



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

**Caribbean Digital Transformation Project**  
**IDA-66850-DM**

**Corrigendum No. 2**  
**to**  
**Request for Bids**  
**For**  
**Procurement of:**

**Appointment of a System Integrator for Design, Development, Deployment, Operations and Maintenance of the Bulk Disbursement Digitization System in Dominica**

---

**Purchaser:** Ministry of Public Works, Public Utilities and the Digital Economy  
**Project:** Caribbean Digital Transformation Project  
**Contract title:** Appointment of a System Integrator for Design, Development, Deployment, Operations and Maintenance of the Bulk Disbursement Digitization System in Dominica  
**Country:** Commonwealth of Dominica  
**Loan No.:** IDA-66850-DM  
**SBD No:** DM-MPWDE-403084-NC-RFP  
**Issued on:** June 27, 2024

## Corrigendum No. 2

### Appointment of a System Integrator for Design, Development, Deployment, Operations and Maintenance of the Bulk Disbursement Digitization System in Dominica

#### Responses to Clarifications Sought by Proposers:

S.No.	RFB CLAUSE REFERENCE	EXISTING CLAUSE				MODIFIED CLAUSE			
1	Section VII – Purchaser’s Requirements  Implementation Schedule Table	S.No.	Indicative Activities	Time period	Liquidated Damages	S.No.	Indicative Activities	Time period	Liquidated Damages
		1	Contract Effectiveness	$T_0$	Not Applicable	1	Contract Effectiveness	$T_0$	Not Applicable
		2	Project Plan	$T_1 = T_0 + 1$ month	Not Applicable	2	Project Plan	$T_1 = T_0 + 1$ month	Not Applicable
		3	Study of the departments and submission of the Detailed Analysis, Physical Design and Integrated system documents as defined under section C, Sub Section 2.1: System Analysis, Design and Customization/ Development;	$T_2 = T_1 + 6$ months	Not Applicable	3	Study of the departments and submission of the Detailed Analysis, Physical Design and Integrated system documents as defined under Annexure 1 - SERVICE SPECIFICATIONS – SUPPLY AND INSTALL ITEMS - Section 1.1: System Analysis, Design and Customization/ Development;	$T_2 = T_1 + 6$ months	Not Applicable
		4	Development of technical specifications for the hardware and software for development, testing,	$T_{3.1} = T_1 + 2$ months	<b>Applicable</b>				

S.No.	RFB CLAUSE REFERENCE	EXISTING CLAUSE			MODIFIED CLAUSE				
			staging and production environment						
		5	Setting up the development, staging and testing environment in the Data Center and Disaster Recovery Centre	$T_{3.2} = T_{3.1} + 2$ months	Not Applicable	4	Development of technical specifications for the hardware and software for development, testing, staging and production environment	$T_{3.1} = T_1 + 2$ months	<b>Applicable</b>
		6	Design, development/customization, testing	$T_{4.1} = T_2 + 5$ months	Not Applicable	5	Setting up the development, staging and testing environment in the Data Center and Disaster Recovery Centre	$T_{3.2} = T_{3.1} + 2$ months	Not Applicable
		7	Integration with other systems – UID, CR, VSS, Smart stream, eOffice, eServices Portal & HM&IS	$T_{4.2} = T_{4.1} + 4$ months	Not Applicable	6	Design, development/customization, testing	$T_{4.1} = T_2 + 5$ months	Not Applicable
		8	Setting up the production environment in the Data Centre, Disaster Recovery Centre and other installation sites	$T_{3.3} = T_{3.2} + 6$ months	Not Applicable	7	Integration with other systems – UID, CR, VSS, Smart stream, eOffice, eServices Portal & HM&IS	$T_{4.2} = T_{4.1} + 4$ months	Not Applicable
		9	Capacity Building as per Sub Section 2.4.: Training and Training Materials	$T_{4.3} = T_{4.2} + 2$ months	Not Applicable	8	Setting up the production environment in the Data Centre, Disaster Recovery Centre and other installation sites	$T_{3.3} = T_{3.2} + 6$ months	Not Applicable
		10	OAT of the entire Bulk Disbursement System and Issuance of the Operational Acceptance Certificate	$T_{4.4} = T_{4.2} + 2$ months	<b>Applicable</b>	9	Capacity Building as per Annexure 1: SERVICE SPECIFICATIONS – SUPPLY AND INSTALL ITEMS - Section 1.2: Training and Training Materials	$T_{4.3} = T_{4.2} + 2$ months	Not Applicable
		11	Warranty Services, Software Licenses and Updates, Technical Support Services/ Helpdesk and Post Operational Acceptance	$T_5 = T_{4.4} + 36$ months	Not Applicable	10	OAT of the entire Bulk Disbursement System and Issuance of the Operational Acceptance Certificate	$T_{4.4} = T_{4.2} + 2$ months	<b>Applicable</b>

S.No.	RFB CLAUSE REFERENCE	EXISTING CLAUSE			MODIFIED CLAUSE					
			Technical Assistance			11	Warranty Services, Software Licenses and Updates, Technical Support Services/ Helpdesk and Post Operational Acceptance Technical Assistance	T <sub>5</sub> = T <sub>4.4</sub> + 36 months	Not Applicable	
2	Section IX – Special Conditions of Contract  Terms of Payment (GCC Clause 12.1)			%age of pro-rata Contract Price excluding Recurrent Costs					%age of pro-rata Contract Price excluding Recurrent Costs	
		<b>Part A. Study, Design, Development, Implementation Cost for Bulk Disbursement (from Study, Design, Development, Implementation Cost Table)</b>			<b>Part A. Study, Design, Development, Implementation Cost for Bulk Disbursement (from Study, Design, Development, Implementation Cost Table)</b>					
			<b>Advance</b>				<b>Advance</b>			
		1	Advance against the advance bank guarantee (to be recovered or adjusted till (S.no 6) Capacity Building as per Sub Section 2.4: Training and Training Materials with 95% of success- bank guarantee will be returned)	10%	1	Advance against the advance bank guarantee (to be recovered or adjusted till (S.no 6) Capacity Building as defined under Annexure 1: SERVICE SPECIFICATIONS – SUPPLY AND INSTALL ITEMS - Section 1.2: Training and Training Materials, bank guarantee will be returned)	10%			
			<b>Installment Payment</b>			<b>Installment Payment</b>				
		1	Study of the departments and Submission of the Detailed Analysis, Physical Design and Integrated system documents as defined under section C, Sub Section 2.1: System Analysis, Design and Customization/ Development;	10%	1	Study of the departments and Submission of the Detailed Analysis, Physical Design and Integrated system documents as defined under Annexure 1: SERVICE SPECIFICATIONS – SUPPLY AND INSTALL ITEMS – Section 1.1: System Analysis, Design and Customization/ Development;	10%			
		2	Agreed project plan approved by the ProjectManager	5%	2	Agreed project plan approved by the ProjectManager	5%			
		3	Recommendation of hardware, software and other specification for development, staging, testing and production, against the documents approved by the Project Manager	5%						

S.No.	RFB CLAUSE REFERENCE	EXISTING CLAUSE			MODIFIED CLAUSE		
		4	Submission and Approval of Detailed Analysis,Physical Design and Integrated system documents as per <b>Sub Section 2.1: System Analysis, Design and Customization/ Development</b> against the documents approved by the Project Manager	10%	3	Recommendation of hardware, software and other specification for development, staging, testing and production, against the documents approved by the Project Manager	5%
		5	Setting up of development and testing environment in the Data Center and Disaster Recovery Centre against installation certificate	10%	4	Submission and Approval of Detailed Analysis,Physical Design and Integrated system documents as per <b>Annexure 1<sup>1</sup> - SERVICE SPECIFICATIONS – SUPPLY AND INSTALL ITEMS - Section 1.1: System Analysis, Design and Customization/ Development</b> against the documents approved by the Project Manager.	10%
		6	Capacity Building as per <b>Sub Section 2.4: Training and Training Materials</b> with 95% of success	10%	5	Setting up of development and testing environment in the Data Center and Disaster Recovery Centre against installation certificate.	10%
		7	OAT of the entire Bulk Disbursement System including Integration of other systems and Issuance of the Operational Acceptance Certificate	25%	6	Capacity Building as per <b>Annexure 1: SERVICE SPECIFICATIONS – SUPPLY AND INSTALL ITEMS - Section 1.2: Training and Training Materials.</b>	10%
		8	Successful functioning of the system for 3 months Post Go Live	25%	7	OAT of the entire Bulk Disbursement System including Integration of other systems and Issuance of the Operational Acceptance Certificate	25%
					8	Successful functioning of the system for 3 months Post Go Live	25%

<sup>1</sup> Annexure 1 Attached below

S.No.	RFB CLAUSE REFERENCE	EXISTING CLAUSE	MODIFIED CLAUSE
3	<p align="center"><b>Section IX – Special Conditions of Contract, GCC 19.6</b></p>	<p>The Supplier shall submit to the Purchaser:</p> <ul style="list-style-type: none"> <li>(i) monthly inspection and quality assurance reports</li> <li>(ii) monthly training participants test results</li> <li>(iii) monthly log of service calls and problem resolutions</li> <li>(iv) Monthly report on status of compliance to cyber security risks management, and any foreseeable cyber security risk and mitigation”</li> </ul>	<p>The Supplier shall submit to the Purchaser:</p> <ul style="list-style-type: none"> <li>(i) monthly inspection and quality assurance reports</li> <li>(ii) monthly log of service calls and problem resolutions</li> <li>(iii) Monthly report on status of compliance to cyber security risks management, and any foreseeable cyber security risk and mitigation”</li> </ul>

## **ANNEXURE 1: SERVICE SPECIFICATIONS – SUPPLY AND INSTALL ITEMS**

### **1.1 System Analysis, Design and Customization/Development**

The Supplier MUST perform the following Analysis and Design activities using a formal system analysis/development methodology with the following key activities and design deliverables.

- Detailed Analysis: The Supplier must perform following documentations
  - *Functional Requirement Specification Document*
  - *System Design Document;*
  - *System Requirements Specification;*
  - *Interface Requirements Specification;*
  - *Software/System Test Descriptions;*
  - *Software/System Test Plan*
  
- Physical Design:
  - *Software Design Description*
  - *Interface Design Document*
  - *Database Design Document*
  
- Integrated System:
  - *User's Manual;*
  - *Operations Manual;*
  - *Source Code as well as its documentation to be submitted as a condition of the operational acceptance and any modifications thereafter;*
  
- Plans:
  - *Inception report*
  - *Training plans*
  - *Digitalization, conversion and migration plan*
  - *Deployment plan*

All the deliverable as per the agreed project plan shall be submitted to the Project Manager for necessary approval.

### **1.2 Training and Training Materials**

The Track - 5 & 8 addresses the Objective-1 and focuses on capacity building and Training for BD Operations. The Supplier MUST provide the following Training Services and Materials to the users of the BD system including technical and managerial trainings as described in.


The capacity building by the means of training for using BD System as per the roles, technical as well as managerial shall be done for the;

- Operator
- Administrative Staff
- Department users
- Social Service Ministry/Department Users
- Treasury
- Village Council Operators/members

- IT Staff
- Other staff as identified by GoCD

The Supplier shall develop a training evaluation methodology (Online/Offline) in consultation with the Purchaser for the trainees to ascertain the success of training. The training shall be considered successful if the trainee qualifies the evaluation. The supplier must achieve success in providing the training.

Acknowledge receipt of this Addendum in writing.



.....  
**JERMAINE JEWEL JEAN-PIERRE, PhD**  
**PROJECT MANAGER**  
**CARIBBEAN DIGITAL TRANSFORMATION PROJECT**