



Schweizerische Eidgenossenschaft  
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Swiss Agency for Development  
and Cooperation SDC

# Request for Bid

For Development of Web Based Management Information  
System (MIS)

RFB-2020-001

Issued: June 04, 2020

Submission deadline: June 24, 2020

Ashshash: For Men and Women Who have Escaped  
Trafficking

Winrock International

Road 23/A, House 2

Gulshan 1, Dhaka 1212, Bangladesh

SDC Credit Proposal no. 7F-08654.01.03

SDC Contract no. 81057588

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## Confidentiality Statement

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Thank you for your consideration,

Winrock International

Ashshash: For Men and Women Who have Escaped Trafficking

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## Introduction

The Ashshash project aims to support 5,000 men and women who have escaped trafficking (of which at least 70% are women) for sustainable reintegration into society. The men and women will be provided skills devolvement and entrepreneurial training for employment and improved livelihoods. In addition, the project will reach out to 300,000 people in focus districts, directly and indirectly, through awareness activities on human trafficking. Ashshash will work in five districts in two trafficking-prone divisions - Chattogram and Cox's Bazar districts in Chattogram division and Khulna, Satkhira and Jashore districts in Khulna Division. To adequately meet the needs of the project for monitoring, reporting, and learning for activities in support of beneficiaries, Winrock needs a robust Management Information System that allows for:

- Web-based collection/entry of data on beneficiaries and from staff and organizations in the districts allowing near real-time access by project staff
- Data security, including access and encryption features in accordance with legal and other privacy protections needed for sensitive beneficiary information
- Beneficiary and Service Delivery Tracking – a customer relationship management database that will enable aggregated data to be reported and simultaneously enable reporting on individualized participants for activity and attendance tracking and unique analytics

## Business Overview & Background

Winrock International is a global nonprofit organization that provides sustainable solutions for an interconnected world. Working with partners in the United States and more than 55 countries, Winrock integrates deep expertise in agriculture, economic development, social science and the environment to offer scalable solutions that increase prosperity while protecting our planet.

## Submission Details

### Submission Deadlines

Proposals must be received no later than 5:00 PM Bangladesh Standard Time (BST) on **Wednesday, June 24, 2020**. Late submissions will not be accepted. All proposals are to be submitted following the guidelines listed below. Telephone requests will not be honored.

Winrock International may request additional documentation after the bid deadline.

### Submission Delivery Address

The delivery address to be used for all submissions is, however, only online applications will be accepted due to COVID19 situation so send on below mentioned email:

Email: [Wi.Ashshash@winrock.org](mailto:Wi.Ashshash@winrock.org)

### Submission Questions and Clarifications

**Inquiries/questions must be received no later than Thursday, June 11, 2020**, Bangladesh Standard Time (BST) and must be submitted via e-mail to [Wi.Ashshash@winrock.org](mailto:Wi.Ashshash@winrock.org)  
**Winrock will review and respond to all potential offers by Tuesday, June 16, 2020.**

Winrock will evaluate complete vendor proposals to determine which proposal represents the best value to Winrock. This is an unsealed solicitation request. Winrock reserves the right to negotiate with the bidders with or without discussion.

### Pre-Bid Conference

A pre bid conference will be held using skype/Microsoft Teams based on written request from the bidder on the given email above.

**Date: Thursday, June 18, 2020 at ....** (time will be notified later)

### Electronic Submissions

Electronic submissions in response to this Request for Proposal/Quote will be accepted and that should meet the following criteria:

Sent via email to: [Wi.Ashshash@winrock.org](mailto:Wi.Ashshash@winrock.org)

## Instructions to Bidders

- Validity of bid: 90 days starting from the submission date.
- Delivery time: as per the timeline given below.
- For each item quoted, a detailed description and diagram should be included if applicable
- Cost quoted must include unit price and total price in BDT
- Include VAT (if applicable)
- Advance Income Tax (AIT) will be deducted (if applicable)
- International vendors (outside Bangladesh) must provide mechanism to provide how the support will be provided and any items need to purchase under this contract then the sales support and warranty issues.
- Authorized resellers must attach documentary evidence from principal supplier
- Payment terms and complete banking information
- Any applicable warranty & service Information
- To be included the warranty must be valid in Bangladesh (if require)
- Recommended service location will be in Bangladesh; however vendor can see the possibility of providing online services if in case travel not possible
- Vendor to supply free commissioning and training onsite (if applicable)
- Winrock reserves right to make changes or cancel this solicitation as required by SDC

## Shipping Instructions

- Vendor should provide online support to all partners/grantee and Winrock offices to install the software and ensure trouble shooting.

## Bid Documents to Include

- Legal Business Name
- Authorized contact including address, phone number and email
- Proof of business registration and nationality
- A list of previous similar contracts completed successfully with the names and contact information of buyers.
- A completed and signed technical application
- CVs for project key personnel
- A completed and signed cost application
- Vendor Security Assessment and Technical Requirements Form (**Annex C**)

## Document Standards

### TECHNICAL APPLICATION

Applicants will develop their technical applications based on above mentioned requirement for Web Based System designing, implementation and support. It is required to go through this RFP in detail to understand the requirement, link with the internal IT system and provide best software development solution in technical application. Applicant need to keep in mind that system should have features to integrate with existing IT infrastructure and adapt the new IT system in near future. In all cases, applicants shall clearly explain the rationale for the proposed approaches chosen.

### COST APPLICATION

Cost applications shall be submitted separately from the technical application. Applicants shall submit a summary and detailed budget in Microsoft Excel with budget notes identifying how the applicant would allocate any procurement contract funds received during the term of the potential agreement. The budget narrative should explain and justify the need for the costs proposed in the budget. The narrative should help the reviewer understand why an item of cost is necessary and how it will be used to support the activity for which it will be incurred. The budget narrative should demonstrate the relationship between the proposed activities and the budget. Just as the technical application should reflect the applicant's understanding of the objectives and the proposed approach to achieve those objectives, the budget and the accompanying narrative should be realistic and show a similar understanding of the financial requirements of the proposed activities.

## Award

Winrock anticipates notifying a successful bidder and provide an agreement for signature during the 2<sup>nd</sup> week of July 2020.

- Winrock will run an open and fair competitive bidding process.
- As warranted, Winrock may increase or decrease the requirement.

## Detailed Specifications

The Management Information System (MIS) is to develop and maintain a database that will support Winrock programs with aggregating, storing and reporting on project level data. The MIS will report on selected project indicators metrics, measured against targets. Project level output and outcome indicators will be reported to donors, subcontractors, project grantees, etc.

**THE MIS STRUCTURE INCORPORATES THE DATA COLLECTION PROCESS (VIA MOBILE APPLICATION) AND DATA STORAGE/VISUALIZATION (WEB APPLICATION PROGRAM INTERFACE AND DATABASE).**

A system that will host applications and features, built on a relationship database with Winrock branding and GUI/API design guidance. Including a repository for information storage that includes success stories, case studies, photos, supporting documentation and data.

### Data Collection Requirements and Deliverables

*[Annex B for Data Collection Forms]*

An example of the data collection form can be viewed in **Annex B**.

### Database Requirements and Deliverables

The project databases will be customized with features that meet the identified project needs but built from specifications identified and communicated from the Winrock Project Staff (See full Technical Specifications attached to Request for Proposal). The third-party vendor will host applications and features, built on a relationship database with Winrock branding and GUI/API design guidance. With a repository of information that includes participant information, indicator

metrics and targets, success stories, case studies, photos, supporting documentation, and integration with Power BI for data visualization.

The developed cloud-based relational database will address the following project level concerns:

- Participant Profiling, Tracking, and Service Delivery - a relational customer management databases that enables aggregated data to be reported on and simultaneously enabling reports for individualized participants for activity, attendance tracking and unique analytics
- Statistical Visualization and Reporting - graphical representation of indicator data and participant metrics visualized through dashboards in real time, based on data compiled from surveys, baseline report, mid-term evaluations, quarterly and annual reports, etc.
- Data Integrity and Quality – Streamlines data from multiple sources by through ODK and highlights duplicated or outlier data for review; time stamping and recording all historical changes to the data, to ensure data confidence and authenticity for internal data quality audits

### Requirements

- User-friendly interface that can be operationalized with low-bandwidth connectivity for remote locations
- Accessibility by donors, grantees, partners, etc. through exported data, reports and/or dashboard visualizations
- Ability to encrypt and de-identify Personal Identifying Information (PII) from data sets, reports, and dashboards
- HTTPS Encryption and Secure password-protection systems (SSL) with different priority roles for system users
- General Data Protection Regulation (GDPR) Compliant
- Integrable with the following components:
  - Multiple data sources uploaded to the system including
    - CSV, XLS, XLSX, DOC, DOCX, PDF
  - Microsoft Hyper-V Virtualized Server, Windows Server 2019 Data Center, and SQL Server 2012 (64 bit)
    - Web App – ASP .Net MVC, Web API
    - Desktop App – WinForms, WPF
  - Microsoft Power Bi
- Database has a backup functionality and is migratable to Microsoft Azure

**Table A**

Deliverable	Description	Cost	Timeframe
2A	Case Management Database		
2B	Web Application (front end) and Database Design (backend)		
2C	Data tables designed for indicator and participant calculation		
2D	Repository for document, photos, and original source data storage		
2E	Generate individualized profile information for participants and indicator data		
2F	Adjustable default user view (Case Management View, Data Submission View, Reporting View, Dashboard)		

2G	Query based feature for mining and report construction		
2H	Dashboard for reporting and visualization on aggregated data, and/or indicator information, with drag and drop features		
2I	Database connectors to external programs (i.e. Microsoft PowerBi)		
2J	Feature that tracks all historical changes made by system users; System Administration		
2K	Database Logic checks for data verification highlighting outlier, inconsistent, and missing data		
2L	Report Format		
2M	Account Management System that enables permission, access and data quality control separated by roles and responsibilities		
2N	Requirements		
<b>Grand Total</b>			

### Winrock Project Support Deliverables

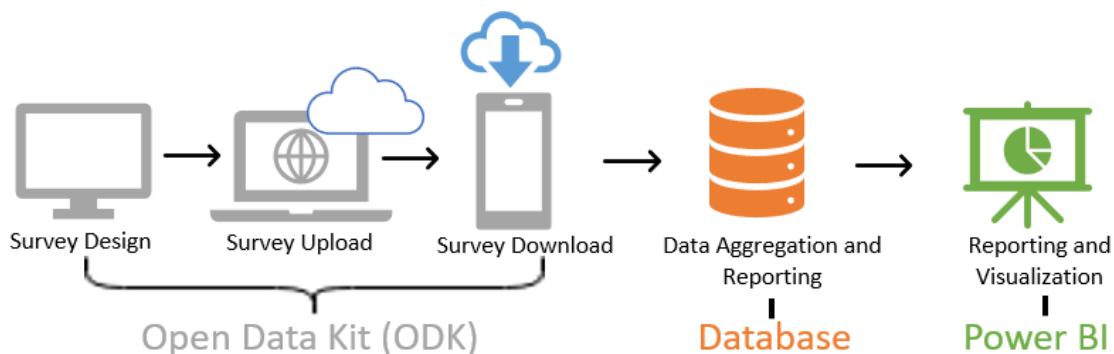
[Project Support Requirements]

- Special requirements or accessibility
- Ongoing Maintenance until LOP
- Access/handover process of any physical hardware
- Possible training or partners, or ToT opportunities
- Documented troubleshooting processes and procedures

**Table B**

Deliverable	Description	Cost	Timeframe
3A	User Operational Manual that includes database features and functionality		
3B	Training and MIS Testing Phase for MIS Rollout (Documented troubleshooting processes and procedures, ToT opportunities)		
3C	Monthly maintenance charge (on call basis)		
3D	Troubleshooting Support and Feature Services		
3E	Hosting and SSL License Encryption Access		
<b>Grand Total</b>			

### CONCEPTUAL FRAMEWORK:





## **MATERIAL TO BE PROVIDED BY WINROCK FOR DEVELOPING THE MIS**

1. All backend formats currently in use for tracking activities and capturing data;
2. Calculations for all indicators
3. The roles and responsibility chart across functions to be mapped on MIS;
4. Organizational chart with details of levels of access rights;
5. The inter-dependency matrix across functions for each micro level activities;
6. Any other relevant document for developing the backend framework of the MIS.

The details of these materials would be provided to the selected agency.

## **ANTICIPATED NUMBER OF PROCUREMENT AGREEMENT TO BE ISSUED**

The Ashshash project expects to award up to 1 procurement contract under this RFB but reserves the right to award to none based on the quality of applications received and availability of funding.

## **ESTIMATED AMOUNT OF PROCUREMENT CONTRACT TO DEVELOP MIS**

**The ceiling/ maximum estimated amount of this procurement is USD 10,000 to USD 15,000.**  
The final amount awarded will depend on award activities and final negotiations.

## **ANTICIPATED START DATE AND DURATION OF PROCUREMENT CONTRACT**

The anticipated period of this requirement would be

- 1) Development of Web Based System: By July 30, 2020
- 2) Pre-Testing of Web Based System: August 15, 2020
- 3) Rolling out Web Based System: August 25, 2020
- 4) Training on Web Based System: August 31, 2020
- 5) Training Module Development and Share: August 31, 2020
- 6) Trouble Shooting Support: till December 2020

## **TYPE OF PROCUREMENT CONTRACT TO BE ISSUED**

Winrock will determine the appropriate procurement contract mechanism, in consultation with the applicant during the negotiation process, based on the pre-award assessment of the applicant and final cost of the award.

## **ELIGIBLE APPLICANTS**

This solicitation is open to all organizations who work in the area of software development. To be eligible for funding, applicants must comply with the following conditions:

- Interested Firm/Agency should have minimum 10 years of experience to develop such complex system for international organization in different countries.
- Interested Firm/Agency should have knowledge about development sector, subject and requirements.
- Interested Firm/Agency should be flexible to incorporate the inputs during development and implementation as this is evolving process to set the robust system.
- Agree to be subject to a pre-award assessment to examine that the applicant has sound management in the form of financial, administrative, and technical policies and procedures.

## INSTRUCTION TO APPLICANTS AND SUBMISSION INFORMATION

### PRE-APPLICATION CONFERENCE

- A pre-application conference will not be held.
- A pre-application conference will be held as detailed below. All applicants are encouraged to attend.

Date:	June 18, 2020, Time: TBD
Location:	Microsoft Teams/Skype Meeting
Confirmation:	An e-mail confirming attendance must be sent to <a href="mailto:Wi.Ashshash@winrock.org">Wi.Ashshash@winrock.org</a>
Language of the Conference:	English

### Assumptions & Constraints

1. All software used under development of MIS must be in line with the requirement listed above.
2. Selected vendor needs to ensure installation and testing of software at all points either through onsite visits or distant using remote software.
3. Best available tools and resources should be used for developing robust MIS which can easily be integrate with any other systems functional in the countries;
4. Cloud storage and physical backup of data to a web server with high level data security features;
5. The agency/consultant shall be available for at least one year to provide services if there are technical faults in running the Web Based MIS;
6. Finalize the MIS with approval from Winrock HQ IT Team and Team Leader.
7. In end of the development and finalization of MIS, the vendor will provide all database, source code, domain, hosting access and digital assets as final product to Winrock.

### Terms and Conditions

All questions and other communications regarding this RFB should be submitted in writing to [Wi.Ashshash@winrock.org](mailto:Wi.Ashshash@winrock.org). Written responses to questions will be made available to all applicants.

Applications must be submitted in English and may not be more than 10 pages including annexes, using Times New Roman, font size 11, single-spaced. The page limit does not include CVs of proposed staff included as part of the application.

Applications (including a technical description, estimated budget and supporting documentation) must be submitted electronically via email to [Wi.Ashshash@winrock.org](mailto:Wi.Ashshash@winrock.org) and should reference Ashshash-RFB-2020-001. Applications must be submitted no later than the time and date indicated on the cover page.

Incomplete or late applications will be marked as such and will be ineligible for review or award; however, Winrock reserves the right to accept and include incomplete or late applications in the review and award process when it is considered within the best interest of Winrock to do so. Applications that are submitted late or incomplete run the risk of **not** being considered for review.

Applications may be withdrawn by written notice via email received at any time before an award is made. Applications may be withdrawn in person by an organization or its authorized representative if the representative's identity is made known and the representative signs a receipt for the application before award is made.

**A complete submission, at a minimum, will include the following:**

1. Coversheet on company stationery that includes:
  - Legal Business Name
  - Statement of submission of quotation
  - Authorized contact/contact information for communications with Winrock including:
    - Address
    - Phone Number
    - Email Address
  - Quotation validity (Quotes must be valid for a minimum of 90 days)
  - Timeframe for completion of work
  - Projected start date (Winrock anticipates July 15, 2020 as start date)
  - Payment terms (banking information not needed with proposal)
  - Cost summary table (Table A, Table B)
2. Background Information on the company's history including
  - Legal status
  - Staff and other technical resources used to provide services related to RFB
  - Information on recent services provided to clients relevant to this RFB
  - At least two (2) references that will support the company's record of service
3. Technical Proposal
  - A brief one to two-page proposal with description of the work needed to complete the deliverables along with Vendor Security Assessment and Technical Form (Excel File)
  - A detailed cost proposal showing breakdown of costs according to the Technical Requirement Document

For each task/activity, a timeframe for tasks and deliverables

Receipt time for electronic submissions is when the application is received by Winrock's Internet Server. Hand delivery and hardcopy paper submissions of the application will not be accepted this time due to COVID19 situation. **Please do not send files in ZIP format.**

Each Bid must conform to the following requirements

1. Must agree to the general provisions outlined in Attachment A. Any variations must be requested in the bid submission and agreed to before a purchase order is issued.
2. No minimum order requirements may be made by a bidder
3. Winrock International will not consider advance payment.

4. A Bidder may withdraw or change a bid before the deadline to receive bids if written notice of the withdrawal or change is received by Winrock for submission of bids. Any changes may be made only by substitution of another bid.
5. Bids received after the time specified in the request for bid will not be considered and shall be returned to the respondent.
6. All stages of development and software shall be subject to inspection by Winrock to ensure compliance with specifications, and requirements. Winrock reserves the right to reject the product if quality development not been ensured. It will be liability of bidder to incur the expenses and not include in expenses under this, promptly after notification of rejection.
7. Final Payment by Winrock will not be made until system running smoothly at all levels, people trained and troubleshooting.
8. Winrock reserves its rights to reject and to cancel all or any part of this bid if bidder fails to deliver all or any part of the support for development of MIS described in the request for bid/proposal.
9. The bidder must be able to demonstrate substantial experience in working on similar projects and, in particular, to demonstrate past experience in working with organizations similar to Winrock.
10. The bidder must have excellent communication skills and methods, and be able to communicate very clearly at every step of development, both providing information to the Winrock team as well as requesting, understanding and closely following guidance from the Winrock team.
11. Bidders must be willing to supply samples of items requested

## **Evaluation Criteria**

The criteria presented below have been tailored to the requirements of this RFB. A total of 100 points are possible for all components of the application. The relative importance of each criterion is indicated by approximate weight by points.

In evaluating the applications, Winrock will examine overall merit and feasibility, as well as specific criteria relevant to each component as elaborated below. Only 1 award will be made to the overall highest scores to the responsible applicant(s). Applicants should note that these criteria: (1) serve as the standard against which all applications will be evaluated, and (2) serve to identify the significant matters which applicants should address in their applications.

Merit Review Criteria		Points
<b>1. Technical proposal</b>		40
	Understanding of the requirements, development, implementation and other stages of web-based system well explained (possible to add diagram) in technical proposal	
<b>2. Organizational Capacity</b>		20
	Extent of applicant's capacity to address management capability and skills and experience of proposed staff.	
<b>3. Past Performance</b>		20
	Previous or on-going experience developing similar system, how well the applicant has performed in the past, etc.	
<b>4. Cost Effectiveness of the Proposed Budget</b>		20
<b>Overall Rating (out of 100 points)</b>		100

### Certification of Independent Price Determination

(a) The offeror certifies that—

- 1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;
- 2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated or competitive solicitation) unless otherwise required by law; and
- 3) No attempt has been made or will be made by the offeror to induce any other concern or individual to submit or not to submit an offer for the purpose of restricting competition or influencing the competitive environment.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory—

- 1) Is the person in the offerors organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

- 2) (i) Has been authorized, in writing, to act as agent for the principals of the offeror in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; (ii) As an authorized agent, does certify that the principals of the offeror have not participated, and will not participate, in any action contrary to subparagraphs

(a)(1) through (a)(3) above; and (iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through

(b)(3) above.

(c) Offeror understands and agrees that –

1) violation of this certification will result in immediate disqualification from this solicitation without recourse and may result in disqualification from future solicitations; and

2) Discovery of any violation after award to the offeror will result in the termination of the award for default.

## Attachment A: General Provisions

1. Independent Organization. Vendor shall be an independent organization and shall not claim to be an agent, officer, or employee of Winrock International and shall not have authority to make any commitments on behalf of Winrock International, except to the extent that such authority shall be expressly conferred by Winrock International in writing.
2. Insurance. Vendor shall maintain comprehensive general liability and automobile liability insurance coverage to cover itself for all activities undertaken under this Purchase Order. Vendor is solely responsible for all applicable taxes, benefits, worker's compensation insurance or equivalent, health, all risk property insurance and a comprehensive general liability insurance with financially sound and reputable insurance companies, and other insurance as required under the applicable laws. Vendor must hold a valid work permit and ensure that it operates in compliance with applicable laws.
3. Publicity. No advertising or publicity having or containing any reference to Winrock International, or in which the name of Winrock International is mentioned, shall be used by Vendor without the written approval of Winrock International. Vendor shall not use Winrock International's logo or title block on any correspondence or written matter without the written approval of Winrock International.
4. Communication with the Funding Agency. All contact, communication and dealings with the Funding Agency and its agent and representatives by Vendor and any of its personnel, consultants, or Vendors, on matters subject to this Purchase Order shall be through or approved by Winrock International.

5. **Terms of Payment.** Subject to any superseding terms on the face hereof, Vendor shall invoice Winrock International at address and contact listed on Purchase Order and be paid upon completion/acceptance of the required supplies/services. Vendor shall be paid no later than thirty (30) days unless otherwise negotiated in terms and conditions of the Purchase Order after Winrock's receipt of an acceptable invoice or Winrock's receipt of the completed products/services, together with any required documents. Drafts will not be honored.
6. **Compliance with Law.** Vendor's performance of work hereunder and all products to be delivered hereunder shall be in accordance with any and all applicable executive orders, Federal, State, municipal, and local laws and ordinances, and rules, orders, requirements and regulations. Such Federal laws shall include, but not be limited to, the Fair Labor Standards Act of 1938 as amended. Unless otherwise agreed, governing law shall be that of the State of Arkansas.
7. **Assignment Prohibited.** Vendor may not assign or Subcontract any part of the activities described in the Purchase Order without the prior written consent of Winrock International. Where such prior written consent is given, it shall not relieve the Vendor of any of its responsibilities under this Purchase Order.
8. **Indemnification.** Vendor hereby agrees to indemnify, hold harmless, and defend each and every Winrock Indemnified Party from and against any and all Claims arising out of, relating to, or in connection with (i) any injuries (including death) to persons and for damage or loss to property caused by, arising out of, or relating to Vendor performing the Contract Work or otherwise providing of any goods and/or services covered by this Agreement in whatever manner and by whomever the same may be caused; (ii) any wrongful act, omission, misconduct, or violation of Laws by Vendor or by any agent, servant, or employee of Vendor or any Vendor and any party retained by any Vendor; (iii) any negligent, wanton, willful, or intentional act or omission of or by Vendor, any Vendor, anyone directly or indirectly employed or retained by any of them, or anyone for whose acts any one of them may be liable under any Law; (iv) any breach of Warranty; and (v) any breach or violation by Vendor of, or default by Vendor with respect to, any other terms and conditions of this Agreement or Vendor's duties, obligations, and responsibilities under this Agreement. The indemnity provided in this Section is intended for the benefit of Winrock and each Winrock Indemnified Party. Vendor's indemnification obligations will in no way be limited by the limitation on amount or type of damages or by any compensation or benefits payable by or for Vendor or any Vendors, under any worker's compensation act, employer liability act, disability act, or other employee benefit act. The indemnification provided in this Section will survive the expiration or termination of this Agreement.

9. Title and Risk of Loss. Title to and risk of loss of, each product and/or service to be delivered/provided hereunder shall, unless otherwise provided herein, pass from Vendor to Winrock upon acceptance of such product/service by Winrock.
  
10. Stop Work Order. Winrock International may at any time, by written order to the Vendor require the Vendor to stop all, or any part, of the work called for under this purchase order for a period of 90 days after the order is delivered to the Vendor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Vendor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop work order is delivered to the Vendor, or within any extension of that period to which the parties shall have agreed, Winrock International will follow the guidelines as described below:
  1. Cancel the stop-work order; or
  2. Terminate the work covered by the order as provided in the Termination clause of this contract.
    - (a) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the vendor shall resume work. Winrock International shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if—
  3. The stop-work order results in an increase in the time required for, or in the Vendor's cost properly allocable to, the performance of any part of this purchase order; and
  4. The Vendor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if Winrock International decides the facts justify the action, WI may receive and act upon the claim submitted at any time before final payment under this purchase order.
  
11. Debarment and Suspension. In accepting this Agreement, the Vendor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any US Federal department or agency. Any change in the debarred or suspended status of the Vendor during the life to this Agreement must be reported immediately to Winrock. The Vendor agrees to incorporate the Debarment and Suspension certification into any lower-tier award that they may enter into as part of this Agreement.
  
12. Termination. Winrock International shall have the option to terminate this Purchase Order in the event of termination of the Prime Agreement by the Funding Agency for whatever reasons. In the event of such termination, Vendor shall be entitled to receive all supporting funds as described herein for those expenditures justifiably incurred to the time of termination of this Purchase Order, including commitments which cannot be reversed or



mitigated, to the extent that said funds are available to Winrock International under its Prime Agreement.

Either party shall have the option to terminate this Purchase Order if either party fails to perform its obligations under this Purchase Order and fails to cure any such default in performance within thirty (30) days unless otherwise noted in Purchase Order Terms & Conditions after written notification by the other party thereof. In the event termination is due to fault of Vendor, Winrock International may hold it liable of reimbursement for expenses incurred due to said fault and of any penalties, damages or interest which are incurred by Winrock International as a result of said fault; provided that Winrock International delivers adequate documentation to Vendor evidencing the expenses, penalties, damages, or interest which have been incurred. Any such expenses may be deducted from any sums due to Vendor, and Vendor shall promptly pay any deficiencies upon demand of Winrock International.

In the event of termination of this Purchase Order, Vendor shall, upon receipt of notification of termination, immediately take all steps required to minimize additional costs incurred during the termination of performance hereunder.

13. **Applicable Law.** This purchase order shall be enforced in accordance with the body of law applicable to procurement of goods and services by the Federal Government. To the extent that Federal law does not exist, the laws of Arkansas shall apply. By accepting this agreement Vendor agrees to waive any rights to invoke the jurisdiction of the local national courts where this contract is performed.
14. **Drug Trafficking.** Winrock reserve the right to terminate this purchase order to demand a refund or take other appropriate measures if the Vendor is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140.
15. **Disputes.** Disputes. Any disputes arising out of this Agreement or from a breach thereof shall be submitted to arbitration in Little Rock, Arkansas, and the judgment upon the award rendered by the arbitrators may be entered in any court having jurisdiction thereof. The arbitration shall be held under the standard form of the applicable Rules of the American Arbitration Association. The law of Arkansas shall apply and the statutes of limitation thereunder apply to any arbitration as if it were an action in a court of competent jurisdiction.
16. **Liens.** Vendor agrees to deliver/provide the products/services which are the subject-matter of this order to Winrock free and clear of all liens, claims, and encumbrances.
17. **Access to Accounting Records.** Vendor agrees that Winrock International, the Funding Agency, or any of their duly authorized representatives, shall have access to any books,

documents, papers and records of the Vendor which are directly pertinent to the services provided hereunder, for the purpose of making audits, examinations, excerpts and transcriptions upon prior written request and during normal business hours.

18. Confidential Information. The Vendor may become privy to confidential information either provided by to the Vendor by Winrock International or discovered by the Vendor without the knowledge of Winrock International. The Vendor agrees to treat such information as confidential and to use such information only for the purposes of carrying out the scope of work under this agreement. The Vendor further agrees that such information will not be disclosed to any third party without the prior written consent of Winrock International and return to Winrock International all original and copies of such information upon completion of this agreement or whenever requested by Winrock International, whichever occurs first. No news release, public announcement, denial or confirmation of any part of the subject matter of this agreement shall be made without the prior written consent of Winrock International. The restrictions of this article shall continue in effect upon completion or the parties may mutually agree upon termination of this Agreement for such period of time as in writing. In the absence of a written established period, no disclosure is authorized.
19. Intellectual Property. Unless otherwise provided for in the Primary Contract, if Vendor first conceives of, actually puts into practice, discovers, invents, or produces any intellectual property subject to patent or copyright exclusively in connection with Vendor's performance pursuant to the Purchase Order (the "Intellectual Property"), it shall report that finding to Winrock International. Vendor shall also assist Winrock International in obtaining governmental protection for rights in the intellectual property. Winrock International shall retain ownership of all patents and copyrights for intellectual properties created as the result of this Vendor Agreement, either in part or in whole. In the case of copyrighted materials created as a result of this Vendor Agreement, Winrock International shall grant to Vendor a nonexclusive, royalty-free right to use, publish, reproduce or distribute those materials for educational purposes.
20. Work Product Presumptive Property. All writings, books, articles, computer programs, databases, source and object codes, and other material of any nature whatsoever, including trademarks, trade names, and logos, that is subject to copyright protection and reduced to tangible form in whole or in part by Vendor in the course of Vendor's service to Winrock shall be considered a work made for hire, or otherwise Winrock property. During this agreement and thereafter, Vendor agrees to take all actions and execute any documents that Winrock may consider necessary to obtain or maintain copyrights, whether during the application for copyright or during the conduct of an interference, infringement, litigation, or other matter (Winrock shall pay all related expenses). Vendor shall identify all materials in which Vendor intends to exempt from this provision prior to the use or development of such materials.

21. Affirmative Action. Unless this Purchase Order is exempted by rules, regulations or orders of the Secretary of Labor, Vendor agrees to comply with the provisions of paragraph 91) through (7) of Part 202 of Executive Order 11246, as amended; the affirmative action for handicapped worker's clause set forth in 41 CFR 60-741.5; and the affirmative action for disabled veterans and veterans of the Vietnam era clause set forth in 41 CFR 60-250.4, which are by reference incorporated herein.
22. Force Majeure. Vendor's failure to perform the terms and conditions of this Purchase Order, in whole or in part, shall not be deemed to be a breach or a default hereunder or give rights to any liability to Winrock International if such failure is attributable to any act of God, riot, public enemy, fire, explosion, flood, drought, war, sabotage, an action by governmental authorities or any other condition beyond the reasonable control.
23. Rights in Data. The Vendor understands and agrees that Winrock may itself and permit others, including government agencies of the United States and other foreign governments, to reproduce any provided publications and materials through but not limited to the publication, broadcast, translation, creation of other versions, quotations there from, and otherwise utilize this work and material based on this work. During the agreement and thereafter, Vendor agrees to take all actions and execute any documents that Winrock may consider necessary to obtain or maintain copyrights, whether during the application for copyright or during the conduct of an interference, infringement, litigation, or other matter (all related expenses to be borne by Winrock). The Vendor shall identify all materials it intends to exempt from this provision prior to the use or development of such materials. The Vendor shall defend, indemnify, and hold harmless Winrock against all claims, suits, costs, damages, and expenses that Winrock may sustain by reason of any scandalous, libelous, or unlawful matter contained or alleged to be contained in the work, or any infringement or violation by the work of any copyright or property right; and until such claim or suit has been settled or withdrawn, Winrock may withhold any sums due the Vendor under this agreement.
24. United States Executive Order 13224 – Anti Terrorism. The Vendor is reminded that U.S. Executive Orders and U.S. Law prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Vendor to ensure compliance with these Executive Orders and laws. This provision must be included in all lower-tier awards. A list of individuals and organizational names that are the subject of this Executive Order can be found at the web site of the Office of Foreign Assets Control (OFAC) within the U.S. Department of Treasury. The address of this web site is <http://treasury.gov/ofac>.
25. Computer Software Licenses. Vendor agrees to specifically identify to Winrock International any and all computer software licenses ("including shrink-wrap") as may convey to the Winrock International. The Vendor agrees that any and all computer software developed in the performance of this order using Winrock International monies shall, unless otherwise

agreed, become and remain the property of Winrock International.

26. Anti-trafficking in Persons Directive. Vendor acknowledges that WI International is opposed to human trafficking, prostitution, and related activities, which are inherently harmful and dehumanizing, and contribute to the phenomenon of trafficking in persons. None of the funds made available under this Agreement may be used to engage in trafficking in persons or to promote, support, or advocate the legalization or practice of prostitution. Nothing in the preceding sentence shall be construed to preclude assistance designed to ameliorate the suffering of, or health risks to, victims while they are being trafficked or after they are out of the situation that resulted from such victims being trafficked.
27. Conflict of Interest. Vendor must establish safeguards to prevent employees, consultants, or members of governing bodies from using their positions for purposes that are, or give the appearance of being, motivated by a desire for private financial gain for themselves or others such as those with whom they have family, business, or other ties. Each Subcontracting institution receiving funds must have written policy guidelines on conflict of interest and avoidance thereof. These guidelines should reflect country and local laws and must cover conflict of interest situations regarding financial interests, gifts, gratuities and favors, nepotism, and other areas such as political participation and bribery. Winrock International must be informed of any conflict of interest or appearance of conflict of interest by the recipient. If organizational or management systems cannot be structured to neutralize such conflict, Winrock International may choose to terminate the relationship with the Vendor.
28. No Improper Payments: Vendor agrees and represents that, in connection with its performance hereunder, it has not and will not make any payments or gifts or any offers or promises of payment or gifts of any kind, directly or indirectly, to any official of any government, government agent, government instrumentality or to any political candidate. This agreement will become null and void if the recipient organization makes any such offer, promise, payment or gift in connection with performance of this agreement.
29. Compliance with the US Foreign Corrupt Practices Act: Vendor shall comply with all laws and regulations in the jurisdictions where it is performing under this Agreement. Vendor is familiar with applicable anti-corruption, anti-bribery, anti-kickback, laws and regulations and will not undertake any actions that may violate these laws and regulations. Vendor is familiar with the U.S. Foreign Corrupt Practices Act (the "FCPA"), its prohibitions and purposes, and will not undertake any actions that may violate the FCPA.
30. Insurance & Work on Winrock's or Winrock's Client Premises. When Vendor performs work on Winrock's premises during the performance of this order, the Vendor agrees to maintain General Liability Insurance in the amount of at least \$500,000 per claim/occurrence unless

otherwise noted in the Purchase Order Terms & Conditions and such other insurance as may be required in writing by the Winrock Client. Vendor, however, shall maintain adequate insurance coverage against claims arising from injuries sustained by Vendor on Winrock's facilities and agrees to be liable for all damages & claims arising against Winrock for which the Vendor is responsible.

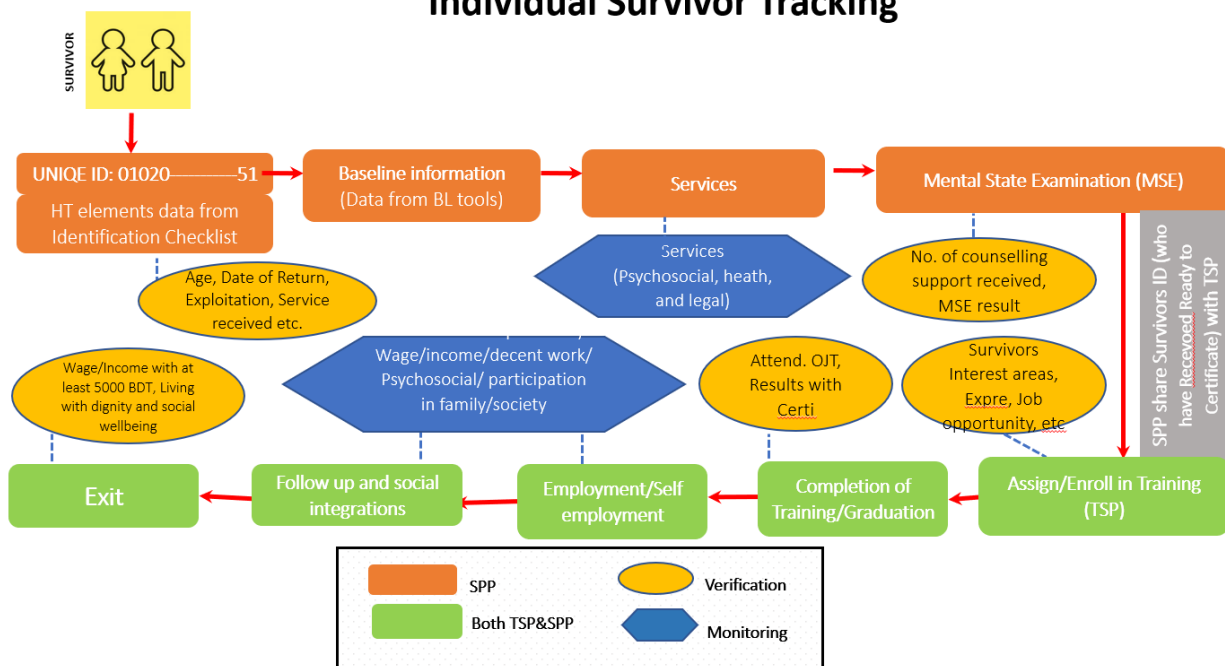
31. Severability. If any provision or any portion of a provision of this Agreement shall be finally determined to be superseded, invalid, illegal, or otherwise unenforceable pursuant to any applicable legal requirements or court order, such determination shall not impair or otherwise affect the validity, legality, or enforceability of the remaining provision or portion of the provision hereunder, which shall remain in full force and effect as if the unenforceable provision or portion were deleted.
32. Laws and regulations within the General Provisions apply to all purchase orders. Special provisions that apply to a specific purchase order activity can be found in the Terms and Conditions section of this agreement. It is the responsibility of the vendor to read and accept the terms and conditions included in the purchase order.
33. Liquidated Damages. If the Vendor fails to deliver the supplies or perform the services within the time specified in this agreement, Winrock may require that Vendor pay, in place of actual damages, liquidated damages in the amount of one percent (1%) unless noted in the Purchase Order Terms & Conditions of the agreement value for each day of delay. If Winrock terminates this agreement in whole or in part for default, as provided under section 11 above, Vendor is liable for liquidated damages accruing until such time that Winrock reasonably obtains delivery or performance from another Vendor. These liquidated damages shall be in addition to any excess costs for re-purchase. Vendor will not be charged with liquidated damages when delay of delivery or performance is beyond the control and without the fault or negligence of the Vendor.
34. U.S. Export Control Laws. Vendor shall at all times comply fully with all United States export control laws and regulations as they apply to any goods, software, or information, or the direct product of such information, provided under this Agreement. Vendor shall not at any time sell, deliver, or divert any goods other than in strict compliance with all applicable U.S. export control laws and regulations.
35. Waiver. A waiver of a breach of any provision of this Agreement shall not constitute a waiver of any subsequent breach of that provision or a breach of any other provision of this Agreement. The failure of Winrock to enforce at any time or from time to time any provision of this Agreement shall not be construed as a waiver of any of Winrock's rights or the Vendor's duties.

36. **Clauses Incorporated By Reference.** Work performed under this Agreement is pursuant to a contract or grant from the U.S. Government, or other funding sources, and all relevant flow-down clauses from the contract or grant shall be deemed to be incorporated in this Agreement: (a) in such manner as to make the Vendor subject to those clauses, as applicable; and (b) to the extent necessary to enable Winrock International to perform its obligations under the contract or grant and to enable the funding source to enforce its rights hereunder. This agreement incorporates the following FAR, and agency regulations (AIDAR) as applicable. To the fullest extent that these clauses flow-down or apply to the Vendor, they are incorporated herein by reference with the same force and effect as if they were given in full text. Where appropriate and applicable under these clauses, reference to the “Government” shall be interpreted to mean “Winrock International” and “Vendor” to mean “Vendor.”
37. **Entire Purchase Order.** The Purchase Order document and all attachments incorporated therein represents and constitutes the entire Purchase Order between parties and shall not be explained, modified, or contradicted by any prior or contemporaneous negotiations, representations, or agreements, either written or oral. Only a written instrument signed by each party may amend this Purchase Order.

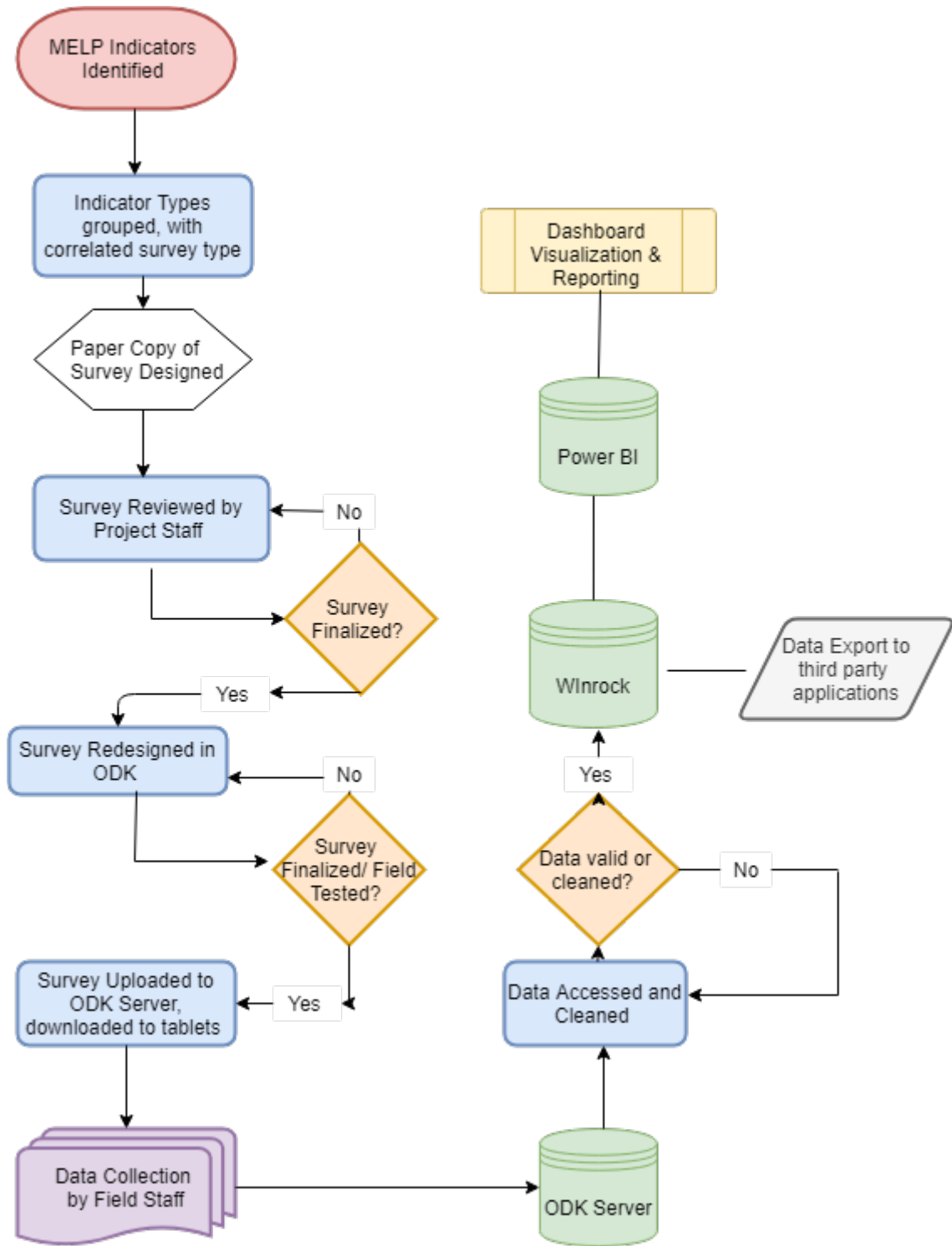
**Annex A**

**Conceptual Framework Detailed**

**Individual Survivor Tracking**



Data Flow Process



**Annex B**

**Ashshash: For Men and Women Who Have Escaped Trafficking**

**Counselling Service Information**

Name of Organization:.....Working District: .....

Name of Survivor: .....ID No: .....

Sex: Male/Female      Age..... years    Education: .....Contact No: .....

Current Address: Village/Ward:..... Union:.....Upazila.....District.....

**Problem Description:**

.....  
.....

Name of Service	Plan date	Date of Service Received	Nature of service Received	Service Received through Direct/	If Referral (Name of Org. &
<b>Counselling Service</b>					
Counselling  (Nature of Session- 1= Individual Session, 2= Family Session, 3= Home visit for Individual Session, 4= Home visit for family session, 5= Telephone Session, 6= Workplace Visit)	S- 1:	Date:	Nature of Session:		
	Date:	Duration: -----Hours	GHQ Score (if used):		
	S- 2:	Date:	Nature of Session:		
	Date:	Duration: -----Hours	GHQ Score (if used):		
	S- 3	Date:	Nature of Session:		
	Date:	Duration: -----Hours	GHQ Score (if used):		
S- 4	Date:	Nature of Session:			
Date:	Duration: -----Hours	GHQ Score (if used):			
S- 5	Date:	Nature of Session:			
Date:	Duration: -----Hours	GHQ Score (if used):			



	S- 6	Date:	Nature of Session:		
	Date:	Duration: -----Hours	GHQ Score (if used):		
	S- 7	Date:	Nature of Session:		
	Date:	Duration: -----Hours	GHQ Score (if used):		

**Part 1: Detail of Counselling Service**

**Part 2: Problem History (Significant issues)**

Predisposing Factors.....

.....

Precipitating Factors.....

.....

Maintaining Factors.....

.....

**Part 3: Closure Report**

Supervision Notes (if applicable)

Ready to Go for Enrollment in Skills/Entrepreneurship Training

# Annex C

## Technical Requirements

Requirement	Importance	Priority	Vendor Assessment (Feasible/Not Feasible)	Costs	Timetable	Vendor Comments
<b>T00.000</b> <b>General Requirements</b>						
T00.001 The selected software must be a commercial off-the-shelf solution that has been successfully implemented in at least five (5) public agencies within the past five (5) years, who are similar in requirements and function to Winrock.						
T00.002 It is the preference of Winrock to select a fully integrated system which has functionality to meet standard performance measurement data acquisition, analysis, and reporting needs.						
T00.003 Winrock prefers solutions that require no modification to base code, but are highly configurable to meet Winrock's needs and can be fully integrated with any current and future systems containing performance data.						
T00.004 Winrock prefers that the solution be web accessible						
T00.005 Internet Access: The system provides the Winrock users the ability to securely access system on any internet enabled computer through a Web Browser.						
T00.006 Database records can be manually transferred to and from other systems.						
T00.007 Specify how the solution will notify users of major events. E.g. scrolling banner on main page; Global billboard.						
T00.008 Must not rely on proprietary hardware or software for operation. Describe supported OS and DB.						
T00.009 Solution will be compatible with Android based devices both technicians and end users						
T00.010 Solution will be compatible with IOS (Apple) based devices (iPad App) for both technicians and end users						
T00.011 Solution will be OLAP/ODBC compliant						
T00.012 Support for port aggregation (PAGP, SMLT, and MLT)						
T00.013 Supports SNMP (simple network management protocol) traps						
T00.014 Solution will have development/sandbox environment (pre-prod)						
T00.015 Solution shall have production environment (prod)						
<b>T01.000</b> <b>Database Functionality</b>						
T01.001 Data tables designed for indication, participant and services delivered calculation, based on survey forms.						
T01.002 Case Management Database that captures individualized participant information include name, age, gender, geographic location, contact information, etc, via manual entry or data upload.						
T01.003 Tracking of individualized services provided by the Winrock with traceability to project participants direct						
T01.004 Tracking of individualized beneficiary information through collection of data paired with a unique ID for each participant via SPP.						
T01.005 Ability to export data for Ad-Hoc Reporting purposes: The new system must provide a reporting mechanism so that users can use the most current data to create ad-hoc queries and reports						
T01.006 Must allow concurrent access						
T01.007 Adjustable default user view (Case Management View, Data Submission View, Dashboard View)						
T01.008 Winrock SharePoint environment: If the solution is expected to provide integration with Winrock SharePoint environment for knowledge management.						
T01.009 Ability to connect or integrate with Winrock SharePoint 2016 on premise environment. Specify any integration requirement using direct access or API's and a detailed analysis will need to be performed to ensure compatibility of the solution through SSL encryption						
T01.010 The solution will be easy to use. Examples: Ease of navigation - Navigation will be intuitive - will avoid too many levels of menu choices. (4 or more)						
T01.011 Pleasing displays - A web-like interface that is laid out and orchestrated like most other web apps and that's intuitively easy to understand and use. The aesthetics of the display (e.g., the number of images and text lines and the amount of blank space—and how they're arranged), as well as the display load time are all important						
T01.012 Recognizable error messages - Error messages will be in plain English and the end user will know immediately what he or she must do to get out of the error situation and complete the work that was underway.						

Requirement	Importance	Priority	Vendor Assessment (Feasible/Not Feasible)	Costs	Timetable	Vendor Comments
T01.013 "Fit to form" applications - Any application that will be deployed on multiple devices will be tested for ease of use and form and fit on each device.						
T01.014 Auto fill-in fields where feasible.						
T01.015 National language and english language support in dashboard						
<b>T.02.000 Database Visualization</b>						
T02.001 The use of Microsoft Power Bi components will be the primary component for data visualization, reporting and cleaning.						
T02.002 Visualization and calculation of Indicator: <i>Men and women who have escaped trafficking improve their well-being.</i> Data Source: Survey						
T02.003 Visualization and calculation of indicator: <i>Men and women have escaped trafficking become self sufficient.</i> Data Source: Survey/Interviews						
T02.004 Visualization and calculation of Indicator: <i>Men and women report better mental and physical health status.</i> Data Source: Survey						
T02.005 Visualization and calculation of Indicator: <i>Beneficiaries are placed in wage employment and report that their social status has increased in their family and or community within a year</i> Data Source: Survey/Interviews						
T02.006 Visualization and calculation of Indicator: <i>% of beneficiaries placed in employment have increased their monthly income after intervention.</i> Data Source: Survey/Interviews						
T02.007 Visualization and calculation of Indicator: <i>Number of men and women have received legal aid to achieve justice and compensation.</i> Data Source: Survey/Interviews						
T02.008 Visualization and calculation of Indicator: <i>Number of public and private institutions introduce new services for trafficked men and women.</i> Data Source: Project Report						
T02.009 Visualization and calculation of Indicator: <i>Public and private institutions improved the accessibility of their services for trafficked men and women.</i> Data Source: Project Report						
T02.010 Visualization and calculation of indicator: <i>% of trafficked men who receive need-based and trauma informed psychosocial counseling through referral mechanism.</i> Data Source: Case management file/service record/individual tracking record						
T02.011 Visualization and calculation of indicator: <i>% of men and women who have escaped trafficking complete vocational (and soft skills) training.</i> Data Source: TSP report/ subcontractor report/ training report/ MIS report						
T02.012 Visualization and calculation of Indicator: <i>% of men and women who have escaped trafficking complete entrepreneurship (and soft skills) training.</i> Data Source: TSP report/ subcontractor report/ training report/ MIS report						
T02.013 Visualization and calculation of Indicator: <i>Number of men and women who have escaped trafficking complete both vocational and entrepreneurship training.</i> Data Source: TSP report/ subcontractor report/ training report/ MIS report						
T02.014 Visualization and calculation of Indicator: <i>Men and women who have escaped trafficking receive credit through financial institutions or savings group to set up their enterprises.</i> Data Source: TSP report/ subcontractor report/ training report/ MIS report						
T02.015 Visualization and calculation of Indicator: <i>Number of men and women have escaped trafficking receive support from students to start their own businesses.</i> Data Source: subcontractor report/student report						
T02.016 Visualization and calculation of Indicator: <i>Number of men and women who have escaped trafficking completed financial literacy training and understood external shocks (environmental, social, and economic).</i> Data Source: Assessments/TSPs report/Subcontractor report/training report/MIS report						
T02.017 Visualization and calculation of Indicator: <i>Number of men and women who have escaped trafficking receive health support.</i> Data Source: Health service record/ referral slip/ individual tracking record						
T02.018 Visualization and calculation of Indicator: <i>Number of men and women who have escaped trafficking receive compensation.</i> Data Source: Subcontractor report/MIS report						
T02.019 Visualization and calculation of Indicator: <i>Number of men and women are aware about trafficking irregular migration and related risks.</i> Data Source: Legal service record/case file/compensate receipt/referral slip/ individual tracking record						
T02.020 Visualization and calculation of indicator: <i>Public and private legal support/ aid organizations/ institutions filed complaints and legal suit.</i> Data Source: Survey form/ Attendance register/ session event report/ sub contractors report						
T02.021 Visualization and calculation of Indicator: <i>200000 Amount of cash contributed by each of the public/private companies.</i> Data Source: MoU/ Bank Receipts						
T02.022 Visualization and calculation of Indicator: <i>Number of Local Government Institutions LGI or public agencies at the grassroots level, assign a budget for safe migrations/survivors service/counter trafficking.</i> Data Source: Meeting minute/monitoring report/sub contractor report						
T02.023 Visualization and calculation of Indicator: <i>Number of enterprises provide on-the-job training opportunities and per diem contribution for men and women who have escaped trafficking.</i> Data Source: Job offered letter/Attendance of job place/ individual tracking						

	Requirement	Importance	Priority	Vendor Assessment (Feasible/Not Feasible)	Costs	Timetable	Vendor Comments
T02.024	Visualization and calculation of Indicator:Public/private institutions receive training (on the job) for their psychosocial counselors. Data Source: Survey/Interviews						
T02.025	Visualization and calculation of Indicator: Number of additional psychosocial counsellors are better trained to support men and women who have escaped trafficking. Data Source: Attendance Register						
T02.026	Visualization and calculation of Indicator: # of lawyers, law enforcement agencies, counter trafficking committee members, district employment and manpower offices or local arbitrators receive legal training on counter trafficking. Data Source: Attendance Register						
T02.027	Visualization and calculation of Indicator: Number of focus districts with up to date referral directories and functioning referral networks. Data Source: Attendance Register						
T02.028	Visualization and calculation of Indicator: Number of services provided by public and private organizations/institutions for men and women who have escaped trafficking through referral (counselling, health, legal, education, skills training, entrepreneurship training and financial support). Data Source: Project report/MIS data						
T02.029	Visualization and calculation of indicator: A unified referral system developed to manage cases of men and women who have escaped trafficking. Data Source: Workshop report/advocacy report						
T02.030	Power BI must be customized to the reporting needs for various roles that include MEL Specialist, Directors, Managers, partners and subs						
<b>T03.000</b>	<b>Report</b>						
T03.001	Reports should be exportable either graphically, via a pivot table, or a columned data table						
<b>T04.000</b>	<b>Data Security and System Access</b>						
T04.001	User application security will be controlled by Winrock's existing Active Directory utilizing Single Sign On (SSO). Sign-in username will be either the on-premises default username or email address and users are automatically signed in without them entering usernames or passwords.						
T04.002	Software is inclusive of providing email addresses to user's outside Winrocks Active Directory, including the functionality to reset password, upload data to be verified, and view Power BI Dashboards						
T04.003	Software provides an audit trail with user id and date/time stamp for adds/changes/deletes made to application elements such as program descriptions, objectives, and measures						
T04.004	Must protect the database from illegal access.						
T04.005	Data collected and maintained by the vendor must be secured with access by preapproved Winrock employees only. The data maintained is the property of Winrock and cannot be used in anyway other than for conducting business with Winrock.						
T04.006	Must restrict access to employee data through application security at various levels (e.g. SA, Reviewer, etc.). Support function-level security access privileges (some functions may be available only to specific users even down to the field level for sensitive data).						
T04.007	All the functional components will exist within an integrated product suite sharing a unified user interface. Clearly identify if any of the solutions rely on plug-ins, third party software.						
T04.008	Failed login attempts are logged and used as the basis for lockout after a number of consecutive repeated failed attempts.						
T04.009	Provides security controls for data protection; meets standards for regulatory requirements, such as HIPAA						
T04.010	Provides built-in historical reporting and near real-time graphing capabilities out of box and must provide ability to customize the reports.						
<b>T05.000</b>	<b>Resilience requirements</b>						
T05.001	Resilience refers to the availability of the service electronically as well as the ability of the service to stay up in the event of an adverse event. Ideally Winrock will have over 99.99% uptime and will have back-up systems in place to ensure this doesn't worsen						
<b>T06.000</b>	<b>Documentation</b>						
T06.001	At inception: Business solution description with overview diagram.						
T06.002	At inception: Technical descriptions with detailed documentation on the proposed solution and any relevant integration with Winrock systems.						
T06.003	Detailed architecture diagram showing the system components and relevant integrations.						
T06.004	Database technical descriptions with detailed documentation on the proposed solution and any relevant integrations with Winrock databases.						
T06.005	Database architecture diagram showing the system components and relevant integrations.						
T06.006	Procedures to restrict access to systems based upon prior authorization.						
T06.007	Provide DR backup plan including server names, data locations, applications, schedules, procedures etc.						
T06.008	Full project documentation, including database and entity relationship diagrams.						
T06.009	Detailed functional and technical specifications detailing the configuration of the project deliverables						
T06.010	For each logical component a description containing following information; name, purpose, technology, and any additional and relevant characteristics will be provided						
<b>T07.000</b>	<b>Installation&amp;Training</b>						

	Requirement	Importance	Priority	Vendor Assessment (Feasible/Not Feasible)	Costs	Timetable	Vendor Comments
T07.001	Full training manual, adapted for Winrock International's unique end user skill levels, including videos where required. Training will be on demand and self-paced.						
T07.002	Winrock Project, ICT and AGILE Team Training						
T07.003	First Level Help Desk technical training to include training agenda, along with SOP's (standard operating procedures) for first level support, customized or adapted to Winrock International's specific configuration						
T07.004	SME training to include technical documentation and troubleshooting procedures, customized or adapted to Winrock International's setup and covering all aspects on system configuration and maintenance.						
T07.005	All Servers will be delivered patched, updated and upgraded (firmware, software updates, etc.)						
T07.006	Any setup work must be scheduled accordingly so minimal or no business interruption is occurred						
T07.007	If business operations interruption can not be avoided, Winrock team must be made aware of it as early as possible						
<b>T08.000</b>	<b>Maintenance and Support</b>						
T08.001	Software updates and enhancements released on a pre-determined schedule						
T08.002	Telephone, email, and internet based customer support will be available.						
T08.003	Solution must be designed to minimize vendor service hours required to maintain and upgrade system.						
T08.004	Completed RACI Matrix (template to be provided by Winrock) that incorporates the system activities, roles, responsibilities and frequency.						
T08.005	Any network hardware will be under a maintenance support agreement covering licensing, updates and hardware(next business day).						
T08.006	Servers will be under support agreement and the terms of the agreement will be communicated with Winrock.						
T08.007	New servers must be under a full maintenance agreement including parts and onsite support.						
<b>T09.000</b>	<b>Winrock Datacenter Requirements</b>						
T09.001	Winrock Information Technology Standards for governance and regulatory compliance for applications within its portfolio. If hosted by Winrock, Winrock's datacenter requirements are outlined below: Datacenter - For applications/software that is provided to reside within Winrock's Datacenter, the system will be compatible with Microsoft Hyper-V Virtualized Servers, Windows Server 2014 Sp1(64) and SQL Server 2012 (64)						
<b>T010.000</b>	<b>Accessibility requirements</b>						
T010.001	The system must comply with Section 508 of the Rehabilitation Act of 1973, the World Wide Web Consortium's Web Content Accessibility Guidelines, and the State of Washington's Division of Information Services Web Accessibility Guidelines. Voluntary Product Accessibility Template (VPAT) ( <a href="http://www.section508.gov/index.cfm?FuseAction=Content&amp;ID=99">http://www.section508.gov/index.cfm?FuseAction=Content&amp;ID=99</a> )						
T010.002	The solution must to adhere to Arkansas Technology Access Clause(where applicable). Find link here: <a href="http://www.dfa.arkansas.gov/offices/procurement/Documents/technologyAccessClause.pdf">http://www.dfa.arkansas.gov/offices/procurement/Documents/technologyAccessClause.pdf</a>						
<b>T011.000</b>	<b>Misc.</b>						
T011.001	All project materials will be saved onto Winrock owned locations and allow vendor & Winrock project members to share documentation during the project duration. Any documents developed during the project lifecycle shall be saved on Winrock environment. External sites such as Google Apps, drop box, etc. shall not be used						
T011.002	Vendor represents that they have appropriate procedures and safeguards in place with respect to its use of the documents shared with or provide by Winrock which will ensure the integrity and security of the Information exchanged. Vendor is responsible for ensuring that the transmission, handling, storage, use and any eventual elimination of the Information will preserve the privacy and the confidentiality of the Information and remain compliant with all applicable laws, rules and regulations.						
T011.003	As part of the project implementation, the Vendor will be responsible for the project management. This includes but not limited to: developing a project charter, stakeholder's analysis, constrains and assumptions, change management form, project plan, list of deliverables, milestone list, project Close-out, etc.						



## Instructions

This document contains the details and specifications for a database design. The vendor applying is required to complete columns J, L, N and O.

**Column J** - state whether the row with the self assessment is feasible/unfeasible regarding completion

**Column L** - state the vendor cost/pricing for completing this data base feature

**Column N** - state the time required to create this feature in the database

**Column O** - any additional vendor comments regarding the requested feature