

Expression of Interest (EOI) - Information form

1. Project Data & Consulting Firm

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|----------------------------------|--|
| Contract Name : | Supply, Installation, Commissioning and Maintenance of Document Management System for Parliament of Sri Lanka |
| Contract Number : | ICTA/GOSL/CON/QCBS/2017/04 |
| Name of Consulting Firm : | |

2. Eligibility

Declaration

We hereby declare that:

- (i) We have read the advertisement, and the Terms of Reference (TOR), for this assignment;
- (ii) We have not been engaged to prepare such TOR as a firm, sub consultancy, or joint venture; and
- (iii) No full-time or part-time or contracted expert employed by our firm, sub consultancy, or joint venture has been engaged to prepare such TOR.
- (iv) Business registration of the firm, JV party or sub consultancy;

We further confirm that, if any of one or more of our experts is engaged to prepare TOR for any resulting assignment as part of our work product under the assignment to which this advertisement relates, our firm and any such expert(s) will be disqualified from short-listing and/or participation in such follow-on assignment.

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|----------------------------|--|
| Lead Firm | |
| Signed by: | |
| Position : | |
| Associate/Partner 1 | |
| Signed by: | |
| Position : | |
| Associate/Partner 2 | |
| Signed by: | |
| Position : | |
| Associate/Partner 3 | |
| Signed by: | |
| Position : | |

3. Management Competence (Please answer each question in one paragraph of 5-7 sentences)

a. If you are proposing an association such as sub-consultancy or a joint venture (J/V), outline the rationale for and benefits of the “association.” Outline proposed management coordination of the “association,” including the role of each firm.

b. Does your firm/sub-consultancy/joint-venture (J/V) have (1) standard policies, procedures and (2) industrial certified practices in place that promote quality in: the workplace, your interaction with clients, and the outputs you produce? If yes, describe briefly.

In case of a joint-venture, please submit relevant information (Part (1) and (2)) for each party.

c. (1) Does your firm/sub-consultancy/joint venture parties have a dedicated unit or staff solely responsible for software quality assurance? (2) Describe your internal Software Quality Assurance (SQA) policies, procedures and processes briefly.

In case of a joint-venture, please submit relevant information for each party.

d. What (1) communication protocols, (2) escalation management and (3) complain resolution processes are in place in your firm/sub-consultancy/joint venture for dealing with any complaints concerning the performance of the staff or the quality of the software solution developed for this consulting assignment?

In case of a joint-venture, please submit relevant information for each party.

Based on the attached project reference sheets (Annex 1) and the firm's performance, highlight the technical and general qualifications including experience of your firm/sub consultancy/joint venture (maximum of 4 pages). When the firm submitting the information special attention should be given to the following areas and the project specific references should be included in front of each question.

Example:

Question: 5.3. Explain the past project experiences related to Document Management Systems based projects deployed in a cloud computing platform

Answer: Refer Project Sheet number 3, section 16.3

4. Explain your past project experience by describing 6 projects using the Annex 1.
Please select the projects which fit the size and nature of the proposed project (As per Brief of Scope document)
Please include 3 projects which have been implemented for government and/or related to Document Management Systems (DMS).
5. **Technical Qualifications**
 - 5.1. Explain the past projects related exposure with DMS (Refer the Brief of Scope).
You are required to explain how service implementation, consumption were done along with below features usage. (You are required to explain at least 2 projects)
 - a. Workflow management
 - b. Document and Record management including multimedia system capabilities (e.g. text, audio, video, image)
 - c. Archiving
 - d. Content publishing
 - e. Application development platform
 - f. License and support
 - 5.2. Explain how open standards, interoperability aspects were leveraged and enterprise software architecture best practices were used in above systems.
 - 5.3. Explain the past project experiences related to DMS based projects deployed in a cloud computing platform
 - 5.4. Elaborate how you have ensured high availability of the above mentioned systems.
 - 5.5. Explain the performance and scalability considerations in above mentioned systems.
6. Nature of the Firm as per the industrial classification (small/small & Medium/large)
7. Core business of the firm
 - Software Project Management
 - Software Development
 - Business Analyst
 - Information Security
8. 8.a Financial strength certified by the audited financial reports for last three years
8.b Administrative strength reflected by Organizational structure
9. Firm's history; number of years in software development business
10. Technical and managerial organization of the firm, staff strengths and capabilities and appropriate skills of firm's staff
11. Any other relevant information

Annex (1)

Project Sheets

Important: Indicate up to **6 reference projects** that the firm/sub-consultancy/joint venture experiences are relevant.

Project 1 of

| | | |
|-----|---|---|
| 1. | Project Name | |
| 2. | Name of Client | |
| 3. | Client Reference (Contact Name & Contact Number) | |
| 4. | Country | |
| 5. | Participation | <input type="checkbox"/> As lead firm <input type="checkbox"/> As associate firm |
| 6. | Cost of the project | LKR |
| 7. | Source of Financing | |
| 8. | Consultancy Services (should specifically indicate associate firm's staff allocations) | |
| | 8.1 No. of staff | |
| | 8.2 No. of person months | |
| 9. | Length of Consultancy Assignment | |
| 10. | Start Date (dd/mm/yyyy) | |
| 11. | Completion Date (dd/mm/yyyy) | |
| 12. | Name of Associate Firms (if any) | |
| | | |
| 13. | No. of Person-Months of Professional Staff Provided by Associated Firm(s) | |
| 14. | Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed (should specifically indicate associate firm's staff involvement) | |
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| 15. | Detailed Description of the Project | |
| | 15.1 Explain the project domain. Example: DMS(Refer the Brief of Scope), Government Etc | |
| | 15.2 Size of the project. Example: Number of concurrent users, Number of transactions per second/ minute/ hour | |
| | 15.3 Other information | |
| 16. | Detailed Description of the Actual Services Provided by your Firm with regards to DMS. (Please fill the applicable sections given below) | |
| | 16.1 Explain the past projects related exposure with DMS (Refer the Brief of Scope). | |
| | 16.2 Experience with open standards, interoperability aspects were leveraged and enterprise software architecture best practices | |
| | 16.3 Experience with cloud hosting | |
| | 16.4 Experience with ensuring high availability | |
| | 16.5 Experience with performance and scalability considerations | |
| | 16.6 Other key information | |