



Request for Proposals: GFW Pro Application Maintenance and Product Knowledge Transfer

Summary of Procurement

WRI intends to award a Cost Reimbursement contract for web development and maintenance for the Global Forest Watch Pro platform. To bid on the scope outlined below, please submit the following information for each section of deliverables (#1-7 explained below) to Noel.Smyth@wri.org no later than **Friday, September 30th, 2022**. Work is expected to start on **December 1st, 2022**, or as agreed to by both parties. Please clearly state the total cost reimbursable with fixed cap price quote for the entire scope in the proposal.

Vendor Name:

Contract No:				
Work Order No:				
Work Order Period of Performance:	Start Date:	December 1, 2022	End Date:	December 31, 2023
Work Order Cost Structure:	x Cost Reimbursement with cap		Fixed Price	
Work Order Value:	Not to exceed \$500,000			

This Work Order ("WO") is entered into on December 1, 2022 (the "Effective Date"), by and between the World Resources Institute ("WRI") and (the "Consultant") (collectively "the Parties") and pursuant to and governed by the "Open Contract" between the aforementioned parties, dated [date TBD] (the "Agreement"), and is hereby made an exhibit thereof.

About the World Resources Institute

Founded in 1982, The World Resources Institute (WRI) is a global environmental think tank that goes beyond research to put ideas into action. We work with governments, companies, and civil society to build solutions to urgent environmental challenges. WRI's transformative ideas protect the earth and promote development because sustainability is essential to meeting human needs and fulfilling human aspirations in the future.

About GFW Pro

GFW Pro is a professional application and workflow management tool for commodity supply chain companies and financial institutions to utilize the power of GFW to manage their deforestation and land-use risk.

General Terms

This WO is subject to all of the terms of the Agreement. Notwithstanding the foregoing, if a provision of this WO specifically references a provision in the Agreement and provides that the provision of this WO shall control in the event of a conflict, then such provision in this WO shall control with respect to the work under this WO.

The term of this WO shall commence on the Start Date and shall expire on December 31st, 2023. In the event this WO exceeds the Term of the Agreement, the terms and conditions of the Agreement shall remain in effect for the benefit of this WO only.

Scope of Work

This work order is to work with the GFW Pro team and designated vendors in applying users' feedback and strategic UI and business logic to ensure GFW Pro provides to our users the most credible reporting of deforestation risk in commodity supply chains and maintain of the front end and database code bases. Early in 2023, the GFW Pro team will launch a Premium version of the application for fee. This scope includes development of additional Premium features to meet user business needs and to help GFW Pro scale. The GFW Pro team and designated vendors continue to build out internal information technology backend code base and data management architecture for the GFW applications.

This work order will continue work started during 2022 to onboard a team of full-time WRI consultant and transition the product development life cycle to this newly formed team. At the start of the contract, the Consultant will own and be the primary party responsible for the deliverables outlined in this scope of work. As the GFW Pro product team matures and continues to participate in development activities as outlined in the scope of work, the GFW Pro Product Management team will determine timeline for transition to internal ownership of the activities. At that time, the Consultant will assume a support and advisory role for the remaining GFW Pro development activities in the contract.

Consultant will be required to liaise, provide technical assistance and work with the GFW Engineering team and other designated third-party vendors, as outlined below.

Outputs/Deliverables

1. Continue knowledge transfer to WRI hired product development team. This includes:

- a. Provide technical project management for the GFW Pro Product Management team in the development of processes and the activities to ensure comprehensive knowledge transfer
- b. Document system technical specifications
- c. Lead knowledge transfer sessions by platform/contract component (i.e., security, server and code maintenance, deployment, testing, database extractions, etc.)
- d. Document, review and turn over all system, test scripts to be owned and managed by GFW Pro Product team.
- e. Coordination and technical support of GFW Engineering Team and GFW Pro Product Team.
- f. Provide technical assistance for up to 120 hours to GFW Engineering Team and GFW Pro Product Team to respond to technical questions on GFW Pro.
- g. Attend relevant scrum ceremonies and lead work breakdown as needed

2. GFW Pro design and code review. This includes:

- a. Rearchitect GFW Pro to be more extensible and API based.
 - i. Separate the current front end and the GFW Pro API into separate containers.

- ii. Design to allow for multiple versions of GFW Pro to allow for testing the platform with designated users in production
 - iii. Enact performance improvements to the front end user experience
 - b. Design microservices architecture and work with WRI internal development team to deploy
 - c. Review proposed changes to UI design and UI code based on user feedback and Premium feature design and development. Some areas of the site that are likely to require review this year: Pro manager, integration of a billing module for Premium subscription payments, PDF reports, list aggregation, API connection, Salesforce integration, and others.
 - d. Review UI changes to the code base, database, and Step Functions based on UI design for GFW Pro
 - e. Train WRI internal team on integration testing process (on QA environment) before assigning to product team to test on staging
- 3. GFW Pro data updates and integration of new data and analyses.** This includes:
- a. GFW provides data updates on a quarterly basis to all GFW applications.
 - b. Improve process for updating Pro GFW Lists, when a data update is available and ready for analysis processing.
 - c. Data updates will be done by the WRI backend team on GeoTrellis (10-15 data layers throughout the duration of the WO). The Consultant will make any front end and database changes required to accommodate data updates in coordination with the GFW Engineering and GFW Pro Product teams.
 - d. Some map data updates will become available during the WO. Notice will be provided we make best efforts to update in agreed quarterly timelines.
 - e. The maintenance consultant will work through data breaks with the GFW Pro GIS and GFW Information Technology teams when identified until resolution is found in the course of the quarter data update cycle.
 - f. Additional analyses will be prioritized for this year including Latin America Protected Areas, Natural Forests, cocoa risk, Tree Cover Loss 2.0, GHG emissions, among others. The Consultant, with the WRI internal team, will be required to help break down work, advise on architecture changes, and integrate into the GFW Pro platform.
 - g. Include GFW Pro internal product team as part of the update process to support knowledge transfer activities and eventual ownership of these activities by year end.
- 4. GFW Pro staging and production pushes.** This includes:
- a. Work with GFW Pro Product team to implement GFW Pro code base and database to Continuous Integration and Deployment across development, QA, Staging, and Production environments. This includes implementation of the required build tools and processes to implement CI/CD.
 - b. The GFW Pro maintenance consultant required QA, staging, and production pushes based the stipulation in this work order.
 - c. In addition to the above the maintenance consultant will be required to support a major UI design and development project to address user feedback and deforestation corporate and commitment reporting that will include UI design and business logic (including sharing, new analysis/metrics, reporting, and list aggregation).
 - d. Include GFW Pro internal product team as part of the deployment process to support knowledge transfer activities and eventual ownership of these activities by year end.
 - e. Train GFW Pro internal product team on different components of deployments and include all relevant team members to participate in deployment activities.

5. GFW Pro database extractions. This includes:

- a. Consultant will design analytics data model with secure ETL and a Power BI front end to accommodate continuous analytics capability for the GFW Pro Product Team and for future impact evaluation of the platform.
- b. Design must follow the GFW Pro data handling and management Policy.
- c. Include GFW Pro internal product team as part of the design and build activities to support knowledge transfer activities and eventual ownership of these activities by year end.

6. GFW Pro operational support and bug fixes. This includes:

- a. Provide support during normal business hours, 8/ 5 for front end code bases, database, and Step Functions for Geotrellis backend.
- b. Serve as a liaison between WRI and AWS / Hosting Security Partner. First line of response to production/support issues after assessment by WRI: Respond to Pro Preview Issues slack channel as soon as availability permits, and email within 24 hours.
- c. For bugs discovered in production, consultant will identify the root cause and will address the issues. Bugs are defined as errors found in Production version, that were contrary to expected behavior based agreed and testing documentation.
- d. Fixing production issues: provide an estimate for the resolution: 48 hours for the high-priority production issues, 4-5 business days to medium and low priority or more complex production issues. Implementation times will vary depending on the nature and severity of the problem. Production Issue will be considered any issue that prevents a user from using the system in a normal course of business as outlined in the requirements and user guides and where problem is contained within the code developed by the Consultant. WRI will facilitate access to end user systems if interactive troubleshooting is required.
- e. Server issues: If system is not available, bring the system back on-line within 24 hours. If the system cannot be brought back on-line within 24 hours, provide resolution estimate within 24 hours and bring the system back on-line within the provided timeframe.
- f. For new feature requests (application revisions and updates), GFW team will provide a description of the revision or update required. The Consultant will estimate the effort and cost. The GFW team will prioritize requests and work will commence as budget allows. Backlog will be reviewed on a bi-weekly basis by GFW Product Team and Consultant.
- g. Document diagnosis and resolution of issues as they arise and transition all of the above activities under this deliverable for transition to GFW Pro product team by end of calendar year.

7. GFW Pro server maintenance. This includes:

- a. Regular maintenance of GFW Pro Server
- b. Pro Application back-ups
- c. Regular maintenance and upgrades of the GFW Pro database
- d. Include GFW Pro internal product team as part of the maintenance process to support knowledge transfer activities and eventual ownership of these activities by year end.
- e. Migration of GFW Pro codebase to WRI organization

Timing

Table 1 outlines important project milestones and associated dates:

Table 1: Project Milestones and Dates

Milestone	Date
Proposal Question Deadline	September 23, 2022
Proposal Submission Deadline	September 30, 2022
Vendor Selection	October 15, 2022
Project Start Date	December 1, 2022

Once a consultant is selected, they will work with WRI to develop a more detailed timeline for delivering the services outlined in the scope of work. The Consultant will provide monthly breakdown of hours and cost by resource and categorized by the above deliverables.

Budget

The services outlined in this SOW will be provided on a reimbursable with cap price basis and will not exceed \$500,000 and will be billed monthly with itemized hourly invoices and activity reports.

Please note that WRI is an IRS-registered 501(c)3, tax-exempt organization. WRI is not VAT exempt. All prices or quotes should include VAT and tax, as applicable.

Guidelines for Proposal Submission

Eligibility

Potential vendors will be excluded from participation in this procurement if:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
- (b) they or persons having powers of representation, decision-making or control over them have been convicted of an offence concerning their professional conduct by a final judgement;
- (c) they have been guilty of grave professional misconduct; proven by any means which WRI can justify;
- (d) they have not fulfilled obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country in which they are established, or with those of a country in which WRI has an office or those of the country where the contract is to be performed;
- (e) they or persons having powers of representation, decision-making or control over them have been convicted for fraud, corruption, involvement in a criminal organization or money laundering by a final judgement;
- (f) they make use of child labor or forced labor and/or practice discrimination, and/or do not respect the right to freedom of association and the right to organize and engage in collective bargaining pursuant to the core conventions of the International Labor Organization (ILO).

All proposals must include a written statement confirming that none of the situations listed above apply.

Requirements

The selected vendor will be able to demonstrate capacity in similar work, particularly:

- Have experience processing, analyzing, and visualizing large geospatial data and building map-based, data-driven applications
- Have experience doing similar mission-driven work with social sector clients
- Can demonstrate capacity in the following areas: discovery and strategy, design, front-end and back-end development, and learning and testing
- Have experience with our technology stack

Proposal content

Prospective vendors should submit:

- **Cover letter:** Maximum of one-page briefly stating the vendor's interest and contact information
- **Relevant experience:** Examples of and references for similar work completed in the past
- **Project approach:** Clear description of the approach that will be used to complete services outlined in the scope of work and anticipated challenges
- **Budget:** Consultant must provide a budget table by deliverable in their proposal.

Expression of Interest, Deadline for Questions, and Proposal

All expressions of interest and questions about this RFP must be received via email to the contact below by **11:59pm on September 23rd, 2022** (Washington, DC). Answers to the questions will be shared with all parties who have asked questions or otherwise expressed interest.

Noel Smyth – Noel.Smyth@wri.org

Head of Product, Data Lab

Product Manager, GFW Pro

All proposals must be sent by **11:59pm on September 30th, 2022** (Washington, DC) in electronic format to the same contact listed above

Evaluation and Selection

Evaluation Criteria

The following elements will be the primary considerations in evaluating all proposals submitted in response to this RFP:

- Completion of all required elements outlined in the "Guidelines for Submission" section of this RFP
- Experience with relevant technology
- Experience with similar projects
- Overall cost of the consultant's proposal
- WRI will not consider proposals from consultants that are presently debarred by the U.S. government or named on any restricted parties lists

The bidder selected is at the sole discretion of WRI and will be based on a variety of factors, including price and non-price aspects of the response.

Selection Process

No proposal development costs shall be charged to WRI / all expenses are to be borne by the bidders. WRI may award to the bidder offering best value without discussions. However, WRI reserves the right to seek bidder clarifications and to negotiate with those bidders deemed to be within a competitive range.

WRI may, at its discretion and without explanation to the prospective consultants choose to discontinue this RFP without obligation to such prospective consultants or make multiple awards under this RFP. Contracts will not be awarded to consultants debarred by the US government or named on restricted parties lists, those which are subject to a conflict of interest, or fail to supply or are guilty of misrepresentation in supplying the information requested by WRI as a condition of participation in this RFP.

Proposals will not be considered if any illegal or corrupt practices have taken place in connection with this award.