

**New Development Bank
Request for Proposal (RFP)
SWIFT Archive**

Owner: Information Technology Division

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**New Development Bank
RFP SWIFT Archive**

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1 Introduction and Background

1.1 Introduction

This is a request for the submission of proposals to provide: (1) SWIFT Archive; and (2) consulting services to New Development Bank (NDB). The purpose of this Request for Proposal (RFP) is to allow the Bidders who we believe are capable of delivering either service and have a realistic chance of succeeding in the process to submit a proposal to meet the scope and requirement defined herein. NDB will adopt a collaborative approach to the RFP process to enable each Bidder to put forward its best proposal. The outcome of the RFP process will be to confirm the Business Case and to select the final Bidder(s) to participate in detailed contract negotiation. It is expected that the service commencement date will be at the end of July 2019.

NDB remains technology agnostic in terms of the solutions that may be proposed, but highlight the following:

- The proposed solution should deliver an efficient service;
- It should be flexibility in usage, access, customization and reporting;

The RFP is split into three parts as detailed in the table below.

Part	Title	Description
1	Introduction and Background	This part introduces the RFP and provides the necessary background of NDB and the programme objectives.
2	Instruction to Bidders	This part contains details of the way in which this RFP process will operate, including the timetable, contact points, confidentiality obligations and format of responses. This should be reviewed in order to ensure that the Bidder puts in place the appropriate bid team governance mechanisms between themselves and NDB.
3	Service requirements	This part provides a description of the current NDB services, the scope of the services to be provided, and the specific requirements.

1.2 Background

1.2.1 NDB background information

The New Development Bank was formed to support infrastructure and sustainable development efforts in BRICS and other underserved, emerging economies for faster development through innovation and cutting-edge technology. The bank will partner nations through capital and knowledge, achieving development goals with transparency and empathy and creating an equal opportunity for the development of all countries.

1.2.2 Rationale for issuing RFP

The New Development Bank are looking for a SWIFT Archive to support the SWIFT related projects over the next 5 years and beyond.

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1.2.3 Scope Summary

The scope of this programme to implement a suitable solution for its SWIFT related projects.

Specific deliverables include:

- A SWIFT Archive solution.
- Consulting services for the configuration and implementation of the SWIFT Archive.
- On-going technical support for the SWIFT Archive solution.

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2 Introduction to Bidders

2.1 Project Phases

NDB has established clear programme objectives and in order to achieve these objectives, the sourcing process has been structured to enable benefit realization to start as soon as possible. NDB is adopting a collaborative process with the Bidders that will be characterized by openness, honesty and a clear focus on the NDB sourcing objectives.

Key project phases:

Phase	Title	Description
1	Request for Proposal (RFP)	A collaborative process focused on a detailed investigation of capabilities and approaches via the more formal RFP process.
2	Due Diligence and Negotiation	Due diligence and contract negotiations
3	Contact Finalization	Final contract negotiation and drafting, closure of parked items, contract signing.

2.2 RFP process timeline

The RFP process timeline is set out in the table below.

No	Session	Responsibility	Format	Date
1	RFP issued	NDB	Documentation	06/06/2019
2	Bidder confirms intention to bid	Bidder	Email	14/06/2019
3	Q&A sessions complete	Joint	Email & Verbal	20/06/2019
4	RFP submission	Bidder	Email	25/06/2019
5	Evaluation	NDB lead	NA	12/07/2019
6	Announce selection	NDB	Email	19/07/2019
7	Contract Negotiation	Joint	Meetings	22/07/2019
8	Contract Signature	Joint	Documentation	26/07/2019
9	Service Commencement Date	Bidder	NA	29/07/2019

2.3 Proposal Generation

2.3.1 General considerations

The Bidder should consider the following:

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Bidder personnel visiting NDB sites will be required to comply with the relevant site rules, including all fire evacuation, and health and safety procedures, security and confidentiality procedures and all other reasonable codes of conduct;

- Bidders are required to seek clarification of these RFP documents from NDB primary and secondary contacts as set out in Section 2.6 'Questions about this RFP' where it considers that the instructions or information provided are unclear.
- When completing the Proposal, please adopt the format detailed in Section 2.4 'Proposal Format'. Complete all sections, forms and spreadsheets and attach all necessary or required supporting information and return with the Proposal by no later than 25th of June 2019 the 'Bid Submission Date'. Proposals which do not comply with the requirements of this RFP, or which are submitted late may be rejected by NDB; and
- In the event that the Bidder wishes to provide an alternative proposal to any element of the RFP, they may do so only in addition to the requirements specifically requested in the RFP. All necessary supporting information, including costs must be supplied with any alternative proposal.

2.3.2 Bidder Requirements

In order to deliver the programme objectives highlighted in section 1.2.3, NDB is seeking a Bidder that best meets its defined high-level requirements. These requirements are split into three key areas, Commercial, Service, and Corporate. These requirements are defined in the table below:

Category	Requirement
Commercial	<ul style="list-style-type: none"> ▪ Provide a cost effective solution from both a licensing and implementation perspective. ▪ Ensure commercial flexibility ▪ Provide transparency in the fee / costs ▪ Agrees to a contract that protects NDB interests and is fair and reasonable to both parties
Service	<ul style="list-style-type: none"> ▪ Solution design that will provide a reliable service ▪ Operational agility / flexibility (add / remove capacity where required) ▪ Transition of service with minimal risk and a clear transformation plan ▪ Provide an innovation / market leading solution ▪ Ensure the solution is future proof ▪ Appropriate knowledge, experience, and expertise to deliver
Corporate	<ul style="list-style-type: none"> ▪ Actively identifies, manages and mitigates risk ▪ Compliant with applicable regulations, rules, and guidelines ▪ Fosters good relationships with staff ▪ Strong strategic fit with NDB ▪ Strong cultural fit with NDB ▪ Add value beyond the core scope of the service ▪ Provide effective governance ▪ Adheres to strong ethical practice and corporate social responsibility

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2.3.3 Bidder Q&A

NDB reserves the right not to answer any question felt to be inappropriate or for any other reason, and also reserves the right to issue any question from any Bidder and its response to all of the other Bidders unless agreed otherwise with the Bidder.

NDB will endeavor to respond to questions within a reasonable timescale but is not obliged to do so.

2.4 Proposal Format

2.4.1 RFP response format requirement

The Bidder is required to comply with the following RFP response formatting requirements:

- 1 The response must be structured in accordance with section 2.4.2 below;
- 2 The proposal must be signed by a duly authorized signatory of the Bidder (In the Executive Summary);
- 3 NDB requires that the proposals are prepared using MS Office or MS PowerPoint only;
- 4 The Bidder should NOT embed documents or website links in the documentation;
- 5 Each page should be numbered sequentially as Page n of nn, dated and identified with the reference appropriate document title;
- 6 All responses must be substantial enough to indicate, without ambiguity, that the Bidder has fully understood, and is attempting to satisfy, the requirements or elements of the proposal.
- 7 The Bidder should not include (or reference) any promotional materials in their response.

2.4.2 RFP response structure

The RFP responses should contain and be sequenced as set out in the table below.

Response structure	Description
Content Table	Table of content of the response
Response Summary	An executive summary of the Bidder RFP response (limited to a maximum of 5 pages single sided.)
Response	Bidder RFP response
Pricing	Bidder's fee
Other	As appropriate

2.4.3 RFP response deliverables

The Proposal (RFP response) should be provided as follows:

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- An electronic copy of the RFP response documentation, including appendices, in the form of encrypted and password protected zip archive should be submitted via email to the primary NDB contact person only. Contact details see in the section 2.6
- The RFP response archive password should be sent via email to the secondary NDB contact person only.
- The deadline for receipt is 18:00 (GMT + 8) on 25th of June

2.5 Evaluation

2.5.1 Evaluation Sources

The primary evaluation sources for this stage of the process are set out below (no particular order);

- RFP response
- Collaboration and interaction during the process

2.5.2 Evaluation Criteria

The programme evaluation criteria are based on the programme objectives. The criteria are split into 3 sections as set out in the table below.

Criteria	Sub-criteria
Commercial	Cost Flexibility Transparency Contract / ease of engagement / maturity
Service	Solution design Operational agility / flexibility Ease of transition and transformation Innovation Future proofing Credibility
Corporate	Risk management Compliance Staff Strategic fit Cultural fit Value add Governance approach Ethical practice and social responsibility

NDB retains the right to amend or vary the evaluation criteria at any stage and without notification.

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2.6 Questions about this RFP

NDB intends to maintain a fair evaluation process. Unless expressly agreed otherwise with NDB, Service Providers are instructed to only communicate through designated contact points highlighted below

The primary contact is:

Mikhail Usanov
The New Development Bank
Information Technology
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Pudong, Shanghai, 200120
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Tel: +86 21 80216157
Email: Baryshnikov.Alexander@ndb.int

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3 Service Requirements

3.1 High Level requirements

In order to deliver the programme objectives highlighted in section 1.2.3, NDB is seeking a Bidder that best meets its defined high-level requirements. These requirements are split into two key categories, Mandatory and Optional. These requirements are defined in the table below:

Category	Requirement
Mandatory	Archive handles SWIFT messages in MT and MX formats Support of various versions of SWIFT MX format Provide API for storing and retrieving data Storage of SWIFT data in a structured way Provide user interface Support role-based access control Comprehensive message searching by various criteria/filters (eg. Date, BIC code, ACK/NACK status, amount, type of FIN message, incoming/outgoing SWIFT messages archive browsing with expanded printout of messages Archived SWIFT messages can be exported in original format or as reports in various formats such as Excel, CSV and PDF for printing or further use Early SWIFT releases support Commercial support available SWIFT Registered Vendor Deployed as a SaaS in BRICS countries or on-premises in private NDB Alicloud
Optional	Integration with LDAP Integration with SSO Ability to extend the functionality and add new types of messages Matching of SWIFT messages with corresponding acknowledgments

3.2 Support

The Vendor shall provide support to agreed key users from the IT department during the agreed time frames; The Vendor shall indicate and provide various support channels to communicate on issues or questions regarding the SWIFT Archive (e.g. telephone, email, web portal).

The Vendor shall respect incident priority definitions, including response and resolution times, as set out in the to be mutually agreed Support Agreement; the Vendor shall report on the incident response and resolution performance targets (percentages)