



COMMONWEALTH OF DOMINICA
MINISTRY OF PUBLIC WORKS, PUBLIC UTILITIES, AND DIGITAL ECONOMY
**CARIBBEAN DIGITAL TRANSFORMATION
PROJECT IMPLEMENTATION UNIT**

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May 10, 2023

Caribbean Digital Transformation Project
IDA – 6685-DM

CONSOLIDATED CLARIFICATION

**Procurement of
System Study of Digital Strategy, Standards, Business Continuity and
protocols, SSO and BPR of Citizen Facing Services, Electronic entry, HMIS,
SMARTSTREAM, e-Office/DMS, Bulk Digitization and National Web Portal
and Mobile Portal**

Ref No: DM-MPWDE-301182-CS-QCBS

The Project Implementation Unit of the Caribbean Digital Transformation Project (CARDTP) – Dominica responds to request for clarification as per emails dated April 28, 2023 at 09:11AM, May 9, 2023 at 6:36 AM and at the Pre-Proposal meeting on May 4, 2023 which commenced at 10:07AM, as follows:

S. No.	Clarification Sought	Response of PIU
1.	<p>Deliverable D-9 “Guidelines for Implementation and estimates of cost for the Core Areas for BPR and the Cross Cutting Areas for Solutioning, except for EA” requires estimates of costs for the Core Areas, this is also elaborated in the paragraph “III Objectives” (page 87) by stating that BoM must be provided: Objective-3: “FRS & SRS identification”:</p> <p>4.1 To perform requirement analysis of the core areas, including but not limited to the:</p> <p>...</p> <p>d. Bill of Material (BoM) based on the Gap Analysis, FRS and Non-FRS and SRS.</p> <p>BoM implies certain level of granularity and accuracy that can only be achieved by performing market survey, where vendors evaluate provided requirements. Considering tight schedule, this does not seem to be feasible as market survey for such kind of a project can take up to 2 months on its own as it involves in selection of possible vendors (at least 3), presentation and discussion of the requirements as well as negotiations (to some extent). Please elaborate on the requirement to provide BoM and especially on the level of accuracy and detail that is required.</p>	<p>The bidders can provide Indicative BoM and estimated costing.</p>
2.	<p>Deliverable D-10 “Terms of Reference for selection of the System Integrator for implementing the</p>	

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	<p>solution and performing O&M of the deployed solution for the core areas.” calls to deliver ToR for the solutions that will underpin core areas. Considering that cross-cutting areas include such fundamentally important building blocks as “Unique Digital Identifier” or “Single-Sing-On” it is not clear how ToR required in D-10 will be aligned with (presumably) planned or ongoing projects, that implement solutions for cross-cutting areas. Please explain the arrangement and relationship between the work that will be done in scope of the current project and the work that is (presumably) done in the other (related) projects.</p>	<p>Rather than develop the ToR, the bidder must prepare SoP/guidelines that the GoCD can use or follow for preparing the ToR.</p>
3.	<p>The indicated term of the assignment, 3 months, is very short for such scope of work, diversity of domains to be covered, and the extent of various stakeholders to be involved. In the Table D. List of Deliverables and Milestones, p. 116, the indicated Timeline in person days indicate the time needed to implement every deliverable, but doesn't take into account that for majority of the deliverables, the work on the following deliverable can't be started before having Client's approval on the previous one, and the indicated approval period for each deliverable is 21 days. It means that the work indicated can't be implemented in 3 months. As one of the requirements is to present work plan which is realistic and implementable, please explain if the consultant can provide work plan with realistically calculated implementation timeline, which would be longer than 3 months, or if such longer work plan would be evaluated as not corresponding to the requirements and as such deficient?</p>	<p>The period will be extended to 6 months. An amendment will be issued and uploaded on the PIU website.</p>
4.	<p>The assignment covers different stakeholder institutions, thus, the collection of the information about current state from various stakeholders will be essential initial step, and from practical experience, this takes time, which will be strictly limited. Is it possible that the information needed for the current state assessment in the institutions covered by this assignment is already collected through other projects and will be provided to the contracted consultant? And if not, will PIU assist/overtake some responsibility to speed up this process of information collection from different stakeholders?</p>	<p>All documents available from other assignments as it affects this RFP will be provided to all bidders. Additionally, the PIU will provide support for the necessary study where applicable</p>
5.	<p>In the Terms of Reference, section VI. Team Composition and Qualification Requirements (part B. Team Composition), 7 key positions are indicated. Is there a possibility for one person/expert to cover 2 key positions, or each key position should have separate person/expert just for that specific position?</p>	<p>The bidder can propose its Approach & Methodology for performing the task without compromising on quality of deliverables</p>
6.	<p>Is the PIU in a position to share the budget associated with the project?</p>	<p>The estimated budget associated with this project is US\$800,000.00</p>

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7.	It is noted within the RFP that this procurement activity should be completed within a 3 months period, however, based on the number of deliverables noted within the document, is the noted period for guidance purposes or is it mandatory that the vendor delivers within the time frame stipulated? Additionally, Is the project to be completed within 3 months or the 3 months for guidance only?	The selected firm should deliver as close as possible to the timeframe stipulated, as several other procurement activities are dependent on the BPR Study. The period will be extended to 6 months. An amendment will be issued and uploaded on the PIU website.
8.	With regards to the different tracks, for example the BPR, Solutions Design and Terms of Reference, will there be a central manager who will manage all these tracks or is it a requirement that there will be separate track owners across the board with whom the firm will need to liaise on these areas?	The PIU will be the single point of contact for all the activities under this procurement.
9.	In terms of the deliverables, would a sign-off be required before proceeding from one deliverable to the next, and is there an expectation that can be set in terms of the sign-off and closure of previous deliverables?	The PIU will be the sole point of contact responsible for the sign-off activities
10.	Will the service provider be allowed to participate in downstream opportunities stemming from this activity?	Only in cases where there is no conflict of interest
11.	Based on the instructions to consultants on data sheet 21.1, five points are allotted for experience, will there be more details in terms of how the five points will be divided?	The points shall be divided based on citations/contract for Consultant's specific experience relevant to this assignment as defined in Section VII Terms of Reference (sub- section VI. A. Qualification Requirements to the Consultant as a Firm)
12.	Regarding form tech 5. which requires the work schedule in planning requesting the timeline in months, is this an error or is it required in days or months?	Timeline in months is indicative. Bidders can adopt appropriately
13.	Will the firms be able to submit proposal electronically?	Based on the World Bank's guidelines, proposals are to be submitted physically by hand or courier
14.	Based on deliverable D9 regarding the provision of an estimate of cost for the Core Areas for the BPR and the Cross Cutting Areas for Solutioning, except for EA, could the PIU elaborate on this requirement as it may not be feasible to provide an accurate bill of materials?	Please refer to the response at S.No. 1
15.	Deliverable D10 states that the Terms of Reference for selection of the System Integrator for implementing the Solution and performing Operations and Management of the deployed solution for the core areas, what is the relationship of the Core Areas and the Cross Cutting areas?	Cross cutting areas, as indicated, are the common infrastructure/components that core areas will use to perform the function. For e.g. the payment, SMS gateway, SSO, ESB or the messaging service etc.

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16.	With regards to the Document Management System and the Digital Signature procurement activities, the RFP have already been published for tender, will they remain as part of the scope for the System Study?	These will be removed. An amendment will be issued accordingly.
17.	The assignment covers different stakeholders' institutions which require a significant collection of information which is essential. Is it possible that the PIU has already generated some of the needed information from the different domains which will be shared or if not generated as yet, is it possible that the PIU will take responsibility in order to speed up the process in collecting this information from different institutions and stakeholders?	The PIU will support the firm in collecting the necessary information and where there is information which already exist, it will be provided to the firm in order to guide the process.
18.	Can use digital signature for signing our Technical and Economic Proposal. We do not find any information in the Data Sheet related to the way the proposals should be signed, and using e-signature will facilitate the delivery of the proposals.	Yes. However, based on the World Bank's guidelines, proposals are to be submitted physically by hand or courier.

For further information on the above mentioned procurement, please contact the Caribbean Digital Transformation Project-Project Implementation Unit, Ministry of Public Works, Public Utilities, and Digital Economy by sending an email to: Dr. Jermaine Jewel Jean-Pierre jeanpierrej@dominica.gov.dm; cc: dtpprocurement@dominica.gov.dm.

Please confirm in writing receipt of this Clarification.



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