Request for Proposal

MPP Expression of Interest Portal

1. Overview

The Medicines Patent Pool (MPP) is accepting proposals for the creation of a new portal for the Expression of Interest (EOI) system used by MPP and licence applicants. The selected provider will work closely with MPP's Legal and Business Development teams to produce the new portal, with activities beginning after selection on 8 December 2019. The selected provider will have to finalise the project by 1 February 2020.

2. Organisation description

About the Medicines Patent Pool:

The Medicines Patent Pool is a United Nations-backed public health organisation working to increase access to, and facilitate the development of, life-saving medicines for low- and middle-income countries. Through its innovative business model, the MPP partners with civil society, governments, international organisations, industry, patient groups and other stakeholders, to prioritise and license needed medicines and pool intellectual property to encourage genetic manufacture and the development of new formulations. To date, the MPP has signed agreements with ten patent holders for thirteen HIV antiretrovirals, one HIV technology platform, three hepatitis C direct-acting antivirals and a tuberculosis treatment.

www.medicinespatentpool.org

3. Deliverable

The selected provider will be responsible for creating and delivering a new secure and stable EOI portal to the MPP:

3.1 Objective

The MPP uses an EOI process in selecting licensees for particular licences by inviting qualified product developers to apply for licences to manufacture and sell licensed treatments in low- and middle-income countries. Applicants are expected to complete an online EOI form that features a number of questions designed to probe the

applicant's capacity, capabilities and record for manufacturing quality-assured medicines, regulatory plan, and a number of other factors that assist the MPP in its decision-making.

More about MPP's EOI process can be found here: https://medicinespatentpool.org/what-we-do/expression-of-interest/

The selected provider will create an online portal that would provide a secure and stable means to accommodate the several workflows inherent to the EOI process, each needing to be walled off from each other as follows:

- A **"Non-blinded" team** of MPP is responsible for posting the questionnaire for prospective applicants on the portal and is the sole point of contact with applicants. The Non-blinded team will serve as the "admin" of the EOI portal for all users.
- **Applicants** must be able to answer the questions and submit necessary materials within the portal, to be fielded by the blinded team.
- The non-blinded team fields submitted applications and redacts all materials to remove applicant identifying information prior to submitting the redacted application to the MPP **"Blinded" team** for evaluation.
- Further questions or points of clarification are to be relayed from Blinded team through Non-blinded team to applicant, and then back from applicant to Non-blinded team for further redaction as necessary, and then onward again to the Blinded team.
- Upon completing its evaluation, the Blinded team submits its assessment to the **MPP Managers** for a final determination on whether to approve or reject the application. This final determination will be communicated back to the Non-blinded team.
- The Non-blinded team then informs the applicant of the final determination.

The portal must be able to accommodate large files being uploaded and downloaded, must be easily customisable by MPP, and must allow for an expandable number of users, each having a secured log-in and access corresponding to the type of user.

All questions, responses, and relevant documents between the applicant/Non-blinded/Blinded teams should be able to be conveyed within the portal.

Each discrete act by any user should send a corresponding email to the relevant user(s) notifying them that the particular action has been taken and/or that an item requires attention or further action.

(For more details, see the EOI Portal flow represented in Annex to this document)

3.2 Maintenance and Technical Support

Services should at least include:

- Updating critical software
- Ensuring stability and continuity of service

- Ensuring security against data breach
- Fixing HTML or other errors that would obstruct usability
- Resolving usability concerns and solving user questions

Please include in your proposal your suggested system for managing issues/requests (error process, response time, priorities, transparency, client monitoring etc.).

4. Funding available

All proposals must include a budget and budget justification for all costs associated with this project. Costs must detail all components of this project.

5. Criteria

The proposal will be assessed according to the following criteria:

- Provision of clear timeline
- Technical expertise
- Experience
- Project management and customer service skills
- Fluency in English
- Cost-effectiveness

6. How to submit proposal

Please send an email to Hannah Moak (hmoak@medicinespatentpool.org) with the subject "RFP – EOI Portal" with your proposal, fees, and proposed timeline for deliverables.

Annex

4. NB team sends questions to Gx

5. Gx sends responses to NB team

1. EOI applicant (Gx) fills in application and attaches required files

3. Non-blinded (NB) team: receives notification that application is submitted (via email and website notification). NB team reviews app to ensure application is complete, redacts all documents for any details which would reveal Gx identity. If NB team has any questions, submits Q's to Gx via website directly on application form. Gx responds accordingly. NB team notified upon receipt. **NB team is the only point of contact with Gx**

2. Gx application is submitted to NB team

12. NB team notifies Gx of approval/rejection of applications

11. NB team is notified of final recommendation.

8. Blinded team group leader consolidates all questions for Gx and submits them on the portal, questions are sent to NB team, who submits them to Gx

6. Once redaction by non-blinded team is complete, all questions answered, non-blinded team submits application to blinded team for review

7. Blinded team: 4 individuals who review application independently and then discuss together offline. One member of the blinded is a group leader and consolidates feedback. If question arise, group leader consolidates all questions and submits them on the portal, questions are sent to NB team, who submits them to Gx. Once answers are received, NB team relays them back to blinded team (redacted). Only group leader of blinded team is able to submit questions directly on the portal and capable of interaction with NB team.

10. Manager team consists of 3 individuals. All three will receive the recommendation from the blinded team. Mangers meet offline to discuss application. They each then submit their final approval or rejection on the portal (approve/reject button) (TBD if ED submits the final recommendation or all three managers do).

9. Once all questions by blinded team are answered, blinded team formulates their recommendation & creates a presentation/document summarizing their recommendation (approve reject) for each application. The blinded team leader uploads the document and submits to managers. When submitting to managers, there is a approve/reject button. In addition to sending the recommendation document, the system will notify the managers the identity of the applicant.