PRE-PROPOSAL CONFERENCE MINUTES

REQUEST FOR PROPOSAL

Establishment of a Long-Term Agreement (LTA) to provide digital product design, testing and development services to meet the needs of the UNDP nature, climate, and energy project portfolio.

RFP No.: RFP/NCE/006/2022

Date: 7ᵗʰ October 2021

Below are the questions with their responses provided during the Pre-Proposal Conference held on 4ᵗʰ Oct 2022 virtually.

Question-1 Does UNDP have preferred software solutions for project management, product management, prototyping?

Answer: We generally use Asana and MS Teams for project management as staff have access. Flexible on other software.

Question-2: Can you explain the work of your unit in relation with UNDP country offices? How the UNDP country office would be involved in the work?

Answer: The NCE team provides policy and technical support to country offices. Country offices are the counterpart to each national government partner, and HQ function will work with and through the country offices. Some projects will be 'global' and managed from HQ (NCE), while some projects will be regional or country level, and in those cases the vendor will be requested to have a double reporting line to HQ and responsible office.

Question-3: My question is related if you are looking for IT knowledge or you also need support on technical things related for example the business cases (I mean, Climate, Environment...)

Answer: UNDP/NCE will provide technical expertise on subject matters. The vendor is required to provide expertise on IT. However, since environmental issues and international protocols are complex and requires induction which often consume many hours on both ends, any prior system development experience on related subject matters are considered an asset

Question-4: Can you say a bit more about your definition of "MVP" in the context of prototyping? - Ideally the MVP would be developed by the same team as later stages of the solution, so we would expect that to be part of implementation phases rather than of the design phase!?

Answer: We use the term MVP as a product that can be tested with users to validate it's value. For example, an interactive data dashboard can be built with an excel and free visualization software without connecting via API or fancy design. Often, we would prefer to create a miniature of the system using real data or business flow as an MVP without any automation, in parallel to a design mock up or clickable prototype.

Question-5: As mentioned in Bid Data Sheet, Certificates and Licenses section, Environmental Compliance Certificates ISO 14001 is mandatory. Instead of ISO 14001, we are incorporated with ISO 9001 and ISO 27001. Are we eligible to bid for this opportunity?

Answer: Please note that the reference to Certificates and Licenses, under Section 4, Evaluation criteria indicates that bidders shall produce copies of any Quality and/or Environmental Compliance certificates that it may hold. The non-availability of these certificates will not be a reason to disqualify any proposal.

Please note that under Section 1, Bidder's qualification, capacity and experience, point 1.5, scoring will be allocated to proposals that demonstrate an Organizational Commitment to Sustainability, including for example compliance with ISO 14001 or ISO 140646 (see evaluation criteria table in pages 26 and 27 of the RFP).

Question-6: You are asking about management structure, too. Shall we address that aspect for each case study, or just once?

Answer: We understand that this question related specifically to point 3.1 in the evaluation criteria table included in pages 26 and 27 of the RFP. This is entirely up to each proposer. If the management structure varies for each of the three case scenarios, then it would be reasonable to expect that this is reflected in three different technical proposals.

Please note that as stated in the RFP, it is expected that the key personnel proposed under point 3.2 will vary from case scenario to case scenario and reflects in each case the proposed allocation of resources to complete the list of products / deliverables outlined in the RFP for each of the three case scenarios.

Question-7: Regarding Form G: Section B- Project Based financial proposal Table 1 c. --- if the assignments do not require travelling should this table be left empty? (this table requires information on travelling expenses etc)

Answer: As already pointed out in the note inserted under Tables 1c, 2c and 3c included in Section B of Form G, "it is expected that the bidders shall be able to conduct the scope of services required under each case scenario from home base. Therefore, generally, it is not foreseen that additional costs to applicable professional fees will apply".

Question-8: Considering the short time for preparation of this process, would it be possible to consider an extension of time?.

Answer:

Please note that the deadline for submission of proposals has been extended until Thursday 27th October 2022 10:00 AM EDT. Please see corresponding addenda transmitted also together with these minutes, as well as updated information in the UNDP Atlas e-tendering system.

Question-9: Do we only provide consultancy services? it doesn't state that development for a farmer registry is needed, only analysis and mockup and a roadmap. also the duration of 60 days suggests that no actual system development is required?

Answer: The vendor is expected to provide actual development service. Occasionally there will be cases as the farmer registry where the vendor will only be requested to design before further decisions are made.

Question-10: can we apply for 1 case or 2 or do we need to apply for 3 cases?

Answer:. Bidders are required to submit their technical and financial proposals for the three case scenarios included in the RFP.

Question-11: As for the tables related to cost breakdown this needs to be filled for each case separately in terms of resources and cost and then be aggregated?

Answer: Yes, this is correct. All bidders are required to complete the corresponding fields in Tables 1b,2b,3b, as well as Tables 1c, 2c and 3c (if applicable) and Tables 1d, 2d and 3d.

Bidders are then required to consolidate the information accordingly first into Tables 1a,2a and 3a and then finally into the table titled "Summary of overall prices", under Section B in form G.

Question-12: For systems that require development do you have a ready on-premise data centre or do you have a cloud hosting plan already? or do you need us to provide costing for a hosting plan?

Answer: There is no need for bidders to provide costing for a hosting plan as part of the scope of this RFP.

END