RFP-2013-24
Re-design and develop a new website for the Global Coalition on Women and AIDS (GCWA)
Answers to questions from potential bidders
06-September-2013

1. **It would be good to get some background on the decisions made to date, for example, the change from Kentico to Drupal CMS? Have you had outside consultancy assist you in the development of the brief?**
   The Technology and Innovation Team of UNAIDS have provided their technical expertise to the development of the terms of reference, including advising on the change to Drupal CMS.

2. **The timeline is fairly aggressive considering the work to be undertaken, is the 1st December deadline immovable?**
   The deadline of 1 December 2013 (actually the 29 November), to launch the new GCWA website is fixed, as this is World AIDS Day, and a highly significant time to launch the website.

3. **Do you have an anticipated budget range which you wish to work within?**
   Bidders are requested to present to UNAIDS the offer which better fulfils UNAIDS requirements. The financial component accounts for 40% of the total score with the lowest offer obtaining 100% of the points and the others proportionally to the lowest offer.

4. **1.3.1 Key requirements I New design layout. Q: is provision of a proposed mockup in a proposal a mandatory requirement of participation? Would a proposal without a mockup be invalid and not considered?**
   A proposal without a mock-up will be valid and will be considered, however please note that a lack of a proposal will have implications the scoring of the proposal submitted.

5. **1.3.1 Key requirements III Technical Considerations. Q: "the solution should run on MS Windows and Linux" - why both? surely one or the other**?
   As mentioned in the RFP, UNAIDS wants to limit custom development. As the standard Drupal installation can either run on Linux or Microsoft environment, if any custom development (modules) is required, it should run on both platforms.

6. **1.3.1 Key requirements Methodology Stage 1: Inception. Q: "submission of three mockups will be presented". How can the successful agency submit three mockups at the first meeting, and how does this requirement sit with 1.3.2 component A's requirement for delivering 3 mockups within 15 days of countersignature. It would be helpful if you'd clarify your expectations and your envisaged process.**
   The GCWA website development and launch forms part of the GCWA workplan which has specific timelines for delivery of products and services.
   As stated under " 3.4 Technical Evaluation of Proposals' in the RFP "the management strategy/plan detailed in the document (10 points) " forms part of the criteria on which the proposal will be evaluated and the successful bidder will be selected.

7. **1.3.1 Key requirements Methodology Stage 5: Launch. Q: does the website have to be finished in time for launch on 1 December, or are there some features that could be delivered after launch? If so, please distinguish between essential features and those that could be delivered later.**
   The launch date of 1 December 2013, is confirmed. Stage 6 of the proposed methodology (RFP-2013-24, Page 7 " Stage 6: 6 Months remote support for the management of the website -1 January 2014 to 30 June 2014") describes the work that is required for 7 months after the 1 December 2013.

8. **2.7.4 Financial Proposal. Q: For each of components A and B, can you please advise your maximum budget exclusive of VAT if this is fixed, or a range into which you expect this to fall if flexible?**
Bidders are requested to present to UNAIDS the offer which better fulfills UNAIDS requirements. The financial component accounts for 40% of the total score with the lowest offer obtaining 100% of the points and the others proportionally to the lowest offer.

9. **2.8 Format and Signing of Proposals. Q: is electronic submission alone (i.e. no posted hard copy documents) permissible, as long as suppliers follow the instructions for "options for electronic submission"?**
As stated in the RFP -2013-24, Page 14, Under "OPTION FOR ELECTRONIC SUBMISSION" electronic submissions of proposals are accepted.

10. **5.17 Title Rights Q: Drupal is open source software licensed under the GPL, with copyright for Drupal and any derivative works retained by the author in each case. Any Drupal code would therefore be licensed to UNAIDS under the GPL, but copyright would remain with the authors (or Drupal code, contributed modules and, in the event of any custom Drupal code, Torchbox). Is UNAIDS aware of the restrictions of the GPL as it applies to Drupal code, and is this acceptable to UNAIDS?**

Yes

11. **RFP Paragraph 5.4 2), 5.4 3) and 5.17 – Question:**
Paragraph 5.4 2) requires the Contractor to have "full legal right and authority to use it" regarding all non-original material "so as to permit UNAIDS to fully exercise its rights in the deliverables and the software without any obligation on UNAIDS's part to make any additional payments whatsoever to any party". Paragraph 5.17 even obliges all rights to non-original as well as original material to be "exclusively vested in UNAIDS".

Yet, the RFP (1.3.1 III.) foresees designs and a website based on Drupal which is a copyleft open source software. Copyleft open source software licenses necessitate even amendments or linkage with other software to be under same licensing conditions (viral effect), i.e. the Contractor can only transfer the rights according to the applicable licensing conditions. Furthermore, it is very likely that, as common in software development in general, third parties' software, such as frameworks or libraries or other open source software, will be used, or in case of designs photographs/icon/graphics of third parties' commercial databases.

Can we therefore assume that the Contractor is only obliged to transfer the intellectual rights for any third party material (software, photographs/icon/graphics etc.) or any amendments of copyleft open source software (or its linkage with other software) according to the respective applicable licensing conditions?

UNAIDS: Yes, it is the correct assumption

12. **RFP Paragraph 5.25 – Question**

In some countries in the EU, there is a statutory workmen's compensation insurance, thus a contractor from these countries has no separate insurance. Is such a statutory workmen's compensation insurance considered to be sufficient for 5.2. (ii)?

UNAIDS: Yes, it is sufficient.

13. **RFP Paragraph 5.25 - Question**
Our insurance carrier informed us that naming UNAIDS as additionally insured would mean that in case of a liability insurance any damages of UNAIDS would not be covered as a liability insurance only covers "third party" claims (not claims of the insured).

Can we therefore presume that it would be sufficient to add UNAIDS as correspondence partner (thereby ensuring that UNAIDS would be informed of any cancellation, material change etc.)?

UNAIDS: The intention of the request is that if any damages are claimed against UNAIDS by a third party because of the work under the propose contract, the insurance of the contractor will cover such damages. It is not meant to be for claims from UNAIDS.

14. **RFP Paragraph 1.3.1 (III Technical considerations) „Operating system: the solution should run MS Windows and Linux" - Question**
Does UNAIDS require the CMS to run on both server operation systems (OS)? If not, which OS shall the solution run on?

Same answer as 5.: As mentioned in the RFP, UNAIDS wants to limit custom development. As the standard Drupal installation can either run on Linux or Microsoft environment, if any custom development (modules) is required, it should run on both platforms.

15. **You have asked that the CMS system must be Drupal 7, is there an option to use another open source system such as Umbarco or MS SharePoint instead? Would we be able to submit a proposal based on one of these systems as an alternative?**
Only proposals based on Drupal 7 will be considered.

16. **Regarding 1.3.1 – Main Features**
You mention 'YouTube' being the hoster of videos; will it be exclusive or do you plan to have other video hosting partners?
Youtube will not be exclusive and we plan to be open to other hosting partners.

17. **For search: you mention 'searchable' content, including documents. By this, are you referring to document tags or you   want the search engine to search 'inside' the documents, looking for keywords.**
The level of "searchable" content: metadata, keywords/taxonomy and content is part of the proposal. In other words, when evaluating the proposal, UNAIDS will take into consideration this parameter.

18. **Regarding point III. Technical Considerations**
You mention the solution should run MS Windows and Linux; can you please state your preference? Will the production server be a Linux or a Windows environment?
The hosting of the GCWA website is still under consideration. However, a solution in the cloud will be preferred.

19. **Regarding point IV. Functional requirements – Documents Management**
You mention the solution has to create a thumbnail of documents; will this only be PDF documents exclusively? Or document is referring to an external link in which case a screenshot of the website has to be made?
The website will only store PDF documents only

20. **Regarding deliverables: what will be the output of this project; shall we deliver the full Drupal   install   (as a profile) or will you provide with root ssh (or ftp/phpmyadmin)** access for the installation. In other words, is the   installation part of the quote?
The installation is part the proposal and must be documented. Prior to the move to the production environment, the installation process will also be tested by our internal IT team.

21. **During development, where will the development server hosted? Will you provide a temporary space for us to post updates of progress or shall we provide it?**
The selected bidder shall provide the test server.

22. **Regarding first mock-up to be provided; what is the expected output? Flattened PSD file or working HTML template?**

    Flattened PSD

23. **Will you provide vector logo and corporate identity guidelines?**
    Yes, the GCWA Logo and corporate identity guidelines will be provided.