

Framework Agreement for „Employer of Record“ Services

Ref. Nr.: SORMAS-2024-005

Version 1.2

Last updated: 2024-04-07

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Table of Abbreviations

Term	Abbreviation
Digital Public Good	DPG
European Economic Area	EEA
Surveillance Outbreak Response Management and Analysis System	SORMAS
World Health Organization	WHO

1. SORMAS Foundation

SORMAS is an open-source digital platform for epidemic and pandemic response worldwide. The system allows not only epidemiological disease surveillance, but also early detection of disease outbreaks. SORMAS started as a research project in 2016 and has, since then, been in use in multiple countries across 5 WHO regions, becoming a recognised mature Digital Public Good.

The [SORMAS Foundation](#) is a non-profit organization whose mission is to support public health agencies and professionals worldwide in developing and implementing SORMAS and other digital solutions for early detection and management of epidemics.

The Foundation promotes the SORMAS open-source community and builds capacity for, and jointly with, users and stakeholders in disease prevention and control internationally.

To support their effort, the SORMAS Foundation is looking to procure a framework agreement for employer of record services.

2. Procurement Reason

The SORMAS Foundation is an organization that implements projects internationally. For this reason, it is important that the team consists of people from all around the world that can support the partner organizations directly in country. Also, having an international and diverse team helps us to include more perspectives and feedback into our activities.

For this reason, we need to be able to add new members quickly and easily to the team, while considering local labour and tax laws.

Setting up multiple branch offices and employing experts in local regulations for every country would not be feasible due to associated costs and time invested. Which is why the use of external services is the better option.

To find the best offer as well as follow German regulations regarding procurement made for public grants, a public tender is being held, which is described in this Terms of Reference document.

The framework contract will run for four years and will be the basis for all employees outside of Germany for this time. The solution we are looking for should be easily scalable as the projects we are working on and the amount of employees required may change in the future.

3. Description of Service

The sought after services from the service partner are as follows:

Must-Have: (Offers that do not fulfill at least these criteria will be disqualified)

- Possibility to act as an Employer of Record in at least the following countries / regions:
 - All countries of the EEA
 - Switzerland
 - United Kingdom
 - Ghana
 - Nigeria
 - United States of America
 - Canada
 - India
 - At least one country in Southern America
 - Any additional countries to the above will be taken into account during the scoring process
- The services sought for include:
 - Creation of work contracts according to local law
 - Handling of local payroll
 - Handling of local taxes
- Providing their services on a “per-person” basis as required by new projects in the future
- Service fees must be a fixed price per employee per month, not percentage-based on salary
- Invoices must be calculated and payable in EUR

Should-Have: (These are not mandatory, but will result in a higher score)

- Being able to provide their services to the SORMAS Foundation 100% digitally (i.e. invoices, contracts, etc.)
- Providing a “self-service portal” that allows the SORMAS Foundation to keep an overview of their current international employees and associated costs.
- Possibility to rent hardware (Laptops, Phones, Data Plans, etc.) for international employees
- Possibility to see local average wages for a specific position to be able to provide competitive salaries
- Support in finding the right candidates in-Country for an open position if required
- Additional services will be taken into account during the scoring process

4. Contract Duration

Planned start of contract: June 1st, 2024

Planned end of contract: May 31st, 2028

5. Process Description

5.1 Application

Please, send your documents to: jobs@sormas.org by April 26th, 2024.

Your documents must include the following:

1. Description of your company
2. Description of all your provided services as reference for the scoring process
3. Description of at least five reference customers.
The references must be comparable to the use case of the SORMAS Foundation
4. Description of the business process for employing someone through the bidder
5. Calculation of an example for service fees for four employees per month.
This must include a description of what services are included in the fee. If there are optional services with special fees, they can also be included (make sure to clearly mark which parts are optional) but will not be taken into account for scoring.
In case the service fee differs from country to country, also provide a list of countries and service fees and assume that the four example employees are located in France, Nigeria, Ghana and the United States of America.
6. Financial example needs to show both net costs as well as any applicable taxes. The price including taxes will be the one which will be rated according to the process described below. Offer must be binding at least until June 1st, 2024.

All documents must be sent digitally and need to be signed either by hand or with a digital certificate.

By participating in the tender, the bidder guarantees that they do not have any ties to persons, organizations, or governments that are under financial sanctions imposed by the European Union or the United Nations as of the date of sending in the documents. Failure to disclose any business relations with a sanctioned entity will result in the disqualification of the application as well as premature termination of the contract if discovered.

5.2 Questions

If there are any questions, please send them to jobs@sormas.org, using the reference number of this tender.

All questions and their answers will be made public on www.sormas.org, together with these Terms of Reference as they come in. It is the responsibility of all interested bidders to regularly check for new published questions and answers.

5.3 Rating Method

All offers will be rated regarding quality and costs.

Costs:

Every offer receives a score between 0 and 500. With the cheapest offer receiving 500 points and the others being rated according to the following formula:

$$\text{Points} = 500 * \frac{\text{CheapestPrice}}{\text{OwnPrice}}$$

Quality:

Every offer receives a score between 0 and 500 according to the following specifications:

Criteria	Points
Possibility to act as an Employer of Record in "Must Have" countries	0 – 75
Possibility to act as an Employer of Record in additional countries	0 – 50
Possibility for Contracts / Payroll / Taxes	0 – 50
Providing services on a "per-person" basis as required by new projects in the future	0 – 25
Service fees must be a fixed price per employee per month, not percentage-based on salary	0 – 25
Invoices must be calculated and payable in EUR	0 – 25
Being able to provide their services 100% digitally	0 – 50
Providing a "self-service portal"	0 – 50
Possibility to rent hardware	0 – 25
Possibility to see local average wages for a specific position	0 – 25
Support in finding the right candidates in-Country for an open position if required	0 – 50
Additional services	0 – 50
Total Points (Sum of all above)	0 - 500

Final Score:

The scores from the costs and quality will be added for a result of 0 – 1000 points.

The offer with the highest final score will receive the contract.

5.4 Timeline

The dates and times for deadlines are based on the current time in Germany.

If you are in a different time zone, make sure to adjust the times accordingly for your case and also take potential Daylight-Saving Time into account.

Date	Activity
April 24 th , 2024 – 23:59	Deadline for sending in questions
April 26 th , 2024 – 23:59	Deadline for sending documents
May 3 rd , 2024	Proof of qualification and completeness of documents checked.
May 10 th , 2024	Scoring of all qualified candidates finished
May 10 th , 2024	Result of tender is published
June 1 st , 2024	Start of contract



(Jan Böhme)

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