

Asian Infrastructure Investment Bank

B-9 Financial Street, Xicheng District
Beijing 100033, China

July 12, 2017

REQUEST FOR EXPRESSION OF INTEREST For Selection of System Implementation Service Companies for AIIB Board Portal 2.0

REOI NO.: CP/GSC-17/035

The Asian Infrastructure Investment Bank (the Bank) invites Expression of Interest from system implementation suppliers, who can provide Implementation Service for the Bank Board Portal 2.0 system as outlined in Annex A (Simplified Terms of Reference) for consideration by the Bank in determining a shortlist of suppliers to be invited to submit proposals. The Bank will select the Supplier in accordance with the Bank Corporate Procurement Policy.

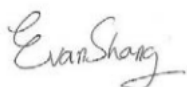
The letter of expression of interest (EOI) should provide information of the company's technical qualifications and experience in the implementation of Board Portal 2.0 system or similar services in the past 3 years, as requested in the Attachment 1 and 2.

System implementation suppliers who wish to submit an EOI must complete the information forms (Attachments 1 and 2) and submit EOI, **in electronic version (no hard copy will be accepted)** to the Bank through the mailbox: it.procurement@aiib.org no later than 23:59 pm **August 2, 2017** (Beijing time).

Interested suppliers may obtain further information by contacting:

Asian Infrastructure Investment Bank
Evan Shang, Senior Procurement Specialist
B-9 Financial Street
Xicheng District
Beijing 100033, China
E-mail: it.procurement@aiib.org

Sincerely,



Evan Shang

Annex A: Simplified Terms of References (STOR)
Attachment - 1: Form of Firm's Information and Experience
Attachment - 2: Form of Experts Information

Annex A
REQUEST FOR EXPRESSION OF INTEREST for
Selection of System Implementation Service Companies for
AIIB Board Portal 2.0
REOI NO.: CP/GSC-17/035

SIMPLIFIED TERMS OF REFERENCE

I. Background

1.1 The Asian Infrastructure Investment Bank (the Bank) is a multilateral financial institution established in January 2016. The Bank's 80 approved members and non-resident Board of Directors are spread across six continents and multiple time-zones. A highly-effective Board portal to support communication and collaboration between the management of the Bank and its membership is critical to the effective governance and operation of the Bank.

1.2 A recent assessment of the Bank's current Board portal and those of comparable organizations has uncovered opportunities for improvement across functionality and user-interface design. The Bank has therefore decided to invite a system-implementation supplier with demonstrable capacity and capability to build the Bank's Board Portal 2.0.

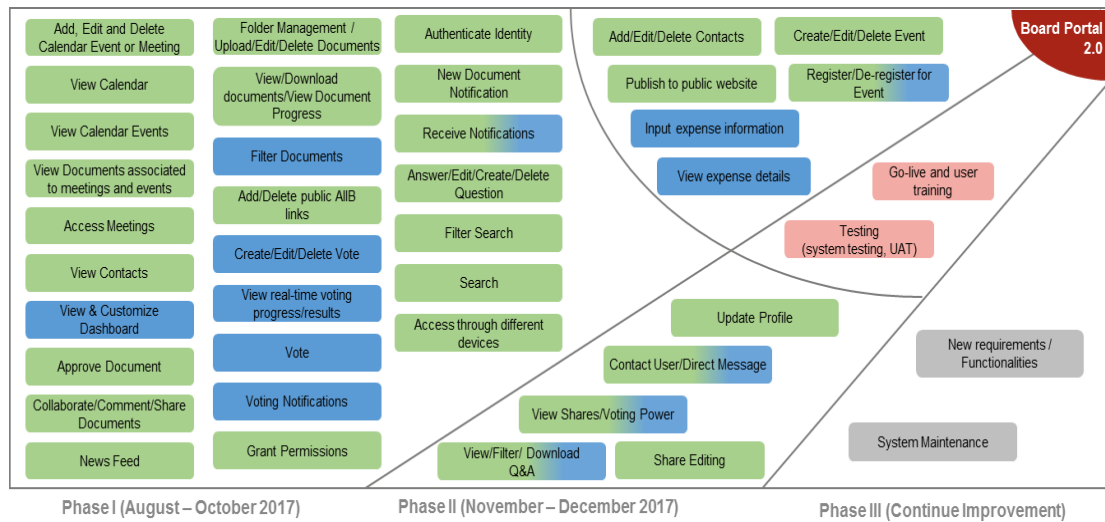
1.3 The Bank is planning to complete the implementation of Board Portal 2.0 based on defined user requirements and selected technical architecture solution. The Supplier could use the main user interface designed by the Bank for front-end development as well.

II. Objective

2.1 The project aims to complete the implementation of Board Portal 2.0 system which would develop in SharePoint Online platform based on defined requirements and technical architecture with planned road map.

2.2 The project plans to be completed within 5 months and to go live at the end of 2017. The implementation road map is divided into two stages. The first stage is to implement the functions with first and second priority. The second stage is to complete the implementation of the rest functions, finishing testing, going-live and user training.

(Figure 1 for your reference: The Bank New Board Portal System Implementation Road Map)



III. Main Scope of Work

3.1 The overall scope of this project is included, but not limited to:

- Develop the Board Portal 2.0 system in SharePoint Online platform with defined system architecture (see 3.2.1 System Architecture)
- Apply proper information security measures such as identity authentication, information rights management and etc to protect data security and privacy (see 3.2.2 System Security)
- Provide system interface to integrate other external systems (see 3.2.3 System Interface)
- Implement system functionalities based on defined business requirements (see 3.2.4 System Functionalities)
- Complete front-end development based on reference visual design
- Organize and conduct testing including system testing, UAT, go-live testing and etc to validate and verify the system
- Complete system on-line implementation and system deployment
- Provide user training and user support on a request basis
- Provide remote system maintenance and support since the Azure location would be Hong Kong or Singapore

3.2 System Description

3.2.1 System architecture

The system will be developed in SharePoint Online platform, the architectural framework should be single site including one parent site and 13 sub-sites.

3.2.2 System security

In order to ensure the data security and privacy, the system will apply several ways such as access management, identity authentication, Information Rights Management (IRM) and etc to secure the system. All users can access the parent site with certain access control and sub-sites only can be accessed by its members

3.2.3 System Interface

The system would integrate with other tools such as Skype for business and provide interface with external systems such as Google News, THE BANK public website and etc.

3.2.4 System functionalities

The Board Portal 2.0 system including 17 main functions:

- **EVENTS:** Ability to register attendance for smaller events and links to larger events (external events provider).
- **DOCUMENTS MANAGEMENT:** Simple document and folder hierarchy tagged by several variables, making content easy to find for users.
- **SEARCH:** Advanced Search with filters to allow users to find information quickly and easily.
- **VOTING:** Ability to approve, disapprove or abstain a vote through the Portal.
- **EXPENSES:** Board Members can submit their travel details and expenses through the Board Portal. The Corporate Secretariat can process approval and review expense status in real time. The setup shall streamline the process for both Board Members and Administration.
- **CALENDAR:** Easy to view calendar that includes all events and meetings.
- **DASHBOARD:** Dashboard displaying most relevant content to user; including notifications and calls to action.
- **NOTIFICATIONS:** Notifications to remind Board Members of deadlines, new documents, direct messages and announcements.
- **FORUM:** Ability to post questions, view answers from Corporate Secretariat and communicate with other Board Members.
- **SHARES:** Country share information inputted and automatically calculated through Portal, serving as a single source of truth.
- **CONTACTS:** Comprehensive Board Member profiles allowing users to both contact other users quickly but also understand how they can best work together.
- **NEWS FEED:** Near real-time news feed that pulls information from various news sources about key topics important to Board Members.
- **IDENTITY AND ACCESS MANAGEMENT:** Help protect data and reduce risk by identity authentication and user access controls in multiple ways.
- **PENDING ACTIONS:** Important meetings, events and documents surfaced on the Dashboard in due-date order.

- **SYSTEM ADMINISTRATION:** Board Portal site administrator could operate and manage board portal site, including configuration and log management, backup data, and etc.
- **LINKS:** Links to the Bank content from the aiib.org website that is relevant for Board Members.
- **MOBILITY:** Ability to access the Board Portal from multiple devices, wherever Board Members are.

IV. Resource Requirement, Criteria and Procedure

4.1 The bidder should demonstrate:

- Experiences of working for large companies, in particular with MNCs, MDBs.
- Experiences of working on similar portals supporting board and management operation (corporations served; international exposure);
- Demonstrated capability of SharePoint Online customization from frontend to backend for international corporate business needs, and other Microsoft services, including exchange, AD, Office 365 (number of cases and complexity);
- Pool of expert team (individual expert bio, skill mix, and availability through the project implementation period)
- Commitment and suggestion to service (maintenance and service period; responsiveness; multilingual service)

4.2 Criteria

Similar service experience over past three (3) years	Criteria
a) Experiences of working for large companies, in particular with MNCs, MDBs.	10
b) Experiences of working on similar portals supporting board and management operation	20
c) Strength of SharePoint customization for international corporate business needs	30
d) Strength of expert team	30
e) Commitment and suggestion to service	10
	Total score: 100

4.3 The EOI submitted will then be evaluated and the most qualified and suitable firms will be shortlisted. Only shortlisted firms will be sent the Request for Proposals.

4.4 Preparation and submission of the EOI document is the responsibility of the applicant and no relief or consideration can be given for errors and omissions.

4.5 Firms submitted EOI documents shall not communicate with the Bank unless it is called for by the Bank.

ATTACHMENT - 1
Template for Firm's Information and Experience

1. Consulting Firm Profile

{AIIB is to obtain more information of the firm.}

Firm's Name and Acronym:	Country of Incorporation:
Firm's Address: (Street name, City, State/Province, Country, ZIP code) Phone No. Office: Mobile: Email: Website:	Relation with the parent company, if any.

2. Project References

*[Please select **most relevant** projects to demonstrate the firm's experience.]*

Period	Client	Project	Country	Role of the Firm (As lead firm or partner?)	Value of the Contract

ATTACHMENT - 2

Form for Experts and Service Rates

[Please provide the information of the key experts in your firm available for this assignment, and their daily service fees in the following form]

No.	Name of Expert	Category/Job Title	Years of experience	Rate (per day)
				0
				0
				0
				0
				0
				0
				0
	Total			0

Eligibility Declaration

We, the undersigned, certify to the best of our knowledge and belief:

- ☐ We confirm that the project references submitted as part of this EOI accurately reflect the experience of our firm.
- ☐ We confirm our firm has ever been convicted of an integrity-related offense or crime related to theft, corruption and fraud.
- ☐ We understand that any misrepresentations that knowingly or recklessly mislead, or attempt to mislead may lead to the automatic rejection of the EOI or cancellation of the contract, if awarded, and may result in further remedial action, in accordance with AIIB's Policy on Prohibited Practices (PPP).

Signature by the authorized representative: _____