



Government of the Republic of Trinidad and Tobago

Ministry of Rural Development and Local Government

REQUEST FOR PROPOSALS

- 1) Implementation of a SharePoint Enterprise Content Management System



With this Request for Proposals (RFP), the Ministry of Rural Development and Local Government (the Ministry) is requesting proposals from qualified vendors to provide the implementation services of a SharePoint Enterprise Content Management System (ECMS) and development of an enterprise intranet solution using Microsoft SharePoint 2019. This RFP is designed to solicit responses from vendors in order to assist the Ministry in delivering Intranet and collaboration capabilities deployed through Microsoft SharePoint 2019.

1 INSTRUCTIONS TO FIRMS

1.1 Use and Disclosure of Information

Information contained in this document is to be used by Firms solely for the purpose of responding to this request. Firms may not use the name of the Ministry in any manner so as to promote any goods or services without the express written consent of the Ministry. Firms are required to treat all information and correspondence as confidential in nature.

1.2 Technical Information and Advice

All questions and/or request for clarification prior to the submission of proposals should be submitted in writing to the Ministry's head office Kent House Maraval or via email to knightsv@gov.tt or aldwin.hylegar@gov.tt. Please note that responses to questions and/or request for clarifications will **ONLY** be provided in writing from the above emails. Firms requiring site visits if required must also submit requests for same through the use of the above emails. **The final day for receipt of questions is Wednesday 3rd August, 2022.**

1.3 Amendment of Request for Proposal Document

At any time prior to the deadline for submission of Proposals, the Ministry may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Firm, modify the RFP document by the issuance of an Addendum.

The Addendum will be sent to all prospective Firms and will be binding upon them. Prospective Firms shall promptly acknowledge receipt thereof in response to the email.



In order to afford prospective Firms reasonable time in which to take an Addendum into account in preparing their submissions, the Ministry may, at its discretion, extend the deadline for the submission of Proposals.

1.4 Site Visit and Demonstration of previous SharePoint

Proponents are advised that a site visit would be **mandatory** to be eligible for submission of proposals. Additionally, all companies who attended the mandatory site visit would have to present demos of previous SharePoint sites the Ministry. **The site visit would be between the hours of 9 a.m. and 12 p.m. on Tuesday 26th July 2022 and Wednesday 27th July 2022. Demonstrations would be held on Wednesday 3rd August 2022. Only firms which attended the site visit would be allowed to present previous works done to the Ministry.** Firms would be given appointment times for the presentation.

1.5 Submission of Tenders

- i. Interested Firms must submit their proposal to the ministry's head office Kent House Maraval Tenders box.
- ii. Proposals must be prepared in standard business English.
- iii. Proposals must be signed by an authorised representative of the firm.
- iv. Proposals received after the deadline indicated above **SHALL NOT** be considered for evaluation;
- v. Proposal must be accompanied by original vendor specification sheets.

The following documents are required to be submitted with the proposal:

Eligibility Requirements -

- Certificate of Registration pursuant to the Companies Act, Chap. 81:01;
- Certificate of Continuance pursuant to the Companies Act Chap. 81:01 (if applicable);
- Copy of Income Tax and Value Added Tax Clearance, valid as at the deadline date for submission of proposals, or a letter of exemption from the Board of Inland Revenue (if applicable);
- Copy of National Insurance Scheme Compliance Certificate, valid as at the deadline date for submission of proposals, or a letter of exemption from the National Insurance Board; and
- Directors must not have been convicted of any criminal offences.



1.6 Evaluation of Submissions

Proposals will be evaluated according to Qualifications, Technical Approach and Work Schedule. Please be advised as follows:

1. Proponents must be in statutory compliance with the statutory requirements listed.
2. Only proposals from responsive proponents satisfying the Eligibility criteria will be eligible for consideration. Each proposal received will be evaluated using the criteria below:

Criteria	Yes	No	Requirements
Five Satisfactory References			Mandatory
Court Judgments (pending or otherwise) against firm			Settlement must not exceed 50% of company's net worth
Revocation of Professional License			If yes, must provide a <u>satisfactory</u> explanation
Minimum Wage Compliance			Mandatory
Criteria	Score	Remarks	
Qualifications of Technical Team	20		
Experience	20		
Technical Approach	20		
Work Schedule	20		
Cost	10		

1.7 Quotation Prices

All Goods/Services must be priced and accompanied by a proposed schedule of payment. Prices must be quoted in Trinidad and Tobago (T&T) dollars and must include the unit price and total price inclusive of all taxes and duties.

1.8 Validity of Submission

Proposals should remain valid for a period not less than ninety (90) days after the deadline date specified for submission.

1.9 Delivery Time

The selected Firm must deliver the solution within Eight (8) to Ten (10) weeks of an award. The Services must be delivered and/or installed at:



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Kent House

Long Circular Road

Maraval

1.10 Cancellation of the Procurement Process

The Ministry of Rural Development and Local Government reserves the right to cancel the procurement process in its entirety or even partially without defraying any costs incurred by Firms.

1.11 Conformance

Vendors are required to submit a compliance table showing RFP Requirements and compliance to specifications in relation to submission.

2 SCOPE OF WORKS

2.1 Objective

To achieve the overall goal of this project, the Ministry's objectives are to:

- To have the selected contractor work closely with all departments to design an intranet site that will accommodate all of their functional requirements;
- Automate business processes and work flows for departments;
- Establish an efficient document management process throughout the Ministry;
- Establish an intranet home page with content targeted to Ministry staff;
- Provide a structured classification and metadata for all departments to improve the ability to find relevant data in a large collection of content and to improve the ability to learn from the patterns and trends that emerge from a large collection of content without manually reviewing each piece of content;
- Improve communication between departments and employees;
- Improve productivity of employees by simplifying and improving access to business systems;
- Implement enterprise search capabilities – to promote better department and project collaboration;
- Coordinate user acceptance training;
- Provide a Train-the-Trainer training session to Information Communication Technology (ICT) staff; and
- Fully implement the intranet site.



2.2 Scope

The Ministry is seeking proposals from qualified vendors that have extensive experience with all aspects of SharePoint implementation. Currently, the Ministry does not have any form of intranet in place thus business processes and work flows are not automated nor integrated. This would be a first-time installation, therefore, consultant services are required in the areas of: planning, design, documentation, development, deployment implementation and training on Microsoft SharePoint 2019 with an emphasis on implementing SharePoint as a secure, corporate intranet, document management, business process management (BPM) and business intelligence solution.

The desired outcome of this SharePoint 2019 implementation is solutions that it:

- eliminates and/or minimizes paper documents and manual processing;
- improves unstructured information management capabilities (reducing the redundancies of business documents and frequent email transfers);
- accelerates workflow throughput;
- improves collaboration capability between departments;
- provides all departments within the organization more cost effective access to documents and related information; and
- supports integration of tools and data specifically with MS Office and web-based applications.

Please be advised that the Ministry would be providing the necessary SharePoint software. To this end, the Ministry's intention is to solicit the **services** of a contractor that is capable of developing a full SharePoint platform based on organization needs that delivers the following:

- The solution must demonstrate core capabilities for the full information management lifecycle from inception to archive (or deletion), while providing specific access controls;
- The solution must provide the ability to classify documents with metadata to make them easier to search and insure a mandatory amount of metadata is captured for each document or record in the library;
- The solution shall provide retention policies for record conversion, archival and deletion which can be set on a document type and executed automatically based on a preconfigured date;
- The contractor shall assist in the migration of the Ministry's filer server data (as identified and outlined by the Ministry) to SharePoint and shall permit navigational security, with multiple layers of user definable security to limit access;
- The solution shall permit for electronic signature management – support for inserting signatures and managing records content and access;
- The solution must provide the capability for the creation of online forms where users can request support from various internal services. The form should be compatible with desktop and portable devices; and
- The solution must provide the ability to leverage multi-function machines scan function to import scan documents from copiers to libraries and sites.



2.3 Functional Requirements

- The Functional Requirements should capture user cases for utilizing Sites, Content, Search, high level site layout, branding and requirements for performance, capacity, security, and availability.
- Search will include internal files and /or databases.
- The Functional Requirements should capture high level information concepts (e.g. Employee, Department, Policy, Procedures, etc.) and be traceable to specific business capabilities and /or business objectives.
- The Contractor will deliver an information architecture which will include a Site Folder Structure, User and Group Access, Roles, and Permissions, Metadata, Data Structure, Search, Web Services, Role based Security, and Application Integration.
- All work will be conducted according to the Ministry's policies and procedures, which will be shared with the approved Vendor.

2.4 Architectural Design and Implementation Requirements

- The contractor shall review the current logical and physical architecture of the Ministry's Network;
- In collaboration with the Ministry's ICT Unit, draft an implementation plan that addresses the needs of the Ministry; and
- The contractor shall allow for migration, consolidation, classification and indexing of the documents and data to a SharePoint 2019 deployment, that includes configuration and analysis based on all program requirements, goals for usage.

2.5 User Interface of SharePoint Intranet Portal Requirements

The contractor shall:

- Design a dynamic home page that aligns with the Ministry's objectives;
- Create a SharePoint web portal;
- Design team site templates that meets the Ministry's advocacy and departmental needs; and
- Implement/Integrate shared Outlook Calendar showing availability of internal Resources, Examples include: conference room availability, organizational wide events, internal department events, etc.

2.6 Deliverables

The contractor shall:

- Provide the Ministry with an initial work plan within the proposed RFP response.
- Arrange a project kick-off meeting. The project kick-off meeting will occur no later than five (5) days following the execution of a contract.
- Provide a formal work plan within five (5) days following the project kick-off meeting to include a detailed task by task level work breakdown structure and schedule that meets the Scope of Works and Requirements as stated above.



- Provide a fully functional and integrated work-flow enabled intranet site with a fully developed document management system.
- Provide a Governance and Security Plan which define the rules, procedures, security and roles necessary for a successful SharePoint platform, site administration and growth. A recommendation of minimal and optimal staffing for the SharePoint system as designed should also be included. The Ministry wants the following and recommendations for future governance planning:
 1. Development of a deployment roadmap
 2. Information architecture
 3. SharePoint site and data migration
 4. Development of a security and licensing model
 5. Enhanced features and functionality assistance (such as BI, Dashboards, Office Application integration)
 6. Development of staff training solutions

Final deliverables will be worked out through development of the Statement of Work with the selected contractor. The Ministry anticipates that representative deliverables would be reports, recommended architecture, project planning documents, presentations, training materials, and similar documents.

3. Pricing

Proponents are to include separate pricing for:

- Any and all one-time costs for hardware, installation, and configuration services.
- Any and all one-time costs for training.
- Any and all on going costs, including a list of all licenses, annual maintenance costs and ongoing support.
- Any other fees

Failure to provide Proposals in accordance with the above instructions will result in submission being deemed non-compliant and rejected.

We look forward to receiving your proposal and thank you for your interest in supplying these items to the Ministry of Rural Development and Local Government.



FORM 2: PROPONENT'S DECLARATION FORM

A. LITIGATION

1. Have any of your director(s) ever been convicted of any criminal offence in any jurisdiction?
Yes No
2. Have any of the director(s) ever had a professional license suspended or revoked?
Yes No
3. Has your organisation ever been the subject of any petition for bankruptcy?
Yes No
4. Does your organisation have any judgments against you?
Yes No
5. Does your organisation have any pending civil litigation matters?
Yes No
6. Does your organisation have any pending criminal matters?
Yes No
7. Has your organisation, or any organisation over which you have had control ever been the subject of any inquiry or investigation?
Yes No

If you checked Yes to any of the above questions, kindly provide the key facts and decisions, including dates, relating to these matters on a separate page to be annexed to this document.

B. STATUTORY COMPLIANCE

1. Is your organisation in compliance with the Occupational Safety and Health Act, Chap. 88:08 (as amended) in the form of OSH requirement applicable to your organisation? Kindly provide details of the compliance with the most recent supporting documents.

Yes No Not applicable

If no or not applicable is selected, please provide details:



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2. Is your organisation in compliance with the Minimum Wages Act, Chap. 88:04 (as amended)?

Yes No Not applicable

If no or not applicable is selected, please provide details:

I/We.....make this declaration conscientiously believing the same to be true, and I/We am/are aware that if there is any statement in this declaration which is false in fact, which I/We know or believe to be false or do not believe to be true, I/We may be disqualified from the Tendering process or if awarded the Tender, the contract will be immediately terminated.

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Declarant Name

Declarant Signature

Date

Position:Company Seal:

Supplier's Authorised name to sign: _____

Date: _____

Supplier's Authorised Signature: _____

Supplier's Stamp: