Expression of Interest (EOI) - Information Form

1. Project Data & Consulting Firm

Assignment Name :	Implementation of eCabinet System for Office of the Cabinet Ministers
Assignment Number :	**ICTA/SG2/GOSL/CON/QCBS/2018/001**
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
(ii)   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.

4. Explain your past project experience by describing 5 projects using the Annex 1.
   Please select the projects that fit the size and nature of the proposed project (As per Terms of Reference document)

   4.1 Please include (if possible) 3 projects which have been implemented for government and/or Workflow Management, Document Management, Online Application portal etc.

5. **Technical Qualifications**

   5.1 Explain the past projects related exposure of Web Design, File Management, Document Management and Workflow Management System.
   You are required to explain preparation of, aging, status update of workflow reports, record querying, and sorting functionalities in the systems.

   5.2 Explain past software development exposure for Workflow Management, multidimensional databases.

   5.3 Elaborate how you have ensured security, performance, high availability, usability, load balance, data base optimization, file management techniques, etc… use of above mentioned projects.

   5.4 Explain the past project experience related to Docker container and Virtual Machine deployment in cloud environment.

   5.5 Explain the past project experience related to support and maintenance process and elaborate use of any monitoring tools for maintainability.

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 Analysis ☐
   Information Security ☐

8. Financial and administrative (Organizational Structure) strength certified by the audited financial reports for last three years.

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 **5 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	Individual Firm ☐ (Experience related to the project lifecycle)	J / V Participated as, As lead firm ☐ As associate firm ☐ (Experience related to the project lifecycle)
6.	Cost of the Software 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: HR, Asset Valuation, 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. (Please fill the applicable sections given below). A reference letters should be provided for each project.
	16.1 Explain the past projects related exposure of Web Design, File Management, Document Management and Workflow Management System.
	You are required to explain preparation of, aging, status update of workflow reports, record querying, and sorting functionalities in the systems.
	16.2 Explain past software development exposure for Workflow Management, multidimensional databases.
	16.3 Elaborate how you have ensured security, performance, high availability, usability, load balance, data base optimization, file management techniques, etc… use of above mentioned projects.
	16.4 Explain the past project experience related to Docker container and Virtual Machine deployment in cloud environment.
	16.5 Explain the past project experience related to support and maintenance process and elaborate use of any monitoring tools for maintainability.