



Jobsplus Head Office

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Ref. No.: JOBSPLUS/EOI/01/19

**Expression of Interest
for the Provision of IT Consultancy Services**

Date Published: 19th June 2019

Deadline for Submission: 3rd July 2019 at 10:00am

Jobsplus

Head Office, Hal Far BBG 3000, +356 2165 4940, jobsplus@gov.mt

General information

Jobsplus is calling for an expression of interest (Eoi) for the services of:

- One (1) IT Consultant

Submission of offers:

Interested bidders are to write the reference number stated above on the sealed envelope. These are to be addressed to the:

Executive Chairman
Jobsplus,
Head Office,
Hal Far, BBG 3000.

Submissions are to be submitted at the tender box at Jobsplus Head Office in Hal Far by not later than 10:00hrs of Wednesday 3rd July 2019.

Timetable of Eoi

	DATE	TIME
Deadline for request for any additional information from the Contracting Authority.	26/06/19	23:30
Clarifications can be sent by email to tenders.jobsplus@gov.mt		
Last date on which additional information can be issued by the Contracting Authority.	28/06/19	18:00
Deadline for Submission of Tenders as outlined above.	03/07/19	10:00

* All times Central European Summer Time (CEST) as applicable

Assessment of Eoi

Selection of the successful Economic Operator will be based on the requested criteria in the Expression of interest document and being the Best Quality Price Ratio.

Financing

The project is financed from local budget funds.

Terms of Reference

1. Introduction

During the last years, Malta has experienced an unprecedented growth that is contributing to rapidly improve the socio-economic context of the archipelago.

This rapid expansion has also generated a positive impact on the labour market: it has reduced unemployment drastically; it has produced a very high employment level and it has also made the labour market more dynamic, meaning that employed people are changing jobs and positions at a higher pace when compared to the previous years.

The effects of economic growth on the labour market have created new challenges for Jobsplus, that is the key player in providing employment services in Malta.

The main challenge posed by the economic growth is the increase in work volume for Jobsplus, which has a direct and strong impact on the IT systems that are being used. Such systems have been designed and implemented at different stages over the years according to the specific needs emerged at the time. Such systems could be improved and integrated further by adopting the latest technologies.

The challenges Jobsplus faces are those typically faced by organisations that grew with an internal and autonomous IT setup.

The modernization of the current software is required so as to meet the business need also providing the necessary agility to implement additional functionality which nowadays is critical, and align with the Government's Once Only Principle project.

The information needs to provide prompt support to the Senior Management for strategic, tactical and operational decision making.

So far Jobsplus has been autonomous in resourcing all its ICT infrastructure and software applications, it has a data centre with backing facilities within its premises.

The ICT Business systems were mostly developed internally and limited outsourcing was done on the front end. The internal software development on the back end is executed internally and it is implemented on mostly legacy platforms. At the moment, Jobsplus is implementing a Business Intelligence system that will have to be integrated in the new context.

The strategic objective of Jobsplus is to upgrade and develop a new IT system which could better respond the business needs. To this effect it is being envisaged that a cloud native design should be designed to make best use of the Hybrid-Cloud platform and its software building blocks. More emphasis should also be put on interaction with other entities systems such as Tax, VAT, Social Security etc.). Current systems should be temporarily enhanced with the final aim of procuring the software application in the future. At the same time Jobsplus will develop a sourcing strategy with internal capabilities to outsource. Finally solutions should be found for data cleaning rationalization and structure for effective analysis and business intelligence.

Within this context, the objective of this Expression of Interest is to procure the necessary support to document the current business processes work flows, the current ICT applications and data input workflows and mapping them together. This documentation will serve as a starting

basis for the for the ICT system modernization project, which will be evaluated and enhanced where applicable during the business re-engineering process.

This task requires a Business Analyst with strong ICT background. Ideally the provider will make use of the Business Process Modelling notation technique. In the case other modelling techniques will be used, prior discussion and approval shall be sought.

The Jobsplus ICT Department Manager will act as Project Leader. The work will be carried out in collaboration with MITA and under their technical supervision.

2. Services Required

Jobsplus requires:

One (1) IT Consultant - CPV code 72000000-5

Minimum Qualifications:

- Bachelor of Science in Information Technology (Honours)

The main tasks to be carried out by the IT Consultant are:

- To support the IT Jobsplus team
- To help in the drafting of business processes work flow mapping and their documentation
- To draft ICT systems logic work flow mapping and their documentation. These will be related to the respective business process work flows mentioned above

The result to be achieved by the Consultant is to produce a final document that will contain the the current business processes, ICT system applications work flow and data input mapping documentation, which will o be used by Jobsplus to proceed to the services necessary to re-define and re-develop the architecture of the future Jobsplus IT system.

The consultant will perform maximum 800 hours of work over a period of a maximum of 6 months from the date of signature of the contract from the last part. In case it is required, the contract could be extended up to a maximum of an additional 200 hours extended over an additional period of 2 months. The additional hours shall be charged at the normal rate quoted in the Financial offer.

3. Conditions and instructions

The Bidder must adhere to the specifications given in this Expression of Interest.

The Bidder must also ensure that the set objectives are reached in a consistent and timely manner.

The Bidder shall perform the services under the contract with due care, efficiency and diligence, in accordance with the best professional practice.

The Bidder shall treat all documents and information received in connection with the contract as private and confidential, and shall not, save in so far as may be necessary for the purposes of the performance thereof, publish or disclose any particulars of the contract without the prior consent in writing of Jobsplus. The Bidder and its staff shall maintain professional secrecy, for the duration of the contract and after completion thereof. In this connection, except with the prior written consent of Jobsplus, neither the Bidder nor the personnel employed or engaged by it shall at any time communicate to any person or entity any confidential information disclosed to them or discovered by them;

The Bidder shall take all necessary measures to prevent or end any situation that could compromise the impartial and objective performance of the Contract. Such conflict of interests could arise in particular as a result of economic interest, political or national affinity, family or emotional ties, or any other relevant connection or shared interest. Any conflict of interests which could arise during performance of the Contract must be notified in writing to Jobsplus without delay;

The successful bidder participating to this Expression of Interest is prevented to participate, individually or as part of a consortium/joint venture, to future procurement processes based on the outcome of this EoI.

Bidders who have been found having seriously failed to meet their contractual obligations shall also be subject to financial penalties representing 10% of the total value of the Contract;

Any amendment of the contract must be set out in writing in an addendum, to be concluded on the same terms as the original contract.

The Bidder shall furnish any person authorized by Jobsplus with such information relating to the services and the project as they may at any time request.

Payment will be done on a monthly basis upon presentation of an invoice together with the timesheets explaining the activities conducted during that month. Timesheets shall be approved by the Project Leader.

4. Evaluation process

The Evaluation Process will be carried out by an Adjudication Team appointed by Jobsplus. The Bidder may be requested to conduct a presentation of their proposal to further sustain their response.

The Adjudication Committee will score the bids individually, based on the following criteria:

Evaluation Criteria	% Weighting
1. The quality and completeness of the proposal submitted and the level of understanding of the assignment in terms of the needs of Jobsplus (Maximum 2 pages)	30
2. Past experiences relevant to this project, supported by evidence of completion of work or certifications	20
3. The solution proposed for the implementation of the contract and a description of the planned activities (Maximum 1 page)	15
4. The financial offer	35
Total Weighting	100

Bidders must achieve an average score of 70% to be eligible for award of the contract. Negotiations will commence with the preferred Bidder. If these negotiations are not successful, Jobsplus may decide to open negotiations with the other preferred Bidders. This process will be repeated as deemed necessary and/or appropriate. The Jobsplus may also decide to negotiate with more than one Bidder concurrently.

Jobsplus has the right to negotiate changes, amendments or modifications to the proposal of the preferred Bidder, as submitted, without offering other Bidders the opportunity to amend their proposals.

Jobsplus reserves the right not to award the contract to any of the potential Bidder. In the case of failure in the negotiation process with the selected bidder, Jobsplus reserves the right to initiate negotiations with the next favourable bidder.

FORMS TO BE USED IN RESPONSE TO THE EXPRESSION OF INTEREST

DETAILS OF BIDDER

Name of Bidder	
In case of Company - Name of Director /Partner signing	
Address	
E-mail Address	
Tel. Nos.	
Fax Nos.	
Web Site	
Mobile Phone No.	
VAT Registration No.	
Signature	Date
ID. Card No.	

TENDERER'S TECHNICAL OFFER

1. Bidders must show the understanding of the assignment in terms of the needs of Jobsplus
(Maximum 2 pages)

2. Bidders shall indicate their past experience in similar project, supported by evidence of completion of work

3. Bidders shall describe the solution proposed for the implementation of the contract and a description of the planned activities envisaged (Maximum 1 page)

Financial Offer

A	B	C
Hourly Rate Euro (VAT Included)	Maximum hours within 6 months	Total Financial Offer Euro (A x B)
	800	

Signature:

Date: