



# Request for Proposal: Business Process Support

## Scope of Tender

The Coalition for Epidemic Preparedness Innovations (CEPI) is an innovative global partnership between public, philanthropic, and civil society organisations launched at Davos in 2017 to develop vaccines to stop future epidemics. As CEPI expands, our business processes need refinement and more advanced business support systems are required to maintain an efficient organisation.

Investments have been made during 2019 to implement Teams and Workplace as collaborative platforms. This tender is aimed at providing CEPI with the means to increase its activities and scope, without increasing administration proportionally.

The following key objectives are within scope of the tender, however the detailed requirements to base the proposal on are presented below:

### Improve CEPI's investment funding and cultivate strong relationships to current and existing investors and partners:

- The solution must provide functionality that supports the sales process by helping stimulate interest and funding from potential new investors and continued funding from existing investors.
- Important relationships are formed in CEPI's core activities related to Vaccine Science and Development, where suppliers and awardees contribute to achieving CEPI's strategic objectives.
- Advocating CEPI to the public and to general stakeholders is also a key objective, where management and co-ordination is required.

### Improve CEPI's operational efficiency:

- Selecting the right development partners and projects is important to CEPI, and the solution must support the **Partner/Awardee selection process**. CEPI issues public Calls for Proposal aimed at contributing to the development of vaccines and infrastructure to enable future access to licensed vaccines ([https://cepi.net/get\\_involved/cfps/](https://cepi.net/get_involved/cfps/)). This is a time-consuming process that involves many contributors in CEPI and outside. The solution must support the selection process by enabling a transparent and efficient evaluation including an external proposal submission interface, external expert peer reviews and internal due diligence.
- The selection process ends with signed contracts, where delivery milestones, budget monitoring, governance and control mechanisms are established. The solution should enable a structured handling of these to ensure efficient and harmonised monitoring of contracts.
- CEPI takes an active part in the management and governance of 40+ projects. Efficient **Partner/Awardee Management** therefore contributes to operational efficiency, based on the monitoring tools and contracts established in the partner selection

process. The solution must provide support for effective financial and project delivery monitoring tools for CEPI's Contract Managers.

- Efficient **Portfolio Management** requires access to reliable harmonised data from all of CEPI's projects, that feed into stage gate and portfolio reviews where decisions are made based on available reports. The solution must provide the means of monitoring the project portfolio's performance and serve as an optimisation tool, where additional resources are channelled to projects that contribute.

#### Operational support:

- CEPI's organisation has expanded both in number and scope, and has become a global organisation with employees and consultants working in different countries as well as remote. CEPI sees the need for better **Human Resources Management** support, that facilitate efficient recruitment processes, onboarding processes and employee development. Legal compliance is also a key requirement.
- CEPI enters many contracts with various parties, and sees the need for **Contract Management** support for efficient handling these. The contracts need to be stored in a structured way for future reference, and there is also the need to extract relevant metadata that facilitates the follow-up of the contracts.

CEPI realises that the scope of the RFP is broad, and that some requirements may be costly to accommodate. The Tenderer is requested to challenge the requirements by actively suggesting cost effective changes that provide the same, or similar, benefits to CEPI.

#### The following timeframe applies:

October 10 <sup>th</sup> 16:00CEST	Q&A session and demonstration of current project monitoring support
October 21 <sup>st</sup> 08:00CEST	Proposal submission deadline
October 31 <sup>st</sup>	Short list communicated
November 13 <sup>th</sup> and 14 <sup>th</sup>	3 hours presentation with demo (shortlisted Tenderers)
November 27 <sup>th</sup>	Contract signed
December 2 <sup>nd</sup>	Kick-off
December 20 <sup>th</sup>	Blueprint and planning completed
January 6 <sup>th</sup>	Implementation start
Q1 2020	Release 1 implemented and approved
June 17 <sup>th</sup>	Project implemented and approved

If you wish to receive the full RFP please contact [harald.buset@cepi.net](mailto:harald.buset@cepi.net) and [jon.johansen@cepi.net](mailto:jon.johansen@cepi.net)