

## Expression of Interest (EOI) - Information form

### 1. Project Data & Consulting Firm

<b>Contract Name :</b>	<b>Development of School ICT Society Website and EDUCSIRT Website</b>
<b>Contract Number :</b>	<b>ICTA/GOSL/CON/CQS/2017/30</b>
<b>Name of Consulting Firm :</b>	

### 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.

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 Experience in developing similar systems using Content Management System (CMS) (refer Annex 1)

**5 Technical Qualifications**

5.1 Explain the past projects related exposure with CMS (Refer the TOR).

You are required to explain how service implementation, consumption were done along with below features usage. Please include 3 projects which have been implemented for government and/or related to CMS. (You are required to explain at least 2 projects)

- High level architecture of implemented solution
- Latest web technology development
- Backend support for the website
- Database management systems

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 CMS 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, specialized)

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 two 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)

### Annex (1)

Please submit 06 best websites that have been developed by the vender

	Website URL	CMS (Y/N)	Name of the CMS	Version of CMS	E services (Y/N)
01					
02					
03					
04					
05					
06					

### Project Sheets

**Important:** Indicate up to 4 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)
15.	Detailed Description of the Project
	15.1 Explain the project domain. Example: CMS(Refer the TOR), 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 website. (Please fill the applicable sections given below)
	16.1 Explain the past projects related exposure with CMS (Refer the TOR). 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