Caribbean Centre for Renewable Energy and Energy Efficiency (CCREEE)

Request for Proposals for

The Re-development of CCREEE’s Website and the Design and Development of Integrated Renewable Energy GIS Maps for the CARICOM Region

Issuance Date: 17th February, 2020

Response Deadline: 17th March, 2020
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1 PURPOSE FOR THE REQUEST FOR PROPOSALS

1.1 Invitation to Respondents

This Request for Proposals (herein referred to as “RFP”) is a solicitation by the Caribbean Centre for Renewable Energy and Energy Efficiency (herein referred to as the “CCREEE”) from qualified suppliers to submit proposals for the provision of services relating to either one or both (1 and/or 2) of the following:

1. Re-development of the CCCREE website
2. Design, development & integration of a GIS map, focusing on solar and wind energy in the first instance

Only complete submissions which include all required information will be considered; incomplete submissions will be rejected.

This RFP is comprised of the following:
- This RFP document
- The Terms of Reference

1.2 Objective of the RFP

The purpose of this RFP process is to select a firm that will:

- Be capable of providing quality products and services in a timely manner, demonstrating value for money;
- Provide the CCREEE with professional and responsive support;
- Work in a cooperative manner with the CCREEE, is flexible, and innovative in providing quality products and services.

1.3 Background

The Caribbean Centre for Renewable Energy and Energy Efficiency (CCREEE) is an institution of the Caribbean Community (CARICOM), established in the framework of the Global Network of Regional Sustainable Energy Centres (i.e. the GN-SEC) and its sub-network for small island developing states (SIDS) in Africa, the Caribbean, the Indian Ocean and the Pacific. The CCREEE is the implementation hub for sustainable energy activities and projects within the CARICOM region. The CCREEE was operationalised with the signing and ratification of the CCREEE legal agreement in May 2018.

The CCREEE has a clear vision, mission and mandate which are fully aligned with the CARICOM’s vision, mission and core values: “A Caribbean Community that is integrated, inclusive and resilient; driven by knowledge, excellence, innovation and productivity; a Community where every citizen is secure and has the opportunity to realise his or her potential with guaranteed human rights and social justice; and contributes to, and shares in, its economic, social and cultural prosperity; a Community which is a unified and competitive force in the global arena.”

The CCREEE builds on the regional intervention logic of other GN-SEC centres, creating integrated and inclusive regional markets for sustainable energy products and services by mitigating existing barriers through various tools and methodologies. CCREEE, through its mandate, will contribute significantly to the transformation of the energy landscape into a climate resilient, sustainable and affordable sector; focused on improving the lives of the Caribbean people.
As a new institution, CCREEE’s ability to communicate effectively within its target audiences is key. With support from our development partners Austrian Development Corporation and UNIDO, a website for CCREEE was developed and managed remotely while The Centre was being established. CCREEE will now assume control of its communication and outreach platforms, including the website and email accounts. In this regard, CCREEE has received funding under the 11th European Development Fund (EDF) and German Government to support in part the re-development of its website among other things. The CCREEE is seeking the services of a Web Developer to retrieve, re-develop and re-launch the corporate website, which will serve as the base for the CARICOM Energy Knowledge Hub (CEKH) and CCREEE’s Project Preparation Facility (PPF), for the first lot (lot 1) of this solicitation document. The CARICOM Energy Knowledge Hub is currently hosted on CARICOM Energy’s website. Lot two (lot 2) relates to the development, implementation and integration of a renewable energy (focusing on solar and wind in the first instance) GIS Map for the CARICOM region.

2 SUBMISSION INSTRUCTIONS AND GUIDELINES

2.1 RFP Contact

For all purposes of this RFP process, queries and other submissions including final proposals should be made to procurement@ccreee.org. Attempts at unofficial queries through officials and other staff members of the CCREEE for the purpose of influencing the outcome of this RFP may be cause for disqualification from further consideration.

2.2 Proposal Submission Delivery Requirements

All proposal submissions MUST be completed in electronic form and made via e-mail. Hard copy submissions are not required but may also be made in addition to e-mail submissions.

E-mailed submissions (Required):
Proposals sent by e-mail must be received in Adobe PDF format only, no later than 17:00 h (GMT/UTC - 4h) on 17 March, 2020 in one e-mail. If a proposal is submitted for both lots the e-mail subject line to be used is, “Proposal for the Re-development of CCREEE’s Website and the Design and Development of Renewable Energy GIS Maps for the CARICOM Region.” If a proposal is submitted for lot 1 only, the e-mail subject line to be used is, “Proposal for the Re-development of CCREEE’s Website.” If a proposal is submitted for lot 2 only the e-mail subject line to be used is, “Proposal for the Design and Development of Renewable Energy GIS Maps”. The submission must be duly signed and dated. The official address for e-mail submission will be the RFP contact email address, as indicated above in section 2.1. Technical and financial proposals must be submitted separately and labelled according in the subject heading.

Hardcopy submissions (Optional):
Sealed bids must be received no later than 16:00 h (GMT/UTC - 4h) on 17 March, 2020. The submission must be duly signed and dated. Envelopes should be marked with the full legal name and return address of the respondent and should be titled as described above in the email submission instructions. Hardcopy submissions must be labelled accordingly.

Delivery address:
Caribbean Centre for Renewable Energy and Energy Efficiency (CCREEE)
Trinity Business Centre
Country Road, St. Michael
Bridgetown, Barbados
BB11801
If both a hard copy (optional) and an e-copy (required) of the proposal are submitted and there is a conflict or inconsistency between the hard copy and the e-copy of the proposal, the electronic Adobe PDF copy of the proposal will prevail.

### 2.3 RFP Timetable

<table>
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<th>Deadline</th>
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<td>Issue Date of RFP</td>
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<td>Deadline for Questions</td>
<td>28 February, 2020</td>
</tr>
<tr>
<td>Deadline for Issuing Clarification Document</td>
<td>6 March, 2020</td>
</tr>
<tr>
<td>Deadline for Submission</td>
<td>17 March, 2020</td>
</tr>
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<td>Evaluation of Proposals</td>
<td>31 March, 2020</td>
</tr>
<tr>
<td>Contract Negotiation Period</td>
<td>6-10 April, 2020</td>
</tr>
<tr>
<td>Anticipated Contract Start Date</td>
<td>20 April, 2020</td>
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### 2.4 Inquiries from Respondents

Respondents are required to submit requests for additional information or clarification in respect of this RFP no later **28 February, 2020** via RFP contact, e-mail: procurement@ccreee.org. All questions should be as clear and concise as possible. Respondents are also expected to immediately notify the RFP contact via email of any discrepancies, ambiguities, errors, omissions, or other faults in any part of the RFP document, providing full details.

Responses to inquiries or amendments will be issued in written addenda prior to the final proposal submission deadline. Should there appear to be conflict between the RFP and any addenda issued, the last addendum issued shall prevail.

### 2.5 Confidentiality

Through the submission of their bid, the respondent shall agree to following measures:

**Confidential Information of the CCREEE**

The respondent acknowledges that any information concerning the analysis, findings and recommendations of which the respondent, its agents or employees become aware of in the course of bidding or providing any services under a resulting contract, shall be treated as confidential. In particular, such information:

(a) is the sole property of the CCREEE and must be treated as confidential;

(b) is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract for the deliverables; and

(c) must not be disclosed without prior written authorization from the CCREEE

**Confidential Information of Respondents**

Respondents should identify any information in their proposal, or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the CCREEE. Respondents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to any related parties engaged by the CCREEE to advise or assist with the RFP process, including the evaluation of proposals.
2.6 Language guidelines

Proposals prepared and submitted by respondents in addition to all correspondence and documents relating to the RFP exchanged between the respondent and the CCREEE shall be written in the English language.

2.7 Currency

All monetary cost amounts must be quoted in United States Dollars. Payment currency however, will vary.

2.8 Costs associated with the proposal

All respondents shall bear all costs associated with the preparation and submission of proposals. This includes administrative costs, travel costs and costs associated with demonstrations, if and whenever applicable.

2.9 Validity period of proposals

Bids shall remain valid for a total of 60 days after the closing date prescribed by the CCREEE for the receipt of bids. A bid valid for a shorter period will be rejected by the CCREEE and deemed nonresponsive. In exceptional cases, the CCREEE may solicit the respondent’s consent to an extension of the bid validity period. The request and response thereto shall be made in writing through letters and/or emails.

3 SCOPE OF SERVICES

3.1 Procurement

In reference to the information provided by this RFP document, the respondent shall design, develop and install, where applicable, either A or B OR both A and B of the following:

A. Review and analyze the current web platform with a view to design an improved, functional and interactive website which optimizes knowledge management, is visually appealing (as determined by the CCREEE), responsive and intuitive; Migrate content of the CCREEE website to new content management system (CMS), if necessary; Migrate and support hosting of CCREEE email system; Migrate or duplicate the content of the CEKH webpage; Design and develop webpage within the CCREEE website for the establishment of the PPF and for the CEKH; Design and configuration of internal and external CCREEE SharePoint; Development and implementation of interactive energy performance/benchmarking tool and energy audit tool (in partnership with CCREEE’s Sustainable Energy Experts) and provision of technical support for the establishment of future tools and interactive games/outreach applications; Development and provision of user manual and/or webinar for website support staff; Provide CCREEE with a platform that supports an uncomplicated back-end editing function for quick and simple uploads and editing; Ensure provision of google analytics for metrics measurement; Implementation of measures to increase ranking/uptake via google search; Platform maintenance and support for a period of 1 year, including domain hosting and other technical support needed.

B. Provision of maps (static and dynamic) on renewable energy resources and technical and economic potential in the region; General to specific information on energy technologies, and applications in different sectors and contexts; Specific energy production sites, projects, or plans, shown on maps and links to document files for more information or sites; Transmission and distribution networks visualized on the
map; electricity customers distribution; Existing energy and particularly RE&EE policies, targets, laws, and regulations in the Caribbean; State of the art technology report including statistical and measured data; Major local to international actors involved in the energy sector

3.2 Delivery of Services

The respondent shall bear all risks and costs related to the development of the specified items until provisional acceptance by the CCREEE is provided. Upon receipt and acceptance by the CCREEE, the respondent shall provide an operation manual detailing the maintenance and operations of items outlined within lots A & B.

The respondent is fully responsible for organising and guaranteeing timely delivery. Close coordination with the contracting authority, the CCREEE, is recommended.

3.3 Transfer of ownership and responsibility on operation

The products shall be inspected and deemed to be in good operating condition by the CCREEE. A virtual demonstration of the operation of the products shall be performed by the contractor. An appointed representative of the CCREEE shall test and inspect before acceptance of delivery.

Ownership will be considered as transferred when both parties, contractor and contracting authority have signed acceptance certificates.

3.4 Design Considerations

The GIS map portal will be based on the same technical software used for the re-developed website; the respondent must therefore ensure that both tools are fully integrated and interlinked. The interoperability among the different GIS data format should be taken into consideration in the design of the platform which will host the map portal, including the link open data (LOD) format. The portal will also be linked to the Global Earth Observation System of systems (it should be designed within the framework of the GEOSS http://www.earthobservations.org/index.shtml) and all current and applicable frameworks and software.

GIS systems are usually expected to have a long lifetime. Therefore, GIS architectures should provide flexible mechanisms for adding new components. Spatial data management, visualization, and analysis components might be developed by different teams, and at different stages, and therefore the architecture should provide a proper framework that easily integrates such components to the system. GIS systems are also required to communicate with various software systems, typically legacy systems, in order to share data and analysis results. Therefore, the design of this GIS architecture needs to provide the required mechanism for such interface with a minimum integration effort.

The respondent will source and compile the GIS data sets for further transformation and integration into the GIS map portal. All GIS raw data and map information becomes a property of CCREEE and will be completely handed over by the contractor to the Centre.

3.5 Operating procedures

Defects or bugs discovered shall be handled at the contractor’s cost. The contractor shall also guarantee the availability of personnel for maintenance and troubleshooting as requested by the CCREEE.
4 OTHER TERMS AND CONDITIONS

4.1 Taxes, levies and duties

The final cost shall be quoted and itemized to include a break-down of all relevant costs. The contract cost, however, shall be exclusive of direct and indirect taxes since the CCREEE is exempt from taxes. This is in accordance with Article VIII of the ‘Headquarters Agreement between the Government of Barbados and the CCREEE’ entered into effect in May 2018.

4.2 Force majeure

Respondents shall not be considered in default if delays in delivery occur due to causes beyond the respondent’s control, such as, *inter alia*, acts of God, natural calamities, civil wars, strikes, fires and floods. Only those causes which have a duration of more than seven days shall be considered cause of force or calendar majeure. In the event of delay due to such causes, the delivery schedule will be extended for a length of time equal to the period of force majeure, or at the option of the CCREEE the order may be cancelled. Such cancellation would be without any liability on the part of the CCREEE. In event of such cancellations the respondent shall refund any amount advanced or paid to the respondent by the CCREEE.

5 PROPOSAL REQUIREMENTS

The submitted proposal should contain the following components:

5.1 Transmittal Letter

The transmittal letter should state the willingness and ability to provide services in accordance with all terms and conditions of this RFP. The letter shall clearly indicate that the respondent has carefully read all the provisions in the RFP and should summarize the important information contained in submitted proposals. An authorized representative of the bidding agency, preferably the Managing Director, must include his/her name and sign the cover letter. The cover letter must contain a brief summary of the experience and background of the respondent. Transmittal letters should also acknowledge receipt and understanding of any addenda associated with the RFP.

5.2 Company profile

Respondents should describe their business’ background and company history drawing relevance to this RFP.

5.3 Qualifications & Experience

The firm most suited to complete this assignment comprise a team who have:

- Proven expertise and excellent knowledge of recent trends in graphic design and websites, including online video publishing and social media networking and/or GIS (as relevant to the specific lot);
- Demonstrated ability to create innovative and visually appealing designs;
- A broad knowledge of current web development technologies and design tools in the field, and new software and other web programming languages and programs;
- Prior experience in web development and/or GIS (as relevant to the specific lot), particularly for NGOs or development agencies;
- The ability to communicate with non-web-developer/technical persons
Respondents should provide proof of capability including previous relevant experience. Respondents should also provide information on products and services offered in relation to this RFP. Any legal and ongoing litigation should be declared.

5.4 Subcontractors

Respondents should declare if subcontractors will be engaged to meet the scope of works described in this RFP. The information provided should include the subcontractor’s responsibilities, business information, qualifications and any experience relevant to their responsibilities related to the RFP.

5.5 Other Submissions

Interested firms must also submit the following documents/information to demonstrate their suitability:

- Curriculum vitae for key personnel within the firm who will undertake lots 1, 2 or both;
- Portfolio with samples of previous work (particularly for development agencies and within the scope of the items listed under the ‘Scope of Services’ section above);
- A financial proposal quoted in United States dollars (US$) according to deliverables as outlined in Attachment 1 below

5.6 Timeline

Respondents should provide a proposed timeline for competition of the products and services outlined in this RFP, particularly where they differ from the timelines articulated by the CCREEE in ‘Bid Schedule of Prices/Payments’ Attachment 1. Lead times should be clearly illustrated.

5.7 Project Pricing Information

Respondents should provide a price breakdown which includes pricing associated with all aspects of the procurement. This must be summarised in a ‘Bid Schedule of Prices/Payments’ as provided in Attachment 1.

Price proposals shall be valid for a minimum of 60 days.

5.8 Criteria for Proposal Assessment

The firm scoring the highest cumulative score in technical and financial evaluations will be awarded with the contract. Technical and financial evaluation will carry 70% and 30% weightages, respectively.

Technical proposals will be evaluated per the criteria below:

- Work samples provided by firm relevant to the scope of services highlighted above [30 points]
- Qualification/expertise of key personnel proposed for the assignment [20 points]
**ATTACHMENT 1 BID SCHEDULE OF PRICES/PAYMENTS**

Name of Bidder: ________________________________

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>No. of Days Work</th>
<th>Deadline</th>
<th>Payment (%)</th>
<th>Payment (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inception Report (including model design, work plan, associated external costs &amp; recommendations)</td>
<td>5</td>
<td>27 April, 2020</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Implementation of approved design change (including testing, ensuring bugs and errors are fixed)</td>
<td>20</td>
<td>22 May, 2020</td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td>Training, provision of user support manual, maintenance and support to the CCREEE team</td>
<td>8</td>
<td>31 August, 2020</td>
<td>15%</td>
<td></td>
</tr>
<tr>
<td>Ongoing maintenance and support to the CCREEE team <em>(Lot A only)</em></td>
<td>8</td>
<td>31 December, 2020</td>
<td>15%</td>
<td></td>
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<tr>
<td><strong>TOTAL (USD)</strong></td>
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**NB:** In case of a discrepancy between unit and total prices, the unit price shall prevail.

Signature of Bidder: ____________________________________________