

CAP-NETs MONITORING, EVALUATION AND LEARNING PLATFORM

BACKGROUND

2.3.6 Communications during the procurement procedure

If the bidder has any questions regarding the invitation to tender, please contact GWPO via email procurement@gwp.org. GWPO will respond via email to any request for clarification of the tender invitation that it receives prior to the closing date of the tender.

GWPO's response to all questions (including an explanation of the query but without identifying the source of enquiry) will be sent to all bidders.

QUESTIONS & ANSWERS

3.2 Specifications of the proposed system

2. Target Audience:

The main audience for the system will be Cap-Net and Affiliated Network Staff, invited Partner Staff and other invited guests (Donors, GWPO staff, etc.).

Q How many users will be included in each category: Cap-Net and Affiliated Network Staff, invited Partner Staff and other invited guests (Donors, GWPO staff, etc.).

We envision having approximately 40 users in total for the MEL platform. This includes:

Admin level – 10 users

User Access – 25 users

Guest Access – 5 users

The system should have 3-tier type of uses and support operations

Q How many users will be assigned to the following roles: Admin level, User level, Guests/Viewer level

Please see previous response.

3. Project Architecture:

Examples and types of information and processes: *Annual Work Plan & Budget, Contracts, Contract Tracking, Invoice Management.*

Q Examples and types of information and processes: these four examples are requirements to be developed and implemented within the scope of this tender?

www.gwp.org

Yes, functions related to these processes described must be integrated in the proposed system in the following manner.

- *Annual Work Plan & Budget:*

Gantt Chart style function/page for users to input data related to work plans and budgets that after completed can be viewed in a dashboard and can be tracked, reviewed and approved. The work plan function should include timelines, deliverables, and other activity related information. Information from the workplans can be linked to other functions and pages. The budget-related information inputted by activity and line items should also be able to be tracked and viewed in a dashboard style page, including graphs with a breakdown of expenses and disbursed amounts.

- *Contracts & Contract Tracking:*

Document generated based on a predetermined template, once an activity proposal has been approved and automatically populated with required information from said proposals. Once the document/contract is generated, its information can be linked and tracked to expenses, invoices, and disbursements made.

- *Invoice management:*

The proposed system should not include an invoicing system just the functions of a page responding to a predetermined designed template where users can input the required information, and then the invoice/document and be automatically generated and downloadable in the pre-designed form/template. Having functions related to this process.

Q Is it required to provide an invoicing system?

No, the system won't require an invoicing system. However, the proposed system should have a page responding to a predetermined designed template where users can input the required information, and then the invoice/document and be automatically generated and downloadable in the pre-designed form/template.

Q Native mobile apps are required? Or equivalent web responsive solutions will be accepted.

The entire system should be digital and cloud native, user-friendly and globally accessible interface via modern browsers (Chrome, Firefox, Edge, etc.). Applications or interfaces for all or frequently utilized used tasks accessible via native smartphone applications for Android and iOS or mobile browsers.

Q To run a successful operation of these platforms it is highly recommended to have a PMO (Project Management Office) to track all the project activities, provide support to PMs and define PM standard practices and procedures. Will Cap-Net implement a PMO, or the successful bidder is expected to provide PMO services?

All project management and other activity related to development or implementation of the solution should be managed by the bidder.

Data management and collaboration

Enable users to intuitively collaborate on files and documents across the organisation, preferably using its existing Office 365 secure document handling solutions (SharePoint/OneDrive).

Q Please expand this requirement. Bidder should provide SharePoint/OneDrive user licenses? How many users will be needed?

Cap-Net has SharePoint Online and OneDrive for Business for document management. The bidder’s solution should interface with these platforms to “Enable users to intuitively collaborate on files and documents across the organisation, preferably using its existing Office 365 secure document handling solutions (SharePoint/OneDrive).”

Visual design system & development:

Prototyping: The successful bidder will ensure wireframing, prototyping (test environment) and user testing (as described above), validation & launch.

Q In which instance of the bidding process the prototype is required?

In their proposal, the bidder should include a project management plan. Typically, this plan would kick in after the negotiations and contracting is done. Initially the successful bidder would have workshoping event and after that work on a working prototype that would be iterated until accepted and system implemented.

Section	Question	Response
General	The bidding package includes only “Cost breakdown sheet” which is going to be the template of the Financial offer. Please clarify if there are any other mandatory tender forms that needs to be filled in.	Please refer to the "Standard conditions consulting services" and Tender Invitation documents. The financial offer can be included in the proposal and must be included in the Cost Breakdown Sheet. Please include any and all costs that may not be included in the existing categories of the Cost Breakdown Sheet.
General	Given the scope of the expected services can you please indicate the budget range / the budget ceiling for this project?	Thank you for the question, this information cannot be disclosed at this time.
2.2 Content of Tender Offers	The RFP states that “Proposed budget and costs should indicate all costs excluding any taxes related to the implementation of the system as well as its ongoing costs for regular use.” However, the paragraph below states that “All costs must be included in the tender offer. The costs are to be specified in US	All taxes and costs related to taxes should be included in the financial offer.

	<p>Dollars including specified Value-Added Tax (VAT), in the manner set out in the specification”</p> <p>Please clarify if the taxes need to be included in budget. If yes, if it is only VAT tax or other types of tax should also be applied.</p>	
<p>3 Specification of Requirements – “Rationale”</p>	<p>“Automate functions to ease project and grant/contract management processes, integrating existing Microsoft and Google based productivity suites and other in place IT solutions”</p> <p>Please kindly specify all the third-party systems that needs to be integrated with the MEL Platform.</p>	<p>Cap-Net has both Microsoft365 and Google Suite for productivity suite. Cap-Net's website and Virtual Campus are hosted on AWS.</p>
<p>3.2 Specifications of proposed system</p>	<p>The document states “Applications or interfaces for all or frequently utilized used tasks accessible via native smartphone applications for Android and iOS or mobile browsers.”</p> <p>Can you please specify what type of frequently used tasks should be accessible via mobile apps?</p>	<p>Frequently used tasks including data or information collection/input functions, dashboards, document libraries, and checklists/trackers should be accessible by mobile applications or mobile browsers. The browsers should be responsive.</p>
<p>3.2 Specifications of proposed system</p>	<p>Please specify where the system should be hosted. If in the cloud, please specify the preferred cloud type by GWPO.</p>	<p>Cap-Net has other services hosted on Amazons AWS. Cap-Net's host, GWPO, also has Microsoft Azure hosting capability so either of these options would work.</p>
<p>Data management and collaboration</p>	<p>The document lists the following requirements:</p> <ul style="list-style-type: none"> • Enable users to intuitively collaborate on files and documents across the organisation, preferably using its existing Office 365 secure document handling solutions (SharePoint/OneDrive). 	<p>Cap-Net has other services hosted on Amazons AWS. Cap-Net's host, GWPO, also has Microsoft Azure hosting capability so either of these options would work.</p>

- Enable users to intuitively collaborate through shared timelines and calendars, preferably integration information from its existing Office 365 Outlook application.
- Have an interface with the ability to integrate with other existing dashboards and data collection/information management systems such as Virtual Campus/Panorama.

Please kindly specify all the third-party systems that needs to be integrated with the MEL Platform.

Development,
training&
maintenance

The document states that “The successful bidder will be expected to provide minimum training sessions to users and may be required to provide it also to new users joining.”

Please specify approximate number of trainees.

Please also clarify if the training facilities are going to be taken care of by the Client.

Does GWPO envision Training of Trainers who can later provide training to the new users joining?

The estimated number of trainees will be eight. The bidder must include in its proposal the details and modality of the training session(s). The training session(s) should be carried out virtually (with extensive documentation) and facilitate proper access to all trainees.

The training session(s) can be carried out in a *Training of Trainers* modality for the eight administrators, and the successful bidder will develop and provide a user guidelines manual.

Procurement Team

GWPO



April 13, 2021