

REQUEST FOR PROPOSAL

“Technical and Financial proposal for designing a Knowledge Management/Monitoring & Evaluation Platform”

NCBA CLUSA invites you to submit a proposal in accordance with the requirements of the following Solicitation. Proposals must be received by NCBA CLUSA no later than the Date and Time indicated in the table below.

Issue Date:	January 8, 2016
Due Date and Time for Written Questions:	February 5, 2016 by 5:00 pm ET
Proposal Due Date and Time:	February 22, 2016 by 5:00 pm ET
Written questions and Proposals should be submitted via email to:	kmmelplatform@ncba.coop

NCBA CLUSA

Knowledge Management/Monitoring & Evaluation System

This Request for Proposal (RFP) is aimed at soliciting proposals from competent and experienced organizations and/or firms and/or individuals in designing a Knowledge Management/Monitoring & Evaluation System that would allow NCBA CLUSA to track progress on indicators and to disseminate the knowledge and materials generated during the implementation of programs to a wider audience.

Organization Background

Founded in 1916, the National Cooperative Business Association, CLUSA International (NCBA CLUSA) began as the Cooperative League of America until it was renamed the Cooperative League of the USA (CLUSA) in 1922, and then rebranded as NCBA in 1985. Today, now known as NCBA CLUSA, we are the oldest not-for-profit cooperative development and trade association in the United States, fostering cooperative and economic and social development in the United States and abroad. Our mission is to develop, advance, and protect cooperative enterprise; our work highlights the impact that cooperatives have in the economic success of communities around the world. Internationally, our mission is to alleviate poverty through economic and social empowerment.

As a U.S. trade association, NCBA CLUSA provides cross-sector education, support, and advocacy that helps domestic cooperatives thrive. U.S. membership includes leading primary cooperatives and national associations active in a broad range of cooperative sectors including agriculture, telecommunications, electricity, banking and finance, insurance, housing, health care, consumer goods, purchasing, student services, and worker-owned enterprises.

With 60 years of successful, high-impact international development experience in more than 88 countries, NCBA CLUSA is a globally recognized leader in providing agricultural industry-defining solutions and applying cooperative strategies to development. NCBA CLUSA's current portfolio of over \$244 million includes 26 programs in 15 countries throughout Africa, Asia, and Latin America. Working with a variety of groups and institutions, including farmer cooperatives, businesses, civil society organizations (CSOs), non-governmental organizations, and local governments, NCBA CLUSA builds capacity at the grassroots level to create innovative, sustainable solutions for farmers and families alike. NCBA CLUSA works in Rural Community Development; Producer Organization Development; Governance; Agribusiness and Value Chain Development; Entrepreneurship and Economic Development; Nutrition Led Agriculture; and Food Security.

Knowledge Management/Monitoring & Evaluation System

Historically within NCBA CLUSA's international development projects, each project conducted its own monitoring & evaluation, knowledge management and project management via customized approaches either offline (e.g., spreadsheets, databases) or online (e.g., databases). While the solutions were practical for their own project, there was no way to aggregate the information to look across projects, seeking commonalities, trends, etc.

NCBA CLUSA is looking to continue to support project-based system needs, but at the same time leverage this information for cross project analysis/aggregation. Data will continue to be collected at the project-level, but will be available to be shared with NCBA CLUSA HQ staff and systems. This will facilitate the creation of a reliable communication platform to enable accurate collection of program information, performance data, and immediate analysis. The envisioned system (see Addendum 1) will support knowledge management, monitoring & evaluation, and project management and collaboration requirements.

As a first step in this system development process, an assessment was undertaken at NCBA CLUSA HQ and on select projects, to understand what systems/tools are in place today and what requirements staff may have with such a system. The resulting goals and requirements outlined this proposal were derived from this assessment.

The goals for the system include:

- Results-based decision making - being able to support decision making through collected project data, to encourage timely corrective action as well as identify tangible lessons learned.
- Measuring success - being able to measure development results (e.g., impact, efficiency, sustainability) including quantitative and qualitative outputs and outcomes of each project. Ability to establish & modify success measures/indicators and targets, that can be used to measure project progress.
- Results reporting - being able to highlight results by administrative unit (e.g., region, department, commune, village) or other collected data criteria via tables, charts and GIS-related maps.
- Allow coding and searching for files and contacts by a number of criteria – email permissions, industry, geography, congressional district, membership level, etc. (categories TBD). Confidential “comments” section for notes and info.
- Provide conventions and procedures for naming files and storage locations; intuitive naming/filing system we all understand and can use.
- Share contacts and digital assets across the company; currently only on personal computers or shared drives – Means (such as automatic sync) to eliminate storing of shareable documents on personal computers or drives.
- Space for communities of practice- shared learning and knowledge exchange.

- User-specific spaces - areas within the system that meet the needs of specific user groups (e.g., progress reports for donors/partners, data entry/organization for core team, information/knowledge/experience sharing for stakeholders).
- Ad hoc analysis - being able to query the system data on demand.
- Data entry flexibility - ability to enter data via direct, mobile (including GPS coordinates), online survey or upload.
- Data export - ability to export the data that can be used easily with other software (e.g., Excel, SPSS).
- Compatibility - ability to integrate/link/share data with other external databases/systems/software, either through direct sharing of data, or import/export of data from/to and industry standard format. Seamless interface/link/sync to Outlook, web browsers, Windows functionality.
- Secure data entry, storage, and transmission guarantees to international standards.
- Permission levels - support various user roles/permissions levels (e.g., read only, read/write) and site sections.
- Bandwidth - allow data upload and access over low-bandwidth telecommunications environments with protocol to take advantage of infrastructure and availability. Ability for multiple people to work on the same area simultaneously.
- User-friendly interface - system design that is easy to use, regardless of user technical skills.

Scope of Work (SOW)

System features:

Features of the system will include (in order of priority):

MANDATORY FEATURES

- A. *Relational Database* - Storage of data in a relational database, which can support reporting and analysis needs.
- B. *Data Entry* - There will be four options for data (e.g., numbers, text) entry, most likely used with indicators:
 - a. Direct - Users will be able to enter text/numbers directly into fields that are established to hold/contain data.
 - b. Upload - Users will be able to work offline with spreadsheets, and then have the ability to upload the spreadsheet template.
 - c. Mobile - Users will use mobile devices (e.g. android tablets or phones) and be able to upload collected data into the system.
 - d. Online surveys - Users or non-users can fill out online surveys that will feed the system.
- C. *Project Data* - Space to for narrative/text related to objectives, description, results, success stories, etc.

- D. *GIS Mapping* - Geographic mapping of location-based data at the required level (e.g., village, town, district, province). The system should be able to report against a default set of maps, and allow import of publicly available maps, or output onto publically available maps in an industry standard format (e.g. Google Maps). This will include a clearly defined way of organizing GPS data to produce query results.
- E. *User Roles* - Designate roles for users (e.g., Super Administrator, Project Administrator, Read/Write, Read). Similarly, enable users to only be able to access their own projects/space.
- F. *File Storage* - Support file storage at the appropriate level of the system (e.g., organization, project, achievement, task, deliverable). Allow for the coding/tagging of files by a number of criteria - email permissions, industry, geography, congressional district, membership level, etc. (categories TBD). Confidential comments section for notes and info. Also file download should be available.
- G. *File Retrieval/Search* - Enable easy “Google-like” search and retrieval based on keywords, contents, and other categories – Where do I find “x” and is this the latest copy?
- H. *Multi-Language* - Support English, French, Spanish and Portuguese versions of the system. Allowing user to add menu and other program information in each language.
- I. *Password Reset* - Enable automated password reset via login page. Preferable to have email link that goes directly to reset page.
- J. *Indicator Builder* - Admin being able to set up new indicators, including disaggregation, calculation, targets, type, baseline, frequency, etc. The ability to copy/clone existing indicators would be ideal, so that complete set up would not be needed every time. Also, the ability to aggregate indicators from the project-level to a higher level organizational level is desired.
- K. *Administration* - Allow designated administrators the ability to add and delete users, reset passwords, assign various security levels to users, create, add additional fields to, and or update data tables if data collection requirements change. Also, ability to access back-end database as needed, to create ad hoc reports/data exports.

ADDITIONAL FEATURES

- L. *Data Auditing* - For M&E data, typically related to indicators and other required fields, an automated audit function is desired to inform if there are missing data (red status) or if all data required is complete (green).
- M. *Progress Reporting* - Progress reporting timeline could be monthly, quarterly or annual. Need flexibility at project level to select.
- N. *Standard Reports* - Pre-built, high demand standard reports in formats suitable for other software (e.g., Excel, SPSS).
- O. *Visualizations* - Summaries in tables, graphs and to disaggregate results (for indicators).
- P. *Calendar* - Calendar for internal (project) or external events.

- Q. Report Builder* - Users being able to create their own ad-hoc report (e.g., Excel, Access) using data within system via self-serve queries.
- R. Individualized Dashboard*- Users be able to enter systems with saved individual dashboard settings.
- S. Task Management*- Users will be able to assign tasks to others and follow-up with progress.
- T. Communities of Practice*- Space where users of the systems are able to interact and share lessons learned and best practices.
- U. Integration* -Being able to link to other systems for data import/export.

Composition of the NCBA CLUSA Team

The selected organization/individual will be working in coordination with the following NCBA CLUSA team to carry out the assignment:

HQ Core Team:

1. Senior Monitoring & Evaluation Manager
2. Director of Compliance and Support
3. Business Development Associate
4. Program Manager
5. Program Manager

There will also be an extended stakeholder team that will be involved with reviews at key milestones.

Deliverables

Deliverables under this assignment will include the following, all to be reviewed and approved by HQ Core Team:

1. Review of existing project-based databases (4) to understand current requirements and determine if any can be leveraged for new system.
2. A detailed timeline and documentation of platform applications, functionality, features and platform to be developed.
3. Support with system hosting and backup strategy. The strategy needs to remain flexible as the long-term hosting solution may change over time, based on NCBA CLUSA IT strategy changes.
4. Prototype of platform as documented.
5. Operational system as presented and documented.
6. Training delivered to core working team on using/accessing system.
7. Documentation of the system for all user roles.
8. Technical support provided to the core working team during life of project.

Time frame

For the purposes of the proposal, the selected organization/individual should present a proposed timeline for completion of the aforementioned activities. As there is an urgent need to implement a system quickly, we are looking for an approach that delivers system capabilities in a phased approach (e.g., agile) that allows for timely delivery of features. A phased approach is preferred, rather than waiting for the full system to be available. *A functional system (phase 1) is anticipated to be ready for testing by the beginning of June 2016, including all the mandatory features.* Additional features can be added in a phased approach depending upon funding and project need.

Anticipated Timeline:

January 8, 2016: Request for Proposals is released and live.

February 5, 2016: Closing date for clarifying questions for NCBA CLUSA. Questions should be directed to kmmelplatform@ncba.coop. All questions and clarifications will be posted on NCBA CLUSA's website at <https://www.ncba.coop/ncba-media/press-releases/1291-request-for-proposals> for access by all applicants.

February 22, 2016: All submissions must be received by 5:00 pm ET.

February 23rd- March 4, 2016: Shortlist of final applicants selected and notified. Final discussion with NCBA CLUSA will be scheduled during this time period.

March 7th, 2016: Finalist selected and notified by NCBA CLUSA.

March 14th- May 27th, 2016: Building of platform (phase 1) to include *all mandatory features*.

May 30th-June 10th, 2016: Pilot testing of platform (phase 1) by key NCBA CLUSA personnel, at both headquarters in Washington, DC and selected field offices.

June 13th-30th, 2016: Maintenance and troubleshooting as a result of pilot testing.

July 1st, 2016: Official roll-out of platform (phase 1).

User Adoption

While there are a few NCBA CLUSA projects that use customized M&E-related systems, both headquarters and most projects do not have experience with this type of system. We recognize that while the development of the system is one challenge, user adoption of the system will be another significant challenge. We currently have raised awareness of this new system across headquarters and our project space, to begin the preparation for using the system. The staff understand that the system will likely not solve all of their project/information-related technology needs.

Submission requirements

Minimum Requirements:

To be considered minimally qualified, the applicant must meet the following Criteria:

1. Must demonstrate a minimum of 3 years continual experience developing and managing similar systems,
2. Must demonstrate having developed at least three (3) unique systems with at least two (2) separate clients,
3. Must demonstrate experience developing a system for an international development or similar entity,
4. Must have prior experience with project, knowledge management, monitoring and evaluation or similar applications (applications named),
5. Provide contact information for a minimum of three (3), maximum ten (10) clients with unique systems over the past five years,
6. Proposal must be submitted in English, in Microsoft Word format (for proposal) and Microsoft Excel format with equations (for budget). Word document must use Times New Roman or Calibri font, 12 pt. font; margins must be 1 inch. Document may be formatted in A4 or Letter format.

Please Note: Submissions judged to be unintelligible due to grammar, syntax, word choice, or spelling will be determined to be unresponsive and will be discarded. Intelligibility will be determined at the sole discretion of the review committee.

Competent organizations/individuals interested in implementing this assignment are requested to submit the following:

1. Minimum Requirements

The applicant must provide information (not to exceed 3 pages) demonstrating that the applicant meets the minimum requirements.

2. Technical proposal

The technical proposal, (not exceeding 25 pages), should reflect how the organization/individual will undertake all the tasks in the SOW. The bidding applicants will provide a detailed plan of specific activities, timetable for carrying out the assignment. Furthermore, it will include the approach/method used in undertaking the assignment. The proposal should be aligned with the phased approach of mandatory features included in phase I and additional features thereafter.

3. Financial budget

The bidding organization/individual shall propose a realistic cost estimate for this assignment, including a detailed breakdown of the budget and justification of expenses. The budget shall include only those costs that can be directly attributed to the activities proposed. Budget should account for mandatory items but include a cost allocation of additional features and their prices for later consideration. Recommendations for cost efficiencies or streamlined design and processes are strongly encouraged; contractors should demonstrate good value for money.

4. Organization

The bidding organization/individual shall list and briefly describe the history, vision/objectives of the organization, its legal status, type of ownership and management, current projects/services, current clients/grantors, current geographical outreach and description of experience.

5. Personnel

The bidding organization/individual shall list and briefly describe the name and qualifications of the key staff proposed to work on the assignment (CVs of proposed personnel to be included in the annex).

6. Demonstration of experience

Bidding organization/individual will have to demonstrate experience in carrying out similar assignments by listing RELEVANT contracts and/or cooperative agreements involving similar or related work in the last two years; and at least 3 referees for previous work completed similar to the requirements of this RFP.

Proposal Evaluation Criteria

Submitted proposals must clearly read:

“Technical and Financial proposal for designing a Knowledge Management/Monitoring & Evaluation Platform”.

The following criteria will be used for judging all the proposals (weight listed below):

Criteria (Weight)	
Quality of technical approach and methodology (40)	-Overall strategy, methodology, and analyses are well-reasoned and appropriate to accomplish the specific aims of the project -Soundness of concept and quality of objectives -Submission of mockup/ wireframes of proposed platform
Technical qualifications (30)	-Quality and relevant experience of the proposal and team -Submission of three (3) references with point of contact and contact information (see attachment C)
Cost realism, budget justification, and effectiveness (20)	-Appropriateness of the allocation and justification of the resources to be committed (budget, staff, equipment) -Recommendations for cost efficiencies or streamlined design and processes are strongly encouraged; contractors should demonstrate good value for money.
Individual and/or organization past experience with USAID or other	-Previous projects, with Scope of Work (SOW), with USAID and/or other International Development

International Development Organizations (10)	Organizations
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Submission

Complete proposals must be emailed to NCBA CLUSA at the following address:
kmmelplatform@ncba.coop.

Period for Questions: **January 8th- February 5, 2016**

Period for Answers to be posted: Answers shall be posted in real-time to any questions received.

Complete proposals (includes timeline, total budget, CVs of staff, etc.) are expected by: **February 22nd, 2016**

Please submit provided cover sheet (attachment A) with all information filled-in. For further clarification, please contact us at our offices at kmmelplatform@ncba.coop. Queries related to this RFP will be provided anonymously to all interested applicants at <https://www.ncba.coop/ncba-media/press-releases/1291-request-for-proposals>.

ADDITIONAL CONTRACT TERMS AND CONDITIONS

The term "Contract" means "Purchase Order." (and vice versa)

The clauses contained herein shall survive expiration or termination of the Purchase Order.

A. Eligibility of Commodities – GEO Code

The Geographic Code for the purchase is checked below:

- 935, Free World – Goods and services purchased under this Purchase Order should have a source, origin and nationality in the Free World.
- 000, United States – Goods and services purchased under this Purchase Order should have a source, origin and nationality in the United States.

No equipment, materials or services shall be eligible for USAID financing if offered by a contractor included on any list of suspended, debarred or ineligible suppliers used by USAID; or if offered by a contractor which does not meet the above USAID geographic code requirements. Contractor must be a citizen or legal resident of, or a corporation or partnership organized under the laws of a country included in the authorized USAID geographical codes specified above. Controlled foreign corporations, joint ventures and unincorporated associations may also be eligible if they meet the eligibility requirements specified in 22 CFR 228.

B. Governing Law

This Contract shall be governed by and construed in accordance with the laws of the District of Columbia, without regard to principles of conflicts of law. In the event that any dispute or controversy shall arise in connection with any matter or claim arising under this Contract, such matter or claim shall be submitted to a court of competent jurisdiction located in the District of Columbia and the Contractor consents to the jurisdiction of such courts and waives any defense to proper venue based upon forum non conveniens or lack of personal jurisdiction.

C. Language

In the event of inconsistency between any terms of this Purchase Order and any translation thereof into another language, the English language meaning shall control.

D. Independent Contractors

Nothing contained in the Purchase Order shall be construed to create a joint venture or partnership between the parties.

E. Severability

If any provision of this Purchase Order shall be determined by any court of competent jurisdiction to be invalid or unenforceable, the remainder of the provisions, other than the portions determined to be invalid or unenforceable, shall not be affected thereby, and each valid provision hereof shall be enforced to the fullest extent permitted by law.

F. Taxes

This Purchase Order includes all applicable Value Added Taxes (VAT), tariffs, and duties. NCBA CLUSA shall not pay any taxes, tariffs, or duties from which exemptions are available to the organization.

G. Compliance With Law

The Contractor warrants its compliance with all applicable laws and regulations governing performance of this Purchase Order, including local laws and regulations.

H. Notices

Except as otherwise expressly provided in the Purchase Order, all notices required or permitted to be given hereunder shall be sufficient if in writing and personally delivered, sent by certified mail, return receipt requested and postage prepaid, or emailed with delivery receipt and read receipt requested, addressed, as applicable, to NCBA CLUSA's Procurement Officer as specified on page one of this Purchase Order.

I. Restrictions on Certain Foreign Purchases

(a) Except as authorized by the Office of Foreign Assets Control (OFAC) in the U.S. Department of Treasury, the Contractor shall not acquire for use in the performance of this contract, any supplies or services, if any proclamation, Executive order, or statute administered by OFAC, or if OFAC's implementing regulations at 31CFR chapter V would prohibit such a transaction by a person subject to the jurisdiction of the United States.

(b) Except as authorized by OFAC, transactions involving certain countries are prohibited, as are imports from some countries, into the United States or its outlying areas. Lists of additional entities and individuals subject to economic sanctions are included in OFAC's List of Specially Designated Nationals and Blocked Persons at <http://www.epls.gov/TerList1.html>. More information about these restrictions, as well as updates, are available in the OFAC's regulations at 31CFR chapter V and on OFAC's website at <http://www.treas.gov/ofac>.

J. Confidential and Proprietary Information

Each party agrees that information concerning the other party's business is considered "Confidential and Proprietary Information," and each party agrees that it shall not permit the duplication or disclosure of any such information to any person (other than an employee of the other party who must have such information for the performance of its obligations hereunder) unless such duplication, use or disclosure is specifically authorized by the other party in writing. The term "Confidential and Proprietary Information" is not meant to include any information that is in the public domain.

K. Debarment Or Suspension

The Contractor warrants that, as of the time of award of this Purchase Order, neither the Contractor nor any of its officers, directors or principals is debarred, suspended, or proposed for debarment or suspension by the United States Government.

L. Executive Order on Terrorism Financing

Seller is reminded that U.S. laws prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of Seller to ensure compliance with those Executive Orders and Laws. This provision must be included in any lower-tiered contracting instruments issued under this Purchase Order.

M. Refund of Advance Payments

If the Contractor fails to perform they shall refund to NCBA CLUSA any and all advance payments made by NCBA CLUSA for the goods and/or services described in this Purchase Order. This refund shall be in full and shall be made no later than 30 days from the date on which NCBA CLUSA notifies the Contractor of their non-performance.

N. Submission of Invoices

Invoices related to this Purchase Order shall be submitted to NCBA CLUSA the earlier of no later than 60 days after the work is complete, or no later than 60 days after the end date of this Purchase Order. Invoices not submitted within this timeframe will not be paid.

O. Kick-Backs

It is against NCBA CLUSA policy to accept gifts, commissions, personal discounts or motivation of any kind from commercial vendors. If any NCBA CLUSA staff member requests any form of gift, commission, or personal discounts from you or your organization please notify the NCBA CLUSA Procurement Unit immediately by sending an e-mail to kmmelplatform@ncba.coop.

P. Anti-Bribery Certification

The Contractor certifies that:

1. In carrying out its responsibilities under the Agreement, the Contractor and its owners, directors, officers, employees or agents thereof, have not and will not pay, offer or promise to pay, or authorize the payment directly or indirectly of any monies or anything of value to any government official or employee, or any political party or candidate for political office for the purpose of influencing any act or decision of such official or of the Government to obtain or retain business or direct business to any person (any such payment is a "Prohibited Payment");
 2. No owner, partner, officer, director, or employee of the Contractor or of any affiliate company of Contractor is or will become an official or employee of the Government during the terms of this Agreement without prior written consent of NCBA CLUSA; and
 3. No rights or obligations of, or services to be rendered by the Contractor under this Agreement shall be assigned, transferred or subcontracted to any third party without the prior written consent of NCBA CLUSA.
- (a) In the event NCBA CLUSA has reason to believe that a breach of the representations and warranties in Article 1 has occurred or may occur, NCBA CLUSA may withhold further delivery of products until such time as it has received confirmation to its satisfaction that no breach has occurred or will occur, NCBA CLUSA shall not be liable

to the Contractor for any claim, losses or damages whatsoever related to its decision to withhold delivery under this provision.

- (b) In the event that NCBA CLUSA has reason to believe that a breach of any of the representations and warranties of Article 1 has occurred or may occur, NCBA CLUSA shall have the right to audit the Contractor in order to satisfy itself that no breach has occurred. Upon request by the Contractor, NCBA CLUSA shall select an independent third party to conduct an audit of the Contractor in order to certify to NCBA CLUSA that no breach has occurred or will occur. Contractor shall fully cooperate in any audit conducted by or on behalf of NCBA CLUSA.
- (c) In the event that NCBA CLUSA concludes in its sole and absolute opinion that Contractor has failed to meet its obligations under this Article, this Agreement may be immediately terminated by NCBA CLUSA upon written notice to Contractor. Contractor shall indemnify and hold NCBA CLUSA harmless against any and all claims, losses or damages arising from or related to such breach or the cancellation of the Agreement, or both.
- (d) In no event shall NCBA CLUSA be obligated under this Agreement to take any action or omit to take any action which NCBA CLUSA believes in good faith would cause it to be in violation of any laws of the Territory or any U.S. laws, including without limitation the Foreign Corrupt Practices Act.

Q. Export Compliance

In furtherance of this Agreement, Contractor warrants and agrees to comply with all U.S. laws and regulations governing its international activities, including but not limited to: (i) the export or re-export of goods, technology, and services under the International Traffic in Arms Regulations, 22 C.F.R. Parts 120 *et seq.*; (ii) the Export Administration Regulations, 15 C.F.R. Parts 730 *et seq.*; (iii) the Foreign Asset Control Regulations, 31 C.F.R. Chapter V; and (iv) other applicable U.S. laws and regulations. Contractor shall undertake to determine any export license requirements, to obtain any export license or other official authorization, and to carry out any customs formalities for the export of goods or services. Contractor agrees to cooperate in providing any reports or other documentation related to export compliance requested by NCBA CLUSA. Contractor agrees to indemnify and defend NCBA CLUSA for any penalties, fines, or other regulatory action taken against NCBA CLUSA as a result of Contractor's non-compliance with this provision.

R. Anti-boycott

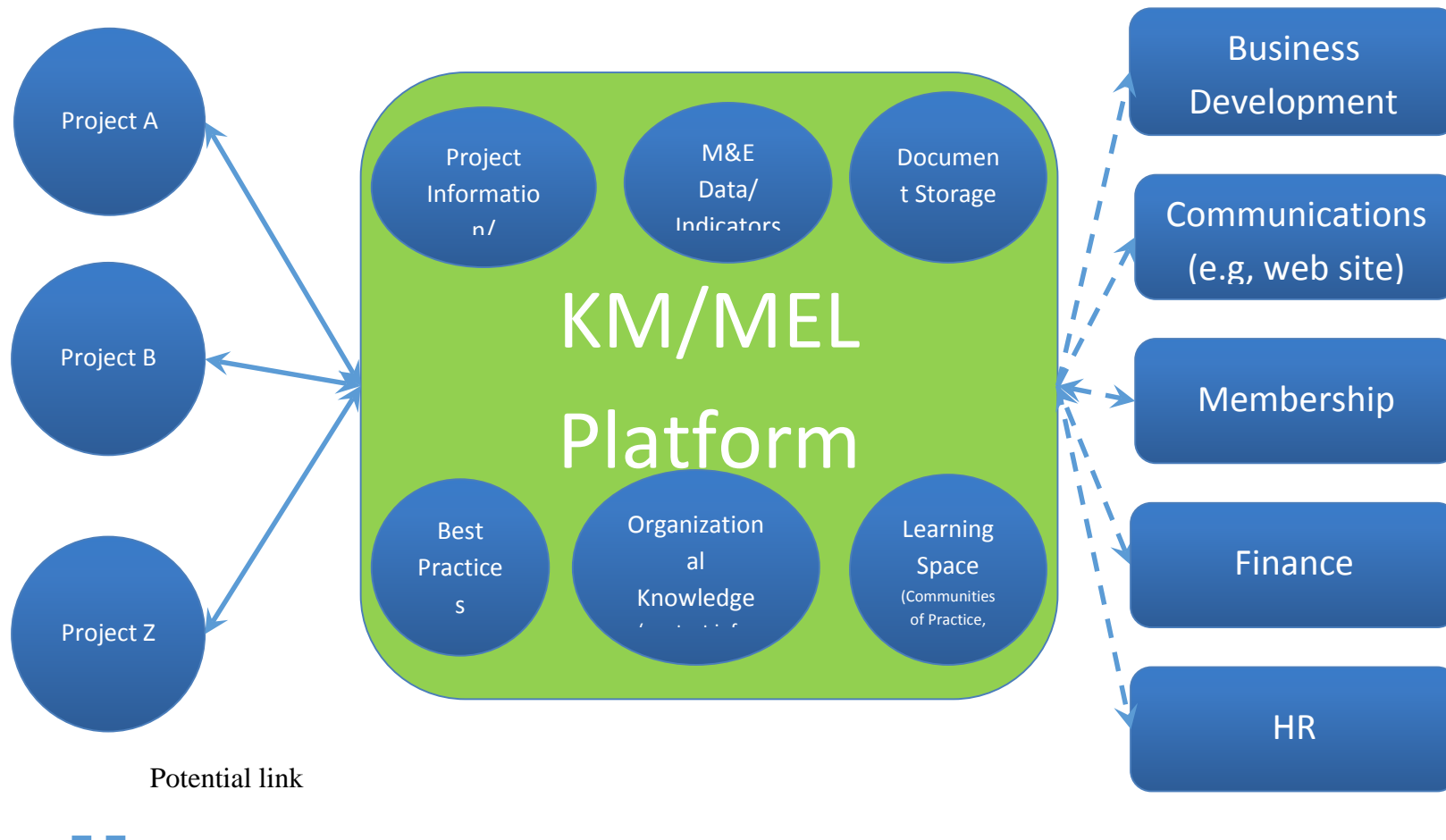
Notwithstanding any other provision of this Agreement, no Party shall be required to take or refrain from taking any action inconsistent with or penalized under the laws of the United States or any applicable foreign jurisdiction, [including without limitation the anti-boycott laws administered by the U.S. Commerce and Treasury Departments].

Addendums:

1. System overview

Addendum 1

System Overview



ATTACHMENT A - PROPOSAL COVER SHEET

Vendor Name: _____

Address: _____

City/State/Zip Code: _____

Primary Contact Name: _____

Telephone: _____

FAX: _____

Email: _____

Name of Authorized Official to Sign Contract: _____

Title of Authorized Official: _____

Certification:

I certify that the information provided is true and correct. The Offer is valid for a minimum of 60 days.

Signature of Authorized Official

Date

ATTACHMENT B - VENDOR CERTIFICATION

The NAICS code for this procurement is 541511, and the size standard is \$25 million. For the purposes of this procurement, a small business is one that had annual sales of less than \$25 million over the last twelve months, on average.

1. Is your company a U.S. small business?
_____ Yes _____ No.
2. Did your company have an average sales of less than \$3.25 million over the last twelve months on average? (Emerging small business.)
_____ Yes _____ No
3. Is at least 51% of your company owned by (or is more than 51% of the stock owned by) one or more veterans, AND are the management and daily business operations controlled by one or more veterans?
_____ Yes _____ No
4. Is at least 51% of your company owned by (or is more than 51% of the stock owned by) one or more service-disabled veterans, AND are the management and daily business operations controlled by one or more service-disabled veterans?
_____ Yes _____ No
5. Is at least 51% of your company owned by (or is more than 51% of the stock owned by) one or more women, AND are the management and daily business operations controlled by one or more women?
_____ Yes _____ No
6. Is at least 51% of your company owned by (or is more than 51% of the stock owned by) a minority, AND are the management and daily business operations controlled by one or more persons who are minorities?
_____ Yes _____ No
7. Is your company a small, disadvantaged business?
_____ Yes _____ No
8. Is your company a HUBZone small business concern?
_____ Yes _____ No
9. Are you, is your company, or any one of its principle officers, presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency?
_____ Yes _____ No
10. What is your company's DUNS Number? _____.

ATTACHMENT C - PAST PERFORMANCE

VENDOR NAME: _____

REFERENCES/RECOMMENDATIONS					
Contact Name	Telephone/email	Company Name	Address	City/State/Zip	Description of Work Performed

ATTACHMENT D – PRICE QUOTE & PROPOSED SCHEDULE OF DELIVERABLES

VENDOR NAME: _____

Deliverable #	Description of Deliverable		Cost
1	Build out of “mandatory features” of platform		
2	Platform Support		
3	Hosting Support		
4	Security and Monitoring		
5	Transition and Documentation		
6	Hourly rate for enhancements*		
TOTAL COST FOR ALL DELIVERABLES:			

*Note: Current priorities are the “mandatory features” as listed in the RFP. However the hope is to continue forward with “additional features.” We would like to have an hourly cost included as part of the proposal.