



Save the Children®

**SAVE THE CHILDREN
REQUEST FOR QUOTATION (RFQ)**

RFQ Issued Date: February 7, 2017

Save the Children Federation, Inc.

Headquarters

501 Kings Highway East, Suite 400

Fairfield, CT 06825

www.savethechildren.org

Key Contact for Questions and Responses:

Nick Anderson

Associate Director, Emergency Food Security and Livelihoods

Office: (202) 794-1530

Email: nmanderson@savechildren.org

STATEMENT OF CONFIDENTIALITY AND NON DISCLOSURE

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I. SCOPE OF WORK AND EXPECTED OUTCOMES

Save the Children (SC) seeks to identify, build, or adapt a delivery platform that can be used universally across the agency for asset and service transfers in emergency response. The proposed system will allow multiple transfer modalities, including but not limited to: paper vouchers, electronic vouchers, smart cards, SMS/mobile money, and direct transfers.

Supplementing the transfer of assets, this system will include functionality that permits real/near real-time tracking of assets throughout the supply chain; participant registration; input, output, and outcome tracking; beneficiary management; GIS; multi-level financial controls; and flexible, contextually relevant data visualization and business analytics. The system will be designed to support a holistic approach to program delivery and Monitoring, Evaluation and Learning.

As numerous service providers currently deliver various aspects of the aforementioned requirements, SC is exploring the option of customizing current delivery platforms or collaborating on the creation of a new system which comprehensively meets these needs. SC is issuing a Request for Quotations (RFQ) for interested parties to lead on the following deliverables to catalyze this process:

1. Assess the commercial landscape of service providers that can deliver SC's platform requirements.
2. Conduct a product/vendor Trade-off Analysis.
3. Review and finalize a requirements document which will include a prioritization of all platform components, identification of design phases, and a system development timeline.
4. Further develop and finalize existing Business Process Diagrams.
5. Develop a system architectural proposal including all required integration (preferably this will be a plug and play system using existing, proven, top notch software) and complete a system architectural diagram.
6. Prepare a system rollout phase identification and total life cost of product (this should include all development and ongoing costs – hardware; back-office IT support; SAS fees, disaggregated by phase and time frame; etc).

SC has developed a comprehensive set of initial system requirements that will serve as a foundation for this project and as a guide to the selected vendor for the above deliverables. It is expected that the vendor will work closely with SC staff throughout this activity, including at least three in-person meetings at SC's office in Washington, DC (kick-off meeting/design workshop; product review session; and final reporting). These activities will serve as the guiding documents for a full Request for Proposals (RFP) to be issued at a later date for the development of the comprehensive delivery platform.

II. INSTRUCTIONS TO PROSPECTIVE CANDIDATES

A. QUESTIONS ABOUT THIS RFQ

Questions regarding this RFQ can be directed to Nick Anderson, Associate Director, at NMAnderson@savechildren.org.

All communications relating to the RFQ must be in writing and addressed to the e-mail identified. Any request for information should be received at least one week before the Closing Date, as defined in the RFQ. Responses to questions submitted will be circulated to all to ensure fairness in the process.

B. QUOTATION SUBMISSION AND DEADLINE

Please submit an electronic copy of your proposal and quotation to efsl@savechildren.org by February 27, 2017, at 23:30 EST. The official copy must contain a general description of techniques, approaches and/or methods to be used in this role and a firm fixed cost proposal.

C. QUOTATION PREPARATION COSTS

SCUS is not liable for any costs incurred by consultants in preparing or submitting quotations.

D. BASIS FOR AWARD

Cost and ability to accomplish deliverables on a timely basis.