

Terms of Reference (ToRs)

Open Public Procurement Data

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SUMMARY OF REQUIREMENT

1. The **Foreign, Commonwealth and Development Office (the Authority)**, represented by the British Embassy in Mexico City, seeks to appoint one **Service Supplier to provide technical support for the publication of Mexico City's procurement data in Open Contracting Data Standard (OCDS)**.
2. The work will be undertaken under the supervision of the Anti-Corruption, Digitalisation and Competition Policy Unit at the British Embassy in Mexico City, through regular planning and review meetings with the delivery partner to ensure that the work plans align with the Transforming Procurement Systems Programme's (TPS) vision and objectives, and review progress against these.
3. Active knowledge transfer is a deliverable to occur between a technical specialist on OCDS implementation and Mexico City's Digital Agency development team.
4. The primary beneficiary of this project will be Mexico City's Digital Agency/ Agencia Digital de Innovación Pública (**ADIP**), as part of Mexico City Government.
5. A final report in English with a summary in Spanish, with key recommendations will be expected to be presented to the British Embassy team as part of the knowledge transfer and handover at the end of the present engagement.

INTRODUCTION

6. Mexico City's Digital Agency is building "Tianguis Digital", a digital platform to register, conduct, and monitor the city's purchasing procedures under the guidelines of openness, competition and transparency.
7. The objective of the platform is to contribute to the transformation of the operation and control mechanisms of public procurement through digital tools that:
 - a) Aid Purchasing Units to carry out daily activities (planning and executing of public spending) in a more agile and efficient way.
 - b) Provide tools to the supervisory government agencies for the monitoring and auditing of procurement processes.
 - c) Provide citizens with public spending and procurement processes information in real time and in accordance with the open contracting data standard (OCDS).
8. ADIP started procurement data openness efforts through collaboration with the UK Global Digital Marketplace (GDMP) programme. As a result, the project managed to link Mexico

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City's purchasing data with the Open Contracting Data Standard (OCDS) through the Tianguis Digital Administration Panel.

9. As part of the efforts to open, monitor and trace public spending, the ADIP, in collaboration with the Ministry of Finance (CDMX), has developed systems to improve the management and operation of public purchases, as well as publish timely information on the procurement procedures carried out in Mexico City.

OBJECTIVES

10. Publish Mexico City's procurement data in accordance with the Open Procurement Data Standard (OCDS) within the Tianguis Digital public purchases system.
11. Provide citizens and government officials with an adequate tool to follow the money, from planning and assurance to contract award and execution.
12. Provide accessible and reliable information to a multiplicity of interested parties.

METHODOLOGY

13. Interested parties are expected to provide a description of their methodology and implementation plan to achieve this project's objectives within the estimated time frame.
14. The implementer must consider that due to COVID-19, work will primarily be carried out remotely, but may require face to face work subject to health and safety possibilities.
15. The methodology must be accompanied by a detailed budget with the cost of proposed activities, and goals for implementing each activity, and the CVs of the team members that would conduct the work.

OUTPUTS/ DELIVERABLES

16. Clear and detailed **work plan** based on evaluation metrics to build an Open Contracting portal through the different systems available. This work plan must be in Spanish and agreed with the ADIP team and approved by the British Embassy.
17. Products to achieve the objectives detailed above, including but not limited to:
 - **Consolidation of the backend system of the Administration Panel** as a concentrator of information for its publication in accordance with the OCDS.
 - **Building of the necessary services** to facilitate the gathering of information from the following systems: Business Opportunities, PAAAPS, Suppliers Register, Clarification Board, Presentation and Opening of Proposals, Electronic Auction, Pre-quotes and Requisitions, among others.

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- **Reconstruction of the Administration Panel** so other variables can be added for publication in OCDS.
 - **Creation of the Open Contracts Portal of Mexico City**, with the following, but not only, services:
 - Anchoring on [Tianguis Digital](#).
 - Home
 - About
 - OCDS services
 - Subscription and suggestion services
 - Viewing and downloading of available information by stage (planning, tender, award and implementation), in different formats (csv, xls, api, json, md5, etc.) and with different filters and download options.
 - Visualization of performance indicators, public procurement statistics and dynamic graphs both at the central level and by purchasing units.
 - Viewing and downloading of Mexico City's awarded contracts information in different formats (csv, xls, api, json, md5, etc.) and with different filters and downloading options.
 - **Ensure interoperability** of all systems with the all of the modules of Tianguis Digital. Guarantee proper functioning of the Administration Panel for the Buying Units of the Tianguis and the home page for the general public.
 - Activities could include review of functionalities to correct flaws, piloting for implementation, and training.
 - **Perform development activities** to improve upon existing module functionalities in Tianguis Digital, including but not limited to *Oportunidades de Negocio*, *Concurso Digital*, *Junta de Aclaraciones*, *Presentación y Apertura de Propuestas* and other modules developed during the contract term.
 - **Develop a backend and data base infrastructure** for adequate storage and safeguarding of information and personal data associated with this project.
 - **Regulatory compliance** for the publication of information in accordance with the OCDS and the relationship with the Open Contracting Partnership.
18. **Documentation** related to the technical and administrative delivery of the services provided, including manuals related to the transfer of knowledge to ADIP.
19. **Final report in English and summary in Spanish**, with an additional summary of the final deliverables achieved and recommendations for future developments.

Other considerations

20. Joint bi-weekly meetings with the British Embassy and ADIP team in which suppliers will report advancements.
21. Monthly meetings with the British Embassy team in which suppliers may raise any issues.

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KEY DATES

22. The contract will be starting as soon as possible in accordance with the procurement timeline and it is envisioned to terminate once **the project has been completed within 24 weeks of commencement date.**

<u>Output I (paragraph 16):</u> A clear and detailed work plan based on evaluation metrics to build an Open Contracts Portal that includes its construction based on the systems available. The work plan must be in Spanish and agreed with the ADIP team and approved by the British Embassy.	Kick-off engagement with the Authority and beneficiary entity.	1 October 2021
	Draft of assessment considerations and action plan to be delivered to the Authority.	8 October 2021
	Action plan of activities signed off by the Authority and beneficiary entity.	15 October 2021
<u>Output II (paragraph 17):</u> Products to deliver the project's objectives.	As per milestones agreed and signed off (Output I)	By the end of the contract
<u>Output III (paragraph 18):</u> Documentation related to the technical and administrative delivery of the services provided, including manuals related to knowledge transfer.	As per milestones agreed and signed off (Output I)	By the end of the contract
<u>Output IV (paragraph 19):</u> Final report in English and summary in Spanish, with a summary of the final deliverables achieved and recommendations for future developments.	As per milestones agreed and signed off (Output I)	By the end of the contract

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*Subject to previous agreement between the Authority and the Service Supplier, dates for delivering the output might change. This may be particularly the case as a result of Covid-19.

Reporting structure, logistics and other arrangements

23. The Service Supplier will report to the Anti-Corruption, Digitalisation and Competition Policy Unit at British Embassy in Mexico City.
24. The British Embassy team will assist in accessing government agencies or other key stakeholders if this should prove necessary. The decision of when to accompany the supplier to meetings will be taken by the British Embassy team. All the structure, logistic and other arrangements to carry on this project should be under the responsibility of the service supplier.

Key Dates for tender, evaluation and signing contract

Activity*	Dates
Invitation to Tender	02 September 2021
The tender closes	22 September 2021
Evaluation of proposals	23-24 September 2021
The responses are sent to participants**	27 September 2021
Contract sign-off	27-30 September 2021
Start working	1 October 2021

*Applicants who do not follow application procedures will be automatically disqualified.

**Date may be reviewed if interviews are required.

25. Applicants who do not have the required qualification and experience should kindly abstain from applying, as their applications will not be considered.
26. Only shortlisted candidates will be contacted and no telephone enquiries will be dealt with.
27. Shortlisted candidates may/ may not be invited to attend an interview before a final decision on selected candidate.
28. The appointment will be subject to local and British Embassy security checks and other verifications including references, educational and professional.
29. The British Embassy in Mexico is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidentiality.
30. Please send proposals to the following email: Mexico.Political@fcdo.gov.uk
31. Due to the amount of applications received, The British Embassy in Mexico will refrain to provide any feedback after the results of the tender are released.

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SKILLS AND COMPETENCES

32. The expert(s)/organisation will have to demonstrate knowledge and experience in:

- A) Implementation of Open Contracting Data Standard (OCDS) and other open data standards, desirable previous experience with public sector organizations.
- B) Best practices to achieve transparency in public procurement.
- C) Open data and digital platforms.
- D) Provision of consulting services to development and product teams through collaborative work.
- E) Excellent communication skills in both English and Spanish.
- F) Open source software delivery (candidate must provide examples of previous systems and tech stacks).
 - Systems architecture to define open source solutions.
 - API design to export open data to external consumers.
 - Technical knowledge on database architecture and management, especially PostgreSQL.
 - Programming skills in Python and Django
- G) The suppliers must hold a Mexican passport or have permission to work in Mexico and sign a confidentiality clause for the information managed during the development of the project.

BUDGET

33. The maximum budget for the service, covered under these terms of reference, will be no more than **£19,500 UK pounds**, including all applicable taxes and associated fees.
34. The supplier will propose the overall budget for this work which must be inclusive of all applicable taxes, overheads and travel costs for any field visits. Bidders are expected to show VfM and not reach the budget ceiling if costs can be lower. Payments will be made in arrears upon receipt of the final product, after any updates have been incorporated and signed-off by the British Embassy. **All the expenses caused by the development of the project must be included inside of the general budget, and there are not extra-expenses out of this budget.**
35. The British Embassy has the right to select the most appropriate payment method from either against a Contractor invoice via credit transfer or by GPC. If the Embassy elects to pay against an invoice via credit transfer, then the Contractor shall submit his invoice to the invoicing address stipulated by the Embassy within 28 days of meeting any milestone

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set out in the request for quotation to the satisfaction of the Authority or otherwise within 28 days of supplying the Goods or Services to the satisfaction of the Embassy. The Embassy shall pay the Contractor within 30 days of receipt against an undisputed invoice by payment direct to the Contractors bank account as a credit transfer.

EVALUATION OF PROPOSAL

36. The British Embassy will open the tender to different organisations that could potentially deliver the project. The Embassy will award the organisation that delivers the best value for money and the quality of the methodology proposal.
37. Interested parties are asked to tender an outline approach of how they would deliver the services mentioned above. The methodology should include a detailed budget for the cost of proposed activities and the CVs of the team members that would conduct the work. UK organisations may wish to consider including local experts in their proposed teams.
38. The British Embassy will evaluate the proposals according to the documents Project proposal form; and Schedule of prices & rates. Weighting for each document will be **70%: Project proposal form (technical proposal); and 30% Schedule of prices & commercial (Value for Money)**. No feedback of the evaluation proposal will be provided due to the amount of work.

DUTY OF CARE

39. The Service Supplier is responsible for the safety and well-being of their Personnel and Third Parties affected by their activities under this Contract, including appropriate security arrangements. They will also be responsible for the provision of suitable security arrangements for their domestic and business property.