This document provides a rapid overview of the specific steps to conduct the financial service provider tendering process. This document complements the Financial Service Prover Tendering Process and should be used in tandem. Please refer the Gantt chart at the end which provides a visual representation of the process over the course of the 7-week procurement period.

1. Review FSP Tendering Process & Treasury Policies: It is important to review the FSP Tendering Process and all attachments as well as the series of Global Treasury polices as a first priority – this will set the roadmap for the procurement.
2. **Who:** PM, Procurement Lead, HoOps, Finance
3. **How Long**: 2 hours
4. **Reference**: Point #1 of the FSP Tendering Process.
5. Draft Procurement Activity Plan: The plan should include: (1) each step of the process; (2) who is responsible (3) Who is supporting and (4) Timeline for completion for each step
6. **Who:** Programmatic Staff, Finance Manager, HoOPs
7. **How Long:** 2 hours
8. **Reference**: Point #2 FSP Tendering Process
9. Make a Procurement Email Address: If not already done so, develop a procurement email address for the RFP to be sent
	1. **Who:** Procurement Lead, IT
	2. **How Long:** 1 hour
	3. **Reference:** Point #3 FSP Tendering Process
10. Develop the FSP SoW: A SoW for a service provider is used to provide detailed information about a procurement activity to potential bidders.
11. **Who:** PM, Cash TA
12. **How Long:** 2 Days
13. **Reference:** (1) Point #4; (2) FSP RFP-Ethiopia JEOP Example / pg. 8-11
14. Conduct FSP SoW Review Meeting: To ensure it is consistent with programmatic goals and informs the targeting for vendor selection. You will need CP and Regional Finance approval to move forward.
15. **Who:** Programmatic Staff, Procurement Lead, HoOPs
16. **How Long:** 1 hour
17. **Reference**: Point #5 FSP Tendering Process
18. Contact the CP’s primary banking institution[[1]](#footnote-1): To discuss the SoW and gauge their capacity to participate as candidate in the tendering process.
19. **Who:** Finance Manager,Programmatic Staff
20. **How Long:** 1 hour
21. **Reference**: Point #6 FSP Tendering Process
22. Meet with the Global Treasury Manager: Global Treasury will approve the decision to proceed with advertising the EOI/RFP. This will be a skype meeting and it is advised to send the SoW and Questionnaire prior to the meeting
23. **Who:** PM, Procurement Lead, HoOPs
24. **How Long:** 1 hour
25. **Reference**: Point #8 FSP Tendering Process
26. Develop a Bid Committee: The choice for the Bid Committee members is based on the skills necessary to comprehensively evaluate the proposals. For FSPs, Programs, Finance and GKIM (if electronic transfer) will be mandatory, but compliance staff and the HoOps could also be involved depending on the staffing structure in the CP.
27. **Who:** Procurement Lead,Programmatic Staff, HoOPs
28. **How Long:** 2 hours
29. **Reference**: Point #10 FSP Tendering Process
30. Expression of Interest (EOI): CRS seeks EOI’s to shortlist potential bidders before then seeking detailed bids. EOI’s are used when CRS is seeking to gather more information about a possible procurement, such as data on specifications, innovations, and alternatives available in the market.
31. **Who:** Procurement Lead,Programmatic Staff, Finance Manager, HoOPs
32. **How Long:** 2 hours to draft EoI **/** 1-2 Week advertising **/** ½ day Bid Review
33. **Reference**: (1) EoI-Ethiopia JEOP Example; (2) Point #11a FSP Tendering Process
34. Draft the Request for Proposal (RFP): The team should be drafting the RFP once the approval from Treasury has been secured.
35. **Who:** Procurement Lead
36. **How Long:** 5 days to write and review / 1 day to develop Questionnaire
37. **Reference:** (1) [Procure-to-Pay Procurement Manual](https://global.crs.org/communities/procurementcommunity/Procurement%20Manual/Forms/AllItems.aspx) –Section 6: Preparation and Solicitation of Documents; (2) FSP RFP-Ethiopia JEOP Example (3) Point #11b FSP Tendering Process
38. RFP – FSP Proposal Submission Timeline: If this is a limited/restricted bid, the RFP and any attachments is sent directly to the FSPs and proposal submission timeline can range b/w 2 to 4 weeks depending on the urgency and capacity of the field of FSPs. If it is a National or International open bid process, it should be advertised in the predetermined newspapers, list-serves, etc. for a minimum of 4 weeks.
39. **Who:** Procurement Lead
40. **How Long:** 2-4 weeks
41. **Reference:** N/A
42. Draft Evaluation Criteria: To score the proposals submitted by the FSPs, it is necessary to develop FSP Scoring Criteria. The criteria come directly from the questionnaire developed for the RFP – Same questions asked are the same questions evaluated.
43. **Who:** Procurement Lead
44. **How Long:** 2 Days
45. **Reference:** FSP Tender Evaluation Template
46. Evaluation Criteria Validation: Once the Evaluation Excel Sheet has been drafted, the Bid Committee comes together to validate the weighted scoring.
47. **Who:** Bid Committee w/Procurement leading
48. **How Long:** 1 Day
49. **Reference:** FSP Tender Evaluation Template
50. Pre-Bid Conference: The Pre-bid conference is conducted 2-3 days after the RFP has been sent out and is designed to offer participating FSPs to ask any questions they may have regarding the FSP.
51. **Who:** Procurement Lead, PM
52. **How Long:** 2 hours
53. **Reference:** Point #13 on FSP Tendering Process
54. Bid Opening: Bids must be opened in the presence of the bid evaluation committee.[[2]](#footnote-2)
55. **Who:** Procurement Lead, PM
56. **How Long:** 2 hours
57. **Reference:** Point #14
58. Bid Evaluation Process (Preliminary/Full Review)**:** The preliminary examination helps eliminate bids that do not meet the mandatory criteria specified in the solicitation documents from further consideration. The full review of the proposals is the most critical part of the procurement process and is the culmination of all the processes and procedures described above. Bid evaluation is comprised of four main components: (1) Administrative Evaluation; (2) Technical & Compliance Evaluation; (3) Financial Evaluation
59. **Who:** Bid Committee
60. **How Long:** 2 Days
61. **Reference:** (1)Point #15 on FSP Tendering Process; (2) FSP Tender Evaluation Template
62. Interview Process: After the proposal review is finalized by the committee there will likely be additional questions, need for clarity or a need to get more specific information before a final selection decision can be made. Once the bid committee has shortlisted the FSPs, schedule an interview where the FSP will be required to present their product and answer any outstanding questions.
63. **Who:** Bid Committee
64. **How Long:** 2-3 Days (Interview should be approximately 2 hours)
65. **Reference:** Point #15c on the FSP Tendering Process
66. Negotiation[[3]](#footnote-3): Once the top candidate has been determined, it is time to move into negotiations. Negotiations during the tendering process are allowed, if provided for in the solicitation document.
67. **Who:** Programmatic and Operations Team
68. **How Long:** 3 Days
69. **Reference:** Point #17 on the FSP Tendering Process
70. Selection of the Winning Bidder: The overall objective of the evaluation process is to ensure that the final bidder selected to provide goods or services has the capacity and capability to perform the requirements in the solicitation documents.
71. **Who:** Bid Committee Recommends
72. **How Long:** 1 hour
73. **Reference:** Point #18 on the FSP Tendering Process
74. Due Diligence: Prior to final approval the Due Diligence check must be completed - only those bidder(s) that CRS is contracting with need to go through the due diligence process – including reference checks
75. **Who:** Procurement and 1 other staff
76. **How Long:** ½ day
77. **Reference:** Point #19 on the FSP Tendering Process
78. Approval of the FSP of Choice: Once approved at the CP level. It is ultimately approved by Global Treasury. Please follow the steps under Point #20 on the FSP Tender Process.
79. **Who:** HoP, CoP, CR, GTM (Follow Authorization Matrix)
80. **How Long:** 1 day
81. **Reference:** Point #20 on the FSP Tendering Process
82. Contracting Process: The Contracting Procedure is separate and should follow the CRS Procurement Contracts Policy POL-PUR-POS-001 at the contracting stage. It should be started well before the final choice of FSP has been made.
83. **Who:** HoOPs
84. **How Long:** 2-4 weeks
85. **Reference:** Point #21 on the FSP Tendering Process

*Please find the* ***FSP Quick Reference Guide Timeline*** *below*

**FSP Quick Guidance Activity Gantt Chart**



1. Standard Chartered Bank is the lead international banking partner for CRS HQ and country programs [↑](#footnote-ref-1)
2. Please refer to the [Procure-to-Pay Procurement Manual](https://global.crs.org/communities/procurementcommunity/Procurement%20Manual/Forms/AllItems.aspx) pg 50. [↑](#footnote-ref-2)
3. Please refer to the [Procure-to-Pay Procurement Manual](https://global.crs.org/communities/procurementcommunity/Procurement%20Manual/Forms/AllItems.aspx) pg 65. [↑](#footnote-ref-3)