

## **REQUEST FOR INFORMATION (RFI)** **SERVICES**

IDB Invest RFI # 25-004 - Technology Solution for the direct and indirect equity businesses  
Department: Equity Division (FSM/EQT)  
Beneficiary Country: United States of America

The Inter-American Investment Corporation (IDB Invest) aims to be the partner of choice for the private sector in Latin America and the Caribbean. We finance projects to advance clean energy, modernize agriculture, strengthen transportation systems, and expand access to financing. For more information about IDB Invest please refer to IDB Invest's website at [www.idbinvest.org](http://www.idbinvest.org)

### ***Section 1. Purpose of this RFI***

- 1.1 The purpose of this RFI is to obtain information, data, comments, or reactions from eligible<sup>1</sup> firms pertaining to state-of-the-art technology, designs, or technical literature related to products, systems, technologies, or other Services and estimated cost for budgetary purposes only. IDB Invest will evaluate the information submitted to determine which product, system, or technology should be identified in a future solicitation, typically a Request for Expression of Interest (REOI) and/or Request for Proposal (RFP) or Requests for Bids. This method is commonly used as a research tool to obtain the latest industry information and to assist IDB Invest in determining the most appropriate technology for its intended application. No contracts are awarded via this process.
- 1.2 All eligible firms, as defined in the [IDB Invest Procurement Manual](#) may submit a Response. Firms that have the required experience and competence relevant to the assignment shall be assessed and compared, and the best qualified and most experienced firms may be invited to participate in a subsequent REOI or RFP.
- 1.3 This RFI is not to be construed as either an RFP or an offer to contract and in no way obligates IDB Invest to do so. IDB Invest reserves the right to reject any or all participating firms for any reason or for no reason without recourse, to request substitution and/or clarification of any information provided, to ask for interviews with the firm's management staff, and/or to visit the participating firm's site. IDB Invest does not bind itself in any way to select any participating firm. No debrief will be provided to firms that have not been shortlisted.

### ***Section 2. Instructions to Respondents***

- 2.1 Responses must be delivered by email to [nabadguerra@iadb.org](mailto:nabadguerra@iadb.org) by no later than **August 15, 2025**.
- 2.2 The act of sending information to IDB Invest in response to this RFI shall imply the Respondent affirms that the individual submitting the Response is duly authorized to release general company information and financial data.

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<sup>1</sup> The IDB Invest Procurement Manual establishes general eligibility requirements.

2.3 Eligible firms may associate in the form of a Consortium/Joint Venture to enhance their qualifications. Such Consortium/Joint Venture shall appoint one of the firms as the representative, which will be responsible for the communications, and the submission of the corresponding documents.

2.4 IDB Invest now invites eligible firms to respond to this request, as per the intended Terms of Reference for the services. Interested firms must provide information establishing that they have the experience and are qualified to perform the Services. To ensure that all responses are evaluated in an equivalent fashion, eligible firms must submit a response that includes the information that clearly explains all issues addressed in the following section.

### Section 3. Services

3.1 The services include an end-to-end technology solution for sourcing, selecting and managing its portfolio of private equity, mezzanine and fund-of-funds transactions.

3.2 Eligible firms must submit their Response following the subsequent order:

1) Basic Information including:

Legal Entity Information:

- a) Legal Entity complete name
- b) Legal entity complete address
- c) Legal entity phone number

Authorized person from the firm to receive notices:

- d) Name
- e) Title
- f) Phone number
- g) E-mail address

2) Background and overview of your organization

3) Experience related to the requested services and presence in the private capital or alternative investments space

4) Resources and financial capacity to carry out the requested services

5) Solution Overview: Description of the platform, including core modules, technology stack, and deployment models (e.g., cloud, on-premises).

6) Functional Capabilities: Overview of features related to each area in the Scope of Services detailed in Annex A.

7) Implementation Approach: Description of typical implementation timelines/project schedule, resource requirements, and project methodology.

8) Customization and Configuration: Information on system configurability, customization options, and flexibility for evolving needs.

9) Security and Compliance: Overview of security architecture, data protection measures, user access controls, and compliance certifications.

10) Added value that the firm could offer to IDB Invest for this project

11) For budgetary purposes only, provide the estimated cost of your services, as a high-level overview of pricing structure, including licensing, maintenance, and professional services.

12) Client References: Examples of current or past clients with similar needs; case studies or references are welcome.

13) Completed Exhibit 1

## Annex A. Terms of Reference

### 1. Background

The Inter-American Investment Corporation (IDB Invest), a member of the Inter-American Development Bank (IDB) Group, is a multilateral organization based in Washington, D.C., that is committed to the development of Latin America and the Caribbean through the private sector.

As part of its mission, IDB Invest supports the private sector and state-owned enterprises through financing in the form of loans, equity investments, and guarantees. IDB Invest also partners with clients to provide advisory and training services.

In January 2016, the IDB Group consolidated its private sector operations in IDB Invest to better serve the region, clients and partners, and to maximize its development impact. IDB Invest offers the full array of private sector products and services previously offered across the IDB Group.

For more information, please refer to IDB Invest's website at [www.idbinvest.org](http://www.idbinvest.org)

### 2. Overview

IDB Invest is seeking information from qualified vendors to provide an end-to-end technology solution for sourcing, selecting and managing its portfolio of private equity, mezzanine and fund-of-funds transactions. The solution should support the full investment lifecycle—from origination and due diligence to portfolio monitoring, reporting, and exit. This RFI is intended to gather detailed information about available solutions, capabilities, and implementation approaches.

### 3. Objectives

The objective of this project is to get a comprehensive and scalable platform that can:

- Improve data management and transparency across the investment lifecycle.
- Support workflow automation, including approvals, documentation, and notifications.
- Enhance monitoring and reporting capabilities at asset, portfolio, and third-party funds levels.
- Facilitate performance analysis, risk management, and valuation tracking.
- Ensure integration with existing systems and alignment with internal requirements.
- Adopt Artificial Intelligence to improve investment decisions and efficiency.

### 4. Scope of Services

The solution should address the following functional areas:

- **Investment Origination and Pipeline Management.** Track potential investment opportunities, document interactions, and manage approvals.
- **Due Diligence Management.** Store and organize due diligence documentation, facilitate collaboration, and track review progress.
- **Investment Structuring and Execution.** Capture deal terms, capital structures, documentation workflows, and closing processes.

- **Portfolio Monitoring.** Track portfolio company performance (financial and operational metrics), covenants, milestones, and ESG indicators.
- **Valuation and Performance Reporting.** Maintain historical and current valuations, IRR calculations, benchmarking, and customizable reports.
- **Document Management.** Centralized repository with search, tagging, and security capabilities for legal agreements and supporting documentation.
- **Risk and Compliance Monitoring.** Tools for flagging exceptions, tracking regulatory requirements, and documenting internal reviews.
- **System Integration and Data Connectivity.** Integration with third-party systems (e.g., accounting, CRM, data providers) and APIs for data exchange.

Solutions that incorporate artificial intelligence to enhance functionality—particularly in automating or supporting tasks such as market and financial analysis, reporting, workflow automation, legal documentation drafting and revision, and/or portfolio performance insights—are highly encouraged and will be viewed favorably.

Vendors that offer standalone AI capabilities focused on use cases applied to private equity, even if not providing a full end-to-end portfolio management system, are also encouraged to respond to this RFI.

Vendors that could offer a highly customized and tailored platform, specifically built for this scope of service, are also encouraged to respond to this RFI.

## **5. Solution Requirements – Exhibit 1**

The Vendor is expected to provide a solution that substantially aligns with the Solution, Architecture, and Security Requirements outlined in **Exhibit I**, including the installation and configuration. The vendors must respond to the requirements listed in Exhibit I, indicating whether each requirement is supported or not.

## **6. Expected Outcome and Deliverables**

The Vendor is expected to provide the following deliverables as part of this Project:

- A Solution, Architecture, and Security Requirements outlined in **Exhibit I**.
- Installation and configuration Services
- Solution Maintenance, Support and Service Level Agreements (SLA)
- Training
- Solution Documentation

## **7. Project Schedule and Milestone**

The Vendor is expected to propose a project schedule and key milestones to ensure completion satisfactorily.

## **8. Place of Performance**

The work may be conducted remotely. However, the vendor must be available to participate in virtual meetings aligned with Eastern Standard Time (EST).

## **9. Acceptance Criteria**

IDB Invest will consider the Service complete and satisfactory upon:

- Successful setup
- User documentation and training delivered to satisfaction
- Go-live with a stable environment and functioning as per defined use cases
- At least 90 days of post-go-live support with measurable KPIs achieved

## **10. Supervision**

The project will be supervised by IDB Invest's Equity Team, in coordination with the IT Team.

Inter-American Investment Corporation  
1350 New York Ave, NW, Washington DC 20577, USA  
Web site: [www.idbinvest.org](http://www.idbinvest.org)

**RFI IDB Invest 25-004  
Annex A - Exhibit I  
Solution Requirements**

## **1. Introduction**

This document outlines the comprehensive requirements for the solution, including architecture and security requirements sought by IDB Invest. The purpose of this document is to provide Vendor with a clear and detailed understanding of the expectations and specifications for the solution. These requirements are designed to ensure that the solution will effectively manage and execute business workflows, handle complex cases, and automate decision-making processes. Additionally, the solution must integrate seamlessly with existing systems, adhere to industry standards for security and compliance, and support scalable growth. This document serves as an exhibit attached to the Terms of Reference.

Offerors must complete the solution requirements table below with **YES**, **NO**, or **PARTIALLY** and provide an explanation of how the solution meets the requirement.

## **2. Functional Requirements**

The vendor should provide information in the tab provided below how their application fulfils the following functional requirements:

<b>FUNCTIONAL SOLUTION REQUIREMENTS</b>		
<b>CORE BUSINESS REQUIREMENTS- Equity Deal Management</b>	<b>YES/NO/PARTIALLY</b>	<b>EXPLAIN</b>
F1. Record new equity and equity-like deals (direct equity, mezzanine, fund investments, convertible debt, co-investments)		
F2. Capture deal terms: type, amount, structure, stage, tranche, currency		
F3. Support for preferred equity, convertible instruments, and hybrid structures		
F4. Maintain ownership percentages and voting rights.		
F5. Track deal pipeline, approval workflow (including gatekeepers that provide sign offs), and due diligence stages		
F6. Capture key terms of investment instruments with tailored structures (preferred shares, SAFEs, warrants, loans with income participation, loans with step-up rates, loans with payment-in-kind interest, dry closing for funds, debt funds, callable capital for funds etc.).		
F7. Support for side letters or investor specific terms		

F8.	Track amendments, waivers, restructurings, and exits.		
F9.	Support for multi-currency transactions with exchange rate handling.		
F10.	Track deal pipeline, approval workflow (including gatekeepers that provide sign offs), and due diligence stages		
F11.	Ability to maintain a timeline or activity log across investment lifecycle steps with comments or documents.		
F12.	Ability to flag and track “strategic relevance” or alignment with institutional development mandates or sector priorities.		
F13.	Manage a connected database of investment funds, including fund's investee companies, and client profiles, linked to the deal pipeline, with detailed records of communications, referrals, and key engagement activities		
<b>CORE BUSINESS REQUIREMENTS- Fund Management (GP/LP or Fund of Funds)</b>		<b>YES/NO/PARTIALLY</b>	<b>EXPLAIN</b>
F14.	Manage commitments, capital calls, drawn, distributions, and returned per fund, and dry closing dynamics for funds		
F15.	Support for primary and secondary fund transactions		
F16.	Manage GP/LP relationships, fund performance (IRR, DPI, TVPI), and waterfall structures		
F17.	Capture fund terms: vintage year, legal structure, capital structure, target size, fees		
F18.	Record fund expenses, fees, and income allocations, including for debt funds.		
F19.	Support for co-investments and fund-of-funds structures.		
<b>CORE BUSINESS REQUIREMENTS- Portfolio Monitoring</b>		<b>YES/NO/PARTIALLY</b>	<b>EXPLAIN</b>
F20.	Track portfolio company performance (financials, KPIs, ESG).		
F21.	For debt funds; support tracking of portfolio companies performance needed to generate the required credit rating of both underlying credit investments and fun level rating.		
F22.	Support financial reporting for individual portfolio companies and standardized templates to ensure consistency and comparability across the portfolio		
F23.	Generate alerts for deteriorating financial performance or risk flags based on predefined financial thresholds.		
F24.	Track developmental impact results over time, allowing for standardized as well as ad-hoc metrics		

F25.	Capture quarterly reporting data from GPs or direct investments		
F26.	Calculate and track valuations (cost, fair value, last round, public comps)		
F27.	Maintain an audit trail of valuation methodology and assumptions		
F28.	Monitor and update investment lifecycle stages (e.g., committed, disbursed, exited).		
F29.	Track equity and debt positions, valuation changes, and capital structure evolution and credit ratings for debt exposures.		
<b>CORE BUSINESS REQUIREMENTS- Investment Lifecycle Tracking</b>		<b>YES/NO/PARTIALLY</b>	<b>EXPLAIN</b>
F30.	Support investment stages: origination, approval, disbursement, monitoring, exit		
F31.	Track follow-on rounds, partial exits, restructurings		
F32.	Record liquidity events (IPOs, M&A, write-offs, put options)		
F33.	Monitor lock-up periods, ROFRs, and exit rights, including put options.		
<b>FINANCIAL &amp; ACCOUNTING REQUIREMENTS</b>		<b>YES/NO/PARTIALLY</b>	<b>EXPLAIN</b>
F34.	Maintain investment cost, fair value, and book value		
F35.	Calculate IRR, MOIC, and other performance metrics at the investment and portfolio level		
F36.	Track foreign exchange gains/losses		
F37.	Integration with General Ledger or accounting platforms (SAP, Oracle)		
F38.	Automated NAV calculation at position and portfolio levels		
F39.	Track revaluations and impairment events		
F40.	Support for different accounting standards (IFRS, US GAAP)		
<b>REGULATORY, RISK &amp; COMPLIANCE REQUIREMENTS</b>		<b>YES/NO/PARTIALLY</b>	<b>EXPLAIN</b>
F41.	KYC/AML checks for all counterparties		
F42.	Monitor covenant compliance and report breaches.		
F43.	Track legal agreements and key investment terms (e.g., shareholder rights, voting thresholds).		
F44.	Document management for all investment-related documents (legal, compliance, tax files, term sheets, board resolutions, contracts)		
F45.	Document tagging, version control, and secure access based on roles.		
F46.	Support for beneficial ownership disclosures		



F47.	Compliance with local investment restrictions		
F48.	Enable audit trail of changes to key investment data		
F49.	Data retention and access control policies		
F50.	Support ESG and climate-related disclosures (e.g., SFDR, TCFD)		
F51.	For debt funds; support tracking of portfolio companies performance needed to generate the required credit rating of both underlying credit investments and fund level rating.		
<b>STAKEHOLDER ENGAGEMENT &amp; GOVERNANCE</b>		<b>YES/NO/PARTIALLY</b>	<b>EXPLAIN</b>
F52.	Role-based access control and workflow approvals		
F53.	Define and enforce investment committee workflows		
F54.	Maintain contact records, meeting notes, and key counterparties		
F55.	Configurable dashboards for CIOs, PMs, risk, compliance		
<b>REPORTING &amp; ANALYTICS</b>		<b>YES/NO/PARTIALLY</b>	<b>EXPLAIN</b>
F56.	Generate standard reports: exposure, disbursement pipeline, performance, risk metrics (concentration, liquidity, risk-adjusted return).		
F57.	Revenue tracking, including interest, dividends and fees		
F58.	Integrate with Power BI for enhanced visualization.		
F59.	Custom report builder with filtering and export options (Excel, PDF).		
F60.	Dashboards for investment officers, risk officers, and senior executives.		
F61.	Standardized investment reports (deal memos, portfolio summaries)		
F62.	Exportable reports on performance updates.		
F63.	Configurable dashboards by asset class, sector, geography, etc.		
F64.	Peer benchmarking and market data integration		
F65.	Scenario modeling and stress testing, assuming different portfolio compositions and potential exit valuations		

F66.	Track performance vs. benchmarks or targets		
F67.	Provide a centralized board reporting module that maintains a historical record of board meetings, including agendas, presentations, official documents (from both members and observers)		
<b>ARTIFICIAL INTELLIGENCE CAPABILITIES</b>		<b>YES/NO/PARTIALLY</b>	<b>EXPLAIN</b>
F68.	Assist in gathering and summarizing relevant market data either from integrated sources (e.g., PitchBook, CapitalIQ) or user-uploaded materials.		
F69.	Assist with financial analysis and modelling, generating relevant insights.		
F70.	Ability to analyze legal documents to flag key terms, identify deviations from standard language, compare clauses across different transactions.		
F71.	AI-driven suggestions for next steps in deal lifecycle, task prioritization, or alerts for missing documentation, data inconsistencies, or potential risks.		
F72.	Support for fine-tuning models on IDB Invest's proprietary data to improve relevance and accuracy of responses.		
F73.	Generate reports, summaries and presentations with AI-powered automation.		
F74.	Natural language querying of investment data (e.g., "Show me all deals with step-up rates and convertible features approved since 2021").		

### 3. Technical Requirements

The vendor should provide information in the tab provided below how their application fulfils the following technical requirements:

<b>TECHNICAL SOLUTION REQUIREMENTS</b>		
<b>TECHNICAL QUESTIONS - IT Security</b>	<b>YES/NO/PARTIALLY</b>	<b>EXPLAIN</b>
T1. Ability to define security based on job roles and sub-tasks.		
T2. Is the system able to restrict access based on specific windows, reports or fields, including user defined fields?		
T3. Does the system have the ability to backup and restore security access configuration between environments (i.e. between a production and test environment)?		

T4.	What are the minimum password requirements (e.g. complexity, aging)?		
T5.	Are the password rules configurable?		
T6.	Does the system have security for both traditional client interface and any web-based interface should be managed through the same toolset / administrative screens?		
T7.	<p>Security and Access Controls: Vendors should provide the security and compliance standards that the application complies with. At the minimum the tool should have the following:</p> <ul style="list-style-type: none"> <li>• API security implemented using OAUTH 2.0 authentication</li> <li>• Demonstrable procedures for API Authentication and Authorization failure scenarios</li> <li>• Compliance with SOC2, CSA, STAR attestation</li> <li>• Azure Active Direct and MFA connectivity preferred.</li> </ul> <p>The tool should have role-based access controls, Access by account, multi-factor authentication, and activity monitoring to safeguard data integrity and confidentiality.</p>		
T8.	Is testing for security vulnerabilities a standard part of your quality assurance processes?		
T9.	What encryption and authentication techniques are used by the system?		
T10.	Describe the system's compliance reporting including audit logs and other control monitoring activities.		
T11.	What application audit logging capabilities are available?		
T12.	As part of the IT General Computing Controls, does your system log events/activity at a application server and database server level?		
T13.	<p>Access Control and Authentication: Specify requirements for multi-factor authentication (MFA) for all users, including administrators and traders. Request information on role-based access controls (RBAC) and how permissions are managed and audited.</p>		

T14.	Intrusion Detection and Prevention: Specify details on the platform's intrusion detection and prevention systems (IDPS). Require ongoing monitoring and real-time alerts for any suspicious activities or security breaches.		
T15.	Data Integrity and Logging: Does the platform includes robust data integrity checks to prevent tampering and data corruption Request comprehensive logging and audit trails for all user activities, with secure log storage and ease of access for audits.		
T16.	Vulnerability Management: Require regular vulnerability assessments and timely patch management. Details on how vulnerabilities are identified, prioritized, and addressed, including the frequency of security updates.		
<b>TECHNICAL QUESTIONS – Data &amp; Workflow</b>		<b>YES/NO/PARTIALLY</b>	<b>EXPLAIN</b>
T17.	What is the retention of data backups?		
T18.	Detail the system's ability to store transaction data or archive for up to 5 years.		
T19.	Please list all the functions that are API enabled for both incoming and outgoing data.		
T20.	Detail the system's ability to schedule automated jobs that will run automatically at predefined times and intervals.		
<b>TECHNICAL QUESTIONS - Cloud /Vendor Hosted Solution</b>		<b>YES/NO/PARTIALLY</b>	<b>EXPLAIN</b>
T21.	Service (SaaS) platform: The tool must be a SaaS based platform made available to IDB Invest on a licensing/ subscription-based pricing model. Vendor should provide the following non-functional requirements for their application: <ul style="list-style-type: none"> <li>• Application availability - Application must be available 24*7 to IDB Invest</li> <li>• Application Resiliency - Application must be resilient during disaster recovery scenarios</li> <li>• Throughput (peak load and average load), and ability to scale – Provide information on Request Per Second (RPS) and Transaction Per Second (TPS)</li> <li>• Backup strategy including application backup and restoration process</li> <li>• Infra and application monitoring capabilities to proactively monitor the application and identify potential issues</li> <li>• Application performance and latency</li> <li>• Disaster Recovery</li> </ul>		

	<ul style="list-style-type: none"> <li>• The tool must comply with the organization's Cloud Risk Assessment, ensuring that all security, privacy, and compliance requirements are met prior to implementation</li> </ul>		
	<b>TECHNICAL QUESTIONS – General Technology Requirements</b>	<b>YES/NO/PARTIALLY</b>	<b>EXPLAIN</b>
T22.	<p>ARCHITECTURE: Describe the solutions and technologies used to deliver your products and services. Please attach a comprehensive technology stack and conceptual application architecture including all data flows and geographical jurisdictions where the solution resides.</p> <p>Be certain to name your attachment as follows: ""Question number_YOUR CO. NAME_Tech Architecture""</p>		
T23.	<p>DOCUMENTATION: Please provide a listing of all user, system, and operator documentation that is included in the package. Possible documents include the following:</p> <ul style="list-style-type: none"> <li>• Logical Models</li> <li>• Physical Models</li> <li>• Process flow diagrams</li> <li>• Flow charts</li> <li>• System description</li> <li>• Program listings</li> <li>• File layouts and capacities</li> <li>• Operator instructions</li> <li>• User manual</li> <li>• Report and screen output examples</li> <li>• Operating procedures</li> <li>• Backup procedures</li> <li>• On-line help</li> </ul> <p>You do not need to provide the actual documents at this time.</p>		
T24.	<p>4Do you have separate development, support and testing groups? Describe your company's IT organizational structure as applicable.</p>		
T25.	<p>Describe your product release schedule, including the number and timing of releases.</p>		
T26.	<p>Describe the process for accepting customer enhancement requests. Attach the customer enhancement request form if available.</p> <p>(If provided, be certain to name your attachment as follows: ""Question number_YOUR CO. NAME_Enhancements)"</p>		

T27.	Describe how customer enhancements are prioritized and fit into your release schedule.		
T28.	Application updates and releases: Vendors should provide detailed information on their process, frequency, schedule for updates and releases for bug fixes, security patches, performance improvements, and new feature		
T29.	Application Support: Vendors should provide details of product support including type of support, duration (days and time of the day) and time zones supported.		
T30.	Automated Data Ingestion: The tool should be able to automatically ingest financial statements and other relevant documents in various formats (PDF, Excel, etc.)		
<b>TECHNICAL QUESTIONS - Implementation</b>		<b>YES/NO/PARTIALLY</b>	<b>EXPLAIN</b>
T31.	Provide a list of services you offer to assist customers in planning for and installing the product.		
T32.	List the installation support options (e.g., client site support, vendor site support, hours for service, and response time).		
T33.	Describe the implementation and conversion process used to bring your system up to operational status.		
T34.	Estimate the elapsed time in MONTHS required to install the proposed solution and provide a task list/template defining the requirements to accomplish the installation.		
T35.	Describe your company's ability to supply knowledgeable consultants who have experience in implementing this product and who have done so at other client sites.		
T36.	Provide a list of services you offer to assist customers in planning for using your solution.		
T37.	Describe the implementation process used to bring a customer on-line with your solution.		
T38.	TECHNICAL SUPPORT: Describe any no cost consulting support that may be available after the purchase of your solution.		
T39.	TRAINING & IMPLEMENTATION: Provide a list of services you offer to assist customers in planning for and installing the product. Attach your Training Program documentation. Be certain to name your attachment as follows: ""Question number_YOUR CO. NAME_Training""		

T40.	<p>Integration with Existing Systems: The tool should be able to seamlessly integrate with external applications through APIs. The tool is required to integrate with Peoplesoft. Peoplesoft collects bank statements from IDB Invest's banks at near real time intervals and provides payment gateway capability to Fedwire. IDB Invest currently utilizes Azure gateway as an orchestration layer for internal applications.</p> <ul style="list-style-type: none"> <li>• The tool should have REST APIs capability and ability to consume or send data to the Bank's Data mart to facilitate flexible, efficient, and scalable data exchange.</li> <li>• The tool should ensure integration compatibility with diverse systems, promoting interoperability with Azure Gateway and minimizing disruption to existing workflows.</li> <li>• Vendors should provide the tool integration capabilities and provide examples of previous implementations and available API documentation.</li> <li>• Vendors should also provide details of their prior experience of working with clients on integrating their platforms (through API's) with other solutions or partners</li> </ul>		
<b>TECHNICAL QUESTIONS - Reporting</b>		<b>YES/NO/PARTIALLY</b>	<b>EXPLAIN</b>
T41.	Describe your ability to create customized reports, and state how they are typically delivered (on-demand/online portal, through account manager, etc.) IF additional charges apply for custom reports, specify the fees in the pricing section of this RFP.		
T42.	Ability to export reports to Excel.		
T43.	Ability to access data via a customizable query tool.		
T44.	Ability to batch schedule to run/print reports on an after hours schedule.		
<b>Technical Questions - Dashboard</b>		<b>YES/NO/PARTIALLY</b>	<b>EXPLAIN</b>
T45.	User-Friendly Design: Clean and intuitive interface design for traders, risk managers, and compliance officers.		
T46.	Real-Time Updates: Dynamic updates of data, positions, and alerts in the user interface.		
<b>TECHNICAL QUESTIONS - Customizability</b>		<b>YES/NO/PARTIALLY</b>	<b>EXPLAIN</b>
T47.	Personalization: Ability for users to customize their dashboards, data displays, and notification settings.		
T48.	Cross-Platform Access: Accessible on multiple devices, including desktops, tablets, and mobile phones.		

#### 4. Methodology and Approach

The vendor should provide information in the tab provided below how their application fulfils the following requirements:

Requirement/Question	Explain
<p>M1. Provide a detailed description of how you would meet the requirements of IDB Invest including the proposed timeline for the project and key milestones. Also, provide information on whether you would be able to provide a Proof of Concept on how the requirements can be met</p> <p>Show how the implementation project is envisioned, with estimated timelines, skills, Vendor and bank roles and responsibilities.</p>	
<p>M2. Describe your approach to project management, including the types of meetings and reporting required during the execution of the application.</p>	
<p>M3. Describe the SDLC methodologies that you prescribe to your client with your views on Agile.</p> <p>Include detailed description of the key activities, roles, responsibilities and expectation in each phase of the project including Configuration, Development, Testing, and Production.</p>	
<p>M4. Please describe all aspects of technical discovery activities that will be carried out against IDB Invest's existing systems and IT landscape as part of the implementation and migration phase.</p> <p>Explain how these will be used to determine the level of integration complexity with the IDB Invest's existing IT systems and technologies.</p>	
<p>M5. How do you define core off-the-shelf, configuration, and customization?</p>	
<p>M6. Where customizations are required, please explain the Product architecture and how these customizations can be made. Is there a clear segmentation between the code that makes up the core off-the-shelf product, and code that may be required for IDB Invest-specific requirements? We would like to understand the level of dependency that IDB Invest will have on you for ongoing maintenance.</p>	
<p>M7. How many releases do you have in a year, and how do they align with regulatory changes, is there a need for the IDB Invest</p>	



	to deploy all the updates being released or is it possible to specify a predetermined interval for Product updates – for e.g. Quarterly / Half-yearly?	
M8.	What is the typical structure and roles of the internal team that would support, maintain and implement change once your application has been implemented?	

## 5. Other Requirements

### 5.1 IT Resilience and Business Continuity Strategy

Requirement/Question	Explain
BC1. Please describe how you would support IDB Invest in ensuring that its 'important business services' could be resumed within 'impact tolerance' in the event of a severe disruption.	
BC2. Describe your processes for system restoration / data restoration as follows: <ul style="list-style-type: none"> <li>Describe your process for data recovery in case of data corruption</li> <li>Validation of restored data</li> <li>Describe features you support for data restore / repair in the event of data corruption.</li> </ul>	
BC3. What support is provided from your team/ support group in the event of DR events? - Would any customizations to the application architecture restrict such support?	
BC4. Describe your crisis / DR processes, SLAs etc.	

### 5.2 Quality Assurance

Requirement/Question	Explain
QA1. Describe your approach to Testing. As part of your response, please provide a high-level plan – outlining the phases and activities (Vendor and IDB Invest.	
QA2. Describe the test and production environments that will be required to support the end-to-end test, and implementation of the Program for the proposed solution.	
QA3. Describe your recommendations on Test Data Management with experience and insights based on implementations for other clients.	

QA4.	During Implementation and BAU, what is your issue/ defect management process and how do we raise defects against the system, how is it then communicated to yourselves, and how do we prioritize defects with yourselves against other client deliveries you may have?	
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### 5.3 Service Delivery

Requirement/Question		Explain
SD1.	Describe your Service Management standards and response times covering Problem, Incident and Change Management.	
SD2.	Describe the Standard Service KPIs that would be in place in respect to application maintenance, with relation to Measurement Target, Frequency and Methodology.	
SD3.	Describe your approach to continuous improvements.	
SD4.	Provide any other information that you feel is pertinent to IDB Invest understanding the service reliability and performance of your proposed solution.	
SD5.	Describe the operational model through which you will deliver the services, i.e. high-level view of processes, systems etc.	

### 5.4 SI Partner/Vendor Recommendations

Requirement/Question		Explain
SI1.	During the implementation phase would you propose providing this activity yourself or working with a separate SI?	
SI2.	If recommending separate SI; identify 2 organizations, you have worked with who have implemented your solution in the US Finance sector: <ul style="list-style-type: none"> <li>Please refer to Table A to fill out below.</li> </ul>	
SI3.	If recommending a separate SI, would you advocate contracting directly with that vendor or via yourselves, and why?	
SI4.	What is your approach/methodology to ensure a competitive proposal is received from the SI?	
SI5.	Can you confirm if any subcontracting is required by you in respect to delivering your services? <ul style="list-style-type: none"> <li>NO</li> <li>YES</li> </ul>	

<ul style="list-style-type: none"> <li>If yes provide the name of the company(s) and what services, they would provide. Add lines as necessary. All sub-contractors are subject to approval by IDB Invest</li> </ul>	
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*Table A*

	Vendor 1	Vendor 2
Full Name of SI		
Address		

Rank these vendors in order of your preference with regards to the implementation for the Equity Management Application	
Identify scale, complexity and duration of implementation	
How many resources were deployed for the implementation	
For whom, when and where were these implementations carried out.	
What do you see as their strengths	
What do you see as their weaknesses	
Please detail the level of experience of working with / interfacing to your Equity Management application	
To what degree did you work with the SIs nominated to not only implement a Equity Management application but also deliver additional supporting functionality	
If your preferred option is to work with an SI for implementation describe your standard approach. Include reference to resource provided by both parties and how you would manage any conflict	
Describe how your governance model would work for the above	

## 5.5 References

Requirement/Question	Explain
R1. Indicate clients for which you currently provide services similar to those in the scope of this RFP. Please refer to Table B to fill out below.	
R2. Please provide us with two references for companies which you currently provide similar services to those in the scope of	

	this RFP. Please choose clients that will be relevant to us. Please refer to Table C to fill out below.	
R3.	Has your company, in the last 5 years, been involved in any litigation or disputes that have been subject to formal dispute resolution procedures between your organization and any customer or vendor?  <ul style="list-style-type: none"> <li>• NO</li> <li>• YES</li> <li>• If 'Yes' please provide outline details</li> </ul>	

*Table B*

Client	Service description	Year service started	Spend last 12 months

*Table C*

Client One	Client Two
Name:	Name:
Contact Details:	Contact Details: