

RFP# 11/1/1



The Business Development Company Limited

151B Charlotte Street

Port of Spain

Prepared: Janille James

Due Date: November 4th, 2011

Proprietary and confidential

To supply: Technical /Consultancy Services

Table of Contents

1.0	STATEMENT OF PURPOSE	3
2.0	BACKGROUND INFORMATION	3
3.0	OBJECTIVE	3
4.0	SCOPE OF WORK.....	4
5.0	DELIVERABLES.....	5
6.0	BUDGET	6
7.0	CONTRACTUAL TERMS AND CONDITIONS	7
8.0	ADMINISTRATIVE ARRANGEMENTS	7
9.0	EVALUATION AND AWARD PROCESS	8
10.0	PROCESS SCHEDULE	8
11.0	CONTACTS	9
	APPENDIX I	10
	WEBSITE REQUIREMENT MATRIX	
	APPENDIX II.....	11
	WEBSITE REQUIREMENT DETAILS	

1.0 STATEMENT OF PURPOSE

The Business Development Company Limited (BDC) invites suitably qualified consulting organisations to provide Information and Communication Technology Services for one of our clients within our High Growth Potential Company (HGPC) portfolio as part of its strategic recommendations towards increased market opportunity and relevance. The firm will be required to design, execute and assist in the project management of a technological (web based) solution that will support its goal of becoming a leading global recruitment service provider for the sourcing of technical professionals.

2.0 BACKGROUND INFORMATION

The Business Development Company Limited is a statutory organization under the remit of the Government of the Republic of Trinidad and Tobago. Its primary function is to support business growth among select local non-energy companies and support their overall strategic development through its array of services. Within its existing portfolio of services is the High Growth Potential Company (HGPC) initiative which aims to provide diagnostic assessment and strategic direction support for businesses which meet specific criteria.

For the purposes of this RFP, the HGPC client is a provider of human resources outsourcing and recruitment, who is seeking to develop and execute the integration of a web based solution to provide (intranet/extranet) access to its database as a value added service.

3.0 OBJECTIVE

The key objective of the Consulting firm is to design, develop, implement and maintain a company's website that features an intuitive and interactive navigation with a modern professional appeal to establish the company's global presence in the human resource recruitment industry.

4.0 SCOPE OF WORK

The **Consulting Firm** will be responsible for the delivery of the following activities on behalf of the client on a phased basis:

- i. Phase I – *Design and implementation of an appropriate website and corresponding Website Content Management System that will allow for both a presence of the organization in line with the requisite corporate look and feel (CLF) of the organization and its products and services and autonomy as it relates to management of future content contributions both informational and product specific.*
- ii. Phase II – *Design, and implementation of a backend RDBMS solution in support of data capture, storage and analysis of relevant client data as part of its service delivery.*
- iii. Phase III – *Design and implementation of a reporting component in support of i & ii above to provide both organizational and web analytics on all front/backend of the core web strategy process, and any other features not included in the previous phases.*
- iv. *Maintenance & Support– provide full maintenance of the solution based on final recommendations which can be either be via remote administration or cloud in nature inclusive of technical services, upgrades and installation.*

Details of website requirements are outlined in **Appendix I and II** of this document.

5.0 DELIVERABLES

The consulting firm will be required to submit a proposal that is inclusive of the following:

I. Project Plan.

A work plan identifying the relevant outputs, the activities required to undertake the assignment, durations of the activities, milestones and overall timeframe for the project should be provided.

II. Estimated total cost of the project.

This section should include a detailed breakdown of the various costs (fixed and variable) for undertaking the assignment. Also indicate the number of man-hours to be expended on the project. The total costs included in your proposal would be inclusive of 15% Vat in TT dollars.

III. Company Profile

Company name and address.

List of key personnel. Curricula Vitae of all key personnel allocated to the assignment, an organizational profile and chart/structure for the organization.

Certificate of Incorporation. Participating companies must preferably be incorporated in Trinidad and Tobago; where the company has external partnerships, indicate the nature and extent of the external parties shareholding.

IV. Specific Company Experience

V. Financial Status

Audited financial statements for the last three years audited financial statements and valid VAT, BIR and NIS Certificates.

Name and Address of the company's banker and a statement from same indicating your company's financial standing

VI. List of References.

References from three (3) most recent assignments where similar projects have been completed by the organization should be submitted. Provide contact information for use as references.

VII. Statement with respects to judgments current or pending

VIII. Statement of company's customer service function and procedures

IX. Financial Statements to determine if the company is solvent or not.

X. Certificate of incorporation

XI. VAT Clearance Certificate

6.0 BUDGET

The Consultant shall be paid based on the completion of the following activities/deliverables:

1. 5% of the Consultancy Fees on signing of the contract.
2. Other payments will be made based on an agreed milestones schedule.

Acceptance of each deliverable will be communicated via letter from the BDC to the successful Consulting Firm.

If the Consulting Firm shall be guilty of any misconduct or any breach or non-observance of any of the requirements of the Scope of Works and the Request for Proposal, or shall neglect or fail or refuse to carry out the duties assigned to it, the BDC shall be entitled summarily to terminate the Agreement without notice and without payment in lieu of notice. The BDC will also be entitled to receive a refund of the fees paid to the consulting firm on signing of the contract.

7.0 CONTRACTUAL TERMS AND CONDITIONS

Payments shall be made by the BDC within 20 working days of the receipt of due deliverables and achievement of agreed milestones and the Consultant's original invoice

BDC reserves the right to reject all or any of the proposals at its own discretion.

8.0 ADMINISTRATIVE ARRANGEMENTS

The proposal shall be submitted in two (2) hard copies and/or one (1) soft copy in PDF format delivered to:

Ms Janille James
Business Development Officer Training
Business Development Company
Phone contact – 223-1175

The hard copies of the proposal should be delivered under confidential cover in a sealed otherwise unmarked envelope and labelled **'Proposal for Information and Communication Technology Services'**, and should be lodged in the

BDC's tender box located in the reception area of the Head Office, of the BDC, 151B Charlotte St., Port of Spain, no later than 3.00 p.m. on November 4th, 2011.

Soft copy, in PDF format, to be emailed to jjames@bdc.co.tt by Friday, November 4th, 2011.

Queries on the RFP or the Scope of Works could be communicated to the aforementioned contact via e-mail or telephone.

9.0 EVALUATION AND AWARD PROCESS

The BDC awards proposals based on the evaluation of technical and other factors in addition to cost to determine the proposal that represents the best overall value to the BDC. The BDC is not obligated to award the contract to the lowest bidder; however, as offers become technically equivalent, cost price may become the determining selection factor.

The BDC reserves the right to select proposals where it has determined that the superiority of the Consulting firm technical ability or quality to be equal to or more important than the proposed cost or price.

If necessary, the BDC reserves the right to revise any part of this RFP.

10.0 PROCESS SCHEDULE

Due Dates

A written confirmation of the Vendor's intent to respond to this RFP is required by Friday, October 21st, 2011. All proposals are due by Friday, November 4th, 2011. Any proposal received at the designated location after the required time and date specified shall be considered late and non-responsive. Any late proposals will not be evaluated for reward under any circumstances.

Schedule of Events

Event	Date
1. RFP Distribution to Vendors	October 17 th , 2011
2. Responses to vendors about the scope or approach due	October 21 st , 2011
3. Proposal due date	November 4 th , 2011
4. Anticipated decision and selection of Firm	November 18 th , 2011
5. Anticipated commencement date of work:	November 25 th , 2011

11.0 CONTACTS

Queries concerning information contained in this document can be forwarded to:

Ms Janille James
Business Development Officer Training
Business Development Company
PLIPDECO Building
Atlantic Avenue
Point Lisas
Trinidad W.I.
Phone contact – 223-1175
jjames@bdc.co.tt

WEBSITE REQUIREMENT MATRIX

Category	Criteria	
Content Pages (English & Spanish)	<ul style="list-style-type: none"> • Home Page • About Us • Contact Us • Candidates • Companies • Description of Services • Career Tips • Media Centre • Jobs Board 	Flash/Non-Flash Company Background/Owner Profiles Candidate driven content Listing or web-link?
Functionality Users	<ul style="list-style-type: none"> • Candidates • Jobs Board 	Database driven with the ability to update candidate info <u>ONLY</u> Database driven with ability to view and apply <u>ONLY</u>
Security Controls/Adm inistration	Access rights - RWMD, FTP/TCP-IP access, CGI & Other script security, Backup/Restore policies	
Database	MSSQL or MySQL Compliant (if open Source) ODBC, export ready for excel, word, csv, or other formats	Basic & Advanced search criteria, i.e. Boolean, multiple query and exact match

WEBSITE REQUIREMENT DETAILS

WEBPAGES

The webpages for the company's website are likely to be as follows:

- Home Page
- About Us
- Contact Us
- Candidates
- Companies
- Description of Services
- Career Tips
- Media Centre
- Jobs Board

REQUIRED FEATURES - CONTENT

- History of Newsletters.
- Newsletter to feature articles by other members of staff, profile companies, relevant news, etc.
- Online Psychometric Testing.
- Info on the Recruiters (for logged on users only).
- Mission and Vision statements.
- Core story; slide show with photos.
- Articles emphasizing "pains" – why to use CRS' services.
- Reciprocal links to other websites.
- Privacy Statement.
- Copyright of website.
- Spanish copy of website with specific advice for Spanish speakers, e.g., advice on online English courses, English courses in Trinidad, visas, work permits, etc.
- Advertisement spots for hire.

REQUIRED FEATURES FOR INFRASTRUCTURE

- Search site facility
- All jobs and candidates are freely available for searching (no names of companies or candidates to be shown). An optional login will be available for those who wish to hold a history of their communications with CRS and get access to the more interactive features and other information.
- Skills database for people to select their skills to enter their details, as well as to select skills to match against jobs or candidates. Also for education and language skills data.
- Region database to hold popular areas of the world for searching for different levels, e.g., continent, specific country
- Sector database to define which jobs and skills are for I.T., Energy, etc.
- Candidate database to hold profile and skills of candidates, as well as a history of text communications with CRS, and other recruitment data. This can be updated by the candidate with valid Login and password, and be searchable by people seeking candidates with particular skills (no contact info will be seen).
- Client database to hold info such as a history of job profiles entered text communications with CRS, etc.
- Jobs database to hold a profile of active jobs. This can be updated by the client with valid Login and password.
- All changes to the database via users will send an automatic copy to Company.
- Company's staff will be able to search all databases using Boolean operations for any database element and see any detail required.
- The system should allow new skills to be added. A copy of this will be sent to the company to decide if to add it permanently to the skills database.
- The company must be able to update all databases.
- The company must be able to add text to any webpage, and create new web pages as desired.

REQUIRED FEATURES FOR INFRASTRUCTURE continued

- Reports of candidates submitted to companies by recruiter and date, candidates hired to companies by recruiter and date, time logged on by recruiter (to measure productivity), and other essential business tracking information will be available at an administrator level.
- Candidates will be able to enter their résumés via a standard form or by separately emailing the résumés (only after entering application details). A separate form will be available for candidates to change their contact information and/or update their résumé.
- Clients will be able to enter their requirements using the optional sector, region and skills parameters and see a selection of candidate profiles with percentage matches.
- The company's recruiters will be able to signal that they are available for "chatting" online or else a text can be sent for later reply. This is for Logged in users only.
- Once logged in, a user can choose to hear an audio of the company's recruiter that they are texting. A picture will also be visible.
- When typing text, system will underline misspellings and anticipate words.
- Tips on the "perfect interview" and the "perfect dress code" using pictures and video to illustrate "do's" and "don'ts".
- Other features designed to engage and entertain website visitors.
- There must be an option for RSS (or similar technology) feeds for new jobs by selected categories (sector, region, skills).
- Integrated with all popular web social media.
- The website will be available in English and Spanish via an option on the Home Page. There may be certain pages only available in Spanish.
- In the future, there may be online English tests available.
- Search Engine friendly; arrange to register high on web searches.
- Have to be able to increase bandwidth easily and quickly.

