



The Commonwealth

Tender Name: Provision of Services to Redesign the Programme Management Information System (PMIS)

Tender Reference No: 538-2020

Clarification Questions/Answers

Q1
Is a U.S. company eligible to participate in this tender process?
A1
To be eligible, a consultant should be a Commonwealth citizen; a body, corporate organisation or public institution should be incorporated or registered in a Commonwealth country
Q2
Does the scope of work include the development of the data exchange interfaces between PMIS and the three other systems (CODA, OpenHR, and Divisional Risk Registry)?
A2
Yes, the scope of the work includes data exchange interfaces for these 3 interfaces as documented in the Interface specifications document.
Q3
Is the stated time frame of the project (as detailed in Section 6 of the ITT document) tentative and negotiable? If so, can we propose an alternative timeline?
A3
While we would be open to hearing your proposals for alternative time frames there is not much room for any changes to the time frames. Significant changes to the proposed timeframes would impact our required delivery schedule and this would cause some disruption to the execution of the Secretariat's programme management function.
Q4
Can you please describe the core team of the Secretariat (in addition to the contract manager from the ICT Section) that will oversee the PMIS redesign, work closely with the successful bidder, and eventually manage the operation of the new PMIS?
A4
The redesign project will be managed by the Data and Business System Team of the Secretariat. A project manager has been assigned and will work with the successful bidders in ensuring successful delivery. Once live, the system will be owned and managed by the Project Coordination and Planning Team of the Secretariat, a representative of which is a member of the redesign management team.
Q5



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Can you please clarify if we should describe how we would train the Secretariat's administrators of the PIMS? If so, can you please advise how we should reflect that work in the Pricing Schedule?

A5

Yes, please provide information on training which you would provide. Training would be included in the documentation portion of the pricing schedule.

Q6

Can you please clarify if we should describe how we would provide ongoing support services after the deployment of the redesigned PMIS? If so, please advise how we should reflect that service in the Price Schedule.

A6

Yes, please describe the support services which your firm offers and what would be the pricing of said services.

Support services would need to be negotiated separately and would not fall under the initial pricing.