**REQUEST FOR PROPOSAL**

**knowledge mANAGEMENT & TECHNOLOGY Solutions PARTNER SERVICES**

**(074-2024-GAVI-RFQ)**

|  |  |
| --- | --- |
| **Opening Date:** 21 June 2024 | **Closing Date:** 22 July 2024 |
| All responses by email to: [procurement@gavi.org](file:///C%3A/Users/mwattinger/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/ILKZ9D01/procurement%40gavi.org)*(submissions are due before midnight Geneva Time on the Closing Date)* |

# Background and Introduction

Gavi, the Vaccine Alliance (“**Gavi**”) is a public-private partnership committed to saving children's lives and protecting people's health by increasing equitable use of vaccines in lower-income countries. The Vaccine Alliance brings together developing country and donor governments, the World Health Organization, UNICEF, the World Bank, the vaccine industry, technical agencies, civil society, the Bill & Melinda Gates Foundation and other private sector partners. Since 2000, Gavi has contributed to the immunisation of nearly 1 billion children and the prevention of more than 17 million future deaths. At the Global Vaccine Summit in June 2020, world leaders pledged more than $8.8bn to ensure Gavi can immunise another 300 million children by 2025.

For more information, please visit the Gavi website: <http://www.gavi.org/about/mission>

# Purpose of the Request for Quotation

The purpose of this RFQ is to find suitable supplier(s) in Information Technology (IT) services that are able to partner with Knowledge Management & Technology Solutions department (“KTMS”) and provide resources to Gavi to achieve its IT investment and Operational objectives. KMTS has an existing preferred supplier panel comprised of 4 suppliers providing IT services and is looking to expand this panel in two ways:

(i) Increase the size of the panel by signing a Framework Agreement with one or more new suppliers.

(ii) Increase the scope of the services under the current and new Framework Agreements. i.e. new technologies (Gavi technology landscape has evolved) and new consulting services (expanding to Business and Process consulting).

***NOTE: The existing KMTS preferred partners are excluded from this RFQ and will go through a different process where the rate cards under their existing Framework Agreements will be extended.***

The successful bidder(s) is expected to have a comprehensive understanding of Gavi’s vision and mission and embrace its beliefs, rules, customs, capabilities, and practices. The successful bidder(s) will be expected to play a leading role in ensuring that IT projects and other activities are executed to defined quality, and expected outcomes consistently delivered and met. The expenditure of Gavi on IT professional services under these Framework Agreements is projected to be approximately 8 million USD per year. The forecasted budget is targeted for information only and will be shared among multiple successful suppliers. The amount does not constitute and commitment from Gavi to any bidder or supplier.

## Projected Outcome of the Request for Quotation

i. Gavi will select one or two suppliers who will be added to the KMTS prequalified supplier panel for IT resources and professional services.  The suppliers in the panel will be selected and engaged in an approach that will ensure that Gavi has comprehensive coverage of technologies, consultant skills, specialties, and geographical presence.  Gavi will enter into a Framework Agreement (See template in **Annex C**) with each of the selected suppliers to establish the partnership relationship and a rate card with ceiling daily fee rates.

ii. The following basic elements will be included and articulated in the Framework Agreements (FA) with the selected supplier (s)

* Duration or timeframe of the Framework Agreement – 3 years.
* Daily rates for resources services roles/platforms/locations based on defined qualifications and experience of the resources provided to Gavi by the successful suppliers (s)
* Governance Structure i.e., key responsible persons and governance meetings schedules.
* Key Performance Indicators and Service Level Agreement.

iii. Gavi will procure specific services and resources from the framework agreement via a “Call-off” agreement based on the Scope of Work and the daily fees rate card in the Framework Agreement. The template for the Framework Agreement with Call-off in attached as **Annex C**.  The request for a “Call-off” shall be done by Gavi in the following way:

* ‘Direct Selection’ – KMTS may send a request for resources or service to one of the suppliers selected via this RFQ using the template in **Annex C**.  The supplier will be expected to submit to Gavi a written proposal for review and consideration based on the pre-negotiated fees for the services or resources.
* ‘Secondary Bidding’ – KMTS may send a request for service to one or more of the suppliers selected via this Request for Quotation.  Supplier will be invited to respond to a specified Scope of Work and KMTS will select the single proposals/offers for award of a contract. This approach will be used where there is no existing pre- negotiated daily fee rate in the with Gavi via a “Framework Agreement”, or where KMTS considers that it is in Gavi’s best interest to carry out a Secondary Bidding process.

## KMTS Partner criteria and guidelines

The successful supplier(s) will be expected to have the capacity to adapt and strategically align with Gavi’s vision and principals. Below are the criteria/ guidelines of Gavi’s expectations on the required elements of the partnership expected between the successful supplier(s) and Gavi.



### Performance & Delivery:

Gavi expects the successful supplier(s) to have the ability to run and execute project operations with a certain level of independence while collaborating with Gavi, this includes possessing the ability to perform assigned tasks or provide required resources independently according to states Scope of Work and other expectations defined by Gavi. In addition, the successful supplier is expected to have the ability to understand and quickly adapt to the KMTS Project Management Methodology, Project Roadmap and current business needs.  Applying business process management with the ability to discover, analyse, measure and improve business processes. Supplier(s) selected will be expected to have the capacity to design effective processes, transparency, systems and techniques to assign to the Gavi projects. Gavi expects that the successful supplier(s) will have defined roles and responsibilities with clear expectations, understanding and ownership of the Scope of Work for the services requested by Gavi. Successful supplier(s) shall be expected to have the capacity to help resolve strategic issues and able to assist in the delivery of business outcomes (short and longer term). Successful supplier(s) shall be expected to have expert experience in the IT platforms and technologies used by KMTS at Gavi.

### Collaboration:

Successful suppliers will be expected to have the capability to be proactive and support, drive large innovative and collaborative IT agenda at Gavi. Successful supplier(s) shall be expected to have the ability to collaborate with Gavi stakeholders and show interest in, Gavi’s IT growth and have an appetite for building partnership with organisations whose mandates and missions are similar to Gavi. Successful supplier(s) will be expected to have the capacity to assist with promoting joint commitments at Gavi. Supplier(s) will be expected to support and help Gavi in setting up the future vision and strategic direction of KMTS. Successful supplier(s) will also be expected to have the ability to scale-up capabilities to adhere to KMTS future roadmaps, implementation plans, and adapt to changing requirements at Gavi.

### Culture:

Gavi is a performance-focused learning and knowledge organisation where people are expected to challenge and be challenged every day. Successful supplier(s) are expected to have market understanding and ideally proved experience working in NGO similar to Gavi. Successful suppliers will be expected to have the ability to adapt and work in a fast-paced environment. Successful suppliers will be expected to embrace Gavi’s mission, beliefs, rules, customs, capabilities, habits and values such as teamwork, respect, openness, accountability, innovation and country driven.

### Innovation:

Successful supplier(s) shall be expected to support Gavi in experimenting cutting edge technologies, working together on IT products or services. Successful suppliers will be expected to support Gavi to implement innovation tactics, such as mapping the organisation’s mission, vision and value proposition for defining business needs. Suppliers will also be expected to support Gavi in determining the objectives and strategic approaches to innovation.

## KMTS Partner governance structure and Key Performance Indicators

To effectively partner with Gavi and the KMTS team, successful suppliers will be expected to develop and put in place a governance structure for the project and define the roles and responsibilities of each resource assigned to Gavi.

### Governance Structure and oversight

Illustration shows Gavi’s Annual Governance process that Gavi expects to implement for each Framework Contract:



### Roles in the Framework Agreement governance

i. Gavi expects the following roles/positions in the Framework Agreement resulting from this RFQ:

* Gavi Framework Agreement Owner:  Responsible for monitoring of FA metrics and is the key Gavi contact for the supplier.
* Supplier Framework Agreement Owner:  Responsible for monitoring of FA metrics and is key the key supplier contact for Gavi.
* Supplier Delivery Manager: Oversees all Call-Off contracts, resources and performance, budget of contracts, consumption, and quality.

ii. Governance meetings including Framework performance reviews will be held quarterly. KMTS Leadership and Supplier Leadership team are standing members of the Governance Meetings.

Gavi expects the following roles/positions in Call-Off contract Governance:

* Gavi Contract Owner:  Responsible for monitoring the performance of the Scope of Work in the Call-Off
* Supplier Contract Owner:  Responsible for ensuring delivery of the performance on the Call-Off, i.e., the Supplier Delivery Manager

## KPI’s Framework/Guidelines:

Successful suppliers will be expected to provide KMTS with the KPI’s for each project and the reporting schedule, in order to effectively and efficiently evaluate and report on the performed work based on the Framework Agreement.  Some indicative KPI’s are listed below:

|  |  |  |
| --- | --- | --- |
| **Performance**  | On-Time Delivery  | Delivery by agreed upon or contractual milestones/due dates  |
| Service Level Agreement (SLA) Attainment  | Meets or exceeds contracted service levels  |
| Response Times  | Issues are addressed within stated times per severity grid  |
| **Financial**  | Pricing  | Cost is competitive and well-managed  |
| Invoicing  | Invoices are timely, accurate and easy-to-understand  |
| Cost Control  | Unexpected cost changes and increases are well managed and kept to a minimum  |
| **Relationship**  | Flexibility  | Supplier personnel assigned to Gavi projects demonstrates flexibility when required  |
| Responsiveness  | Resources respond quickly and act with appropriate urgency  |
| Communication  | Supplier team is professional, approachable and clear in their communications to us  |
| **Alignment & Leadership**  | Innovation  | Supplier resources demonstration of new products and services that will help our business  |
| Cost Optimization  | Successful supplier personnel proactive delivery of cost-savings ideas  |
| Alignment  | Supplier resources/personnel understand Gavi’s business and related industry trends and needs and have the required skill set  |
| **Risk**  | Compliance  | Supplier resources comply with Gavi’s internal policies and procedures and contractual requirements  |
| Security  | Supplier resources and services meet the level, IT data security requirements in accordance with Gavi’s policies and procedures and contractual requirements  |

# Description of the Scope of the Framework Agreements

## Gavi IT Platforms

Below is a list of IT platforms that are currently used in Gavi. The successful supplier (s) is expected to have professional experience across a most of these platforms and the integration between the platforms. As more than one supplier will be selected it is not necessary for Bidders to have experience across all platforms nor to be able to provide all the services under the Scope of Services.

|  |  |
| --- | --- |
| **Platform**  | **Details**  |
| **SAP S/4 Hana (STE – Single Tenant Edition)**   | Grant management, Funds management, Procurement, Finance, Treasury, Project systems   |
| SAP Business Transformation Platform (BTP), Market Rates Management (MRM), Multi-bank Connectivity (MBC), Trading Platform Integration (TPI), Fides, 360T  |
| SAP Analytics Cloud (SAC)   |
| **Salesforce**  | Marketing Cloud, Community Cloud, Sales Cloud, CRM Analytics, AppExchange (Documill, Wealth-x) |
| **Microsoft Platform** | Office 365, Power platform, power app and power automate, PowerBi |
| **Integration & Automation** | Workato (Automations & API Management) |
| **Operations & Delivery**  | Service Now, Atlassian Suite (Jira, Confluence, BitBucket), Copado |
| **Digital Experience** | Acquia Cloud (Drupal), Zoom, Teams |
| **HR & Operations** | Sage People, DarwinBox, iMocha, ModernHire, Cornerstone |
| Zycus CLM, DocuSign, MobileXpense, Bucketlist |
| **Other**  | Cisco, Monitoring solutions (Manage Engine), Pentana Audit, Pathlock SoD |
| **Security Tools**  | Microsoft defender, logrhythm, Sentinel  |
| **Data Stack**  | Azure SQL Data Warehouse (PAAS), Synapse, PureView, Microsoft Fabric, Data Factory, Data Virtualization tools (Denodo or similar) \*, Notebooks (Jupyter or similar) \*, Data Governance (Colibra or similar) \*, Data Catalog (Alation or similar) \*, Natural Language Generation for Analytics (Arria or similar) \*  |
| **Digital Lab** | Innovations |
| **Artificial Intelligence Stack** | Microsoft CoPilot Studio, Azure AI Studio, Azure AI Search, Azure AI Services (Speech, Vision, Video, Translation & Document), Azure ML Studio, AI Builder for Power Apps |

\*Solutions on our roadmap but not acquired / implemented yet

## Project and other Roles:

Successful supplier(s) will be expected to provide resources/personnel for the following project roles. Bidders are expected to have personnel at entry level (0-5), mid-senior level (5-10) and senior-management (10+) years of relevant experience.

|  |
| --- |
| **IT Roles Profiles**  |
| **Project / Programme management**  | Project Manager, Programme Manager, Scrum Master   |
| **Architecture**  | Solution Architect, Enterprise Architect, Software Engineer  |
| **Analysis**  | Business Analyst, System Analyst, UX Designer, Security Analyst, Solution Analyst  |
| **Developers & Testing**  | Tester, Automation Engineer, Developer  |
| **Data and Content**          *from dama.org framework*  | **Key Data roles** Data Analyst, Data Engineer, AI/ML Engineer, MS Fabric Specialist, API Manager & Developer, Business Intelligence Manager (Data Artist, infographic, Dashboard, Reporting), DataDevOps Engineer, MS Cloud D&A Architect and specialist, Data Security Specialist, Data Project Manager, Data Governance Manager, Data Modeler  **Other Data Roles to consider:** ETL Developer, Knowledge Manager, Content Manager, Librarians, Metadata Manager, Chat Bot Manager, DataOps Manager, Master Data Manager, Data Privacy Manager, GDPR Manager, Data Scientist, Data Clerks, Data Architects, Data Integrator, Data Quality manager, Database Administrator,   |
| **Change & Comms**  | Change Management, Communications, Training  |
| **Infrastructure**  | Network engineers, security engineers  |
| **Business/Functional Consulting\***  | Product manager & Product Owner, Financial, Budgeting, Grant Management, Forecasting, HR, Procurement, Digital Workspace, Cyber Security, Data Protection\* |
| **Data Protection\*** |  |
| **AI & Low-Code\*** | Power Platform Developer, Power Platform Administrator |
| **Business/Functional Consulting** |
| **Business/Functional Consulting\***  | Product manager & Product Owner, Financial, Budgeting, Grant Management, Forecasting, HR, Procurement, Digital Workspace, Cyber Security, Data Protection\* |

*\* Newly added roles*

## Consultant certifications:

Consultants proposed by Bidders are expected to have the following certifications and general skills based on the roles in Scope of Work proposed in this RFQ.

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| **Depending on the role following certification may be required:**   |
| **Certifications**  | * Project Management certifications like PMP or Prince2.
* Agile certification such as SAFe, Scrum master, Product owner and others.
* ISO 27001, ISO 9001
* ITIL.
* Dama.org or any similar data framework (CMMI EDME and other)
* Strategy and Storytelling: ABT Framework or similar
* Salesforce Trailblazer: Tableau CRM, Recipe & Dataflows
* Enterprise Architecture: TOGAF
* Programming language: SQL required, Python and R a strong plus.
* Microsoft Azure ‘Data’ certifications (examples: AZ-305, DA-100, DP-200/201, AI-900+, MB-260…)
* Workato Academy: Automation Pro II, Recipe life cycle management, Working with Database, etc.…
* Kimball Methodology (Data Modelling)
* SAP SAC/SCP certifications
* Change Management Certification – Prosci certification

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## General competencies of the resources and location

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|   |
| **General Skills**  | * Good verbal and written communication skills in English.
* Knowledge of Microsoft Office tools.
* Strong analytical skills to critically evaluate information gathered from multiple sources.
* Ability to work in a fast-paced environment.
* Ability to collaborate and work with others openly and closely to communicate needs and accept feedback over iterations.
* Ability to be innovative, looking for creative new ways of achieving the end result, potentially with a standard feature or configuration that still meets the business need.
* Ability to be proactive and take action through self-organized ambition to reach the final business outcome.
* Strong risk assessment, problem resolution, negotiation, and influencing skills.
 |
| **Location depends on role and project requirement**  | * Gavi Alliance HQ, Geneva, Switzerland or
* Offshore or
* Nearshore
 |

# Evaluation Criteria

i. Gavi will base its initial evaluation on the Proposals submitted in response to the RFQ.

In deciding which Bidders/s to shortlist Gavi will consider the results of the evaluation of each Proposal and the following additional information:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Criteria | Instructions | Weight |
| 1  | **Corporate Social Responsibility** | Bidders must provide a copy of their Corporate Social Responsibility Policy or documentation to demonstrate their commitment to sustainability, diversity, inclusion, and the environment.  | Qualifying |
| 2 | **Financial Stability** | Bidders must provide the past 3 (three) year Financial Statements: namely: Auditor’s page, Income/P&L, Balance Sheet & Cash Flow.   Bidders should also provide a summary of the Auditors’ report for the past 3 financial years.  | Qualifying |
| 3 | **Use of AI** | Bidders should provide full transparency of their usage of any AI Tools, if possible, provide any policy or code of conduct on AI usage | 5% |
| 4 | **Understanding of the Requirements and ability to be an effective partner** | Bidders to provide a concise summary of their understanding of the requirements and how if successful they will be effective and efficient partners with Gavi to ensure they will deliver the RFQ objectives | 10% |
| 5 | **Terms and Conditions** | Bidders to review the attached Framework Agreements and comment on their willingness to meet the terms and conditions of the Proposed Contract and Governance Model **Annex C.** | 5% |
| 6 | **Technology and Experience** | Bidders to complete **Annex A (in excel format) by** providing details of their experience in the Gavi Technologies – it is not necessary that a supplier has competency in all technologies and services listed.  | 30% |
| 7 | **Value for Money** | Complete the rate cards/financial proposal in **Annex B** **(in excel format)** | 30% |
| 8 | **Partnership Experience** | Provide 3 examples of similar partnerships with other organisations | Qualifying |
| 8 | **Reference Checks** | Provide 3 reference checks including name of Point of Contact, Organization and email address. Successful Bidders will be informed before Gavi checks any reference. | Qualifying |

ii. While shortlisted Bidders will be informed by Gavi, being shortlisted, or will not constitute acceptance by Gavi of the Bidder’s Proposal, neither will it imply or creates any obligation for Gavi to enter negotiations with, nor award a Contract for delivery of the Requirements to any shortlisted Bidder/s.

**5. RFQ Process and Timelines:**

|  |  |  |
| --- | --- | --- |
| **Event** | **Responsible Party** | **Timeline** |
| 1. | Launch Invitation to bid | Gavi | 21st June 2024 |
| 2 | Submission of Intent to Bid and Questions | Bidders  | 27th June 2024 |
| 3 | Gavi Responses to Bidder Questions  | Gavi | 1st July 2024 |
| 4. | Proposals submitted | Service Provider | 22nd July 2024 |
| 5. | Presentation by Shortlisted Bidders | Bidders | August 2024 |
| 6. | Formal engagement | Gavi & Service Provider | October 2024 |

**6. Financial Proposal**

Bidders should include a competitive Financial Proposal for services. The proposal should include daily fees for proposed personnel and expenses relating to the implementation of the project. Expenses will be reimbursed to the successful bidder based on actual costs supported by receipts and in accordance with Gavi’s policies. The format for the Financial Proposal is included as Annex C.

**7. Project Implementation Timelines**

The assignment will run for a period of approximately 3 years. Start date is to be confirmed but is expected to be September 2024.

**Section 8. Request for Quotation Rules**

Gavi invites you to submit a competitive bid by responding to this “RFQ Opportunity”, based on the below outlined rules:

1. Interested Bidders must submit their Intent to Bid for this RFQ. The Intent to Participate and Conflict of Interest Declaration form can be accessed via the following link: [Gavi Supplier Declaration Form](https://na.eventscloud.com/ereg/index.php?eventid=600006&) . Only Bidders who submit their intent to bid via this link will be invited the Gavi Pre-Bid meeting.
2. Bidders must ensure that the Technical Proposal is provided within a dedicated electronic document/file with no financial information. whatsoever. This is to ensure pricing information cannot be viewed when the Technical Proposal is under evaluation. Technical proposals should be provided in English.
3. Submitted rates and prices shall be deemed to include all costs, insurances, taxes, fees, expenses, liabilities, obligations risk and other things necessary for the performance of the requirement.  Any additional charge not stated in the Proposal, will not be allowed as a charge against any transaction under any resultant contract.
4. In preparing their Financial Proposal, Bidders should take into consideration all risks, contingencies and other circumstances relating to the delivery of the Requirements and include an adequate provision in the Proposal and pricing information to manage such risks and contingencies.
5. Bidders should provide a narrative of all assumptions and qualifications made about the delivery of the Requirements, including in the and financial pricing information. Any assumption that Gavi or a third party will incur any cost related to the delivery of the Requirements should be stated, and the cost estimate if possible.
6. This entire RFQ Opportunity and all related discussions, meetings, exchanges of information, and subsequent negotiations that may occur are confidential.
7. The issuance of this RFQ Opportunity in no way commits Gavi to make an award. Gavi is under no obligation to justify the reasons for its supplier(s) choices as a result of this RFQ Opportunity. Gavi may choose not to justify its business rewarding decision to the participants to this tender.
8. Gavi reserves the right to:
* reject any proposal without obligation or liability to the potential bidder.
* withdraw this RFQ Opportunity at any time before or after submission of bids, without prior notice, explanation or reason.
* accept other than the lowest price offer.
* award a contract on the basis of initial offers received, without discussions or requests for best and final offers.
* decide not to award any contract to any bidder responding to this RFQ Opportunity,
1. Bids must be valid for no less than sixty (60) days from the quotation due date.
2. Faxed copies will not be accepted. Late quotations are subject to rejection.
3. Gavi reserves the right to request additional data, information, discussions or presentations to support part of, or your entire bid proposal. Bidders or their representatives must be available to discuss the details of their proposal during the evaluation process.
4. All responses should be submitted in electronic format.
5. The proposed timeline set out above indicates the process Gavi intends to follow. Gavi reserves the right to make changes to this timeline.
6. The terms of this RFP shall be interpreted and applied in accordance with their true meaning and intended effect independently of any system of national law, whether federal or state law. If a dispute or complaint is submitted to any mode of resolution and there is a need to refer to any law, the relevant Swiss law shall apply. No legal relationship is formed between Gavi and any Bidder unless a contract is entered into with a successful bidder.
7. Any Disputes arising out of this RFP shall be settled through a neutral mediator/conciliator in accordance with the conciliation rules adopted by the United Nations Commission of International Trade Law (UNCITRAL Conciliation Rules) presently in force, unless agreed otherwise determined by Gavi.  The finding of the mediator/conciliator shall be final**.**
8. As a vaccine organisation and to provide duty of care towards its employees, consultants, and individual contractors working on site, Gavi requires all its Employees and Contractors to confirm their full vaccination status against Covid-19 as a condition for contracting, specifically fully vaccinated means one of the following:
* Confirmation of receipt of one dose of the Covid-19 vaccination listed in WHO’s Emergency Use Listing and being scheduled to receive a second dose in the near future or confirmation that one has previously had Covid-19 thereby being exempted from a second dose of the vaccine.
* Confirmation of receipt of two doses of a Covid-19 vaccine.
* Confirmation of receipt of received one dose of the J&J Covid-19 vaccine.

**Annexes**

**i. Annex A - Technology and Experience** - 074-2024-GAVI Request for Quotation (RFQ) KMTS Consulting Partner Final

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 | **Company Capabilities** |  |
|  | We have a dedicated consulting service covering these capabilities |   |  |
|  | We have consultants with these skills |   |  |
|  | No we do not have these capabilities in house |   |  |
|  | Other - (please explain) |   |  |
|  |   |   |  |
|  |  |  |  |
| **Company Name:**  |   |
|  |  | **Company capabilities** |  |
| **Platform / Technology** | **Module** | **Please rate your consulting capabilities based on the options above** | **Please describe your capabilities expertise with justification** |
| **SAP S/4 Hana (STE – Single Tenant Edition)**   | Grant management, Funds management, Procurement, Finance, Treasury, Project systems   |   |   |
| SAP Business Transformation Platform (BTP), Market Rates Management (MRM), Multi-bank Connectivity (MBC), Trading Platform Integration (TPI), Fides, 360T  |   |   |
| SAP Analytics Cloud (SAC)   |   |   |
| **Salesforce**   | Marketing Cloud, Community Cloud, Sales Cloud, CRM Analytics, AppExchange (Documill, Wealth-x)  |   |   |
| **Microsoft Platform**  | Office 365, Power platform, power app and power automate, , PowerBi  |   |   |
| **Integration & Automation**  | Workato (Automations & API Management)  |   |   |
| **Operations & Delivery**   | Service Now, Atlassian Suite (Jira, Confluence, BitBucket), Copado  |   |   |
| **Digital Experience**  | Acquia Cloud (Drupal), Zoom, Teams  |   |   |
| **HR & Operations**  | Sage People, Darwin Box, iMocha, ModernHire, Cornerstone  |   |   |
| Zycus CLM, DocuSign, MobileXpense, Bucketlist  |   |   |
| **Other**   | Cisco, Monitoring solutions (Manage Engine), Pentana Audit, Pathlock SoD  |   |   |
| **Security Tools**   | Microsoft defender, logrhythm, Sentinel   |   |   |
| **Data Stack**   | Azure SQL Data Warehouse (PAAS), Synapse, PureView, Microsoft Fabric, Data Factory, Data Virtualization tools (Denodo or similar) \*, Notebooks (Jupyter or similar) \*, Data Governance (Colibra or similar) \*, Data Catalog (Alation or similar) \*, Natural Language Generation for Analytics (Arria or similar) \*   |   |   |
| **Artificial Intelligence Stack** | Microsoft CoPilot Studio, Azure AI Studio, Azure AI Search, Azure AI Services (Speech, Vision, Video, Translation & Document), Azure ML Studio, AI Builder for Power Apps |   |   |
| **Digital Lab**  | Innvoations |   |   |

**ii. Annex B - Rate Cards** - Annex B - Rate Cards - 074-2024-GAVI Request for Quotation (RFQ) KMTS Consulting Partner Final.xlsx

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| --- | --- | --- | --- | --- | --- |
|   |   |   |   |   |   |
| **Company Name:**  |  |   |   |
|  |  | ***Amount in USD*** |   |
| **Role** | **Level of Experience** | **Onshore (Geneva area)** | **Nearshore (Nearby country)** | **Offshore a**  | **Other** |
| **IT Consulting** |  |  |  |  |  |
| Programme Manager | 1 - 5 years |   |   |   |   |
|  5 - 10 years |   |   |   |   |
| Over 10 years |   |   |   |   |
| Project Manager | 1 - 5 years |   |   |   |   |
|  5 - 10 years |   |   |   |   |
| Over 10 years |   |   |   |   |
| Scrum Master | 1 - 5 years |   |   |   |   |
|  5 - 10 years |   |   |   |   |
| Over 10 years |   |   |   |   |
| Enterprise Architecture | 1 - 5 years |   |   |   |   |
|  5 - 10 years |   |   |   |   |
| Over 10 years |   |   |   |   |
| Solution Architect | 1 - 5 years |   |   |   |   |
|  5 - 10 years |   |   |   |   |
| Over 10 years |   |   |   |   |
| Software Engineer | 1 - 5 years |   |   |   |   |
|  5 - 10 years |   |   |   |   |
| Over 10 years |   |   |   |   |
| Business Analyst | 1 - 5 years |   |   |   |   |
|  5 - 10 years |   |   |   |   |
| Over 10 years |   |   |   |   |
| System Analyst | 1 - 5 years |   |   |   |   |
|  5 - 10 years |   |   |   |   |
| Over 10 years |   |   |   |   |
| UX Designer | 1 - 5 years |   |   |   |   |
|  5 - 10 years |   |   |   |   |
| Over 10 years |   |   |   |   |
| Security Analyst | 1 - 5 years |   |   |   |   |
|  5 - 10 years |   |   |   |   |
| Over 10 years |   |   |   |   |
| Developers | 1 - 5 years |   |   |   |   |
|  5 - 10 years |   |   |   |   |
| Over 10 years |   |   |   |   |
| Testers | 1 - 5 years |   |   |   |   |
|  5 - 10 years |   |   |   |   |
| Over 10 years |   |   |   |   |
| Data Analyst | 1 - 5 years |   |   |   |   |
|  5 - 10 years |   |   |   |   |
| Over 10 years |   |   |   |   |
| Data Engineer | 1 - 5 years |   |   |   |   |
|  5 - 10 years |   |   |   |   |
| Over 10 years |   |   |   |   |
| API Manager | 1 - 5 years |   |   |   |   |
|  5 - 10 years |   |   |   |   |
| Over 10 years |   |   |   |   |
| API Developer | 1 - 5 years |   |   |   |   |
|  5 - 10 years |   |   |   |   |
| Over 10 years |   |   |   |   |
| Business Intelligence | 1 - 5 years |   |   |   |   |
|  5 - 10 years |   |   |   |   |
| Over 10 years |   |   |   |   |
| Data Architect | 1 - 5 years |   |   |   |   |
|  5 - 10 years |   |   |   |   |
| Over 10 years |   |   |   |   |
| Data Governance | 1 - 5 years |   |   |   |   |
|  5 - 10 years |   |   |   |   |
| Over 10 years |   |   |   |   |
| Data Modeler | 1 - 5 years |   |   |   |   |
|  5 - 10 years |   |   |   |   |
| Over 10 years |   |   |   |   |
| Change Management | 1 - 5 years |   |   |   |   |
|  5 - 10 years |   |   |   |   |
| Over 10 years |   |   |   |   |
| Trainers | 1 - 5 years |   |   |   |   |
|  5 - 10 years |   |   |   |   |
| Over 10 years |   |   |   |   |
| Communications | 1 - 5 years |   |   |   |   |
|  5 - 10 years |   |   |   |   |
| Over 10 years |   |   |   |   |
| Network Engineers | 1 - 5 years |   |   |   |   |
|  5 - 10 years |   |   |   |   |
| Over 10 years |   |   |   |   |
| Security Engineers | 1 - 5 years |   |   |   |   |
|  5 - 10 years |   |   |   |   |
| Over 10 years |   |   |   |   |
| Product Owners | 1 - 5 years |   |   |   |   |
|  5 - 10 years |   |   |   |   |
| Over 10 years |   |   |   |   |
| Data Protection Analyst | 1 - 5 years |   |   |   |   |
|  5 - 10 years |   |   |   |   |
| Over 10 years |   |   |   |   |
| ….. | 1 - 5 years |   |   |   |   |
|  5 - 10 years |   |   |   |   |
| Over 10 years |   |   |   |   |
| **Business/Functional/Strategic Consulting**  |  |  |  |  |  |
| Financial, Budgeting, Grant Management, Forecasting, HR, Procurement, Digital Workspace, Cyber Security, Data Protection) | 1 - 5 years |   |   |   |   |
|  5 - 15 years |   |   |   |   |
| Over 15 years |   |   |   |   |
| ….. | 1 - 5 years |   |   |   |   |
|  5 - 15 years |   |   |   |   |
| Over 15 years |   |   |   |   |

**iii. Annex C -** [Framework Agreement for Supply of Goods](https://gavinet.sharepoint.com/%3Aw%3A/s/KMTSPMOTeam/EQ0ZuGBEbzRLi6Ha_O69g88BO0b_xOcXDkj23q9Pw-tyfg?e=qw86vh)

Framework Agreement for Supply of Goods and/or Services

***[Insert postal address***]

Attn: [***Insert Company contact name***]

By email to: [***Insert Company contact email address***]

Date: [***Insert date***]

Our ref: [***Insert Gavi’s Contract Number***]

Gavi Framework Agreement Representative and email address: [***Insert Gavi employee responsible for managing the Framework Agreement and their email address***]

Company Framework Agreement Representative and email address: [***Insert Company employee responsible for managing the Framework Agreement and their email address***]

Dear [***Sir / Madam***],

**Framework Agreement for purchase of [*Insert high level description of Goods and/or Services*]**

[***Insert full name of Company***] (the “**Company**”) is engaged in the business of offering the Goods and/or Services (as defined in Annex 1) and has considerable skill, knowledge, and experience in that field.

In reliance on that skill, knowledge, and experience, Gavi Alliance (“**Gavi**”) wishes to engage the Company to provide the Goods and/or Services in accordance with the provisions of this Framework Agreement.

This Framework Agreement contains Annex 1 – Framework Scope and Payment Terms, Annex 2 – Framework Agreement Conditions, Annex 3 – Template Call-Off Contract, Annex 4 – Gavi Code of Conduct, Annex 5 – Gavi Policies, Rules and Procedures and Annex 6 – Privacy Notice, all such Annexes considered part and parcel of this Framework Agreement.

The Company’s attention is also drawn to the privacy notice in Annex 6 - Privacy Notice which applies to the subject matter of this Framework Agreement. By accepting the terms of this Framework Agreement, the Company also confirms their consent to the terms of the privacy notice and shall ensure that the Staff and any other relevant data subjects are made aware and consent to the terms of the privacy notice prior to the sharing of their personal data by the Company with Gavi. In the event of any conflict between the terms of Annex 6 and other sections of this Agreement, the other sections of this Agreement shall take precedence.

Please do not attach any terms and conditions of your own in response to this Framework Agreement or any Call-Off Contract as they will not be accepted by Gavi and may delay the conclusion of the Framework Agreement or applicable Call-Off Contract.

Please confirm acceptance of this Framework Agreement by signing a copy of this Letter where indicated below and returning a scanned copy of this signed to the Gavi Procurement Team by email. Please return this signed copy within 14 (fourteen)calendardays.

Yours faithfully,

|  |
| --- |
| Signed for and on behalf of Gavi Alliance |
| Name: [***Insert name***] [***Insert job title***] |  |
| Signature: |  |

We accept the terms set out in this Framework Agreement including the Annexes.

|  |
| --- |
| Signed for and on behalf of [***Insert full name of Company***] |
| Name: [***Insert name***] [***Insert job title***] |  |
| Signature:  |  |
| Date:  |  |

**ANNEX 1 – FRAMEWORK SCOPE AND PAYMENT TERMS**

1. Term

This Framework Agreement shall comments on [***INSERT DATE***] and shall expiry on [***INSERT DATE***] unless extended in accordance with the terms of this Framework Agreement.

1. Framework Scope

Where requested pursuant to a Call-Off Contract entered into in accordance with the requirements of clause 4 (Call-Off Contract Process), the Company shall provide such Goods and/or Services as are specified in such Call-Off Contract in accordance with the terms of such Call-Off Contract.

For the purposes of this Framework Agreement the following constitute the Goods and/or Services which may be provided pursuant to a Call-Off Contract: [***Delete as applicable***]

**Goods:**

[***Insert an overarching description of goods which may be provided by the Company under this Framework Agreement***]

**Services:**

[***Insert an overarching description of services which may be provided by the Company under this Framework Agreement***]

1. Framework Payment Terms

Without prejudice to clause 11 (Fees and Expenses, Payment and Recovery of Sums Due), the following budget and payment terms shall apply in respect of any Call-Off Contract entered into under this Framework Agreement.

[***Insert details of any agreed payment terms that should apply to Call-Off Contracts, this may include agreed daily rate, fixed prices for particular Goods and/or Services or other specifically agreed prices/charges***]

1. Additional Terms

The following terms shall apply to this Framework Agreement and, to the extent of any conflict, shall take precedence over the terms of all Annexes incorporated into this Framework Agreement:

[[***Insert as appropriate***]

**OR**

Not applicable]

[**ANNEX 2 – FRAMEWORK AGREEMENT CONDITIONS**](https://www.gavi.org/our-alliance/work-us/rfps-and-consulting-opportunities)