

Development of Software Resource Specification (SRS) for Redesigning of BEE's Standards and Labeling (S&L) Application Registration Portal

CLASP is seeking a consultant/organization to develop the scope for redesigning BEE's S&L application registration portal.

DUE: 17 January 2024 at 23:59 ET **QUESTIONS: mchandra@clasp.ngo**

About CLASP

CLASP serves at the epicenter of collaborative, ambitious efforts to mitigate climate change and in the global movement for clean energy access, through appliance energy efficiency policies. Our mission is to improve the energy and environmental performance of the appliances & equipment we use every day, accelerating our transition to a more sustainable world. We work hand-in-hand with governments, experts, industry, consumers, and other important stakeholders to propel policies and markets toward the highest quality, lowest resource-intensive appliances possible.

CLASP has worked in more than 100 countries since inception in 1999. CLASP is headquartered in Washington, DC, with teams in China, Europe and the United Kingdom, India, Indonesia, and Kenya. We are [mission-driven](#) and committed to a culture of diversity, transparency, collaboration, and impactful work. See our [Team Page](#) to learn more about us.

In India, CLASP works closely with Bureau of Energy Efficiency (BEE) by providing technical assistance and capacity building support on appliance energy efficiency in line with BEE's priorities. CLASP has also supported the expansion of BEE's appliance energy efficiency policy framework to cover a wide range of residential, commercial, and industrial energy intensive products. This has resulted in reduced greenhouse gas emissions and peak electricity demand, reduced consumer energy costs, and expanded access to high quality appliances. In partnership with key national stakeholders, we advance policy compliance, education and outreach initiatives to foster an ecosystem for resource-efficient appliances and equipment.

Background

BEE introduced the Standards and Labelling (S&L) program in 2006 to improve energy efficiency of residential, commercial and industrial appliances/equipment in the country under Energy conservation Act, 2001.

The primary intent of the S&L program of BEE is to minimize the energy consumption of appliances while ensuring the equipment performance. The scheme aims to provide information on the energy consumption characteristics of appliances based on the star rating. The star rating ranges from 1 to 5 in the increasing order of energy efficiency. As on date 35 appliances / equipment are covered under S&L program, out of which 16 appliances are under mandatory regime while remaining are under voluntary regime (please refer www.beestarlabel.com).

To enable manufacturers, traders, and importers participate in the S&L program; BEE maintains and operates a dedicated web-based portal <https://www.beestarlabel.com>. The portal serves as a single window platform for company and model registration of appliances covered under S&L program and processing of applications by BEE along with the timelines and labelling fee structure etc. For more information on implementation of the S&L program and operational procedures, please refer to comprehensive Operation Manual titled DISHA (Disseminating Star Labelling in Household Appliance) hosted at abovementioned portal. BEE also has a mobile application for Standard and Labelling program available on iPhone and windows phone. The mobile application is linked with the database of S&L Application Registration portal.

CLASP is seeking support to provide BEE with technical assistance with enhancing the S&L Application Registration Portal that manufacturers and suppliers use for filing applications for their labelled products, and for getting the labels for the products approved. The technical assistance is designed to prepare some of the preliminary information that could be used by BEE, when and if required, to solicit and identify contractors to redesign, redevelop the portal.

Timeline

Contract Timeframe: February 2024 – March 2024

Deadline for Application: 17 January 2024 at 23:59 ET

Application includes registering as a Consulting Partner and submitting the technical and financial proposals per the instructions below.

Deadline for Questions: 8 January 2024 at 23:59 ET

All questions must be addressed in English to Moumita Chandra at mchandra@clasp.ngo. We request all inquiries be made to this e-mail address and not by phone.

Scope of Work

CLASP is seeking to engage an independent consultant or agency which can provide CLASP with: (a) design and architecture of the S&L application registration portal, and (b) terms of reference for the redevelopment of the S&L application registration portal based on the draft design and architecture.

The Consultant will be responsible for successfully executing the following activities and tasks as part of the study. Execution of all activities and tasks must be conducted in close consultation with CLASP.

Task 1: Review the present process flow and gap analysis of S&L Application Registration Portal

- i. Conduct a thorough assessment of the portal including but not limited to its:
 - a. Functions
 - b. Process flow
 - c. Architecture, Information Technology (IT) infrastructure
 - d. User interface
- ii. Work with CLASP to understand:
 - a. Limitations in the present system
 - b. Functionalities and features required in the S&L portal for supporting the smooth implementation of S&L program in the future.
- iii. Based on the above assessment, document gaps and areas for improvement in the portal.

Task 2: Develop the design, architecture and terms of reference for redesigning of S&L application registration portal

Based on Task 1, define the design, architecture and terms of reference for redesigning the portal, including but not limited to:

- a. Portal functions - addition of new functions in the portal (i.e., data analytics, automation, improved decision making, visualization, dashboards etc.), improvement of existing functions.
- b. Optimization of process flow, if any
- c. Portal architecture which shall be sustainable with the growth of S&L Program in future.
- d. Information Technology (IT) infrastructure
- e. User interface – internal as external users
- f. User access management
- g. Data storage and security - integration of security measures to safeguard sensitive data and ensure compliance with relevant standards and regulations
- h. Portal performance and uptime
- i. Any other relevant parameters.

Key Milestones and Deliverables

1. Develop the present process flow of the existing portal along with gap analysis report.
2. Prepare the comprehensive SRS documentation outlining the proposed design, architecture and Terms of Reference for the updated portal.

Submittal

Register as a Consulting Partner

Interested parties must [register as a CLASP Consulting Partner](#).

Submit Technical and Financial Proposals

Interested parties should submit separate technical and financial proposals electronically, in English, via this [form link](#) (preferably in PDF format). The files should be named as per the following example:

[CONTRACTOR_NAME] _Technical Proposal_ RFP 2024-01-17

[CONTRACTOR_NAME] _Financial Proposal_ RFP 2024-01-17

The length of the technical proposal should not exceed 20 pages and should include:

- Detailed approach and methodology for the design, implementation, and management of the project.
- Detailed timeline for all project activities, tasks, milestones, and deliverables for the project within the time frame indicated above.
- Background and experience of conducting similar activities especially on defining the scope for developing and updating any web portal preferably for government agencies or public sector or regulatory bodies.
- Expertise in programming languages, web development frameworks, and database management systems.
- Expertise in conducting comprehensive system assessments and providing technical recommendations for developing any web portal.
- A summary of qualifications and experience of key personnel that will execute the project.

The financial proposal (in USD) should include a detailed budget with all direct and indirect cost estimates for executing the project, including a breakdown (in days) of the level of effort and costs associated with each team member that will be engaged in the project.

CVs and related summaries of experience and qualifications of proposed project team staff should be included in an Annex and should not exceed 10 pages.

Optional At This Stage – Fill Out Pre-Qualification Questionnaire (PQQ)

All contractors must [fill out the PQQ](#) before working with CLASP. This can be voluntarily completed at the RFP stage but will be mandatory if a contract is awarded.

The PQQ is a thorough due diligence screening aimed at gathering legal and financial information on prospective partners/vendors. Contract awards are conditional upon passing the due diligence screening. Organizations that have already completed the PQQ do not need to complete it again unless the structure of the business has changed. If you are unsure, please email Andrea Testa (atesta@clasp.ngo) to determine next steps.

Evaluation Procedure

A committee appointed by CLASP will evaluate proposals received. Selection of qualified companies or organizations will be based upon the following criteria:

- **Technical Evaluation Factors**
- **Financial Evaluation Factors**

All bids will be evaluated and ranked using Quality and Cost Based Selection (QCBS), with 80 percent of the score accorded to the technical proposal, and 20 percent to the financial proposal. The detailed evaluation criteria can be found in Annex A.

ANNEX A: EVALUATION CRITERIA

Technical Approach (35 points): The technical approach described in the proposals will be evaluated on:

- The demonstrated understanding of the overall project context (15).
- The detailed work plan and approach clearly defining the target objectives and the strategy to achieve the objectives as outlined in the scope of work (20).

Management Structure and Staff Qualification (25 points): The proposed management structure and staff will be evaluated on:

- The professional qualifications and the extent to which the requisite expertise and experience of the key personnel will directly contribute to the completion of the tasks (25).

Past Performance and Corporate Experience (20 points): The experience and capacities of the contractor will be evaluated based on:

- Past experience of conducting similar activities especially on defining the scope for developing and updating any web portal preferably in for government agencies or public sector or regulatory bodies (10).
- Expertise in programming languages, web development frameworks, and database management systems and experience in conducting comprehensive system assessments and providing technical recommendations for developing any web portal (10).

Cost Evaluation Factors (20 points): While the overall Technical Evaluation is the key factor in reviewing the proposal, the cost evaluation will be an essential factor in determining the final contract award and ability to remain in the competitive range and will be evaluated for feasibility, completeness, and practicality.

CLASP looks forward to reviewing your responses and would like to thank you in advance for your participation in this Request for Proposals. CLASP will notify all respondents who submit proposals when a decision has been made.

CLASP is an equal opportunity employer that celebrates diversity and are committed to creating an inclusive environment for all employees. CLASP's goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. CLASP complies with all federal, state

and local employment law in the countries we operate and is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity or expression, pregnancy, disability, political affiliation, personal appearance, family responsibilities, matriculation, genetic information, military or protected veteran status, credit information or any other characteristic protected under federal, state or local law.

Each person is evaluated based on personal skill and merit. CLASP's policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs.