

REQUEST FOR PROPOSALS (RFP)

Product Development Teams for Data Lab Applications

SUMMARY OF PROCUREMENT

The World Resources Institute (WRI) intends to award a cost reimbursable contract for the recruitment and hiring of several product development staff in Latin America (specifically Brazil, Colombia, and Mexico) to support at least six digital products managed by the Data Lab, WRI's core data innovation and delivery unit. The goal is to build the Data Lab's product development capacity to deliver state of the art geospatial applications.

WRI anticipates recruiting a diverse group of full-stack engineers, designers, and project managers. Some staff would dedicate all their time to one product, while other staff would split their time between multiple products.

The work outlined in this RFP will require the selected partner to understand the unique needs of each product in close collaboration with sub-contractors and subject-matter experts. Although all the products are generally map-based, they are built with different technology stacks, serve different audiences, and are managed by different teams internally at WRI. Therefore, the selected partner may be required to carry out several distinct recruitment processes to ensure that prospective staff fit the individual requirements of each product and team.

The team will initially be employed by the selected partner. After an agreed upon period of up to 2 years, and according to the agreed upon pricing schedule, WRI will have the right to hire designated resources as employees of WRI.

Proposals must be submitted by **5:00 PM ET on September 28, 2022**. Additional details are provided below. Work is expected to start between **October 24, 2022** and **October 28, 2022** or as agree to by both parties.

About the World Resources Institute (WRI)

Founded in 1982, WRI is a global environmental think tank that goes beyond research to put ideas into action. WRI works with governments, companies, and civil society to build solutions to the world's most pressing environmental challenges. WRI's ideas protect the earth and promote development because sustainability is essential to meeting human needs and fulfilling human aspirations in the future.

About the Data Lab

The Data Lab is WRI's core data innovation and delivery unit. Its mission is to use advances in data and technology to help our community improve lives, protect nature, and ensure just transitions. The Data

Lab provides robust technical support and guidance to leverage the technological possibilities of today in favor of a sustainable and equitable future.

About the Products

Recruitment efforts will focus on the following six digital products:

- **Global Forest Watch (GFW)** is a web application that enables near real-time monitoring of global forests. Users can explore hundreds of spatial datasets related to forest change in a dynamic web map, view summary statistics with interactive dashboards, and subscribe to near real time deforestation and fire alerts for custom areas of interest. It is built primarily with Node.js, Next.js/React/Redux, and MapboxGL.

Website: globalforestwatch.org

GitHub repository: github.com/Vizzuality/gfw

- **Global Forest Watch Pro (GFW Pro)** is a web application that provides organizations with a secure environment to analyze high volumes of proprietary areas of interest for forest deforestation by various landcover categories. GFW Pro is built primarily with Node.js, React/Redux, and the ArcGIS JavaScript API.

Website: pro.globalforestwatch.org

- **Systems Change Lab** is in the process of building a dynamic, open source data platform and is planning to launch in late 2022. The platform will serve as a 'one stop shop' to inform decision-makers of the progress and drivers of systemwide transformations by tracking 50+ required shifts across all systems, their drivers, and benchmarks. The platform is currently being built with PHP and Drupal on the backend, and React/D3/three.js for the frontend and visualizations.

Website: systemschangelab.org

- **Climate Watch** is an online visualization and open data tool that provides analysis to help policymakers, researchers and other stakeholders gather insights on countries' climate progress. The Climate Watch tools allow users to view [historical GHG emissions](#) as well as explore [country](#) and [sector](#) profiles for emissions and climate action trends. Climate Watch uses Ruby on Rails for its API and backend, and React/Redux for its frontend.

Website: climatewatchdata.org

GitHub repository: github.com/ClimateWatch-Vizzuality/climate-watch

- **Water Peace and Security** Global Early Warning tool is a web application that shows the outcome of a machine learning-based model that predicts water-related conflict over the next 12 months. We run the machine learning-based model on a quarterly basis and we

publish quarterly reports providing updated information and recommendations. The website also shows contextual data pulled in from the Resource Watch API.

Website: waterpeacesecurity.org

- **Aqueduct** is a suite of tools that use open-source, peer reviewed data to map water risks such as floods, droughts and stress. They include:
 - [Aqueduct Water Risk Atlas](#) maps and analyzes current and future water risks across locations
 - [Aqueduct Country Rankings](#) allows decision-makers to understand and compare national and subnational water risks
 - [Aqueduct Food](#) identifies current and future water risks to agriculture and food security
 - [Aqueduct Floods](#) identifies coastal and riverine flood risks, and analyzes the costs and benefits of investing in flood protection

Supporting Technology

The products listed above use two related application programming interfaces (API) maintained by WRI:

- **GFW Data API** provides access to GFW-maintained data and analysis services. In general terms, it is composed of four main pieces: dataset metadata, tile caches, analysis services, and downloads. It is built with PostgreSQL and several AWS technologies.

Website: data-api.globalforestwatch.org

GitHub repository: github.com/wri/gfw-data-api

- **Resource Watch API (RW API)** provides a set of common back-end services used to power many applications maintained by WRI. A key service that the RW API provides is a user management system that allows users to use the same login credentials across multiple products. The RW API makes use of a “microservice” infrastructure that allows users to develop custom logic to interact with the API’s services.

Website: api.resourcewatch.org

GitHub repository: github.com/resource-watch

SCOPE OF WORK AND DELIVERABLES

Product Staffing Needs

WRI would like to recruit a total of 9 product development staff:

- **GFW:**
 - Full-stack engineer (senior-level)
 - Full-stack engineer (mid-level)
- **GFW Pro:**
 - Full-stack engineer (senior-level)
 - Full-stack engineer (mid-level)
 - Full-stack engineer (mid-level)
 - User experience / user interface (UI/UX) designer
- **Systems Change Lab and Climate Watch:**
 - Shared full-stack engineer (mid-level)
- **Water Peace and Security and Aqueduct:**
 - Shared full-stack engineer (mid-level)
- Shared across all projects
 - Scrum master / project manager

Objectives

The following is a list of high-level objectives for this scope of work. More details are provided below in the Deliverables section.

For each product:

- Objective 1: Hire and onboard one or more product development staff from Brazil, Colombia, and/or Mexico
- Objective 2: Address technical debt
- Objective 3: Develop and release new features as directed by the relevant WRI product team
- Objective 4: Transition staff to WRI

Deliverables

For each product:

- **Objective 1**
 - a. Perform needs analysis to gain an understanding of the knowledge, skills, and abilities of staff to hire and process definition for candidate vetting process.
 - b. Identify a diverse slate of candidates and select candidates for hire and onboard upon product team approval of final candidates.
- **Objective 2**
 - a. Review code base and continuous integration / continuous delivery (CI/CD) processes to identify opportunities for improving the performance and maintainability of the product
 - b. Implement opportunities identified by the code review
- **Objective 3**
 - a. Design, develop, and deploy new features for the product as determined by the product team
- **Objective 4**
 - a. Develop transition plan and define process
 - b. Transfer product knowledge from external sub-contractors to internal product team
 - c. Complete transition of team to WRI

WRI will reimburse the selected vendor on an hourly basis as determined in the selected vendor proposal. Vendor will clearly depict the hourly charges for “team to be hired” and Vendor resources.

TIMING

Table 1 outlines important project milestones and associated dates:

Table 1: Project Milestones and Dates

| Milestone | Date |
|------------------------------|-------------------------------|
| Proposal Question Deadline | 5:00 PM ET September 16, 2022 |
| Proposal Submission Deadline | 5:00 PM ET September 28, 2022 |
| Select Vendor Presentations | October 3-7, 2022 |
| Vendor Selection | October 11-14, 2022 |
| Project Start Date | October 24-28, 2022 |

Once a vendor is selected, they will work with WRI to develop a more detailed timeline for delivering the services outlined in the scope of work. The vendor may propose an order for delivering the services as part of their proposal considering dependencies between services.

BUDGET & INVOICING

The services outlined in this request will be provided on a cost reimbursable basis. The contract amount will be determined based on the quotes provided in the required budget template (Appendix A).

In addition, vendors should note the following:

- **Invoice requirements:** When work has commenced, all subsequent invoices must include the following:
 - Narrative description of work completed
 - Itemized list of costs that are associated with specific services, as outlined in the agreed upon budget (Appendix A)
- **Proposal development costs:** 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 (see Evaluation and Selection below for more details). 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 vendors choose to discontinue this RFP without obligation to such prospective vendors or make multiple awards under this RFP.
- **Tax-Exemption:** Please note that WRI is an IRS-registered 501(c)3, tax-exempt organization. WRI is not VAT exempt. All prices should include VAT and tax, as applicable.
- **Travel:** No travel expenses are to be charged to WRI as part of this contract. If the nature of the work requires any individual travel, a separate contract between WRI and selected vendor will be agreed to.

- **Office Space:** WRI will not provide office space for selected vendor employees or sub-contractors.
- **Personal Computer Equipment:** Selected vendor to provide personal computer equipment and any necessary office supplies to the vendor employees or sub-contractors who work on this effort.
- **Firm 'Not to Exceed' Price:** Proposal must provide a 'not to exceed' price for each objective in the proposal.
- **Price schedule for transfer:** Proposal to include a sliding cost schedule for time of transfer of resources from vendor to WRI.

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 build, operate, transfer agreements
- Have regional networks for technology recruitment in Brazil, Colombia, and Mexico
- Have experience with our technology stack

Proposal Content

Vendors are required to include the following elements in their proposals:

- **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
- **CVs of primary team members:** Maximum of five
- **Project approach:** Clear description of the approach that will be used to complete services outlined in the scope of work and anticipated challenges
- **Required budget table:** Vendor must complete the budget template included in Appendix A
- **Additional requirements worksheet:** Vendor must complete the worksheet included in Appendix B
- **Vendor Presentation:** Overview of proposal delivered in a 60-minute presentation to WRI. 30 minutes for vendor presentation followed by up to 30 minutes of Q&A. Vendors will be notified by WRI for presentation schedule.

For questions regarding the technical requirements please contact Colin Stief, colin.stief@wri.org

For questions regarding the flow down clauses and subcontract template please contact Kevin Faragher, kevin.faragher@wri.org

Deadline for Questions and Proposal

All questions about this RFP must be received via email to the contact listed below by 5:00 PM ET on September 16, 2022.

All proposals must be sent by close of business 5:00 PM ET September 28, 2022 in electronic format to:

Colin Stief
Senior Product Manager, Global Forest Watch
colin.stief@wri.org

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 Proposal Submission” section of this RFP
- Experience with relevant technology
- Experience with similar projects
- Overall cost of the vendor’s proposal
- Approach to diversity and inclusion for the product team

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 vendors choose to discontinue this RFP without obligation to such prospective vendors or make multiple awards under this RFP. Contracts will not be awarded to vendors 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.

APPENDIX A: REQUIRED BUDGET TEMPLATE

As part of their proposal, vendors must submit a completed version of the budget template shown below:

| Deliverable | Hourly rate (without any discounts) | Hours of effort | Cost (no discount) | Discount (as a percentage, if any) | Cost (discounted) |
|--|--|-----------------|-----------------------|---------------------------------------|----------------------|
| 1a. | \$50 | 1500 | \$75,000 | 20% | \$60,000 |
| 1b. | \$45 | 1200 | \$54,000 | 20% | \$43,200 |
| 2a. | \$50 | 1200 | \$60,000 | 20% | \$48,000 |
| Total fixed-costs | | | \$189,000 | | \$151,200 |
| 5. | \$45 | 125 | \$5,625 | 20% | \$4,500 |
| Total variable-costs | | | \$5,625 | | \$4,500 |
| Overhead or fees | | | \$22,000 | 20% | \$17,600 |
| Total for both fixed and variable-cost deliverables | | | \$222,250 | | \$177,800 |
| | | | | | |

Numbers shown are for example purposes only

APPENDIX B: ADDITIONAL REQUIREMENTS

Diversity, Equity & Inclusion

WRI welcomes, values and promotes diversity, equity and inclusion in its global workforce and across all areas of work. We believe that integrating these values into every action is morally right. It also increases our impact and fosters an innovative, more collaborative organizational culture. Diversity, equity and inclusion are integral to how we live our mission every day. Please provide the following requested information about your company for our consideration:

Highlight all that apply:

Small Business
Small Disadvantaged Business
Historically Underutilized Business (HUB) Zone Business

If your business is at least 51% owned, controlled, and actively managed by any of the following, please highlight:

Minority Person(s) Woman/Women Other Veteran(s)
Disabled Person(s)
Service-Disabled Veteran(s)
LGBT(s)
White/Caucasian

If Minority-Owned, please highlight:

Black/African American
Native American/Alaskan
Native Latino/Hispanic
Asian Native Hawaiian/Pacific Islander
Other

Highlight your certifying agency or agencies (if applicable):

Women's Business Enterprise National Council (WBENC)
National Minority Supplier Development Council (NMSDC)
National Gay & Lesbian Chamber of Commerce (NGLCC)
Federal government
State government
Local government
Certification Expiration Date:

Other information you would like to provide about your company's diversity: