

Invitation to tender - IT Consultancy services

Introduction

This document is an invitation to enter into a competition for framework agreements for short- and long-term IT consultancy services. CEPI will sign one or more framework agreements depending on the received offers.

One of the signed framework agreements will, upon signing, be offered a call-off for approximately 6-8 months for one IT consultant as described in Appendix 3.

All companies who by their own assessment are of the opinion that they can provide consultancy services to one or more sections as described in this tender can submit an offer. Please read the entire content of this document before deciding to enter the competition. Please follow the instructions included in this document to enter the prequalification process successfully.

The vendor may choose to offer services for one or multiple sections.

About the customer

The Coalition for Epidemic Preparedness Innovations (CEPI) is an international coalition of governments, academic, philanthropic, private, public, and intergovernmental institutions whose aim is to prevent outbreaks of emerging infectious diseases from becoming humanitarian crises.

CEPI's mission is to accelerate the development of vaccines against emerging infectious diseases and enable equitable access to these vaccines for affected populations during outbreaks. CEPI identifies priority threats and acts when market forces fail to drive needed development.

The coalition has prioritised funding for vaccines against Middle East Respiratory Syndrome (MERS), Nipah, Lassa, Rift Valley fever, Chikungunya and is also exploring how to help finish the job of developing vaccines against Ebola. Moreover, CEPI works to develop platform technologies that enable rapid vaccine development against known and unknown pathogens.

CEPI is also taking the lead internationally for the development of COVID-19 vaccine candidates and, alongside Gavi and the World Health Organization (WHO) is co-leading COVAX to ensure global equitable access to safe and effective COVID-19 vaccines. COVAX's goal is to develop, manufacture and fairly allocate more than 2 billion doses of COVID-19 vaccine to vulnerable populations around the world by the end of 2021.

CEPI aims to facilitate an ecosystem where it only takes 100 days from mapping the genetic sequencing of an organism to emergency approval of vaccines is in place. These capabilities will be enabled by mainly leveraging Salesforce and Microsoft Azure. The company submitting an offer should be able to offer expertise within these technologies and could be an important contributor to realize this ambition.

CEPI has grown significantly over the last year, moving from approximately 50 full time employees to more than 200 today. Additional growth is expected over the next 3-5 years. The companies that are offered a contract must be able to support this growth quickly, proactively and efficiently – and with high quality.

CEPI operates under the laws of Norway as a non-profit international association and has offices in Oslo (HQ), London, and Washington, DC. This tender will focus on services to the Oslo office, but consultants may be asked to support the other locations as well, either on-site or remotely, depending on the need.

More details about CEPI and its mission can be found on www.cepi.net

Scope of Tender

CEPI has a small IT team consisting of four full-time positions in Oslo¹ and a part of a position in London².

CEPI has outsourced all IT services, and the IT team mainly focusses on vendor management and administrative tasks like license administration, logistics and access management. In vendor management, we also design, implement, approve and adjust current and new services. In addition, we do a certain amount of end-user support.

The main bulk of our operations is built on Microsoft Azure / Office 365. However, we are currently adding functionality to Salesforce and Atlassian, and we are running services on other platforms as well.

Some IT activities will require added capacity in the team, or skill levels that we do not have internally. We seek to fulfil the capacity and skill needs through this tender.

The consultancy services may either be solving specific tasks by the hour or for a fixed price (e.g. building a process document), participating in projects spanning weeks or even long-term assignments filling a line position (e.g. during maternity or sick leave).

If the company offers services in other areas than those stated in Appendix 1, this will also be of interest to cover potential future needs.

The general areas offered should be stated in the cover letter.

Successful Proposals

We are seeking to engage with consultants who are established within a partnership, or consultancy firms who can provide and commit resources as requested by CEPI.

Depending on the need, CEPI will call off services from the most relevant framework agreement, or run a 'mini competition' between the companies if there are several alternative suppliers for the consultancy services needed.

The consultancy services are expected to blend seamlessly into CEPI's operations and will report to the hiring manager as stated in the individual call-off.

Bidder Qualification

¹ IT Manager, IT Architect, Cybersecurity Lead and IT Officer

² Operations Officer performing some IT tasks

Eligible tender submissions can be accepted from consultancy partnerships or consultancy firms.

To be considered for a contract award under this tender, all tenders must meet the following criteria:

- Experience in one or more or relevant areas with demonstrable technical capabilities and experience.
- Documented capabilities in terms of resource and time management.
- Partnerships or consultancy firms must have the ability to mobilise resources as offered.
- Experience working in matrix, international, and multicultural environments is a must.
- Conduct efficient, productive and diplomatic communication with relevant internal and external stakeholders.
- Professional level of spoken and written English.
- Ability to travel if requested.

Please note that as part of our assessment we may ask tenderers to provide references from clients you have worked with to validate your experience in similar work.

Tentative Time Plan

The expected time scale for the procurement process is summarised in the table below. However, CEPI reserves the right to change the time schedule at any time.

Activity	End Date
Request for proposals advertised	2021.03.19
Deadline for receipt of written proposal	2021.04.09 (10:00:00 GMT)
Selection process completed	2021.04.23
Contract initiation and agreement	2021.04.30

Tender Instructions

Candidates' response should have the following formatting:

- Font: Calibri size 11
- Margins: 2.5 cm top, bottom, left and right.
- Line spacing: 1.0
- Footers must include the name of your organisation, page number – page x of y
- Attachments should read well with a 100% zoom level.
- For printing purposes, single page print only.
- Use of bullet points is encouraged where feasible in your reply

Candidates are asked to create or complete the documents:

Cover letter summing up the offer

Appendix 2: Vendor's answers to requirements

Appendix 4: Vendor's proposal for IT Manager support call-off

Annex A: Tenderer Declaration Form

Annex B: Supplier Details Form

Annex C: Declaration of Interest form

We ask candidates to adhere to the following in this qualification process:

Electronic copies only in pdf format, sent to tenders@cepi.net and received on or before the stated deadline.

To be considered for a contract award, please submit the written proposal in English.

The proposal must include the following information:

- Clear indication of which sections of work your organisation wants to be considered for;
- Brief background information on the individual, consortia, partnership or firm, including details of previous experience in relevant specialties;
- Documented ability and capacity to perform the work to a high standard, on time, and on budget;
- Indication of expected rate for consultancy within the offered areas, both for short- and long-term assignments;
- Two cases and references from similar clients. CEPI will coordinate with the tenderer before reaching out to the references;
- Completed tender declaration form (Appendix A below).

Deadline for submission is **10:00:00 GMT on the date shown in the time plan above**. Proposals received after the deadline will not be considered. Costs for the preparation of proposals will not be refunded.

Electronic copies of your proposals should be sent to: tenders@cepi.net in **PDF format**.

Evaluation Criteria

CEPI will evaluate the answers included in the prequalification response by using a simple scoring model supported by a qualitative process. The qualitative process will be based on CEPIs established policies and procedures, regulatory requirements including GDPR, perceived level of security and defined risks on quality, total costs of ownership, data protection and user experience.

CEPI may reach out to individual vendors for clarification of an offer if needed.

Confidentiality

By accepting to take part in this RFP process, your firm agrees to keep in confidence all information imparted to you by CEPI during the period of consultancy, not to disclose it to third parties, and not to use it for any other purpose than for participation in the RFP process.

Cancellation

CEPI reserves the right to change the time plan or cancel the competition without any obligation to cover any cost associated with the tender process.

Duration

The duration of any Framework Agreement awarded under this Request for Proposals is 36 months from the effective date of the contract, with an option for CEPI at its sole discretion to extend the term by an initial 12 months. Further extensions may be mutually agreed between the parties. CEPI shall also be entitled to terminate the contract for convenience (cancel), assuming sufficient notice.

Individual Call Offs (specific projects or elements of work awarded under the terms of the framework agreement) will vary in value and duration according to their content and complexity.

Performance under the Framework Agreement will be evaluated regularly and the option to renew, replace or terminate may be based upon that evaluation.

Additional Information

If you have any questions, please contact IT Manager Jon R. Johansen, jon.johansen@cepi.net.

List of Annexes and Appendices

The table below list all appendixes and annexes to this call. The documents provided by CEPI will be included as attachments to this document. Documents provided by the vendor are the answers to our requirements and shall appendices of this prequalification document are attached as reference to give the candidates a better idea of the scope of the tender. Be aware that these are not final and may be subject to minor changes. The remaining appendices (including Appendix 2) will not be made available before the RFP is issued.

Document	Provided by CEPI	Provided by vendor
Request for proposal, consultancy services (This document)	X	
Vendor's cover letter		X
Appendix 1 Customer requirements specification	X	
Appendix 2 Vendor's answers to the requirements		X
Appendix 3 Customer requirements for call-off for IT Manager support	X	
Appendix 4 Vendor's proposal for the IT Manager support call-off		X
Appendix 5 Contract proposal including NDA Notice that the NDA in the contract's appendix 4 is a two-way agreement	X	
Appendix 6 Changes to the contract	X	
Annex A Tenderer Declaration Form	X	
Annex B Supplier Details Form	X	
Annex C Certificate of Company registration		X
Annex C Declaration of Interest form	X	