



**REQUEST FOR EXPRESSIONS OF INTEREST  
(CONSULTING SERVICES – FIRMS SELECTION)**

**JAMAICA: FOUNDATIONS FOR COMPETITIVENESS AND GROWTH  
PROJECT**

Loan No.: 9203-JM

**Assignment Title: Enterprise Content Management System for the Companies Office of Jamaica**

**Reference No.** (As per Procurement Plan): FCG/AF/CON/17

The Government of Jamaica (GoJ) has received financing from the World Bank toward the cost of the Foundations for Competitiveness and Growth Project, and intends to apply part of the proceeds for consulting services.

**The Consulting Services (“the Services”)**

The Government of Jamaica (GOJ) is seeking to engage the services of a team of Consultants to develop an Enterprise Content Management (ECM) System for Companies Office of Jamaica (COJ) to streamline its case and document management, which will translate into the availability of better data to promote enhanced management decision making in real time and provide better information for the private sector to make business decisions and projections.

The Consultant will be required to:

- a) Prepare an ECM System Design and Architecture;
- b) Customize, configure and install an ECM System;
- c) Undertake migration of existing data to the new ECM;
- d) Prepare End User and IT Administrator Training Manuals for the ECM System; and
- e) Provide training to relevant stakeholders.

The anticipated duration of the assignment is eleven (11) months.

Interested consultants may obtain the Terms of Reference and the template for submission of an Expression of Interest in English at [www.gojep.gov.jm](http://www.gojep.gov.jm) or <https://www.pioj.gov.jm/procurement/>.

The Planning Institute of Jamaica now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

<b>Criteria</b>	<b>Allocation of Scores<sup>1</sup></b>		
<b>Demonstrable experience in conducting requirements analysis for the design/development of ECM System</b>	Evidenced by the successful completion of 3 projects of a similar nature in the last 10 years. <b>(20 points)</b>	Evidenced by the successful completion of 2 projects of a similar nature in the last 10 years. <b>(13 points)</b>	Evidenced by the successful completion of 1 project of a similar nature in the last 10 years. <b>(6 points)</b>
<b>Demonstrable experience in the customization, configuration and installation of an ECM System</b>	Evidenced by the successful completion of 3 projects of a similar nature in the last 10 years <b>(30 points)</b>	Evidenced by the successful completion of 2 projects of a similar nature in the last 10 years <b>(20 points)</b>	Evidenced by the successful completion of 1 project of a similar nature in the last 10 years <b>(10 points)</b>
<b>Demonstrable experience in developing test plans, conducting testing of software applications in development and production environments, and troubleshooting technical issues</b>	Evidenced by the successful completion of 3 projects of a similar nature in the last 10 years <b>(15 points)</b>	Evidenced by the successful completion of 2 projects of a similar nature in the last 10 years <b>(10 points)</b>	Evidenced by the successful completion of 1 project of a similar nature in the last 10 years <b>(5 points)</b>
<b>Demonstrable experience in developing data migration and integration processes</b>	Evidenced by the successful completion of 3 projects of a similar nature in the last 10 years <b>(20 points)</b>	Evidenced by the successful completion of 2 projects of a similar nature in the last 10 years; <b>(13 points)</b>	Evidenced by the successful completion of 1 project of a similar nature in the last 10 years <b>(6 points)</b>
<b>Demonstrable experience with training needs analysis, development of training manuals and conducting of training</b>	Evidenced by the successful completion of 3 projects of a similar nature in the last 10 years; <b>(8 points)</b>	Evidenced by the successful completion of 2 projects of a similar nature in the last 10 years; <b>(5 points)</b>	Evidenced by the successful completion of 1 project of a similar nature in the last 10 years; <b>(2 points)</b>
<b>Demonstrable experience in the development of maintenance and sustainability plans for information systems</b>	Evidenced by the successful completion of 3 projects of a similar nature in the last 10 years <b>(7 points)</b>	Evidenced by the successful completion of 2 projects of a similar nature in the last 10 years <b>(5 points)</b>	Evidenced by the successful completion of 1 project of a similar nature in the last 10 years <b>(3 points)</b>

Key Experts will not be evaluated at the shortlisting stage.

<sup>1</sup> If the submitted Expression of Interest does not fit within the allocation of scores provided for each criterion, zero points will be allotted for said criterion.

The shortlist will contain five (5) to eight (8) firms, with demonstrated experience in the field of the assignment.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

**Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.**

A Consultant will be selected in accordance with the Quality and Cost Based Selection method of the World Bank Procurement Regulations 2022 and will be specifically set out in the Request for Proposals.

Expressions of Interest (EOIs) must be uploaded on or before October 6, 2022 at 11:45pm. Submissions will be accepted via the Government of Jamaica Electronic Procurement Portal ([www.gojep.gov.jm](http://www.gojep.gov.jm)). No hard copy submission will be accepted.

To participate in this tender opportunity, consultants must first be registered and know how to use the electronic Procurement System, [www.gojep.gov.jm](http://www.gojep.gov.jm). Please self-register on the e-GP System, by selecting the Register as a Supplier link from the home page. **Consultants are encouraged to upload their submissions at least two (2) hours prior to the deadline for submission.** For assistance, and training please contact the GOJEP support desk at: 1-876-932-5220 or 1-876-806-5149 or 1-876-806-4581; or 1-876-806-4536 or via email at [oppccustomer@care@mof.gov.jm](mailto:oppccustomer@care@mof.gov.jm).

Further information can be obtained at the address below during office hours of 9:00 AM and 4:00 PM.

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