

**Subject: Queries on the  
Request for Proposals for the evaluation of the  
Country Response Information System (CRIS)**

Q: Can the contract be fee bearing?

A: Yes our contract provides for fee-bearing arrangements, and this is to be included within the budget as well. Please include the complete budget (including the % fee) in the bid as the total amount.

Q: Annex III says that the contract will be "maximum price basis." Does this mean that all costs (both labor and other direct costs) are reimbursed based on actual expenditures up to a maximum amount? Or will some portion of the costs (ie, labor) be fixed price?

A: Variable costs that exceed the initial budget, such as flights, will be reimbursed based on actual expenditures.

Q: Can you please confirm that you require a description of the firm's experience in layout, design and printing of documents as per the technical component of the proposal, bullet 12, section a: description of the Firm and the Firm's qualifications?

A: Apologies for that oversight. Please provide a description of your experience as it relates to the criteria in section 5 of the ToR.

Q: Under section 5 of Annex 1: TOR, the selection criteria states that UNAIDS is looking for a "professional with IT expertise in web-based applications" and "experience with data management systems." Can you please clarify how a professional with IT expertise might be required for this evaluation?

A: The evaluation is not a technical one in the sense that CRIS as a software will not be evaluated. Rather, the evaluation will focus on CRIS' fit for purpose, processes and procedures that enable its optimal use in the countries' Monitoring and Evaluation needs. Therefore a good understanding of the applicability/interoperability of data management systems is required due to the technical information that this entails. This is especially relevant to section C of the objectives in the ToR.

Q: Are you able to share with us a list of countries that are reporting using the CRIS software?

A: In 2009, we trained 89 countries and provided technical assistance to 25 (Bangladesh, Benin, Botswana, Burkina Faso, Cameroon, Central African Republic, Chad, Cote D'Ivoire, Democratic Republic of Congo, Ethiopia, Fiji, Gabon, Ghana, Haiti, Kenya, Lesotho, Mali, Mauritius, Mongolia, Namibia, Niger, Papua New Guinea, Senegal, The Gambia, Togo). As CRIS is freely provided from our website ([cris3.org](http://cris3.org)), the complete list of countries using CRIS is unknown and is an item for exploration through this evaluation.

Q: We would like to know if UNAIDS has a preferred cost template or format that you would like us to use.

A: There is no set template for the costing. Please feel free to use your own

Q: Would it be possible for UNAIDS to accept our proposal electronically on the due date of May 7.

A: Yes, we are able to accept proposals electronically. Please submit technical proposals to [TechnicalBids@unaids.org](mailto:TechnicalBids@unaids.org) and the financial offers to [FinancialBids@unaids.org](mailto:FinancialBids@unaids.org) by May 7<sup>th</sup>. You may also submit a hard copy of your bid along with the electronic version; however it is not necessary to submit both an electronic copy and a hard copy. Only bids received by May 7<sup>th</sup> will be considered.