

Pre-Bid Meeting for Long-Term Agreements (LTAs) for the supply of SaaS software licenses and implementation services for a Recruitment and Onboarding System for UNOPS

[Pre-bid meeting](#), 26 February 2024, 15.00 - 16.00 CPH time

UNOPS Attendees:

- Tushar Dighe - Chief Information Officer
- Oren Ginzburg - Process Innovation and Digitalization Director
- Angelica Gandrup-Marino - HR Digitalization Lead
- Charlotte Tarp Toelle - Head of PMO
- Alex Cuerpo - HR Technical Lead
- Diego Bragado Zapatero - IT Procurement Specialist
- Manjula Jayalal - Advisory Services Procurement Associate

Companies Participated:

- Ndimentionz Solutions Pvt Ltd.
- Quidgest
- iCIMS
- Avature
- ORACLE
- Phenom
- SmartRecruiters

Purpose of the Meeting:

The primary purpose of this meeting is to provide a comprehensive overview of the LTA, including its scope, objectives, and requirements. UNOPS aim is to ensure that all potential providers have a clear understanding of the expectations and deliverables associated with this agreement.

Aimed Outcomes:

1. **Clarity and Understanding:** UNOPS aims to provide all participants with a clear understanding of the bidding process, the scope of the LTA, and the specific requirements and expectations of UNOPS.
2. **Transparent Communication:** This meeting is an opportunity to establish open lines of communication between UNOPS and potential providers. We encourage participants to ask questions and seek clarifications to ensure a transparent and mutual understanding of the process.

Introduction (10 minutes)

- **Presenter:** Angelica Gandrup-Marino - HR Digitalization Lead
- **Content:**
 - Introduction of UNOPS participants.
 - Presentation of UNOPS
 - RFP Background Information
 - Q&A

Q&A (20 minutes)

#	Questions from bidders	UNOPS replies
1	Could you provide guidance on how to incorporate add-ons such as integrations and other license-related elements into the financial form? Currently, there isn't a designated section for these items in the financial form. Should they be included at this initial stage or addressed later? How should we approach integrating them into the financial form?	In the technical proposal, it's important to outline all necessary components for implementing the Recruitment and Onboarding solution. If any add-ons and integrations are deemed necessary to meet the UNOPS needs, that should be described in the technical proposal, and their cost should be included in the quoted price. This will ensure that the financial proposal provides a comprehensive overview of the implementation cost.
2	Do you have any rough dates/weeks in mind regarding demo mode and conceptual validation?	The evaluation of bids will commence immediately after the closure and the demo is tentatively planned to be requested around the middle of April with the conceptual validation to follow, but this is subject to change. Please note that this timeline may need to be adjusted based on the number of bids received.
3	In what language will the CVs and the system primarily interact with users? Is English the sole language of interaction, or any other languages as well	There are two aspects related to this question. Firstly, the user interface of the application must be in English, but Spanish and French support are also well received as UNOPS works in these languages as well. Secondly, while CVs are primarily received in English, they can also be in Spanish or French. English is a must, but additional language support on the platform is received favorably.

4	How can sustainability criteria, such as climate change mitigation and social responsibility actions, be addressed in the absence of company policies?	<p>Even if a policy is not held, disqualification will not occur, but fewer marks will be awarded against this criterion due to that reason.</p> <p>Please feel free to include or illustrate sustainability in other ways than through a written policy if, for example, your data is stored in cloud storage.</p>
5	What factors need to be considered when integrating the Human Capital Management (HCM) system with the existing ERP system	<p>Currently, HR data is housed within UNOPS ERP system, and integrations will be necessary between the selected system and the ERP. In the RFP, an implementation plan or complete turnkey solution is not being sought, but rather an insight into implementation methodologies, capabilities, and financial rates. It is understood that each solution will vary, and through evaluation and subsequent demos, a thorough understanding of design and implementation specifics is aimed to be gained, which will be further refined with the awarded vendor post-contract. Regarding ERP integration, sufficient integration points are expected to facilitate standard HRMS integration. Overall, it is not expected that all integrations be handled by the vendor as UNOPS will be able to handle the specific technical knowledge needed in order to integrate with the current ERP.</p>
6	Are there plans to expand upon the selected Recruitment and Onboarding system, or will other systems be sought out instead?	<p>The decision regarding whether to expand upon the selected Recruitment and Onboarding system or seek out other systems is currently unknown. If there's potential for expansion that aligns with the program objectives, it may be pursued. Otherwise, the possibility of exploring different specialized systems remains open.</p>
7	Could you please elaborate on why additional functionalities beyond recruiting and onboarding were requested in during the demo use case scenarios? I'm curious about the trajectory of this decision.	<p>The demo use cases will be reviewed to ensure that there are no misleading requests. Given that this RFP has undergone several iterations, it's possible that something may have been overlooked</p> <p>Follow up comment after the meeting: The demo cases have been reviewed and the whole second lot that is posted are not applicable. Apologies for the confusion, these can be disregarded and only the</p>

		usecases specified under LOT1 would be applicable for this RfP.
8	Could you please provide more insight into the data needs of UNOPS, particularly regarding the collection of data from the system?	There are significant challenges within UNOPS recruitment process, particularly related to data accessibility and decision-making based on data. The difficulty arises in obtaining accurate information for decision-making due to a variety of contract types and inconsistencies in data. The lack of standardized data makes it challenging to utilize HR data effectively within UNOPS, resulting in uncertainty and reluctance in using data effectively. Additionally, there's a focus on moving beyond standard recruitment metrics and exploring more holistic approaches to decision-making based on comprehensive data analysis. Overall, the aim is to use data effectively to improve decision-making and enhance recruitment outcomes within UNOPS.
9	Is the project intended to be rolled out in two stages, as indicated by the fields marked as Stage 1/Stage 2 in the Requirement Excel sheets	Please disregard the labels 'Stage 1' and 'Stage 2' as also clarified earlier
10	Are you envisioning that the platform would include skill tests, psychometric tests, and AI video interviews embedded within it, or are you considering connecting with external providers for these functionalities?	Bidders should propose what is possible with their system, as there isn't a specific requirement outlined. UNOPS is open to considering various options and encourages bidders to present what works with their product
11	We may not know which of our employees will be on this project before we get closer to implementation and might not be willing to share information about our employees. How should we proceed?	<p>As defined in the technical evaluation criteria, in sections 3 - 4.1 and 3 - 4.2, suppliers must provide the requirements outlined in the criteria. If the requirements mentioned in these sections are absent, suppliers will not receive points in these areas.</p> <p>Therefore please submit the CVs of those anticipated to work on the project and if the project begins and those individuals are not available, an approval of</p>

		UNOPS will be needed regarding the replacement profile. For the table with names, UNOPS would accept anonymised names if needed.
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