

Open Call for Proposal Competition Bidding
“Development of a New Finance System”

2015/2/19

Okinawa Institute of Science and Technology School Corporation

Table of Contents

1 . Proposal	2
1 . 1 Submission of Proposal.....	2
1 . 2 Proposal Requirement	3
2 . Proposal Evaluation	4
2 . 1 Preliminary Examination	4
2 . 2 Presentation	5
2 . 3 Evaluation on proposals	5
2 . 4 Treatment of the open call and the proposal	5
3 . Requirements.....	6
4 . Question regarding the proposal	6

1 . Proposal

1 . 1 Submission of Proposal

- (1) Electronic and paper copies of the proposal must be provided (20 in English, 2 in Japanese and electronic in English and Japanese).
- (2) OIST will not accept any alternative proposal which does not follow the open call.
- (3) Simple and easy expressions must be used for the proposal so that non-experts can easily understand.
- (4) Glossaries or notes must be attached to the proposal when technical terminology is used.
- (5) Proposals must be created the guidelines from RFP (Request for Proposal).
- (6) Language used in the proposal must be English and Japanese, and the currency must be Japanese yen.
- (7) The proposal must be formatted to A4 page size, written horizontally, and include a cover, a table of contents and have numbered pages. They must use letters and numbers with a font size of 10.5 or larger.
- (8) Every figure and table used in the proposals must be named and numbered.
- (9) The maximum length of the proposal is 150 pages. The contents must be explained simply and clearly.
- (10) A draft of SLA (Service Level Agreement) based on the proposal must be attached to the proposal with each copy (1.1 (1)).
- (11) The vendor may submit company brochures, CDs or books attached with the proposal or separately. However, the vendor must notify relevant OIST staff in advance, when these files are sent separately.
- (12) Deadline for submission of proposal is
Until 1:00 pm March 16, 2015 (Mon)
- (13) Place of submission :
Yuiko Matsuda, Procurement & Supplies Section, Okinawa Institute of Science and Technology School Corporation
1919-1 Tancha, Onna-son, Kunigami-gun Okinawa, 904-0495
TEL: +81-(0)98-966-8469 FAX: +81-(0)98-966-2887

1 . 2 Proposal Requirement

The vendor's proposal must include the following items:

(1) Cover page and table of contents

The proposal must include a cover page and a table of contents which are easy to understand for OIST staff. Priority must be put on understandability of the contents.

(2) Executive Summary

The executive summary should explain briefly, the whole proposal, within 10 pages. The following items must be included:

(I) Characteristics of the proposal

(II) Summary of the proposal and a status of response to OIST's requirements

(III) Master schedule and business structure (names of involved parties)

(IV) Summary of the estimated cost and important conditions

(V) Contact information for the responsible people for the proposal

(3) Proposal towards OIST's requirements (details)

The vendor is required to explain their proposal, which can meet the requirements shown in the open call. The vendor must also provide response to the system specifications (for functions, forms, and interfaces). OIST accepts proposals which can meet the requirements shown in the open call only, and will not accept company brochures, manuals, specifications, and supporting documents, without the proposal.

(4) Additional proposals to make the requirements better

Aside from the requirements of OIST shown in the open call, the vendor may suggest to add features which the vendor thinks may be in the benefit of OIST. Also technical backgrounds that support the proposal may be included.

(5) Schedule & Working Organization

The items below (I to V) should be clearly stated in the proposals. The optional items can be omitted, but if these items are described in detail, it is subject to evaluation.

(I) Gant Chart (mandatory)

- (II) Work Organization and responsibility (mandatory)
- (III) Methods of management and promotion (mandatory)
(e.g., Methods of progress management and project management)
- (IV) References and information from the vendor (optional)
- (V) Additional request from the vendor required for project completion
(mandatory)

(6) Estimated Cost

Whether the proposed estimated cost is within OIST budget range or not will be subject to evaluation. The estimated cost must be submitted in the designated form (appendix). The vendor can add items to the estimation form if necessary. The information which supports the estimated cost should also be mentioned in the form.

(7) Company information and experiences

The vendor must provide their information and experiences including the company's business operations, business areas, strong business fields, and experiences in providing similar system developing services.

If there are any other subcontractors, cooperative companies to be involved in the project, the vendor must declare and submit information on those companies with the proposal.

2 . Proposal Evaluation

2 . 1 Preliminary Examination

After submission of the proposal, preliminary evaluation is conducted at OIST to select qualified proposals to be evaluated.

(1) Document screening

In document screening, OIST confirms whether the vendor's proposal meets the evaluation criteria ("Threshold") (see appendix). The result of the Preliminary Examination will be sent to the vendor via email by Wednesday March 18, 2015 (JST).

2 . 2 Presentation

After the preliminary evaluation, the qualified vendors should provide a presentation of their proposal as follows:

(1) Presentation

The vendor is requested to explain in detail the contents of the proposal. The presentation must be provided by a project manager and staff. The presentation must be created in Microsoft Power Point or printed material. OIST requires that the project manager and the finance team leader, who will have been specified in your response to the RFP, participate in the presentation. The presentation must be within 1 hour, and thereafter Q&A session will be held for 1hour.

(2) Date : Thursday March 26, 2015

Detailed time schedule will be notified to qualified vendors.

(3) Venue : 1919-1 Tancha, Onna-son, Kunigami-gun Okinawa, Japan
Okinawa Institute of Science and Technology School Corporation

(4) Language : English

2 . 3 Final Evaluation on proposals

The proposals shall be evaluated based on the evaluation criteria (“Proposal,” “Presentation,” and “Standard deviation”) (see appendix), and OIST will choose the best proposal.

(1) The result of the final evaluation will be notified via E-mail by Friday March 27, 2015.

(2) The vendors who have been rejected as a result of the evaluation may request an explanation of the reason for that judgment in writing or by E-mail in accordance with the following.

(I) Period for submission : Until 5:00 pm, Monday April 3, 2015

(II) Place of submission : Please see 4. (2)

2 . 4 Treatment of the open call and the proposal

(1) Any cost incurred for creating the proposal and other expenses (including travel expenses) shall be borne by the vendor.

(2) The proposal shall be void if there is a false statement in the proposal.

(3) The proposal, after submission, shall not be returned.

(4) The vendor must not publish, nor use any information, obtained by the creation

process of the proposal for other purposes without approval of OIST.

- (5) OIST may make copies of the proposal, as necessary for evaluation.
- (6) OIST shall not use the proposal for purposes other than this procedure, without approval of the vendor. However, OIST may make the proposal public when necessary for ensuring fairness, transparency, and objectivity.

3 . Requirements

Please refer to the RFP (Request for proposal) for requirements.

4 . Questions regarding the proposal

If there are any questions about the open call, specifications etc., they must be asked on the inquiry form, which must be sent via E-mail in accordance with the following.

- (1) Period for submission:

Until 5:00 pm, Wednesday February 25, 2015

- (2) Place of submission:

Yuiko Matsuda, Procurement & Supplies Section, Okinawa Institute of Science and Technology School Corporation

1919-1 Tancha, Onna-son, Kunigami-gun Okinawa, 904-0495

TEL: +81-(0)98-966-8469 FAX: +81-(0)98-966-2887

E-mail:tender@oist.jp

- (3) Answer:

The answers for the questions submitted within the deadline will be sent to participants who submitted NDA (Non-Disclosure Agreement) to OIST in advance.