

Cardno Emerging Markets USA Ltd.
USAID Cooperation for Growth (CFG) Project

Request for Quotes
USAID CFG RFQ 2020-001

**Subject: IT Consultant for the assistance in FBO Database Development for USAID
Cooperation for Growth Project**

Contracting Entity: Cardno Emerging Markets USA Ltd., Washington DC, Belgrade
Representative Office

Location: Serbia, Belgrade

Issuance Date: December 4, 2020

Cardno Emerging Markets USA, Ltd. (Cardno), the Contractor, acting on behalf of the U.S. Agency for International Development (USAID) as implementer of the USAID Cooperation for Growth (CFG) Project, is soliciting bids from qualified, legally registered U.S. or Serbian, non-profit or for-profit companies and organizations, and non-governmental organizations (NGOs) interested in providing the assistance in developing an online web-based database of food business operators (FBOs) and the electronic platform to support inspection planning and oversight. The successful bidder will be responsible for ensuring achievement of specified tasks/deliverables.

I. BACKGROUND AND SCOPE OF WORK

About the Project

USAID Cooperation for Growth Project (USAID CFG) implemented by Cardno Emerging Markets USA is 4-year initiative launched in 2018, whose goal is to improve conditions for broad-based economic growth through improvements in Serbia's business enabling environment.

The USAID CFG focuses on improvements in the business enabling environment that increase predictability and transparency as well as remove regulatory constraints to economic activity, thereby creating a stronger foundation for investment and facilitating private sector growth.

The USAID CFG provides technical assistance, training, and other support to improve the business enabling environment, build channels of communication between public and private spheres and further develop financial markets.

Background to SOW

The Law on Food Safety stipulates that the production and marketing of food may only be conducted by a legal entity / entrepreneur registered in the Central Register of Objects (CRO)

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which is kept by the ministry responsible for agriculture and which contains the data on operators (Serbian: subjekti) and facilities sometimes referred to as establishments (Serbian: objekti) for production, distribution and/or storage of food and feed.

The primary purpose of CRO is to enable monitoring of food safety and traceability, as well as risk analysis since it is necessary for the registry to serve as one of the data sources for the planning of inspection controls. The obligation to keep a register is prescribed by Regulations 852/2004 and 882/2004 of the European Union, and similar registers are maintained in the countries of the European Union. In the Republic of Serbia, establishment, managing and content of the CRO is regulated in the Rulebook on the Content and Manner of Keeping the Central Register of Objects (Official Gazette of the Republic of Serbia No. 10/2010).

Regulations stipulate that the CRO should be a unique database of food business operators and facilities that includes all registers established in accordance with special regulations (Veterinary Law). Therefore, all subjects and objects registered in any of the registers kept by the Veterinary Directorate are considered to be registered in the CRO without having to submit the application for registration to the Agricultural Inspectorate.

However, in practice, any data exchange between different registers to a single database is lacking due to technical obstacles, and therefore the Agricultural Inspection Sector does not have access to data entered by the Veterinary Directorate and vice versa.

Based on the above-mentioned automatization and digitalization of business processes and the development of an online web-based Central database of food business operators and the electronic inspection support platform would be recommended.

Place of Performance:

Serbia

Objective

The objective of this Request for Quotes is to select a professional for the services of providing the assistance in developing an online web-based database of food business operators (FBOs) and the electronic platform to support inspection planning and oversight.

Scope of Work

The IT Consultant will support CFG Subcontractor to develop FBO Database. This support includes active participation and expert support on meetings, focus groups, workshops, and discussions during the system's implementation. During the implementation phase, the IT consultant shall review and provide technical support and feedback on all documentation and

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reports received from the CFG subcontractor (this includes but is not limited to documents such as the inception report). Other tasks also involve providing feedback to both CFG and the subcontractor on functionalities, business workflow, process automatization. Once the system's prototype is implemented, the IT consultant shall test all implemented software versions and timely provide feedback and change requests to the CFG subcontractor.

II. Tasks

In accordance with above mentioned, the vendor should perform the following tasks:

- Collaborate with vendor on the design and development of project FBO database
- Attend all the meetings with the stakeholders
- Act as a Liaison between the Project Staff and the **subcontractor** during the scoping, design and implementation of the Project FBO database
- Assist the CFG team during the User Acceptance Testing phase once the database has been developed and provide the needed feedback to the vendor

III. Period of Performance

Period of performance of the contracted services is December 20, 2020 until November 1st, 2021.

IV. Deliverables

1. Monthly report on provided assistance
2. Status report for each of the major milestones (inception phase, delivery of beta version, final software version)

V. Requirements for eligible bidders

Legally registered U.S. or Serbian, non-profit or for-profit companies and organizations, and non-governmental organizations (NGOs) with the relevant experience in development of websites.

VI. Award

Cardno/the Project anticipates awarding one Purchase order under this Request for Quotes. The anticipated period of performance of the Contract is expected to start from on or about December 15, 2020. All tasks should be completed until 1st of November 2021. The price of the subcontract to be awarded will be an all-inclusive fixed price. No profit, fees, taxes, or

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additional costs can be added after award. Under a subcontract all payments will be a fixed-sum, payable upon completion of deliverables. Deliverables and payment amounts, and dates will be defined in detail during negotiations.

Cardno/the Project will select the bid that offers the best value based upon the following evaluation criteria:

1. Technical approach (30)

The bidder should describe their overall technical proposal in terms of methodology approach

2. Past Performance and Experience (40)

Bidder's experience and capabilities in undertaking similar activities should be detailed here, including references.

3. Cost proposal (30 points)

Ensure consistency of the costs with the proposed effort for implementing specified tasks in line with technical approach.

The selection of the Offeror for award will be made by the Cardno/the Project Evaluation Committee based on the evaluation criteria above. The award is to be made based on the best overall (i.e., best value) proposal that is determined to be the most beneficial to the USAID Cooperation for Growth Project with appropriate consideration given to the three evaluation factors: Technical approach, Experience and Price.

Submission and deadline of bids

The bidders should submit firm fixed price cost proposal broken down per tasks. All cost information must be expressed in US Dollars. Bids including CV and references of the vendor clearly showing adequate technical background and relevant work experience should be sent by e-mail to: cfgkonkursi@saradnja.rs , **by December 15th , 2020, 4 p.m.** CET. Bidders can submit any questions concerning this RFQ in writing via email to cfgkonkursi@saradnja.rs .