



Office of the Integrity Commission of Trinidad and Tobago (the Commission)

# Invitation to Tender

## RFP/001/13/01/23

Opening date of Tender:	<u>13 January, 2023</u>
Closing date for Clarifications:	<u>27 January, 2023 (4:00 P.M.)</u>
Closing date for Responses to clarifications:	<u>10 February, 2023 (4:00 P.M.)</u>
Closing date for Submission:	<u>17 February, 2023 (4:00 P.M.)</u>

### INVITATION TO TENDER FOR DIGITIZATION OF THE OPERATIONS OF THE INTEGRITY COMMISSION OF TRINIDAD AND TOBAGO (DOCTT)

#### Background

The Office of The Integrity Commission of the Republic of Trinidad and Tobago (the Commission), was established under the Integrity in Public Life Act Chapter 22:01, and has an oversight role for the prevention of corruption, promoting the integrity of persons in public life and persons exercising public functions, and sets guidelines for the conduct of these persons.

In line with the appointment of the Minister of Digital Transformation by the Prime Minister of Trinidad and Tobago (Dr. the Hon. Keith Rowley) on Monday 12 July 2021, and in accordance with the 2016 Strategic Plan of the Commission, the Commission intends on leveraging against its ICT assets to see to the **Digitization of its Entire Paper-Based Processes/ Environment; including the Current Paper-Based Declaration Process.**

The Commission is desirous of acquiring an **internal** Electronic Document and Records Management System (EDRMS), combined with the **complete digitization** of its **declaration process**; both the **internal** and **external** (Declarant / customer-facing) components of it; and the digitization of **some of its existing paper records** into said EDRMS.

This initiative is aligned with the Commission's vision on improving integrity in government, efficiency, offering a convenient e-submission platform, and providing cost savings and overall enhancement in service delivery.

#### Objectives

The main objectives of the Invitation to Tender, is to supply the Commission with an EDRMS solution that will:

- Allow Declarants to submit their declarations online, completely digitally and securely – whilst automatically providing them with a receipt after their submission.
- Store these declarations within the new EDRMS solution within the Commission.
- Notify the appropriate persons within the Commission of the submitted declaration.
- To provide Role Based Access Control (RBAC) of said electronic documents within the EDRMS that will be managed by the Commission.
- Have the declaration be 'moved' digitally to the next responsible person in the declaration process as each step is completed.
- Generate and send a copy of the final certificate (certificate stating that the declaration has been certified by the Commission) for that specific declaration, to the original Declarant.
- Make on-site and off-site backups of the EDRMS database/contents automatically.

## Summary of the Scope of Services

The Proponent shall be required to provide the following services as part of this project:

### 1. Design of the solution includes:

- Review of source documents
- Provide the design solution / model in accordance with international security and audit best-practices.
- Alternative design options and analysis for evaluation should be sufficiently detailed to inform a recommendation

### 2. Development of the solution includes:

- Meeting all deliverables as outlined in the implementation plan
- Development of a solution that meets all the **mandatory requirements** listed in the Solution Requirements in the Appendix I of the requestable Request for Proposal (RFP) package.
- Development of test cases for validation of each iteration with the Commission's oversight
- Supporting the acceptance testing with the capture of issues for resolution (e.g. via punchlist)

### 3. Implementation of the solution includes:

- As-Built documentation of the final solution
- Deployment of the solution in the Commission's production environment
- Supporting User Acceptance Testing (UAT) in the production environment

### 4. Post deployment and support of the solution includes:

- Provision of ongoing support for a period of 12 months subsequent to deployment
- Delivery of baseline reports for optimal system performance, operation and usage statistics

## RECEIPT OF RFP PACKAGES

RFP packages will be emailed to potential bidders upon request as per the instructions below:

1. **Email the Communications Unit at the Integrity Commission via [communications@integritycommission.org.tt](mailto:communications@integritycommission.org.tt), indicating your interest to bid (please include the RFP number in your email – i.e. RFP/001/13/01/23).**
2. **A Non-Disclosure Agreement document (NDA) will be emailed to you.**
3. **The NDA must be completed, stamped and signed by the authorized representative of the organization, scanned and emailed back to the Integrity Commission via [communications@integritycommission.org.tt](mailto:communications@integritycommission.org.tt).**
  - a. **The original hardcopy of the signed and stamped NDA document must be physically mailed (or hand-delivered) to the Integrity Commission, and addressed to:**

The Registrar (Ag.)  
Office of The Integrity Commission  
Tower D, Level 14, International Waterfront Centre, 1A Wrightson Road,  
Port of Spain, Trinidad.  
Telephone: (868) 624-4736  
Email: [registrar@integritycommission.org.tt](mailto:registrar@integritycommission.org.tt)
4. **Upon receipt of the completed emailed NDA, a copy of the RFP document will be emailed to you.**

## REQUEST FOR INFORMATION

All requests for information shall be emailed to [communications@integritycommission.org.tt](mailto:communications@integritycommission.org.tt)

Please quote the RFP number in the subject of your email (**RFP/001/13/01/23**) when requesting information or submitting questions.

Please provide Company Name and Contact Email when requesting information or submitting questions.

## SUBMISSION OF BIDS:

Bids shall be submitted using a two (2) envelope system:

1. One (1) envelope/file containing the Bidder's **Technical** Tender.
2. One (1) envelope/file containing the **Financial** Tender.

Bids shall be submitted **electronically** to the tenders email address at [communications@integritycommission.org.tt](mailto:communications@integritycommission.org.tt) no later than **17 February, 2023 (4:00 P.M.)**.

**The original signed hard-copy version of the bid must also be submitted as well:**

**This can be placed into the Integrity Commission's Drop Box located at the ground floor lobby of Tower D.**

The Commission recommends that all Bid documents be **encrypted** into an encrypted file, using a strong password (e.g. X5j13\$#eCM1cG@Kdc is considered a strong encryption password by 2023 standards); and **7-Zip** is a free encryption tool.

The password used to encrypt the Bid documents into the encrypted file must be sent via WhatsApp to **1-(868)-703-0851**.

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#### **CONDITIONS OF PARTICIPATING IN THE ITT/RFP PROCESS**

The Commission **DOES NOT BIND ITSELF** to accept the lowest or any proposal, nor to reimburse bidders for any expenses incurred in preparation of bids.

By issuing this ITT/RFP, the Commission is not bound in any way to enter into any contractual or other arrangement with any party.

The Commission reserves the right to terminate, amend or vary the procurement process by notice to all Bidders in writing. The Company will accept no liability for any losses caused to you as a result of this change.