



COMMONWEALTH OF DOMINICA  
MINISTRY OF PUBLIC WORKS AND THE DIGITAL ECONOMY

## **CARIBBEAN DIGITAL TRANSFORMATION PROJECT UNIT**

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Commonwealth of Dominica

May 15, 2023

### **Caribbean Digital Transformation Project IDA – 6685-DM**

# **Addendum No. 1**

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 15, 2023**

**Addendum No. 1**

**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 15, 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. Section VII, Terms of reference, sub section V: Implementation period, shall be deleted in its entirety and replace with the following:

The time input of key experts is estimated at 264 person-days\*. The assignment is expected to start in July 2023 and to be completed within Six (6) months.

\*1 Person-month = 22 person days

\*1 Person-day = 8hours

2. Section VII, Terms of reference, sub section IV: Scope of Work 4.1: Brief Description of the Core areas for BPR, C. the scope for the study of DMS for Digital Public Administration Office (e-Office) is removed.
3. Section VII, Terms of reference, sub section IV: Scope of Work 4.2: Brief Description of the cross-cutting areas for BPR, C. the scope for the study of Digital Signature is removed.

Please confirm in writing the receipt of this Addendum.

Name of Bidder: .....

Signature of Authorized Representative: .....



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**JERMAINE JEWEL JEAN-PIERRE, PhD**  
**PROJECT MANAGER**  
**CARIBBEAN DIGITAL TRANSFORMATION PROJECT (CARDTP)**  
**MINISTRY OF PUBLIC WORKS, PUBLIC UTILITIES AND**  
**DIGITAL ECONOMY**