**Supplemental information for all bidders (Q&A)**

1. In Annex 6, where it states that that vendors must meet the following: “1. Assurance that the Bidder is audited by an independent firm. Provide a copy of the most recent audit report. This report will not count toward the 50 page limit.”

*Please find the following clarification.  “Save the Children requests that Bidders provide audited income statements, balance sheets, and cash flow statements for the last three years (or lesser period of time, if the organization was formed in the past three years). If the organization does not undergo audits, Save the Children will accept unaudited statements accompanied by a certification by the financial statement preparer.”*

1. In Annex 6, where it states that “ 2. The Bidder must have an online platform to manage the account.”

*This refers to the Bidder having the capabilities to provide the following to Save the Children via online communications: bills and payments, account inquiries, and support services.*

1. In Annex 7-Bid Response, it states there is an estimated 250 user licenses needed. Can you clarify how many users will be administrative (e.g. making changes to surveys or forms, creating reports and dashboards), and how many are mobile users (solely entering/viewing data on their mobile device)?

*This is an estimate.  We expect 25 administrative users and up to 225 mobile users.*

1. What location(s) will trainings take place? Or do you prefer remote training?

*Bidders can determine which they think is most appropriate. In person trainings for the introduction to the MIS would be held in Addis Ababa, Ethiopia.  Remote trainings may also be provided.*

1. Cash or Voucher Management: Can you confirm that you would want the system to only track distributions and not to distribute the cash? If it is for tracking, where will the logs of distributions come from? i.e. field officer entering details, weekly file from the bank, etc.

*We expect the system to only track distributions that may come from the bank or which are input into logs by field officers.*

1. Profile Management: Are there currently Unique IDs being used? If so, can you provide examples of the ID formats? Also, do you need to keep those same formats going forward? Is the use of biometrics at the outset a deal-breaker, or are you able to use other unique identifiers to begin with?

*We do not have current unique id assignments and can be flexible; however, we must enter the government’s single registry and PASS ids.*

1. System Compatibility: The SoW states “Compatible with latest Windows, iOS, Android and Chrome operating system and mobile devices” but it’s not clear which requirements are for the computers vs. mobile devices. For the mobile devices, do you require any other operating systems besides Android?

*For mobile devices we would like Android compatibility, other interfaces are not required for mobile.*

1. Food Commodity Management: What kind of database is the SCI’s Total Inventory Management warehouse management system (i.e. Salesforce.com, SAP)? When does the integration need to be complete?

*TIM is Save the Children’s Warehouse Management System software, based on Microsoft Silverlight and Lightswitch, which will be rolled out to all warehouse locations, to allow tracking of all stock movements to the Food Distribution Points with systemised Goods Received Notes, Stock Releases, Waybills and Packing Lists. TIM also enables up to date stock reporting to program staff, for donor reporting and for financial regulatory reporting.  Integration ideally should be finalized before the first food distribution within a few months of award. TIM integration may be fully rolled out in 2017.*

1. User Experience: Can you provide the list of languages you need for the questions displayed on the mobile device? Would you also need the mobile app system language to be in those same languages (the default is English)?

*English is the default. We expect that Amharic and other local languages will be used in verbal translation during the life of the program.*

1. Do all country offices follow the same operating processes? How different are processes for data collection, entry and reporting across different country offices?

*Operating processes in general are standardized across country offices, although they may vary program by program, depending on staffing structures.*

1. What is the strength of internet access at various locations where the system will be accessed?

*Internet access is limited in most field operation sites.  Save the Children has internet services (assume low strength) at our program office locations. Save the Children Country Office headquarters offices should have high speed internet, but accessibility for field staff collecting data will be limited.*

1. What different languages must the database be read and accessed in? What languages must data be entered into the system?

*English is the required operating language of our donor.  While other languages may be spoken data is not collected in these formats.*

1. Approximately how many different forms (surveys, questionarres e.t.c.) will the system pull data from? Please list all the existing applications for data collection that the system must be compatiable with so we can tell you if our system will be able to synch with them.

*We anticipate using up to 100 different data collection forms (surveys, questionnaires).  The system may have its run off cost effective solutions like KoBo which is free to Save the Children and easy for staff to use.*

1. Is there more information available about the Results Framework?

*We are not able to provide specific details on the proposal results framework at this time, although it will be made available if selected.  General information about results frameworks is available at* [*http://usaidprojectstarter.org/content/results-framework-rf*](http://usaidprojectstarter.org/content/results-framework-rf) *and referenced in the RFA links provided herein* [*https://www.usaid.gov/sites/default/files/documents/1866/2016%20Final%20RFA.pdf*](https://www.usaid.gov/sites/default/files/documents/1866/2016%20Final%20RFA.pdf)

1. What platform is SCI TIM built on? Would it be a one way integration SCI TIM -> PRIME or two way SCI TIM <-> PRIME? How real time do these integrations need to be?

*SCI’s TIM is built on Microsoft Silverlight and Lightswitch. We expect there to be a two way communication between TIM and PRIME.  At least quarterly data is required, more frequent is preferred.*

1. To what extent will offline system access be required? Only for data entry?

*Offline system is expected for data entry.  Other offline features, access or downloads for data analysis may be offered as well.*

1. Does GIS data for all levels of programs currently exist?  If so, What format is the data currently present in and what's the size of this data? How is this process carried out currently?

*GIS data for points and polygons of program operations does exist. Additionally, GPS location data is collected during some surveys.  This data is stored as shape files (.shp), layer files (.lyr), map files (.mxd), keyhole markup language (.kml) and or other database files (.dbf). It may also be contained in geodatabases (.gdb).  This data varies in size from a few KB to several MB per file.  GIS data capabilities should be offered by the bidders as available.  This includes potential interface with Google maps or other mapping software like ArcGIS.*

1. What is an estimated file storage requirement (in GBs or MBs)?  What technology is currently being used for file storage?

*File requirements for document storage will depend on the size and pricing of storage offered by the bidder.  Over the course of the program several GB of documents will be generated, but what is “housed” on the system will be conditioned on bidder’s offer.   Currently data storage is on organizational servers.*

1. How is this tender related to the Ethiopia DFAP?

*This tender is for the FY16 RFA for new programming expected to be awarded October 2016. The selected bidder(s) will be presented as a service provider(s) by name in the proposal to USAID.*

1. Certain services are listed as essential vs preferred - are you considering solutions which provide only some of the essential items and can be integrated with other solutions which provide the other essential services?

*Yes.  We are considering solutions that only provide some of the essential items.  Please mark if the item is currently available and included in bid, or if it needs to be developed and included in bid, or not offered, in the chart provided.*

1. Regarding Indicator Management, is M&E data collected primarily in context of households, or are there other primary “units” of data (e.g. region)

*Primary units of data include but are not limited to geographic areas, institutions, businesses, organizational groups, households, and individuals.*

1. Regarding Food Commodity Management, should we assume the food distribution points likely do not have network connectivity, and if so, can we assume that beneficiaries are associated with a specific set of distribution points?

*Yes and yes.*

1. The tender does not mention importing data from existing sources - is this expected as part of the solution and if so, are there details on the existing data sets?

*This is not expected, although this capacity can be offered. We will triangulate existing datasets with program data off line and off system, if the capacity is not offered.*

1. Is the solution intended to be used across all Save the Children member organizations or just a specific set?

*This solution is expected to be used by Save the Children USAID Food for Peace program(s) in one or more countries, meaning that both Save the Children International and Save the Children US should use this solution.  PRIME will be across all member organizations, when it is rolled out. This MIS solution offered should be capable of interfacing with PRIME, when available.*

1. The timetable on page 7 of the Invitation to Tender estimates the effective date of contract (pending USAID award and approval) as 4th October 2016.   However, in the Annex 7 “Bidder Response” on page 9, point 30, it notes that “Save the Children proposes a Go-Live date of 4th October 2016.”   Could you please clarify whether the 4th October 2016 is the effective date of contract signature or the date that the MIS needs to go-live?

*October 1 is the effective date we expected to have the award signed with USAID and by October 4th we expected to have an effective date of the contract.*

1. If the answer to question #1 is that the 4th October 2016 is the effective date of contract, could Save the Children please inform vendors of the approximate timeframe that Bidders will have to develop the MIS?   It would be helpful to have that information, so that Bidders could produce a responsive implementation schedule in response to page 9, point 30 of Annex 7.

*The MIS needs to go live, ideally by the first distribution of food or cash, which is expected to take place around 3 months after the contract signature.*

1. There seem to be some questions in Part E that are not applicable interested Bidders (e.g. software vendors).  For example, question #43 of Part E “Ethical Standards,” asks to detail the company’s policy for procuring, storing, shipping and disposing of pharmaceutical goods.   As our company is not involved in any form or fashion in that domain, is it acceptable to respond “Not applicable” here?

*N/A may be an appropriate response for some questions.*

1. There seems to be some redundancy between Part E (questions #39 and #44), and Part F, “Confirmation of Bidder’s Response,” which asks the Bidder to confirm compliance with Save the Children’s Child Safeguarding Policy and Save the Children’s Anti-Bribery and Corruption Policy, etc.   If the Bidder confirms compliance with those particular items listed in Part F, does Save the Children still require that the Bidder complete questions #39 and #44 in Part E?

*Please note responses in both Parts, despite any redundancy in check boxes.*

1. Does Save the Children require the Bidder to commit to exclusivity with Save the Children in the subsequent USAID tender for the MIS?

*Save the Children does not require exclusivity but will request that the selected Bidder sign a non-disclosure agreement.*

1. Proposal Limit?

*Save the Children requested bidders to ensure their proposals do not exceed the 50-page limit, but at the same time we are not expecting exactly 50 pages. We would expect to receive a proposal that is concise and to the point.*