

Expression of Interest (EOI)

**Education Development Center, Inc.
(Hereafter referred to as "EDC")
Expression of Interest:**

Grants and Contracts Management System (GCMS)

Date of Issuance:
May 31, 2013

EDC is an international non-profit organization that develops, delivers, and evaluates innovative programs to address some of the world's most urgent challenges in education, health, and workforce development. Our work includes research, training, educational materials and strategy, with activities ranging from seed projects to large-scale initiatives. EDC enjoys a worldwide reputation for its excellence in program and fiscal management and for the impact of its work.

Funding for EDC's programs is provided through grants and contracts primarily from U.S. government domestic and international agencies with additional funding from Foundations and Corporate sources. Additional information on EDC can be found at <http://www.edc.org/>

1. Purpose and Eligibility

1.1 Purpose

The purpose of the EOI is to invite prospective offerors to submit preliminary proposals for supplying a software application that is capable of 1.) storing data regarding EDC's Grants and Contracts and related data items critical to EDC's business functions, and 2.) performing functions with or upon that data to enable analysis and electronic automation of some of EDC's operational processes.

1.2 Eligibility

This EOI is open to qualified offerors.

2. General Information

2.1 Original EOI Document

EDC shall retain the EOI, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the offeror's submission or subsequent contract, is grounds for immediate disqualification.

2.2 EOI Provisions

1. All information provided by EDC in this EOI is offered in good faith. EDC makes no certification that any item is without error. EDC is not responsible or liable for any use of the information or for any claims asserted there from.
2. This EOI does not under any circumstances commit EDC to pay any costs incurred by the offeror in the submission of a quotation. This is the offeror's responsibility.
3. All materials submitted in response to this EOI shall become the property of EDC upon delivery to EDC.

2.3 Schedule of Events

The following schedule applies to this EOI but may change in accordance with EDC's needs or unforeseen circumstances. Changes in this timeline will be announced as formal modifications to the EOI.

TIME	DATE	Time Table
5:00 PM	6/6/2013	Deadline for written request for any clarifications from EDC

5:00 PM	6/12/2013	Estimated date for issuance of any clarifications by EDC
5:00 PM	6/19/2013	Deadline for submission of preliminary proposals

3. Preliminary Proposals Submission and Selection

3.1 Offeror's Understanding of the EOI

By responding to this EOI, the offeror certifies that it fully understands the EOI in its entirety, including making any inquiries to EDC as necessary to gain such understanding. Clarification questions must be submitted by potential offerors—in writing—by 5:00 PM EST, June 6, 2013. Responses will be published in writing as described below. EDC reserves the right to disqualify at its sole discretion any offeror who submits a preliminary proposal that is not responsive or that demonstrates lack of understanding of the requirements of the EOI. That right extends to cancellation of the contract if a contract has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to EDC.

3.2 Communication

Verbal communication shall not be effective until formally confirmed in writing by the EDC Contact Person in charge of managing this EOI process. In no case shall verbal communication govern over written communication.

Offerors' inquiries, questions, and requests for clarification related to this EOI are to be directed in writing via email before 5:00 PM EST, June 6, 2013 to:

Education Development Center, Inc.
 Attention: Carol Woods
 E-mail: cwoods@edc.org

All questions will be compiled into one document along with EDC's responses. This document may be found at www.rfpdb.com under the following heading: "*EDC EOI Questions and Answers*".

3.3 Preliminary Proposals Submission Requirements

Interested organizations are hereby invited to forward their preliminary proposal to the email address listed above in Section 3.2. Preliminary proposals must at a minimum include responses to the information below, as well as responses to the requirements in Section 4. Please respond in the order identified in Section 3.3 and 4.

- A description of the offeror's qualifications in the areas described in Section 4.
- A summary of relevant experience and assignments carried out in the past five (5) years.
- Full legal name of the company.
- Year the organization was established.
- Contact information regarding the quotation to include the following:
 - (a) the individual(s) full name and title,
 - (b) full office address,
 - (c) telephone and fax number,
 - (d) email address

- Names, email addresses, phone numbers and contact people at three organizations who have been clients of the offeror during the last 18 months, whom EDC can contact as references.
- Information regarding any current litigation in which the offeror, or any of the entities in a collaboration if proposed, are involved, regardless of jurisdiction where the litigation resides.
- A certification of the organization's willingness to participate in the subsequent Request for Proposal (RFP) process.

Preliminary Proposals must be delivered via email to:

Education Development Center, Inc.
 Attention: Carol Woods
 E-mail: cwoods@edc.org

All preliminary proposals must be received by EDC, before the deadline date and time of 5:00 PM EST, June 19, 2013.

3.4 Evaluation Criteria

EDC shall evaluate all preliminary proposals based on:

Technical Evaluation Criteria:

Criteria	Maximum Score
System Overview and Technical Specifications: evaluation will be based on answers and information provided in response to Sections 4.1 and 4.2 of this EOI	20
Data Requirements: evaluation will be based on answers and information provided in response to Section 4.4 of this EOI	30
Functionality: evaluation will be based on answers and information provided in response to Section 4.5 and 4.6 of this EOI	30
Demonstrated Understanding of the EOI: Includes understanding the requirements, knowledge in the preparation of the proposal, and addressing all required components.	20
Total Maximum Score	100

To facilitate the examination, evaluation and comparison of proposals, the evaluation committee may ask each offeror individually for clarification of their proposal. The request for clarification and the response will be in writing, but will not be made publicly available.

Financial Evaluation Criteria:

The evaluation of cost (Section 4.7) will include a determination of cost realism, completeness, and reasonableness. Cost realism is defined as the offerors' ability to project costs which are realistic for the work to be performed; reflect a clear understanding of the requirements; and are consistent with the offeror's technical capacity. Cost and Pricing will be scored at the RFP stage of the solicitation, but will not be included in the scoring of offers submitted in response to this EOI.

3.5 Selection

Only the top five offerors with the highest total scores will be invited to respond to the full RFP. The selection of the organizations for participation in the full bidding process will be at the sole discretion of EDC. The right is reserved to reject any or all preliminary proposals. Offerors will be notified in writing by EDC of the status of their proposals not later than October 1, 2013.

4. Technical Specifications and Requirements

4.1 System Overview

Please provide the following information with regard to the software system(s) that your company offers that you believe would meet the needs of EDC as expressed in this EOI:

4.1.1 System Name

4.1.2 Current Version

4.1.3 Last Major Release Date

4.1.4 Last Minor Release Date

4.1.5 Brief Description of the Software System

4.2 Technical Specifications

Please provide the following technical details for the software system(s) that your company offers that you believe would meet the needs of EDC as expressed in this EOI:

4.2.1 Hosted System or On-premise System

4.2.2 Operating System Requirements

4.2.3 Database Platform Requirements

4.2.4 Please provide any other software or hardware requirements for deploying and running the system

4.3 Other Customers

Please provide a short list of other customers/users, including contact information (email, phone number, contact name) of your system(s) who you believe would best illustrate the application of your software system(s) in a context similar to or comparable to how you would expect EDC to use the system(s).

4.4 Data Requirements

The following broad data sets represent the *types* of information which are being considered by EDC for tracking in the Grants and Contracts Management System. This is a comprehensive list; however EDC recognizes that an offeror's system may not accommodate all items. Systems that accommodate subsets of these data requirements will be considered subject to the evaluation criteria in Section 3.4. For each data set listed below, please:

1. Indicate if your system natively handles data about that type of data set;
2. Provide a brief description of *how* your system handles data regarding that type of data set (1-2 paragraphs, indicating how that data is stored, whether fields are fixed or user-defined, the interaction among related tables in the system, system hierarchy/structure), and
3. Answer any specific questions included in each specific Data Requirements section in the order that they are presented in this EOI.

4.4.1 Proposal

Definition: A request for new, additional or modified funding from a sponsor that may be simple or complex, potentially including multiple documents such as Abstract, Executive Summary, Program Description, Budget, Budget Narrative, required sponsor forms and Representations & Certifications; may also require documents from external partner organizations. Often developed collaboratively by a team, documents must then be reviewed and approved by various departments and organization leaders before being submitted to the sponsor. If funded, the proposal will become a new project or addition to an existing project.

Question 4.4.1.a Does the system support creating a Project record automatically from a Proposal (to populate the awarded Project record with data already entered in the Proposal record)? If so, how is the data linked and viewed?

Question 4.4.1b Does the system capture proposal data elements necessary to assist with strategic planning (i.e. win-rates, knowledge management)?

4.4.2 Award

Definition: An agreement from a sponsor to provide funding for a specific piece of work; usually constrained by a Scope of Work, maximum funding amount and authorized period of performance. Sponsor requirements must also be followed regarding allowable costs or price structure, reporting requirements, required approvals, etc.

Question 4.4.2a Does the system support federal, non-federal, commercial, domestic, and international work?

Question 4.4.2b Does it capture data elements specific to grants, contracts, cooperative agreements, letter agreements, subgrants and subcontracts (and data from their prime award), purchase orders, work/task orders, IDIQs, and IQCs?

Question 4.4.2c How does the system track the lifecycle of an award (from initial negotiation to modifications and close-out)?

Question 4.4.2.d How does the system capture award hierarchies or structures: years, tasks, sub-tasks, multiple funders?

4.4.3 Agreements with Third Parties (Subawards, MOUs, NDAs, Teaming Agreements, Consortium Agreements, Small Contract Letter Agreements, Vendor and Consulting Agreements, and POs)

Definition: Lower tier agreements with external organizations and individuals to provide goods or services for a proposal and/or sponsored project. Terms of the prime award may be applicable, including required prior approvals.

Question 4.4.3.a Does the system support creating a Subaward (or other 3rd party agreement) record automatically from proposal and/or award data?

Question 4.4.3b Does the system store data required to evaluate 3rd party qualifications at the proposal stage and manage compliance with terms, post-award?

Question 4.4.3c Does the system capture 3rd party budget and payment data?

4.4.4 Budget

Definition: Record of obligated and anticipated costs or price for an entire project or discreet portion of a project. May be at different levels of specificity for different projects/years/tasks.

Question 4.4.4a Can the system capture currencies other than U.S. Dollars?

Question 4.4.4b Does the system capture profit/fees as well as losses or negative values?

Question 4.4.4c Does the system have forced requirements for rates and/or pools?

4.4.5 Terms and Conditions and Compliance Requirements

Definition: Record of award terms and conditions from the sponsor, as well as applicable regulations, laws, and guidelines. Examples may include prior approvals, real and intellectual property rights, publication and publicity, substantial involvement, Conflict of Interest, Research Protocol Internal Review Board, FISMA and other security requirements, procurement, small business utilization, and travel.

Question 4.4.5a What terms and conditions, laws and regulations, are captured in the system?

Question 4.4.5b Are they data fields or text/comment fields?

4.4.6 Payment and Invoicing Elements

Definition: Record of invoicing and payment requirements applicable to the project, which may include: salary and other caps, rate or pool restrictions, cost sharing requirements, pricing mechanism (cost reimbursement, cost reimbursement plus fixed or incentive fee, time and materials, labor rates, fixed price), fees/profit, losses or under-recovery, payment schedules, and multiple funding sources.

Question 4.4.6a How does the system track and display these requirements in relation to budget data elements?

4.4.7 Negotiations

Definition: Records of internal and external conversations/discussions/communications between organizations. Negotiations may be between internal EDC staff/departments or between EDC and the sponsor or other third parties (collaborators, vendors).

Question 4.4.7a How does the system display the history of negotiations and decisions?

Question 4.4.7b What other data are negotiations connected to?

4.4.8 Sponsor Reporting Requirements

Definition: Reporting requirements mandated by a sponsor. Usually require either regularly scheduled or one-time written documentation of progress or compliance up to that date. Should specify when and to whom, delivery method, and may also include format requirements for the report. Ensuring that reporting requirements are completed in a timely manner, whether or not submitted and/or approved, and accessing previously submitted reports is a common task for users of the system. May include technical, financial, property, small business subcontracting, close-out reports.

Question 4.4.8a How does the system capture report due dates/frequency and verify submission?

Question 4.4.8b How Is reporting data triggered by or linked to any other data elements?

4.4.9 Organizational Information

Definition: Information about direct and/or prime sponsors of an award, collaborators on a project, including third party organizations EDC subgrants to and/or procures goods and

services from, or other groups with which our company interacts. Data collected may include contact information, audit and insurance information, organizational intelligence (e.g. terms accepted; issues encountered; procurement).

Question 4.4.9a Does the system connect organization data tables with any other data elements? If so, which ones?

4.4.10 People Information

Definition: Information about individuals often associated with Organizations. This list could include EDC employees working on a proposal or award, sponsor and third party contacts (e.g. subawardee, vendor, consultants on individual contacts), individuals to receive invoices or reports, etc. Information may include salaries, vetting, compliance/regulatory/training requirements by individual (Service Contract Act and eVerify applicability, Human Subjects/COI training).

Question 4.4.10a Does the system connect “people” data tables with any other data elements? If so, which ones?

4.4.11 Audit Information and Other Reviews

Definition: Records program audit data, captures audit information performed by or on subawardees or vendors, legal counsel in and information about countries EDC is working in.

4.4.12 Property

Definition: Records ownership of property/equipment, including intellectual property, including details about the life-cycle of the property (acquisition, location, rights, disposition, etc.).

Question 4.4.12a How does the system display the history of intellectual property? From initial creation within a project, to when the project is over and it is used by a new project or licensed to others?

4.4.13 Close-out and Archiving Elements

Definition: Records close-out requirements, including reports, disposition of property, etc. Records where files are stored/archived and record retention requirements.

4.5 Functionality

The following functionality sections represent the potential features which are being considered by EDC for implementation in the Grants and Contracts Management System. This is a comprehensive list. However, EDC recognizes that an offeror’s system may not accommodate all items. Systems that accommodate subsets of these functional requirements will be considered subject to the evaluation criteria in Section 3.4.

For each Function listed below, please:

1. Indicate if your system provides the defined functionality;
2. Provide a brief description of a) *how* your system implements that functionality (1-2 paragraphs, indicating which Data Elements that functionality operates with/upon, b) if it integrates with other functions (ie electronic routing of proposals flows into document storage), and also c) note any limitations on the functionality), and
3. Answer any specific questions included in each specific Functionality section.

4.5.1 Document Storage

Definition: The ability of the system to store and retrieve electronic documents. May include additional functionality such as searching, bookmarking, version tracking, collaborative editing, check-in/check-out, etc.

Question 4.5.1a Where does the system store documents in relation to the data elements? Are documents stored within a file system or within the database?

Question 4.5.1b How does the system organize the stored documents?

Question 4.5.1c What controls are inherent in the system for access to sensitive or confidential information such as budgets?

4.5.2 Integration Capabilities

Definition: The ability of the system to interact with other enterprise systems. This includes the ability to import properly formatted data, join external data sources to internal reporting functionality, export data in standard formats and/or ability to edit/read data directly from a database. This may be implemented within the user interface, as special-purpose functionality available only to administrative users or through direct database access. System may also have the capacity to capture requests for and generate agreements with 3rd parties or other document creation, canned letters, etc., using data elements captured.

Question 4.5.2a Does your company sell any other systems that integrate with grant and contract management systems?

Question 4.5.2b Has your company created any customized applications to integrate with this system for other clients?

4.5.3 Reporting Functionality

Definition: The ability of the system to provide users with details about a data element or collection of data elements based upon a set of criteria. This includes some integrated functionality for specifying the criteria by which the data can be selected/sorted/aggregated. This functionality includes standard system reports, and customized user-defined options.

Question 4.5.3a What standard, “canned” reports does the system provide?

Question 4.5.3b What format are the canned reports created in? Is the data able to be manipulated or exported into other formats such as Excel by the user or is it fixed?

4.5.4 Work Flow, Electronic Routing, including approvals and process tracking

Definition: An integrated system that records approval, completion, or other status indicators of items by users. Required approvals/statuses can be defined in advance and organized such that changes in the status of one can trigger the requirement of others. May include proposal routing, award acceptance and project set-up, project management, reporting, process for initiating and approving lower tier agreements with third parties, subrecipient monitoring, procurement, or close-out.

Question 4.5.4a Does the system capture electronic signatures?

Question 4.5.4b Does the system provide time stamps at identified stops?

Question 4.5.4c How are approvals connected to data elements or other functionality?

4.5.5 Notifications; triggers by event

Definition: The ability of the system to generate a message of some sort to a user or users when a set of criteria is evaluated to be true. May be as simple as messages sent on a regular recurring basis, or as complex as customized reports sent only when certain specific data conditions are found to be true.

Question 4.5.5a Are there any notifications or triggers built into the system?

Question 4.5.5b Does the system allow notifications to be created based on administrator-defined criteria?

4.5.6 Licensing and Access

Definition: The ways in which the system is made available to users, and constraints and requirements on the staff who will be users. A flexible, secure system for assigning rights and permissions within the system to individual users or groups of users to alternately deny or allow access to certain functionality or certain data sets or subsets of data sets.

Question 4.5.6a Who are the typical users of the system? Who do your clients tend to deploy the system to?

Question 4.5.6b Where do your client users access the system from?

Question 4.5.6c Does the system currently operate in foreign countries? Are there any known issues? Does the system work with Citrix?

Question 4.5.6d Does the system allow for data entry delegated to different functional areas?

4.5.7 Data Entry and User Interface

Definition: The ways in which the user can enter and view data in the system. How the system enforces data validation and business rules and also provides flexibility to add/delete defined values for selected data elements and add customized data elements. How the system enables the user to view and search for data on screen without having to run a report.

Question 4.5.7a Does the system provide the ability to create templates based on award type to minimize data entry required for a standard set-up?

Question 4.5.7b Does the system provide ability to mass change data within and across awards, i.e. contact information, organizational hierarchy?

Question 4.5.7c Does the system provide ability to search and readily view all data for a specific award as well as like data across all awards?

Question 4.5.7d Does the system provide ability to customize screens based on user?

Question 4.5.7e For currency values, does the system allow for multiple currencies other than US\$?

Question 4.5.7f Does the system allow administrators to update “code table” values that are then used within the data entry process to ensure data consistency?

4.6 Reliability and Dependability

Definition: Data about your system’s uptime percentages and availability to users on different platforms and in different geographical locations, particularly in non-U.S. locations. Also include information related to the history of the ownership of the system through company mergers or acquisitions.

4.7 Support and Training –

Definition: Describe the system support your organization provides, including consultation, user documentation, and training.

Question 4.7a Please describe what technical you provide to users and administrators, including on-line and phone support.

Question 4.7b Does your organization provide functional and system training manuals, knowledge base or video training for users of the system, or customization services provided by the offeror?

4.8 Cost

For your proposed system, please provide illustrative cost and pricing details, and the basis for pricing including user and administrator access. All organizations must include any licensing fees, installation, setup, customization, consulting and training, help desk and technical support costs you believe are necessary or prudent. Please state explicitly all individual labor categories and rates as well as any assumptions made in the cost data.