



28<sup>th</sup> June 2019

To all Prospective bidders:

Expression of Interest for the Provision of IT Consultancy Services

Reference No. - JOBSPLUS/EOI/01/19

### Clarification Note No. 1

Reference is made to the above captioned Expression of Interest, for which the deadline for the submission of offers is Wednesday 3<sup>rd</sup> July 2019, at 10am. Hereunder please find the following clarifications which shall form an integral part of the Expression of Interest document.

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*Question 1* - Does the Contracting Authority have any indication as to when the contracted services are to begin? Reason for asking is that the Summer months may limit the number of available hours due to reduced working times (summer time) at Jobsplus.

*Answer 1* – The commencement date still to be decided. However, in order to mitigate for your raised point, we have included the option to extend further the number of hours over an additional two months if deemed necessary.

*Question 2* - Is it correct to state that the expected delivery is a set of documents describing in detail the (A) as is business process workflows, (B) current ICT applications and interactions, (C) current integration capability, (D) to be business process workflows and (E) data mapping? The scope of the engagement shall not include recommendations for software implementations? Is this assumption correct?

*Answer 2* - Yes correct. The scope of this engagement does not include recommendations for software implementations.

*Question 3* - Does JOBSPLUS have internal ICT capability?

*Answer 3* – Yes.

*Question 4* - Will the selected supplier be requested to perform most if not all of his/her work on site at JOBSPLUS offices?

*Answer 4* - The analysis shall be performed at Jobsplus, while the documentation task can be performed onsite or off site, the latter will be discussed and agreed between the Project Leader and the Contractor.

*Question 5 - Do I need to register interest on any portal? Such as [eTenders.gov.mt](http://eTenders.gov.mt)*

*Answer 5 - No you do not have to register. Any clarifications will be made available on [www.jobsplus.gov.mt](http://www.jobsplus.gov.mt) under 'Resources' and 'Tenders and Quotations'.*

*Question 6 - Can submission of response be done electronically?*

*Answer 6 - No. As stated in the procurement document 'Submissions are to be submitted at the tender box at Jobsplus Head Office in Hal Far by not later than 10:00hrs of Wednesday 3<sup>rd</sup> July 2019'.*

*Question 7 – Can we have an estimate of the number of business processes within scope?*

*Answer 7 - So far around 70 processes have been identified. However, this is just an estimate, which may increase or decrease accordingly.*

*Question 8 – Can we have an estimate of the number of ICT system applications within scope?*

*Answer 8 – there are around 25 applications which may increase or decrease.*

*Question 9 - Clarification around one of the main tasks for the IT consultant: "To support the IT Jobsplus team", our assumption is that this support will be directly related to the results to be achieved by the Consultant solely (i.e. "produce a final document that will contain the current business processes, ICT system applications work flow and data input mapping documentation") – Can you kindly confirm our assumption.*

*Answer 9 –The tasks that are required from the Consultant include the mentioned documentation along with the analysis of the processes, applications and their interaction and data mapping indicated that are required to build the requested documentation.*

*Question 10 - Would you be willing to allow the same ICT professional/team to be involved in the subsequent architecture and design activities given that, based on our experience, the knowledge gained will be invaluable going forward.*

*This is related to the following clause within the EOI:*

*"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."*

*Answer 10 - No, as stated in the EOI, the successful bidder in this EOI will be prevented to participate, individually or as part of a consortium/joint venture to future procurement processes.*



*Procurement and Purchasing Unit  
Jobsplus*