
Questions and Answers – Round 2

Date: **29 November 2021**
Project: **Management Services**
Reference Number: **UNDP/BMS/RFP/2021/011**
Closing date of tender: **10 December 2021 at 15:00hrs EST**

TO ALL INTERESTED COMPANIES

SUBJECT: Request for Proposals - Provision of Administrative and Analytical Support Services to the Bureau of Management Services (BMS)

INFORMATION: The following are questions received from bidders to date and their respective answers

1. The submission deadline has been extended until **10 December 2021 at 15:00hrs (EST)**. This is a **final extension** and UNDP will only accept bids received by this deadline
2. Is it UNDP's expectation that they will interview the candidate(s) that an Offeror is proposing prior to their start on the contract? Is it UNDP's expectation that they will approve the candidate(s) that an Offeror is proposing prior to their start on the contract?
Response: UNDP expects to be given a choice of candidates. Depending on the nature of the task and its duration (for example, direct secretarial support to a head of bureau) an interview may be required.
3. What is the process for badging as required to work in UN Headquarters?
Response: UNDP would arrange for a ground pass to be issued to the personnel, allowing access to UNDP premises as a contractor.
4. Are proof of vaccination of proposal candidates required in order to work at UN Headquarters?
Response: The United Nations encourages all eligible individuals to receive inoculations. In the context of COVID-19 response, the UN does not currently have a vaccine mandate, but individuals coming into the premises that have not provided proof of vaccination on a voluntary basis may be required to provide negative tests on a weekly basis. Social distancing and masks are required inside the premises.
5. Is it UNDP's expectation that all staff will be required to work at UN Headquarters, or for some projects could teleworking be available?
Response: UN Headquarters has a COVID-19 response in place, and currently requires staff to be present on the premises twice a week. As COVID restrictions ease, the expectation would be that personnel will be required to be on the premises Monday through Friday. Depending on project needs, teleworking could be acceptable. This would be clearly indicated in the RFTOP.

6. If a Prime Offeror is prepared to bring on a subcontractor to support certain areas of the Project, confirming that is not the intent of a “Joint Venture/Consortium/Association”, and therefore a subcontractor would not be required to provide such things as Form C, Form D (to include 3 assignments, financial standing, etc.)

Response: If the subcontractor is key to the offer, then it should be considered and submitted as a consortium and will be required to provide pertinent information. If a subcontractor may be engaged in the future, please refer to question 11 below.

7. Sections 2.1 and 2.3 call for a detailed description of the approach and methodology however they are weighed different in the evaluation criteria. Should 2.1 be an overview, while 2.3 is really the detailed process for providing short-term staff? Or is there some other expectation of UNDP?

Response: Bidders are expected to provide the responses as per the template provided and responding to the questions on page 38. The submission should also consider the details highlighted in the evaluation criteria described on page 22.

8. For Section 2.4 under the Project Implementation Plan, is it UNDP’s expectation that they see the Offeror’s sequence of activity from Contract Award until the first RFTOP is issued? Or will UNDP also be evaluating in this plan response to the first RFTOP and placement of the first new hire on the Contract?

Response: UNDP will not be evaluating the response to the first RFTOP and placement of the first new hire. For the purposes of the technical evaluation, kindly show lead times required, sourcing required and expected inputs from UNDP, with detail on the process you would have followed to address the request of a Task Order.

9. Form G – Page 42 of the RFP lists Daily Rate, can UNDP Clarify if they are looking for a daily rate or a hourly rate?

Response: The financial proposal should be based on Daily Rate.

10. Form G – Page 42 of the RFP. can UNDP clarify what constitutes a full day, if they do not work a full day, is the daily rate still billable?

Response: A full day is 8 working hours, and the basis is the core hours for UNDP Headquarters in New York (9 AM to 6 PM, with 1 hour for lunch). Managers may allow for flexibility in the actual schedule.

11. **Subcontracting:** Will a contract holder be able to engage a subcontracting partner at a later stage if needed? At this point, we feel confident that we will provide requested capabilities from within our staff ranks and therefore we do not plan to complete the Form C: Joint Venture / Consortium / Association Information Form and page 39, section 2.5? However, depending on UNDP needs, we may need to bring in a partner in the future. Would UNDP allow us to establish a subcontracting arrangement in the future after a review and approval?

Response: Yes, contract holders may engage subcontractors at a later stage, but the subcontractors will need to be reviewed and approved by UNDP.

12. **Personal References:** The format for CV of Proposed Key Personnel asks for personal references. Given that we are providing representative CVs only at this point, may we assume that these references can be provided in the future upon request and do not need to be included in our proposal?

Response: References with regards to specific individuals or sample CVs are not required at this time. However, they may be requested in the future, and they will be required for Task Order proposals. They do not need to be included in this proposal.

13. Regarding the qualifications of the Account Manager as listed on page 24 of the RFP, would UNDP consider a tradeoff for additional years of relevant account management and years of staffing experience in lieu of the bachelor's degree?

Response: The minimum academic requirement established is a bachelor's degree and cannot be substituted.