Request for Proposal # 2018-018

Development of United States President's Emergency Plan for AIDS Relief South Africa MER 2.0 Mobile Application

I.   Summary of Deadlines

Release of Request for Proposal	4 June 2018
Confirmation of interest due	11 June 2018
Fact-finding questions received by	11 June 2018
Response to fact-finding questions	14 June 2018
Proposals due	**26 June 2018**
Selection of short-listed suppliers	28 June 2018
Interviews with short-listed suppliers (if needed)	29 June–5 July 2018
Bidders notified of decision	10 July 2018

Note that PATH reserves the right to modify this schedule as needed. All parties will be notified simultaneously by email of any changes.

II.   PATH Statement of Business

PATH is the leader in global health innovation. An international nonprofit organization, we save lives and improve health, especially among women and children. We accelerate innovation across five platforms—vaccines, drugs, diagnostics, devices, and system and service innovations—that harness our entrepreneurial insight, scientific and public health expertise, and passion for health equity. By mobilizing partners around the world, we take innovation to scale, working alongside countries primarily in Africa and Asia to tackle their greatest health needs. Together, we deliver measurable results that disrupt the cycle of poor health. Learn more at www.path.org.

III.   Project Background

Development of PEPFAR South Africa MER 2.0 Mobile Application

A. Project background

Digital Square (PATH) is a partnership between the United States Agency for International Development (USAID) and PATH to mobilize and coordinate digital health resources. Digital Square's aim is to enable the global digital health community to move beyond the stasis caused by perpetual piloting of experimental projects, strengthen the existing ecosystem for digital health investments, and encourage new investments from traditional and nontraditional donors.

USAID has been supporting South Africa's efforts to strengthen information systems and information use in the health sector for several years and is keen to continue providing assistance to tackle these challenges. The United States President's Emergency Plan for AIDS Relief (PEPFAR) is the US Government's initiative to help save the lives of those infected with and affected by HIV/AIDS around the world. In South Africa, PEPFAR supports the national HIV and AIDS program to provide more than 3.7 million South Africans with antiretroviral treatment (ART)—saving countless lives, keeping families together, and increasing South Africa's overall economic productivity.

PEPFAR is currently focusing on sustainable control of the epidemic through attainment of the Joint United Nations Programme on HIV/AIDS' (UNAIDS') ambitious 90-90-90 global goals: 90 percent of people with HIV diagnosed, 90 percent of them on ART, and 90 percent of them virally suppressed by 2020.

RFP purpose: PATH is seeking a software development vendor to develop a mobile application (app) for USAID South Africa. The purpose of this app is to provide a more available version of PEPFAR's monitoring, evaluation, and reporting (MER) reference guide to its implementing partners, which are required to report on PEPFAR indicators in South Africa.

This application will serve as a reference app to help standardize and improve the monitoring, reporting, and usage of MER indicators in South Africa. The app will equip PEPFAR partners with a reference app that guides them through the indicator reporting requirements and how they link to the South African context (e.g., national guidelines, national protocols, and data sources for South Africa). A mobile app with offline data access will allow users to access downloaded content without an internet connection. Ultimately, the goal is that this reference will help partners more effectively report on improvements in HIV/AIDS service delivery.

B. Proposed project timeline

Project start date	13 August 2018
Interim deliverables due date: Mockups and user interface design submitted	29 August 2018
Interim deliverables due date: Prototype and user feedback received	14 September 2018
Interim deliverables due date: App deployed	10 October 2018
Final deliverables due date	31 October 2018

IV.   Scope of Work and Deliverables

A. Scope of work:

- To develop a mobile app, available on specified platforms and usable on phone and tablet devices, that meets or exceeds the requirements outlined in the attached requirements document.

- To review the business processes, requirements, and user scenarios defined by USAID South Africa.

- To collaborate closely with the USAID and PATH teams, using an agile or iterative development methodology, throughout the assignment.

- To refine the requirements and develop technical specifications and documentation.

- To track development, issues, and defects in a systematic way.

- To test the software against requirements and specifications.

- To provide a mechanism for user feedback and testing during the process.

- To provide an opportunity for a code review.

- To develop user documentation.

- To orient and train the USAID administrator to update and maintain content. Work will be performed onsite in Pretoria, South Africa.

- To deploy the app for mobile and tablet devices and on iOS and Android operating systems.

B. Deliverables

- Mockups and user interface design for review by USAID and PATH.

- Final documentation of requirements and design.

- Written guide for app administration.

- Prototype of app for Android and iOS.

- Published app for Android and iOS, usable on smartphone and tablet.

- Source code for the app. All source code will be released under free and open source licenses.

- Cost estimates and requirements for sustaining the app (hosting, updating, etc.).

V.   Proposal Requirements—Financial

Provide itemized costs for the total scope of this project, based on the scope of work and deliverables outlined in Section IV. The final scope of work may be subject to negotiation; however, bidder selection will be made against the original scope of work. Bids should include itemized costs for key elements of the scope of work, as shown in the Budget Template.

Use the budget template to develop an activity-based budget for these three components, detailed in the requirements document:

1. The core app with the indicator reference guide and administration functionality.

2. Mapping functionality and administration.

3. Calendar and event functionality and administration.

BUDGET TEMPLATE

Description	Qty.	Unit (days, months, trips, etc.)	Unit amt. (USD)	Total USD

Labor
    [Insert Name, Title]
    [Insert Name, Title]
    [Insert Name, Title]
Subtotal labor
		No. days	Daily rate	

Benefits	1	Percentage	Subtotal labor	

Supplies
    [Insert Item, Description]
    [Insert Item, Description]
Subtotal supplies
		No. of units		

Workshops, conferences, meetings
    [Insert title, description]
    [Insert title, description]
Subtotal workshops, conferences, meetings				

Travel
    [Insert description]
    [Insert description]
Subtotal travel				

Other direct costs
    [Insert title, description]
    [Insert title, description]
Subtotal other direct costs				

Indirect costs and fees				
Total				

Special note on indirect costs: Indirect costs are overhead expenses incurred as a result of the project but not easily identified with the project's activities. These are administrative expenses that are related to overall general operations and are shared among projects and/or functions. Examples include executive oversight, existing facilities costs, accounting, grants management, legal expenses, utilities, and technology support.

Please note that PATH does not remit payment for indirect costs on the basis of a de minimis 10% rate. A NICRA is the best method for substantiating indirect costs, but PATH can also accept one of the following options for review:

a. Three years of audited financial statements that includes an audited indirect cost rate. The audited indirect cost rate should verify that the organization has an established indirect cost allocation system that separately allocates indirect and direct costs consistently across all funders; or

b. Audited financial statements that contain sufficient information to allow PATH to assess the reasonableness of a proposed project indirect rate; or

c. A proposal, justifying the indirect rate that will be charged to the PATH project. The proposal should include:

    i.   A schedule of the proposed rate, including the base against which the rate will be applied. Any distorting elements should be noted and removed from the rate; and

    ii. Audited financial statements for the entity's past three fiscal years; and

    iii. Cost allocation statement (for example, what is funded directly and what is funded indirectly) or an auditor's assurance that the financial system is set up to monitor and stop the double-booking of costs.

VI.   Proposal Requirements—Technical

Provide a narrative on your qualifications and approach to accomplish the scope of work and deliverables per Section IV, including:

Organizational profile(s) and experience (max. 5 pages)	Overview of the organization or organizations in the consortium, including: - Profile of organization(s). - Year established and number of years' experience in app development. - Annual revenue. - Profile of relevant experience, corporate qualifications, past clients, and examples of related work. This should include descriptions of experience in app development, in using the technologies and tools that the responder is proposing to use in this project, and in implementing best practices in software project management. - If your organization has more than one location, please indicate these qualifications for the site that is responding.
Technical approach (max. 5 pages)	- Technical approach to meeting the scope of work and the attached requirements outlined in the attached document. - Description of proposed platforms, tools, and technologies to be leveraged. - Software development approach, including project management and quality control approach. - Potential risks and mitigating strategies to address potential obstacles.
Sustainability (max. 2 pages)	- Configurability and ease of app administration. - Proposed approach to source code openness and licensing. - Ability to extend and scale the app in the future. - Maintenance and support plan for the app.

CVs (max. 1 page per CV, max. 5 CVs)	• CVs of key personnel envisaged for different roles, including relevant skills and experience in software development. For each CV, specify the person's relationship with the organization, for example, whether the person is a permanent employee or a subcontracted consultant.
Project plan (max. 2 pages)	• Project management and roles of project team, including percentage of each person's time that will be allocated to this project. • Timeline to meet the deliverables.

VII. Proposal Evaluation Criteria

The following is a list of significant criteria against which proposals will be assessed. Please note the criteria weighting:

Category	Weighting
A. Organizational profile(s) and experience: • Demonstrated successful experience in similar projects and efforts. • Technical team with experience and skills to conduct the required work to achieve the scope of work.	35 points
B. Technical approach: • Well-described narrative on the approach to achieve the scope of work, including demonstration of an understanding of the requirements. • Description of proposed technologies, tools, and platforms. • User feedback approach, including appropriate user engagement. • Overall timeline and work plan for project, including estimated dates of deliverable completion, and narrative showcasing how milestones and deliverables will be met. • Software project management approach clearly outlined and explained.	35 points
C. Sustainability plan for the app: • Configurability and ease of app administration. • Proposed approach to source code openness and licensing. • Ability to extend and scale the app in the future. • Maintenance and support plan for the app.	15 points
D. Costs (as detailed in Section V).	15 points

Selection Committee members will review each proposal on its own merits.

Note: PATH reserves the right to include additional criteria.

VIII. Instructions and Deadlines for Responding

A. PATH contacts

Procurement contact: kneroutsos@path.org.
Technical/program contact: lhodsdon@path.org.

B. Confirmation of interest

Please send a statement acknowledging receipt of this solicitation and your intent to respond or not respond no later than 11 June 2018. Send the confirmation to the contacts listed above.

C. Fact-finding questions

Questions on this solicitation will be accepted via email to the contacts listed above through 11 June 2018. Questions and answers to all questions will be provided on 14 June 2018 to all participants who confirmed interest. Please note that responses will not be confidential except in cases where proprietary information is involved. Inquiries after this date cannot be accommodated.

D. Proposals due: 26 June 2018

Completed proposals should be submitted by email to the contacts listed above. The subject line of the email should read RFP # 2018-018 with your organization name.

We advise that you send files in PDF or commonly recognized Microsoft formats. We will not accept responsibility for resolving technical transmission problems with proposals. A hard copy of the proposal should not be sent. Your proposal should only include information specific to accomplishing the scope of work. Additional information submitted outside of the proposal requirements will be reviewed at PATH's discretion only. Elaborate materials, artwork, or other information not directly related to the scope of work are not suggested.

E. Selection of short-list

PATH reserves the right to select a short list from the bids received. PATH has the option to interview and discuss specific details with those candidates who are on the short-list.

F. Conclusion of process

Applicants will be notified of PATH's decision by date. Final award is subject to the terms and conditions included in this solicitation, as well as successful final negotiations of all applicable terms and conditions affecting this work.

IX.   Terms and Conditions of the Solicitation

A. Notice of non-binding solicitation

PATH reserves the right to reject any and all bids received in response to this solicitation, and is in no way bound to accept any proposal.

B. Confidentiality

All information provided by PATH as part of this solicitation must be treated as confidential. In the event that any information is inappropriately released, PATH will seek appropriate remedies as allowed. Proposals, discussions, and all information received in response to this solicitation will be held as strictly confidential, except as otherwise noted.

C. Conflict of interest disclosure

Suppliers bidding on PATH business must disclose, to the procurement contact listed in the RFP, any actual or potential conflicts of interest. Conflicts of interest could be present if there is a personal relationship with a PATH staff member that constitutes a significant financial interest, board memberships, other employment, and ownership or rights in intellectual property that may be in conflict with the supplier's obligations to PATH. Suppliers and PATH are protected when actual or perceived conflicts of interest are disclosed. When necessary, PATH will create a management plan that provides mitigation of potential risks presented by the disclosed conflict of interest.

D. Communication

All communications regarding this solicitation shall be directed to appropriate parties at PATH, indicated in Section VIII. A. Contacting third parties involved in the project, the review panel, or any other party may be considered a conflict of interest, and could result in disqualification of the proposal.

E. Acceptance

Acceptance of a proposal does not imply acceptance of its terms and conditions. PATH reserves the option to negotiate on the final terms and conditions. We additionally reserve the right to negotiate the substance of the finalists' proposals, as well as the option of accepting partial components of a proposal if appropriate.

F. Right to final negotiations

PATH reserves the option to negotiate on the final costs and final scope of work and also reserves the option to limit or include third parties at PATH's sole and full discretion in such negotiations.

G. Third-party limitations

PATH does not represent, warrant, or act as an agent for any third party as a result of this solicitation. This solicitation does not authorize any third party to bind or commit PATH in any way without our express written consent.

H. Proposal validity

Proposals submitted under this request shall be valid for 90 days from the date the proposal is due. The validity period shall be stated in the proposal submitted to PATH.