



TO: All Bidders FROM: Ms. Sally Alvarez de Schreiner
Chief, Procurement Services Section

DATE: 29 May 2026 REF.: RFP No. 2026-0042/RICKARD *ly*

EMAIL: n/a EMAIL: procurement@ctbto.org

SUBJECT: **Clarifications No. 1**
RFP No. 2026-0042/RICKARD: Provision of Software Engineering Services for Database and Web Applications - (DOTS Modernization) On a Call-Off Basis

Dear Bidders,

Reference is made to the Request for Proposal No. RFP No. 2026-0042/RICKARD: “Provision of Software Engineering Services for Database and Web Applications - (DOTS Modernization) On a Call-Off Basis” (the “RFP”):

- Please find attached the **Clarifications No. 1** to questions raised by interested Bidders.

Clarifications No. 1 is an integral part of the RFP documents and shall be considered in the preparation and submission of the proposal.

We are looking forward to receiving your proposal prior to the submission deadline on 18 June 2026, 17:00 hours, Vienna (Austria) local time.

Sincerely,

SAS
Sally Alvarez de Schreiner
Chief, Procurement Services Section

Attachment

- *Clarifications No. 1*

Clarifications No. 1 - questions and answers

#	Bidders' Question	Answer
1	<p>The RFP requires a minimum of four staff in the Team Roster throughout the contract period. For small, focused software modernization work orders, some activities may be efficiently delivered by a senior full-stack engineer supported by AI-assisted development tools, structured review, testing, documentation and escalation to specialist associates where needed.</p> <p>Could you please confirm whether CTBTO would consider a proposal structured around:</p> <ul style="list-style-type: none"> - one named senior technical lead as the primary delivery resource; - named specialist associates or subcontractors available for specific areas such as QA, DevOps, UX, Oracle, security or geospatial support when required; and - documented use of AI-assisted software engineering tools with human review and validation, in line with the RFP's AI-tool conditions? <p>Alternatively, please confirm whether the minimum four-person Team Roster is a strict pass/fail requirement regardless of the proposed delivery model and use of specialist subcontractors.</p>	<p>1. The minimum four-person Team Roster is a strict mandatory requirement. As stated in Section V.1.1 of the Terms of Reference, a minimum of four (4) staff shall be included in the Team Roster throughout the Contract period. This requirement is evaluated on a pass/fail basis at Stage 1 of the technical evaluation. Proposals that do not demonstrate compliance with this requirement will not be considered further.</p> <p>2. Subcontractors and specialist associates may be included in the Team Roster. The RFP does not require that all four Team Roster members be direct employees of the Contractor. Named subcontractors or specialist associates may count toward the four-person minimum, provided that:</p> <ul style="list-style-type: none"> - Each individual is named with a Curriculum Vitae submitted as part of the proposal; - Each individual meets the requirements set out in Section V.2.4 of the ToR (individually); and - The Team Roster as a whole meets the combined skills and experience requirements set out in Section V.2.5 of the ToR. <p>3. The Software Team assigned to a specific Formal Request for Delivery (FRD) may be smaller than the full Team Roster. As described in Section V.2.3 of the ToR, the Software Team for a given FRD is selected from the Roster and proposed by the Contractor to the Commission for approval.</p> <p>For smaller, focused work orders, the Software Team could be structured similarly to what the bidder describes – for example, a senior technical lead supported by one or more specialists – provided that all members are drawn from the compliant four-person Team Roster.</p>

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		<p>4. The use of AI-assisted development tools is permitted and encouraged under Section VII.2 of the ToR, subject to the conditions specified therein (human verification of AI-generated code by senior engineering staff, data privacy compliance, and disclosure of AI tools to the Commission). However, the use of AI tools does not substitute for the mandatory four-person Team Roster requirement.</p>
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