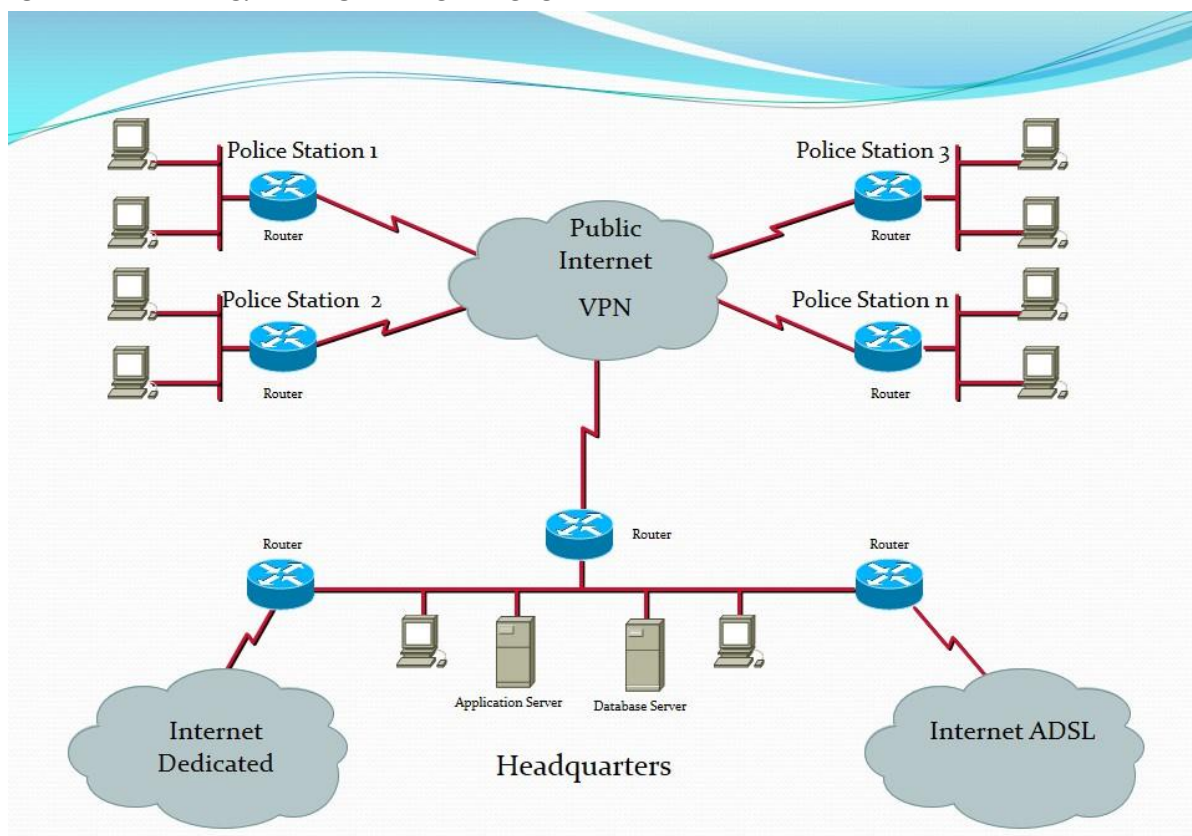
Figure 1: Possible Basic System Network Configuration

Currently, the CariSECURE project has the following hardware list available to the project:

Device	Brand	Model	Specifications	Unit per country
Routers(3)	Cisco	C887VA-K9	C887VA-K9, Cisco 887 VDSL/ADSL	3
Switches(1)	Cisco	WS-C3650-24TS-S	WS-C3650-24TS-S	1
Switches(2)	Cisco	2960S-24TS-S:	2960S-24TS-S:	2
Tablet/GPS	Samsung	Samsung Galaxy Tab A SM-T585	Samsung Galaxy Tab A SM-T585 16GB	3
Tablet Cover	MoKo Samsung	MoKo Samsung Galaxy Tab A 10.	MoKo Samsung Galaxy Tab A 10.1 Case	3

Additionally:

1 server, 3 desk tops and 2 printers/scanners

DESKTOP

- HP Z4 G4 Work Station
- Processor: Intel Core i7 – 7800x Processor
- Memory: 32GB (2x16 GB) DDR4 SDRAM
- Internal Storage 1: 256GB PCIe NVMe SSD M.2
- Internal Storage 2: 1 TB 7200rpm SATA
- Graphics: NVIDIA Quadro P400 (2 GB DDR5 dedicated)
- Networking: HP i350-T2 PCIe Dual Port Gigabit NIC
- Optical Drive: 9.5mm DVD Writer Optical Disc Drive

SERVER
- 2U Rack Server
- Processor: 2x HPE DL380 Gen10 Intel Xeon-Silver 4110 (2.1GHz/8-core/85W) Processor Kit
- Memory: 64GB RAM - 4x HPE 16GB (1x16GB) Dual Rank x8 DDR4-2666 CAS-19-19-19 Registered Smart Memory Kit
- Internal Storage: 6TB - 6x HPE 1 TB, SATA 7200 rpm, small form factor in a Smart Carrier with 1 year Warranty
- Power Supply: HPE 500W Flex Slot Platinum Hot Plug Low Halogen Power Supply Kit

9. NETWORK CONFIGURATION & HARDWARE RECOMMENDATIONS

The final production network architecture of the system should provide for high availability, business continuity and disaster recovery by employing cluster architecture or other architecture configuration as justified by the Consultant.

The physical configuration of the system should contain at least two virtual servers. One of the servers should be configured as a Web Server to contain the web application and the other server will contain the database management system (DBMS). The database server should be separated from the rest of the environment to eliminate the resource contention between the application and the database, and to increase security by removing the database from the DMZ, or public internet.

In addition to the production environment, a disaster recovery and a staging/testing environment should also be considered. However, these environments would not need to demand the same level of resources as the production environment and the utilization of virtualized technology is optional.

The communication between the user's computer and the web server should be via https protocol. The main motivation for HTTPS is authentication of the visited website or web application and protection of the privacy and integrity of the exchanged data.

The Consultant should suggest / recommend and discuss network configuration principles inclusive of virtualization technology which would meet the objectives and nature of this project.

10. PROJECT EXECUTION & PHASING
The project will be delivered in six (6) main phases as follows:

Phase 1: Inception & Current State Analysis
The Consultant will first produce an Inception Report that will ratify the scope of the project and outline the timelines, schedules and deliverables for the entire project. In the process of compiling the report the Company will work with CARISECURE to document all identified stakeholder institutions, groups and personnel for inclusion in the inception report. Key stakeholders from the operational level will include Police Services, Judiciary, Prisons, etc.. Also to be considered are stakeholders from Academia, CARICOM, and OECS. Once the Inception report has been accepted, the Company will proceed to conduct a current state analysis of the existing systems in operation within the Police departments of the pilot countries.

The current state analysis will seek to document the existing systems (electronic and/or paper based) and their associated business processes, workflows, data/information/content items and reports with the goal understanding the high level needs and requirements of the proposed Police Information Management System (PIMS) that will eventually be integrated with other systems for judiciary, prison management, and the DPP. This process will involve the review of project documentation, research and reference material regarding the proposed PIMS and interaction with identified stakeholder personnel from CARISECURE and the relevant departments of the pilot countries. This data gathering and review exercise will be conducted in person or through virtual means (email, phone, Voip/Skype, etc.)

While the focus of this project is on the development of a Police Management Information System, it must be noted that this system should be designed so that it could be integrated with other systems (ie Prisons, Judiciary, and DPP), as such, stakeholders from these other state functions should be involved in this fact finding process.

The main deliverables of **Phase I** are:
- A Draft Inception Report on the approach, process, and methodologies for this consultancy. The Inception Report must include a detailed work plan and schedule of the activities and phases of work, with milestones and risks, to be undertaken during the consultancy.
- A Final Inception Report incorporating any comments into the Draft Report based on meetings /feedback with CARISECURE stakeholders;
- Delivery of one (1) Draft Current State Analysis
- Delivery of one (1) Draft Business Requirements Document for new system.
- Monthly project status report(s)

Phase 2: PIMS Requirements Verification & Validation Workshops
The chosen Company will be required to plan and deliver stakeholder consultation workshops in the three pilot countries (i.e. St Kitts, St. Lucia and Guyana) aimed at facilitating the verification of the current state as understood by the Company as well as the validation of the proposed and high-level requirements of the web-based PIMS to be built. These workshops will provide for a focused review, discussion and feedback sessions with representatives of all the relevant stakeholder groups. At the end of this phase the Company would have produced final Current State Analysis and New System Business Requirements documents which will detail the expected product to be delivered and will form the basis for subsequent system design and implementation activities. The System Business Requirements document among other things, will include:
- The list of existing services that will need to be integrated with the Police MIS, for each pilot territory, if any were identified during the process.
- Descriptions of each of the Dashboards, Reports, Data and Statistics that the stakeholder organisations will require from the system.
- Determination of the number of concurrent users of the system based upon the information collected during the fact finding sessions.

The main deliverables of **Phase 2** are:
- Delivery of at least One (1) stakeholder workshop in each of the pilot territories.
- Delivery of one (1) stakeholder workshop report for each workshop held.
- Delivery of one (1) finalized Current State Analysis
- Delivery of one (1) finalized Business Requirements Document for new system.
- Monthly project status reports.

Phase 3: PIMS Technical Design

This is the main design phase of the project where the chosen Company will develop the detailed technical design of the proposed system based upon the finalized and approved Current State Analysis and Business Requirements documents. At the end of this phase the Company will produce a comprehensive system design and specification document for review and sign-off by CARISECURE. This document will outline the following:

- All data, information and content categories to be managed by the system.
- Proposed business process upgrades (if any) for the pilot Police Information Management System.
- Documentation of proposed user functionality, tasks and workflows (Use Cases, UML, etc.)
- System's User Interface (UI) design
- Screens of the different dashboards and reports that the stakeholder organizations will require from the system.
- Definitions of system user types and permissions granted to those users
- Front-End and Back-End security measures and infrastructures to be applied.
- Proposed Database Schema/s.
- Hardware, software, network architecture and infrastructures required to deploy and run the system in the pilot locations.
- Hardware/Software purchasing lists

Based on a review of existing documentation and systems, the Consultant will develop appropriate web services / APIs to enable connectivity / data transferability between the new system and existing systems (or proposed systems – based on available documentation). The Consultant will not be required to collect such data or operate such interfaces as an on-going matter. However, the Consultant will be required to fully document and set out the specifications for integration (protocols, data type, formats, etc) and in later phases to thoroughly test such interfaces and to train selected current systems representatives on their use. Training and guidance material must also be provided regarding any and all processes for data / system preparation which may be required to enable integration.

In addition to the main technical specifications document the company will produce a system prototype or step-through. This is basically a step through of the main functionality and workflows of the proposed system that resembles the proposed UI layout. This may be in the form of an HTML click-through a power-point presentation, or other format that can be proposed during the inception period.

The main deliverables of **Phase 3** are:
- One (1) PIMS Technical Design & Specifications Document
- System Prototype Step-through (HTML Click through, ppt, images, or another convenient format)
- At least One (1) Technical design review sign-off meeting with CARISECURE Stakeholders (in person or virtual)
- Project status report(s)

Phase 4: Police IMS Implementation, Testing & Beta Deployment

The Company will implement the system based on the approved technical design document produced in Phase 3. At the end of the implementation phase the Company will conduct a User Acceptance Testing (UAT) session with CARISECURE personnel to verify/validate that the documented technical design specifications have been met. The following will be expected during this phase:
- Development and internal testing on a private test environment.
- Design of formatted bulk upload sheets and / or the definition of the acceptable format for data-sets that will be used to bulk upload historical and currently offline data onto the system.
- The digitization (as required) and upload of at least one (1) month of currently off-line existing data from at least one of the pilot countries for use as test data.
- Launch of the Beta version in a production environment for review and testing with CARISECURE

personnel.
- A formal UAT session with CARISECURE personnel as part of the assessment and acceptance process for ensuring that the system meets the documented requirements/specifications.

The main deliverables of **Phase 4** are:
- Launch of the Beta Version of the System on the Production Environment
- User Acceptance Testing (UAT) scripts
- At least one (1) UAT session with CARISECURE personnel for sign-off
- Monthly project status report(s)

Phase 5: Stakeholder Testing, Verification & Validation

Once the Beta version of the system is launched and has passed the CARISECURE UAT, the Company will plan and deliver workshops in the pilot countries for the purpose of live (Beta) testing and system verification/validation.
The following will be expected during this phase:
- Delivery of system verification/validation workshops in each of the pilot territories.
- Compilation of reports for each workshop held.
- Resolution of any issues/errors/faults identified by the Company and/or stakeholders during the workshops.
- Updating of Code and Integration API documentation if any changes are required.

The main deliverables of **Phase 5** are:
- Delivery of at least One (1) System Verification/Validation workshop in each of the pilot territories.
- Delivery of one (1) report for each workshop held.
- Provision of updated Design, Code, API and other technical documentation in the case of implementation of new or adjusted functionality that is not outlined in the approved design documentation.
- Provision of a draft maintenance service level contract for consideration by UNDP.
- Monthly project status reports

Phase 6: Formal Deployment & Stakeholder Training

In this phase the PIMS will be deployed for operational use in each of the target countries. Formal hand over meetings will be delivered by the Company. These meetings will include training sessions for administrator users of the system.
The following will be expected during this phase:
- Planning and Execution of administrator and train-the-trainers (onsite) sessions in each of the pilot locations.
- Compilation of Administrator and user manuals (PDF, ppt or other appropriate formats) for administrator and regular users of the system.
- Operational Administrator Hand-Over (onsite) meetings in each of the target territories.
- Resolution of any issues/errors/faults identified by the Company and/or stakeholders during the training sessions.
- Updating of Code, API(s) and documentation if any changes were made.
- Updating/Finalization of service level contract.

The main deliverables of **Phase 6** are:
- Delivery of at least one (1) Administrator/Train-the-trainers session per target country.
- Operational Hand-Over of control of the application in each of the target territories.
- Provision of user manuals (PDF, ppt or other appropriate formats) for administrator and regular users of the system.
- Provision of all Design, Code, API and other technical documentation created for the

implementation, including new or adjusted functionality that is not outlined in the approved design documentation.
- Finalized three (3) year service level contract.
- Monthly project status reports

11. DURATION

The overall assignment is expected to be completed within nine (9) months. Phase 1 to phase 4 is estimated to be completed by the end of month 6 and it is anticipated that the remaining 3 months will be dedicated to testing, verification, validation, deployment, training and formal handover.

12. CONSULTANT'S TEAM

The following are the **Key Experts** required for execution of the assignment. CVs highlighting their specific experience and skill-sets (as related to their proposed role in the project) must be provided for each of Key Expert's positions listed below. Only one CV shall be proposed for one position. **Alternative experts proposed for the same position are not allowed**. However, the same CV can be proposed for more than one position. All Key Experts must be fluent in English.

Other **Non-Key Experts** can be proposed by the Company. However, at this stage no CVs for non-Key Expert position are required.

Key Expert 1 – Team Leader: Must possess at least Master Degree in Computer Science, IT, Business, or other related field. The proposed individual should have a minimum of 10 years of prior experience in data architecture, web services integration designing, developing and supporting implementation of a computerized and web-enabled information management systems.

The Team Leader must have experience in systems and software development which includes at least 5 years of experience in web enabled IMS development of comparable projects. Specific experience in the area of security and crime statistics would be an asset.

The Team Leader should also have experience in in communicating with the public on digital transformation, organisational information management and change management issues.

His/her main objectives will be to be the expert liaison between the business / technical design and development team and the project's client and stakeholders.

Key **Expert 2 - Database Designer:** Must possess at least a Bachelor degree in IT/ Computer Science/ any other related field with at least 5 years of experience in designing of database for integrated software having multiple modules. The candidate should also have at least 5 years' experience in writing computer/database programming language such as JQuery, MySQL, PHP, HTML, CSS, Java Script and GIS.

Key **Expert 3 - System Analyst:** Must possess at least a Bachelor degree in IT/ Computer Science/ Management Information Systems, or any other related field with at least 5 years of experience in designing business requirements, work-flow diagrams, and system documentation for integrated database web-based software having multiple modules. The candidate should also have at least 5 years' experience in user documentation and training delivery.

Key **Experts 4 - MIS Programmer:** Must possess an Associate's Degree or higher degree/qualifications in computer sciences, IT, or related field. At least 5 years of experience in database and software development and maintenance. The candidate should also have at least 5 years' experience in writing

computer/database programming language such as JQuery, MySQL, PHP, HTML, CSS, Java Script and GIS;

Key **Experts 5 - Software Engineer:** Must possess an Associate's Degree or higher degree/qualifications in computer sciences, IT, or related field. At least 5 years of experience in database and software development and maintenance. The candidate should also have at least 5 years' experience in writing computer/database programming language such as JQuery, MySQL, PHP, HTML, CSS, Java Script and GIS;

For K4 and K5 above, an Associate degree is an undergraduate degree. In most cases it's a 2 year (full time) program that include an approx. 12 courses on a related topic. Similar to a bachelor degree.

13. REPORTING
The following requirements must be observed for all reports submitted as part of the consultancy.
1. All deliverables must be submitted in English.
2. All reports to be submitted must be clearly identified (inception report, progress report etc.).
3. Drafts are to be submitted in Microsoft Word (unless the nature of the report calls for specialized formats, e.g. Microsoft Project, Microsoft Excel) and Adobe PDF for the final and approved document. If relevant, copies of high resolution maps and graphics should also be submitted to the Project Manager.
4. All reports must be submitted to the CariSECURE Project Manager.
5. The Consultant will provide monthly briefs and updates to the Project Manager on the progress of the work, challenges encountered, risks foreseen, proposed or taken mitigation measures, and areas where UNDP support may be required.

14. PAYMENT
Payments will be made on the following milestones:
1. Submission and acceptance of the Inception Report (IR); **(10%)**
2. Submission and acceptance of the System Design Report and the first Status Report; **(15%)**
3. Completion of Validation workshops and submission and acceptance of Workshop Reports; **(15%)**
4. Submission and acceptance of Technical Design and prototype; **(25%)**
5. Submission and acceptance of Beta prototype; **(15%)**
6. Submission and acceptance of User and Administrator training and Manuals. **(20%)**

15. UNDP CariSECURE INPUT/RESPONSIBILITIES
- After the initiation of the project, UNDP CariSECURE will provide access to the Police Incident Data Collection Form to facilitate currently state analysis.
- While executing any field activities (workshops, training sessions, installations, stakeholder interviews etc) the consultant will be accompanied by a member from UNDP's CariSECURE team.
- The CariSECURE team will also assist in the logistical coordination of field activities however the technical execution would be the responsibility of the consultant.
- All deliverables prepared and submitted will be reviewed and feedback given by the appropriate members of UNDP CariSECURE project team within ten (10) business days of the submission.
- Copies of all project documentation will be maintained by UNDP CariSECURE project team
- Key project deliverables must be at a minimum, reviewed by the project manager(s) and signed-off before considered as accepted.

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	☐
▪ Form B: Bidder Information Form	☐
▪ Form C: Joint Venture/Consortium/ Association Information Form	☐
▪ Form D: Qualification Form	☐
▪ Form E: Format of Technical Proposal	☐
▪ Financial Statements (Audited) for the past three (3) years	☐
▪ Incorporation Documents	☐
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	☐

Financial Proposal Envelope
(Must be submitted password protected)

▪ Form F: Financial Proposal Submission Form	☐
▪ Form G: Financial Proposal Form	☐

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for **Provision of Police Management Information System (PIMS**) in accordance with your Request for Proposal No. BBRFP91871 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;

b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;

c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;

d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);

e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;

f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	☐ Yes ☐ No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	☐ Yes ☐ No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (*If yes, provide a Copy of the valid Certificate):***	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? *(If yes, provide a Copy of the valid Certificate):*	[Complete]
Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)*	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Power of Attorney

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information *(address, telephone numbers, fax numbers, e-mail address)*	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture   **OR**   ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____   Name of partner: _____

Signature: _____   Signature: _____

Date: _____   Date: _____

Name of partner: _____   Name of partner: _____

Signature: _____   Signature: _____

Date: _____   Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

☐ Contract non-performance did not occur for the last 3 years

☐ Contract(s) not performed for the last 3 years

Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

☐ No litigation history for the last 3 years

☐ Litigation History as indicated below

Year of dispute	Amount in dispute (in US$)	Contract Identification	Total Contract Amount (current value in US$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year USD Year USD Year USD
Latest Credit Rating (if any), indicate the source	

Financial information (in US$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	Information from Balance Sheet		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	Information from Income Statement		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

 a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
 b) Historic financial statements must be audited by a certified public accountant;
 c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.

1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).

1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.

1.4 Quality assurance procedures and risk mitigation measures.

1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Solution / Technologies

2.1 Outline the proposed technologies (software architecture, opens source technologies, etc.) to be used to meet the project requirements, especially as it may differ from the preferences outlined in this RFP.

2.2 Proposed system security & data confidentiality architecture/ measures

2.3 Proposed Solution for data inter-operability

2.4 Provisions for Document Management System

2.5 Provision for Mapping, GIS and Visualization

2.6 Provisions for High Availability

2.7 Provisions for Business Continuity

2.8 Coherence of overall proposed Technology Architecture to requirements

2.9 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 3: Proposed Methodology, Work Plan and Approach

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

3.1 Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?

3.2 Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference

3.3 Details on how the different service elements shall be organized, controlled and delivered

3.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement

3.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

3.6 Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract

3.7 Assumptions, Identified Risks & Mitigation Strategies

SECTION 3A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 4: Management Structure and Key Personnel

4.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.

4.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	*[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]*
	[Insert]
Professional certifications	*[Provide details of professional certifications relevant to the scope of services]*
	▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	*[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]*
	[Insert]
References	*[Provide names, addresses, phone and email contact information for two (2) references]*
	Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

_____   _____

Signature of Personnel   Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[*Stamp with official stamp of the Bidder*]

Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		A	B	$C=A+B$
		Subtotal Professional Fees:		

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
		Subtotal Other Costs:		

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1				
Deliverable 2				
Deliverable 3				
.....				