



COMMONWEALTH OF DOMINICA  
MINISTRY OF PUBLIC WORKS AND THE DIGITAL ECONOMY

**CARIBBEAN DIGITAL TRANSFORMATION PROJECT UNIT**

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Commonwealth of Dominica

May 19, 2023

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

**Addendum No. 3**

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 19, 2023**

### Addendum No. 3

**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 19, 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 VI: Team Composition and Qualification Requirements, point B: Team Composition, is amended as under.

#	Key Experts	Experience Level	Person-Days
KE-1	Team Leader & BPR Specialist	<ul style="list-style-type: none"><li>• Should be a Postgraduate in Business Administration, Public Administration, Computer Science/IT or relevant areas with 10 years' experience in project management and leading BPR project of this nature.</li><li>• PMP or Prince-2 certification would be an advantage</li><li>• Should have experience in handling AI/emerging technologies/Analytics based solutions</li><li>• Experience in working in small island countries or similar countries would be beneficial</li></ul>	66
KE-2	Enterprise Architect (EA)	<ul style="list-style-type: none"><li>• Should be a Postgraduate in Business Administration, Public Administration, Computer Science/IT or relevant areas with 8 years' experience in business analysis and working as EA in the project of similar nature.</li><li>• Should be TOGAF / Zachman certified</li></ul>	66
KE-3	BPR Specialist-e-Entry Mechanism	<ul style="list-style-type: none"><li>• Should be a Graduate in Business Administration, Public</li></ul>	22

#	Key Experts	Experience Level	Person-Days
		<p>Administration, Computer Science/IT or relevant areas with 8 years' experience in business analysis of the public/government sector projects.</p> <ul style="list-style-type: none"> <li>• Should have carried out BPR of at least two (2) projects in e-Entry/ Customs/Immigration</li> </ul>	
KE-4	BPR Specialist-Health	<ul style="list-style-type: none"> <li>• Should be a Graduate in Business Administration, Public Administration, Computer Science/IT or relevant areas with 8 years' experience in business analysis of the public/government sector projects.</li> <li>• Should have carried out BPR of at least three (3) projects in Health systems</li> </ul>	44
KE-5	Interoperability/Cloud Architect	<ul style="list-style-type: none"> <li>• Should be a Graduate in Business Administration, Public Administration, Computer Science/IT or relevant areas with 8 years' experience in working in public/government sector projects.</li> <li>• Should have carried out BPR for developing FRS/SRS/Use cases for Interoperable/Cloud Architecture</li> <li>• Should have experience in designing cloud architecture</li> </ul>	33
KE-6	IT Security & Business Continuity/Disaster recovery Architect	<ul style="list-style-type: none"> <li>• Should be a Graduate in Business Administration, Public Administration, Computer Science/IT or relevant areas with 8 years' experience in IT Security &amp; Business Continuity/Disaster Recovery Architect</li> <li>• Should be CISA/CISM</li> </ul>	33
<b>Total Person-days</b>			<b>264</b>

Please confirm in writing the receipt of this Addendum.

Name of Bidder: .....

Signature of Authorized Representative: .....

*Jermaine Jean Pierre*  
 .....  
**JERMAINE JEWEL JEAN-PIERRE, PhD**  
**PROJECT MANAGER**  
**CARIBBEAN DIGITAL TRANSFORMATION PROJECT (CARDTP)**  
**MINISTRY OF PUBLIC WORKS AND THE DIGITAL ECONOMY**