

Invitation to tender

CMI – procurement notice for rights to use a PeaceTech software and consultancy services

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1. Object of the Service Contract

The Foundation now invites qualified and interested parties to submit tenders for the provision of a software that supports the Foundation's peace mediation work via participatory analysis and sense-making. The software's features shall include inclusive and participatory data gathering, multicriteria data analysis and decision-making functionalities, cross-impact and interdependency mapping capabilities, dynamic data visualization components, and planning tools for joint action.

Information security arrangements must be suitable for sensitive peace processes. Availability in different languages (or at minimum, different typeface facilities) is considered an asset.

Objective of the procedure: The objective of the procurement is to enter a contract for the rights to use a PeaceTech software and related consultancy services for use in projects within the area of peace mediation and conflict resolution.

2. Timeframe for the Service Contract

The timeframe for the service contract is set to start on 1 October 2024 and to end on 31 March 2026 comprising an 18-month period.

3. Service Contract Procedure

The Service Contract will be awarded through open procedure. CMI as the contracting authority may wholly or partially interrupt the procurement procedure for a justified reason. No compensation will be payable to tenderers for preparing a tender, presenting it or otherwise taking part in the procedure.

4. Expression of Interest

Those interested in this procurement notice are kindly asked to express their interest by e-mailing finance@cmi.fi. The subject of the email must have the reference "PeaceTech mjukevra och relaterade konsulttjänster".

After the expression of interest, the Terms of Reference will be shared, containing further details about the procurement and tendering process. The Terms of Reference will contain further instructions for the submission of clarifications or additional information about the tender.

Please submit your written expression of interest no later than 31 July 2024. Please note, the final day and time to ask clarifying questions regarding the Terms of Reference is on 31 July 2024 until 12:00. The final date to submit the full application for the tender is the 7 August 2024, 12:00.

5. Contents of the Tender

The offer shall be submitted via HILMA answering the sanctions compliance questions as well as submitting the following 2 documents / attachments:

1. **Document 1** under “Inkludera här "Appendix 1 - Bid Submission Form"”: this document shall include full answers to questions as listed in Appendix 1 – Bid Submission Form” of the tender documentation. Bidders may inquire the Appendix 1- Bid Submission Form as a “word.doc” via e-mail from finance@cmi.fi using the mail header “Submission form inquiry for Appendix 1 in word”.
2. **Document 2** under the “Inkludera här alla tilläggsdokument enligt "Appendix 1 - Bid Submission Form"” bidders are required to collect all the necessary documentation as listed below and attach as Document 2 as pdf:
 - Technical proposal for the software solution.
 - Proof of compliance with security and data protection standards.
 - References and case studies of similar projects.

The experts/consultants are expected to assume full responsibility for adequate travel insurance coverage and for paying any social charges due to a consultancy fee. All prices must be stated in Euros (EUR) and exclusive of value-added tax (VAT 0%) but shall include all other taxes and levies. All the costs will be paid against invoices.

6. Grounds for Exclusion

Bidders will be excluded from the competition if they are subject to an exclusion ground according to Section 80 of the Procurement Act. Bidders may be excluded from the competition if they are subject to an exclusion ground according to Section 81 of the Procurement Act.

The bid will be rejected if the bidder is subject to a sanction or asset freeze decision imposed by the EU, the UN, or the Finnish state. More information on sanctions can be found at um.fi/sanctions.

The minimum requirements for the bidder are stated in the invitation to tender and its attachments. Bidders who do not meet the minimum requirements set by the contracting entity for the suitability of the bidder will be excluded from the competition.

Bids that comply with the invitation to tender from suitable bidders will be included in the comparison of bids. If no price is indicated, the tender will be excluded from the competitive bidding.

7. Selection and Evaluation of Tenders

- Criterion: Type: Price Weight (points, exact): 30
 - Pricing of rights to use software.
 - Consultancy rate specifying hourly and daily rates.
- Criterion: Type: Quality Weight (points, exact): 70
 - Proven experience in developing and implementing collaborative risk management and data analysis solutions.
 - Expertise in participatory conflict analysis methodologies.
 - Strong track record of providing consultancy services and training.
 - Compliance with ethical standards and data protection regulations.
 - Adaptability of the features of the software solution in response to the various programmatic needs (projects).
 - Ability of the provider to tailor the consultancy services to match contextual needs (proven understanding on support to dialogue/ peacemaking activities)
 - Conflict sensitivity awareness of personnel of the service provider in consultancy roles.
 - Information security whitepaper or similar documentation provided, detailing (at minimum):
 - Software security of the SaaS and security approach in software development
 - Security architecture of the developer
 - Organizational security practices of the developer and provider (including incident management)
 - Transparent description of outsourcing practices and dependencies
 - Documentation related to GDPR compliance of the software.
 - Any relevant and official industry certificates issued to the provider (such as ISO 27001, ISO 9001, ISO 29119 and/or others).

For any queries or further information, please contact: CMI Finance Department
finance@cmi.fi