



COMMONWEALTH OF DOMINICA
MINISTRY OF PUBLIC WORKS AND THE DIGITAL ECONOMY

CARIBBEAN DIGITAL TRANSFORMATION PROJECT UNIT

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Commonwealth of Dominica

May 23, 2023

Caribbean Digital Transformation Project
IDA – 6685-DM

Addendum No. 4

to

Request for Proposals
Consulting Services

Procurement of:

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

RFP No: DM-MPWDE-301182-CS-QCBS
Consulting Services for: System Study of Digital Strategy, Standards, Business Continuity and protocols, SSO and BPR of Citizen Facing Services, Electronic entry, HMIS, e-Office/DMS, Bulk Digitization and National Web Portal and Mobile Portal
Client: *Ministry of Public Works, Public Utilities and Digital Economy*
Country: *Commonwealth of Dominica*
Issued on: May 23, 2023

Addendum No. 4

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

Date of Issue: May 23, 2023

Pursuant to Instructions to Consultants and Data Sheet, Clause 13 Clarification and Amendment of RFP, the Request for Proposal is hereby amended as follows:

1. ITC BDS 21.1 in the RFP is deleted and replaced with

Criteria, sub-criteria, and point system for the evaluation of the Full Technical Proposals:

#	Criteria	Points																		
(i)	Specific experience of the Consultant (as a firm) relevant to the Assignment: <i>[Notes to Consultant: the Client will assess 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)]</i>	10																		
Total points for criterion (i):		10																		
(ii)	Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs):																			
	a. Technical approach and methodology	12																		
	b. Work plan and Programme	5																		
	c. Organization and staffing	8																		
Total points for criterion (ii):		25																		
(iii)	Key Experts' qualifications and competence for the Assignment																			
	<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Position Number</th> <th style="text-align: left;">Key Experts</th> <th style="text-align: right;">Maximum Available Points</th> </tr> </thead> <tbody> <tr> <td>KE-1</td> <td>Team Leader/BPR Specialist</td> <td style="text-align: right;">15</td> </tr> <tr> <td>KE-2</td> <td>Enterprise Architect (EA)</td> <td style="text-align: right;">10</td> </tr> <tr> <td>KE-3</td> <td>BPR Specialist-e-Entry Mechanism</td> <td style="text-align: right;">10</td> </tr> <tr> <td>KE-4</td> <td>BPR Specialist-Health</td> <td style="text-align: right;">10</td> </tr> <tr> <td>KE-5</td> <td>Interoperability/Cloud Architect</td> <td style="text-align: right;">10</td> </tr> </tbody> </table>	Position Number	Key Experts	Maximum Available Points	KE-1	Team Leader/BPR Specialist	15	KE-2	Enterprise Architect (EA)	10	KE-3	BPR Specialist-e-Entry Mechanism	10	KE-4	BPR Specialist-Health	10	KE-5	Interoperability/Cloud Architect	10	
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KE-4	BPR Specialist-Health	10																		
KE-5	Interoperability/Cloud Architect	10																		

	KE-6 IT Security & Business Continuity/Disaster recovery Architect	5
Total points for criterion (iii):		60
(iv)	Transfer of knowledge (training) program (relevance of approach and methodology):	5
Total points for criterion (iv):		5
Total points for criterion (i, ii, iii & iv):		100

The minimum technical score (S_t) required to pass is: seventy-five (75).

2. Terms of Reference, sub section VII: Deliverables, D. List of Deliverables and Milestones to indicate the new timeline., is deleted and replaced.

#	Deliverables	Indicative Timeline (T) in person-days
1	Signing of Contract	T_0
2	Inception Report, including an updated preliminary workplan based on the schedules and priorities of the Project activities	$T_1 = T_0 + 15$
3	Comprehensive As-Is Report towards achieving the objective-1 for each Core Areas for BPR and Cross Cutting Area for Solutioning, except for Enterprise Architecture (EA)	$T_2 = T_1 + 22$
4	To-Be Report towards achieving the objective-2 by identifying various scenarios and processes for each Core Areas for BPR and Cross Cutting Area for Solutioning, except for EA	$T_3 = T_1 + 44$
5	Requirement Analysis report towards achieving objective- 3 for each Core Areas for BPR and Cross Cutting Area for Solutioning, except for EA	$T_4 = T_1 + 44$
6	Enterprise Architecture report in line with the objective-4	$T_5 = T_4 + 22$
7	Operation and Maintenance (O&M) guideline for the To-Be solution after deployment and Go-Live	$T_6 = T_5 + 10$
8	Guidelines for Business Continuity (BC) and Disaster Recovery (DR)	$T_7 = T_5 + 10$
9	Guidelines for Change Management & Capacity Building	$T_8 = T_5 + 10$

#	Deliverables	Indicative Timeline (T) in person-days
10	Guidelines for Implementation and estimates of cost for the Core Areas for BPR and the Cross Cutting Areas for Solutioning, except for EA	$T_9 = T_5 + 10$
11	Template for Terms of Reference for selection of the System Integrator for implementing the solution and performing O&M of the deployed solution for the core areas	$T_{10} = T_9 + 22$
12	Guidelines for application as well as web and mobile portal development.	$T_{11} = T_{10} + 22$
13	Draft Final Report of the engagement	$T_{12} = T_{10} + 11$
14	Final Report of the engagement	$T_{13} = T_{12} + 15$

Please confirm in writing the receipt of this Addendum.

Name of Bidder:

Signature of Authorized Representative:


 JERMAINE JEWEL JEAN-PIERRE, PhD
 PROJECT MANAGER

CARIBBEAN DIGITAL TRANSFORMATION PROJECT (CARDTP)
 MINISTRY OF PUBLIC WORKS AND THE DIGITAL ECONOMY