



**Government
of Jamaica**



IDB
Inter-American
Development Bank

REQUEST FOR EXPRESSIONS OF INTEREST

CONSULTING SERVICES: Fibre Optic Project Manager Consultancy

COUNTRY: Jamaica

PROJECT NAME: GOJ Public Sector Transformation Programme | IADB JA-L1073 – Support to the Public Sector Transformation Programme

1.0 PROGRAMME BACKGROUND

The Government of Jamaica through the Transformation Implementation Unit (TIU) of the Ministry of Finance and Planning main objective is to improve efficiencies in the public sector. In the execution of its mandate, the TIU manages the implementation of the multi-focal public sector transformation Programme on behalf of the Government of Jamaica, (GOJ). The TIU and eGov Jamaica Limited has oversight responsibility for the build out of a dedicated high speed Wide Area Network infrastructure to support the communication needs of Government of Jamaica.

Phase 1 implementation of the secure wide area network (WAN) communication infrastructure is to connect Ministries, Departments and Agencies in the Kingston Metropolitan Area. GovNet will provide the platform for processes within GOJ to be automated, resulting in a more seamless interface with its citizenry. GovNet will facilitate the implementation of Shared Services including Data Centre, Email, Internet and Voice Services, also creating opportunity for cost savings. The implementation of GovNet is to achieve the following:

1. Data gathering and assessment, which will give a clear understanding of the existing IT infrastructure of Model Driven Architecture (MDAs), the current and future connectivity and business needs of HQ of MDAs in the Kingston Metropolitan Area (KMA).
2. Requirements gathering and needs analysis for shared services for MDA
3. Procurement, negotiation, and establishment of the service delivery contracts with the National Works Agency and local Telecom, for data services.
4. Development of an IT governance framework, policies and procedures that will guide all MDAs needing access to GovNet and Shared Services;
5. Deployment of the GovNet core.
6. Deployment of the GovNet distribution and access network.
7. Establishment of network management and monitoring capabilities; and
8. Connection of defined agencies (including Ministry Head Offices) to the network.

GovNet Infrastructure:

The GovNet communication infrastructure consists of 13 Point of Presence (POP) Sites located across the Kingston Metropolitan Area. Each POP site is to be connected by underground fibre optic cables. Fibre optic cables will be installed in accordance the Detecon Design standards and specifications.

Project Management Service:

The National Works Agency has been engaged by the TIU to provide Project Management Services to supervise civil works relating to outside plant construction that includes micro trenching, installation of underground 50mm HDPE Duct, Preformed Manholes, and fibre optic cables. The NWA shall provide project management services for inside plant works related to the

upgrading of POP site infrastructure where necessary, the installation of equipment cabinet, fibre patch panels and the termination and testing of Inter-POP fibre links.

Fibre Optic Project Manager:

The National Works Agency wishes to engage a Fibre Optic Project Manager for twelve (12) months. The Fibre Optic Project Manager is responsible for managing and coordinating the equipment providers (FO), subcontractors (civil engineering), technical teams and the MDA. The manager is part of a high-performing team responsible for the deployment of the underground fibre optic cable backbone.

Responsibilities:

The objective of the assignment is to manage the completion and installation of the Underground Fibre Optic Cable Infrastructure to provide direct connectivity between GovNet Core Sites.

The project manager shall establish close collaborative working arrangements with the NWA, eGov Jamaica, Detecon Consultants, TIU, MDA, utilities operators and external contractors. Project managers shall attend technical and non-technical meetings deemed important and provide regular reports to the designated Technical Group. The project manager must request meetings with stakeholders to provide progress report as needed.

1.0 DELIVERABLES

The deliverables under this project are as specified in the table below.

No	Objectives	Deliverables	Milestone
1.	Fibre Optic Project Manager On boarding	Kick off meeting	Fibre Optic Project Manager on boarded
2.	Review GovNet Core sites locations and cable routes	Build Out Map for each GovNet Core Site Cable Routes	Completed Build Out Maps for GovNet Core Site Cable Routes
3.	Review scope of work for each GovNet Core build out and make recommendations	Revised Scope of works for GovNet Core site build out	Completed Scope of works for GovNet Core Site
4.	Review engineer’s estimate for GovNet Core site build out	Revised Engineer’s estimate for GovNet Core Site build out	Complete Engineer’s estimate for GovNet Core Site
5.	Develop technical specification of required components for the GovNet Core Site Build out	Technical specification for each GovNet Core Site	Completed technical specifications for GovNet Core
6.	Review As Built documentation of NWA UG fibre infrastructure	Review new cable route in relation to As Built to determine the optimal route. Map showing GovNet Core Site cable routes	Completed new UG duct and Cable Routes installation map
7.	Develop scope of works for UG duct and cable installation	UG Duct and cable Installation Scope of Works	Completed UG Duct and cable Installation Scope of Works
8.	Develop engineer’s estimate for the UG Duct and cable installation between GovNet Core Sites	UG Duct and cable Installation Engineer’s Estimate between GovNet Core Sites	Completed UG Duct and cable Installation Engineer’s Estimate between GovNet Core sites

No	Objectives	Deliverables	Milestone
9.	Develop technical Specification for required components in Bill of Quantities	UG Duct and cable Installation Technical Specification for trench details, duct, cable, manholes, splice closures, and patch panels	Completed technical specifications for UG Duct and cable Installation-trench details, ducts, cables, manholes, splice closures and patch panels
10.	Pre assessment for UG duct and cable routes prior to trenching	Site maps showing result of assessment of cable route	Final Build Out Maps for underground duct installation
11.	Develop Scope of work for Fibre Optic Cable installation	Scope of works for Fibre Optic Cable installation	Completed Scope of works Fibre Optic Cable installation or
12.	Develop engineer's estimate for Fibre Optic Cable installation	Engineer's estimate for Fibre Optic Cable installation	Completed Engineer's estimate for Fibre Optic Cable installation
13.	Develop technical specification of required components for the Fibre Optic Cable installation	Technical specification for the Fibre Optic Cable installation	Completed technical specifications for the Fibre Optic Cable installation

2.0 QUALIFICATION AND EXPERIENCE

The Firm must possess the following expertise:

- A minimum of at least five (5) years' experience in project management and at least two (2) years' experience in the implementation of fibre optic cable system, relevant to the Assignment.
- Mastery in Project Management processes and techniques.
- Proven track record in successfully implementing projects with similar scope and size.
- Knowledge of GOJ's operations and processes would be an asset.

The Consulting Firm will be expected to provide consultants with the relevant qualifications and experience to include the following minimums:

The Project Manager shall have the following minimum qualifications and experience:

- A minimum of a bachelor's degree in Civil Engineering;
- Valid Engineering Registration Certification from Jamaica Institute of Engineers
- A working knowledge of Esri GIS software or other mapping applications
- Ability to use a mobile GIS Software application to gather field data
- A working knowledge of fibre to the premises FTTP
- Ability to build and manage effective teams, and to lead across multiple assignments
- Ability to demonstrate commitment to efficient and effective service delivery and client-centered focus.
- Ability to forge useful partnerships with people across functions and organizations.
- Ability to promote and maintain enabling environments for open communication, creativity and innovation.
- Ability to work effectively on own initiative.
- Advanced critical thinking, problem solving and decision-making skills.
- Demonstrated ability to lead a multi-disciplinary project implementation team.
- Excellent negotiation and conflict management skills.
- Excellent strategic partnership and relationship skills.
- Fluency in English
- Good communication and interpersonal skills.
- High adaptability and knowledge-sharing/learning capacity.

- High innovative thinking and ability to market new approaches.
- Strong customer orientation/client focus.

Technical:

- Comprehensive knowledge and understanding organizational change in the public sector
- Excellent knowledge of governance, government machinery, operations, and procedures
- Prior experience managing project requiring connectivity to MDA
- Good knowledge of results-based Programme development and management
- Successful track record of implementing similar projects involving multiple MDA.

3.0 SELECTION

Consultants will be selected in accordance with the *Quality-Cost-Based-Selection (QCBS)* methodology set out in the Inter-American Development Bank (IDB) “Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank” (GN-2350-9) and is open to all eligible as defined in the policies.

For the purpose of establishing the short list, the nationality of a firm is that of the country in which it is legally incorporated or constituted and in the case of Joint Venture, the nationality of the firm appointed to represent it. *Short lists shall therefore comprise no more than the top six firms meeting the minimum required score of 70 points and with a wide geographic spread, with no more than two firms from any one country.*

Expressions of Interest must be completed using the “Expression of Interest Submission Document” and submitted electronically in PDF format via the GOJ’s eGP Portal (www.gojep.gov.jm) no later than **11:00 am Jamaica time on Thursday, April 13, 2023.**

For further information, contact:

THE PUBLIC PROCUREMENT UNIT
NATIONAL WORKS AGENCY
140 MAXFIELD AVENUE
KINGSTON 10
(876) 733-4091
quotations@nwa.gov.jm

We thank all interested firms for applying, however please note that only short-listed applicants will be contacted. The NWA reserves the right to withdraw this invitation without providing reasons(s) at any time before the indicated deadline for application.

APPENDICES

Appendix 1 – Expression of Interest Submission Document



**Government
of Jamaica**



EXPRESSION OF INTEREST

from

NAME OF ENTITY:

< NAME OF FIRM >

TENDER#: < EOI#000 >

PROJECT NAME: GOJ Public Sector Transformation Programme |
IADB JA-L1073 – Support to the Public Sector Transformation
Programme

TITLE OF CONSULTING SERVICES:

FIBRE OPTIC PROJECT MANAGER CONSULTANCY

PUBLIC PROCUREMENT UNIT
NATIONAL WORKS AGENCY
140 MAXFIELD AVENUE, KINGSTON 10
TEL: (876) 773 – 4091 OR (876) 383 – 1606
QUOTATIONS@NWA.GOV.JM

Expressions of Interest (EOI) Submission Letter

RE: FIBRE OPTIC PROJECT MANAGER CONSULTANCY – EOI#000

Address:

Date:

To: Public Procurement Unit
National Works Agency
140 Maxfield Avenue, Kingston 10
Tel: (876) 773 – 4091 Or (876) 383 – 1606
Quotations@Nwa.Gov.Jm

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for _____ in accordance with your Request for Expression of Interest (REOI) notice dated _____ and our Expression of Interest (EOI). We are hereby submitting our EOI as per the instructions provided.

We understand you are not bound to accept any EOI you receive.

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:
Seal of the Firm:

Important Notice

The documents submitted with the Expression of Interest (EOI) must contain sufficient information to enable a comprehensive assessment of the Firm to be carried out. The information submitted will form the basis on which the scoring will be carried out and will determine the ranking of the Firm, or whether or not the Firm is shortlisted.

Additional documents or forms may be submitted in response to this request for Expression of Interest (EOI).

Description of the Firm

1. Information of Firm

FIRM	
Name of the Firm:	
Address:	
Telephone No.:	
Fax No.:	
Email:	
Date of Registration:	
Type of firm:	
Contact Person	
Name:	
Email:	
Designation:	

2. Legal Documents

For verification purposes the firm shall submit:

- Copies of company's registration documents

Form TECH-2: Consultant's Organization and Experience

Form TECH-2: a brief description of the Consultant's organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the names of the Consultant's Key Experts and Sub-consultants who participated, the duration of the assignment, value of contract managed, if it was done in a form of a joint venture or a sub-consultancy, and the Consultant's role/involvement.

A – Consultant's Organization

[1. Provide here a brief description of the background and organization of your company, and – in case of a joint venture – of each member for this assignment.]

B – Consultant's Experience

Populate the table below. The Consultant should substantiate the claimed experience by presenting copies of relevant documents and references.

Duration	Assignment name/& brief description of main deliverables/outputs	Name of Client & Country of Assignment	Approx. Contract value (in US\$)/ Amount paid to your firm	Role on the Assignment
<i>[e.g., Jan.2009– Apr.2010]</i>	<i>[e.g., "Improvement quality of.....": designed master plan for rationalization of;]</i>	<i>[e.g., Ministry of, country]</i>	<i>[e.g., US\$1 mill/US\$0.5 mill]</i>	<i>[e.g., Lead partner in a JV A&B&C]</i>
<i>[e.g., Jan-May 2008]</i>	<i>[e.g., "Support to sub-national government...." : drafted secondary level regulations on.....]</i>	<i>[e.g., municipality of....., country]</i>	<i>[e.g., US\$0.2 mil/US\$0.2 mil]</i>	<i>[e.g., sole Consultant]</i>

1.0 QUALIFICATION AND EXPERIENCE

1.1 EXPERTISE REQUIRED

The Consulting Firm will provide the relevant expertise in the assessment, design, and implementation of data centre technologies along with deep knowledge and expertise in design strategies around large enterprise or service provider data centres.

The Consulting Firm will provide the relevant expertise with deep knowledge and experience to execute the scope of work defined. The Firm must possess the following expertise:

- A minimum of at least five (5) years' experience in project management and at least two (2) years' experience in the implementation of fibre optic cable system, relevant to the Assignment.
- Mastery in Project Management processes and techniques.
- Proven track record in successfully implementing projects with similar scope and size.
- Knowledge of GOJ's operations and processes would be an asset

The Consulting Firm will be expected to provide consultants with the relevant qualifications and experience to include the following minimums:

1.2 EDUCATION AND EXPERIENCE

The Key Consultants assigned by the firm should possess (at minimum):

- A minimum of a bachelor's degree in Civil Engineering;
- Valid Engineering Registration Certification from Jamaica Institute of Engineers
- A working knowledge of Esri GIS software or other mapping applications
- Ability to use a mobile GIS Software application to gather field data
- A working knowledge of Fibre To The Premises FTTP
- Ability to build and manage effective teams, and to lead across multiple assignments
- Ability to demonstrate commitment to efficient and effective service delivery and client-centered focus.
- Ability to forge useful partnerships with people across functions and organizations.
- Ability to promote and maintain enabling environments for open communication, creativity and innovation.
- Ability to work effectively on own initiative.
- Advanced critical thinking, problem solving and decision-making skills.
- Demonstrated ability to lead a multi-disciplinary project implementation team.
- Excellent negotiation and conflict management skills.
- Excellent strategic partnership and relationship skills.
- Fluency in English
- Good communication and interpersonal skills.

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- High adaptability and knowledge-sharing/learning capacity.
 - High innovative thinking and ability to market new approaches.
 - Strong customer orientation/client focus.

1.3 SKILLS AND COMPETENCE

The key subject matter expert(s) assigned by the consulting firm to this engagement should demonstrate the following technical competencies:

- Comprehensive knowledge and understanding organizational change in the public sector
- Excellent knowledge of governance, government machinery, operations, and procedures
- Prior experience managing project requiring connectivity to MDAs
- Good knowledge of results-based Programme development and management
- Successful track record of implementing similar projects involving multiple MDAs.

Appendix 2 – GOJEP Self Registration Instructions

INSTRUCTIONS FOR SELF-REGISTRATION VIA THE GOJEP PORTAL

Self – Registration is done by selecting the '**Register as a Supplier**' link from the Home page and you will be initially required to fill–out three forms of information. The entire process should not take more than two minutes. Once completed, an automatic notification would be sent from the system to your email address with a transaction number to confirm your account.

This can be done by following the instructions below:

1. Log on to the GOJEP portal (www.gojep.gov.jm). The system will ask you to enter the transaction number sent to your email address attached to the account (**If not seen in your Inbox, please check your Spam or Junk folders**).
2. 'Copy' the transaction number and 'Paste' it in the portal.
3. Select 'Submit', then Finish and Save
4. Accept the agreement (**If you do not, you would not be able to use the system**).
5. Download and Install free JAVA software (**Bids cannot be submitted without it**).

Note, it is highly recommended that you download and read the User Manual, which is accessible at:

<https://www.gojep.gov.jm/epps/viewInfo.do?section=faq&selectedItem=viewInfo.do?section=faq>

Also, you can view Current Open Tender opportunities shown at:

<https://www.gojep.gov.jm/epps/quickSearchAction.do?searchSelect=1>

For additional information please contact Ministry of Finance and the Public Service, Office of Public Procurement Policy Customer Care Help Desk at **(876)932-5220/5244/5246/5251/5253/5205** or via email opppcustomercare@mof.gov.jm.

Appendix 3 – Instructions for Online Bid Submission

SPECIAL INSTRUCTIONS FOR BID SUBMISSION

A. BID DOCUMENT PREPARATION

This is a Consultancy Tender and in keeping with the Government of Jamaica's Procurement Guidelines, it is required that a Bidders Technical proposal is submitted separately from the Financial proposal.

Hence, Bidders must prepare separate electronic copies of the Technical and Financial Bid documents in advance of commencing the upload /submission.

- I. Technical Proposal document - One single document of the Bidders Technical Proposal (**Financial Prices MUST NOT be included in this document**).
- II. Financial proposal document - One single document of the Bidders Financial proposal containing **completed responses in Forms Fin 1, 2,3 and 4** as instructed in the Bid / RFP document.

Bidders are encouraged to upload their Bid, at least four (4) hours in advance of the defined Tender closure time as some Bid Proposal can take up to three (3) hours to upload and once the defined deadline has been reached, Bids which were not completely uploaded will be rejected.

Additionally, Bidders are encouraged to try and keep the size of their technical proposal document below fifty (50) MB so as to enable speedy upload.

Bidders using the system for upload for the first time, please see the Appndix section of this document for special instruction on preparing your computer with Java software to be able to upload a Bod.

B. BID DOCUMENT Submission (Upload)

The Bid Submission screen in the electronic Government Procurement System is structured in three sections: Eligibility, Technical and Financial as per screen below:

View evaluation criteria

Competition: Actuarial Services- Tender for Insurance Broking Services for Petrojam Limited (Status: Bid submission) [Show Menu](#)

Eligibility criteria Technical Financial

Valid Tax Compliance Certificate or Tax Compliance Letter

Please attach Tax Compliance Certificate or Letter

[BROWSE...](#) Max file size: 10MB

[Evaluation criteria report](#)

1. **Eligibility criteria** section / tab:

In this section, Bidders shall be asked to respond 'Yes' or 'No' to a question 'Confirmation of reading the eligibility requirements'. Please select the 'Yes' option.

2. **Technical** section / tab:

In this Section, Bidders shall attach / upload the document containing their full Technical Proposal. This document must NOT contain any price related information.

3. **Financial** section / tab:

In this Section, Bidders shall do the following:

- a. First, 'maximize' the Tender upload form / tool, to be able to see all the elements of the form, especially the button to Select and Attach the Financial proposal form.
- b. Then, Select the Currency in which the Bid / Proposal amount will be submitted.
- c. In the section highlighted in Yellow, type in the Proposal / Bid full amount and then
- d. Select the **Attach file** button and attach a copy of the document containing forms Fin 1,2,3 and 4 with Bid total amount corresponding to the amount entered in 'b' above.

Once the Bidder has completed the attachments for the above-mentioned responses, the % Complete indicator on the Top Right of the Screen will show 100%.Complete

Afterwards Select the 'Pack and Submit' prompt highlighted in Yellow, and the Upload of the Bid will commence.

When the Tender upload has been completed, a message *Tender submission 'Your tender was submitted.'* will be displayed and an e-mail confirmation will be sent to you. **DO NOT close or abort the process until you have received this message.**

NOTES:

1.Instructions on how to prepare your computer for Bid Submission is detailed in Appendix A of this document.

2. Instruction on how to access the Bid Submission - Tender Preparation Tool is detailed in Appendix B.

3, Instruction on accessing the Tender Opening Report is detailed in Appendix C.

Appendix A

Preparation of Computer For Bid Submission

Suppliers must complete the upload of their Bid before the defined 'Tender deadline for Bid Submission' otherwise the system will terminate the upload process once the tender deadline has been reached. As upload of a Bid may take some time (30 minutes for a 50 MB bid document, depending on bandwidth), it is strongly recommended that the Bid upload process be conducted at least two hours before the defined deadline.

Also first time Users of the system should ensure that their Desktop Computer / Laptop is prepared for Bid Submission (As per instructions below) well in advance of the bid deadline. A Supplier can also conduct a test upload in advance, as the system allows for a bid to be uploaded multiple times..

1. Browser compatibility:

- a. Only Internet Explorer and Mozilla Firefox Browsers are supported by the Bid submission tool. Google Chrome browser and Microsoft Edge browser will NOT work.


2. Java software installation and activation:

- a. Java software must be downloaded and installed on the computer / laptop which will be used to submit the bid. Visit the website: <https://www.java.com/download/> to download the Java software.
- b. Next, you must **ACTIVATE** the java software. To know how to do so, please Google 'How to activate Java software' for the browser you are using. It is strongly recommended that Java be downloaded, installed and activated on your computer one day in advance of the tender closure.

Appendix B

SUBMISSION (UPLOAD) OF YOUR BID:

1. Login to the e-GP System at: www.gojep.gov.jm
2. Select **List of my CFTs** from the Competition Management section of the page and from the list of tender(s) displayed. Select the tender for which you intend to submit a bid.
3. Select the **Show Menu** tab then Select **Bid Submission** from the drop down list, which will open the View bids form /page.
4. In this View bids form, Select **Accept & confirm all of the above** prompt.
5. **Select Launch Tender Preparation link** (in the centre left of the form / page). This action will run Java software and you will receive a series of Security prompts. Select the options to **Open, Allow, Continue, Run, Accept** etc. as they appear. You will then see a notice saying '**Downloading application**'.
6. The Tender Preparation Tool application will appear on your desktop, you will have to login again (using your e-GP system credentials which was created on initial registration (your Username and Password).
7. After logging in, the Tender Preparation Tool will be displayed with the three sections:



The screenshot shows a web application interface for the Tender Preparation Tool. At the top, there are three tabs: 'Eligibility Criteria' (selected), 'Technical', and 'Financial'. Below the 'Eligibility Criteria' tab, there is a section titled 'Tax Compliance Eligibility'. Within this section, there is a sub-section titled 'Criterion I) Tax Compliance Eligibility'. Under this, there is a specific criterion: 'Criterion I.1) Confirmation of Tax Compliance - Add Copy of Tax TCL'. Below this criterion, there is a text input field and an 'Attach file' button.

Appendix C

Tender Opening Report(s)

Tender Opening Report is generated by the electronic procurement system once the opening has been completed by the two assigned Tender Opening officers.

There will be two separate Tender Opening exercises for this Tender as it is structured for submission in two envelopes,:

- I. Technical Envelope Opening – The Tender Opening Report will list the name of ALL the Suppliers that have submitted bids , however there will be no Financial (pricing information) listed as the Financial Envelope would not have been opened at this juncture.
- II. Financial Envelope Opening - This Tender Opening Report will List the Financial (pricing information) ONLY for Bidders whose technical scores had equaled or surpassed the defined technical proposal threshold score. The system will not allow (and hence will not disclose) the opening of Envelopes for Bidders whose technical score was below the threshold. Opening of the Financial Envelope will only be done after the evaluation of the Technical proposals have been completed and hence there may be some delay (possibly weeks) before the Financial envelopes are opened.

To access the tender opening report, please execute or Select the following actions:

- a. Login to the e-GP System, www.gojep.gov.jm
- b. Select [Opened bid details](#) link under the Information Section of the Home page (near the left bottom of the page)
- c. Search for the Tender from the list of opened bids.
- d. Select the View [opened bids](#) link, thereafter the bid opening details will be displayed.

If you require additional assistance, please contact the Help Desk @ 876-932-5220.