



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

Tel: (767) 266 3840
E-mail: dtpu@dominica.gov.dm
Website: <http://cardtp.gov.dm/>

2nd Floor, First Domestic Building
King George V. Street
Roseau
Commonwealth of Dominica

May 19, 2023

Caribbean Digital Transformation Project
IDA – 6685-DM

CLARIFICATION # 3

**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 email dated May 19, 2023 at 09:31AM, as follows:

S. No.	Clarification Sought	Response of PIU
1.	Please provide the number of processes and applications that need to be studied during the As-Is study phase.	The processes are to be studied for the core areas for BPR defined in the section VII of the RFP as well as the amendment issued
2.	Which are the Ministries, Departments and Agencies need to be studied during the As-Is study phase? Please share details of the applications for the selected MDAs.	This will be the part of study and to be covered during As-Is

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3.	How many business processes need to be studied during the As-Is study phase? Please share details of the existing processes.	This will be the part of study and to be covered during As-Is
4.	<p>Would you be able to provide an estimate of how many business processes need to be reengineered (BPR) during the To-Be design phase? If yes, please share the name and details of the existing processes for the core areas, including the following:</p> <ol style="list-style-type: none"> 1. Electronic Entry Permit Mechanism (e-Entry) 2. Health Management System / Health Management Information System (HMS/HMIS) 3. DMS for Digital Public Administration Office (e-Office) 4. Bulk Disbursements 5. Inter/Intra-Ministerial system integration 	<p>This will be the part of study and to be covered during As-Is.</p> <p>The study for DMS and Digital has been removed from the scope please see the Addendum # 1 issued on May 15, 2023</p>
5.	Since you have agreed to increase the duration of this engagement, please also share the proposed realigned timing of the deliverables and milestones.	
6.	<p>As per the "List of Deliverables and Milestones" section, the selected bidder needs to submit 13 deliverables within a very short timeframe. Therefore, we propose that the review period of the deliverables and the feedback mechanism should also be more agile and that the relevant clauses be amended as follows:</p> <p>"Within ten (10) calendar days from the date of the reports and deliverables receipt, the PIU shall review in consultation with relevant MDAs, and:</p> <p>(a) approve the reports and deliverables; or</p> <p>(b) notify the Consultant of any respects in which the PIU considers that the reports and deliverables do not comply with the contract provisions. The reports and deliverables shall be revised and submitted to the Client by the Consultant within one (1) week following the receipt of Client's comments unless otherwise agreed by the parties.</p> <p>(c) Once a deliverable is submitted and the same is returned with review and feedback from the PIU, the revised submission after incorporating the suggestions made by the PIU (as mutually</p>	<p>The review process shall remain as per the sub-section VII. However, the implementation period of the assignment has been extended to 6 months. Please refer to the response to the clarification issued on May 10, 2023</p>

S. No.	Clarification Sought	Response of PIU
	agreed upon by the PIU and the consultant) will be the final submission of the deliverable."	
7.	Since we have to invest almost 100% of our effort up to the submission of the "Draft Final Report", we are requesting that the proportion of payment for the last two deliverables be adjusted as follows: 13. On submission of Draft Final Report of the engagement - 15% 14. On approval of Final Report of the engagement - 5%	No Change
8.	Given the extensive terms of reference, the critical nature of the assignment and the lengthy timelines for a travel/courier to submit the physical proposal, we are requesting to extend the deadline of the submission by 2 weeks (15-June-2023) in order to submit a high quality bid.	The deadline for submission of proposal has been extended to June 9, 2023 by 10:00 am (Dominica time). Please refer to Addendum No 2. Issued on May 18, 2023
9.	We are requesting to amend the clause to the following: <i>Should have carried out BPR of at least two (2) projects in e-Entry/Customs/Immigration</i>	Please refer to the Addendum # 3 issued on May 19, 2023

As per ITC BDS 13.1 of the RFP, the deadline for submission of request for clarification is May 17, 2023. 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: dtprocurement@dominica.gov.dm.

Please confirm in writing receipt of this Clarification.



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