



BANK OF JAMAICA

RESPONSE TO QUERIES #1

RFP # 2018-42-01-01 Provision of Budget System

#	Date Rec'd	Bidder's Query	Bank of Jamaica's Response
1	Thursday, 18 Oct. 2018 at 10:23 a.m.	<p><u>Bidder(s) Questions:</u></p> <ol style="list-style-type: none">1. Is The Bank of Jamaica open to a Cloud-Based system or strictly an On-Premise solution?2. Is The Bank of Jamaica seeking a Purchase Requisition System in addition to the Budgeting and Reporting solution?3. Is The Bank of Jamaica seeking a Purchase Order System in addition to the Budgeting and Reporting solution?4. How many accountants will be building reports?5. How many people will be entering budgets?	<p><u>BOJ's Responses:</u></p> <ol style="list-style-type: none">1. An On-Premise solution is required.2. The Bank is seeking to acquire a Budget System with a Purchase Order and Requisition Module.3. The Bank is seeking to acquire a Budget System with a Purchase Order and Requisition Module.4. A minimum of 20 Accountants.5. A minimum of 8 persons.
2	Monday, 22 Oct. 2018 at 4:06 p.m.	<p><u>Bidder(s) Questions:</u></p> <ol style="list-style-type: none">1. For vendors that do not have local representation in Jamaica, can we submit a bid response by FedEx or postal delivery?2. Is the Bid Security required for all proposers?	<p><u>BOJ's Responses:</u></p> <ol style="list-style-type: none">1. Yes. Bidders may submit bids via courier services. However, it is incumbent on the bidder to ensure that the bid is recorded at the Customer Service Area - Front Desk and deposited in the Tender Box provided. The Bank will not take any responsibility for bids that are misplaced or lost.2. Yes. All bidders are required to submit the Bid Security in the bid package. Bid Security may be in the form of Letter of Credit, Bank Guarantee, Bank Draft, or Bond Issued by Surety. The Bid Security must be from a reputable and regulated banking or financial institution.



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		<p>3. Is company registration required (and providing Company Registration Certificate) to bid on the project, or only if we are selected during the RFP review process?</p>	<p>3. All Overseas Bidders are required to submit a Company or Business Registration Certificate along with their bids.</p>
3	<p>Wednesday, 23 Oct. 2018 at 2:24 p.m.</p>	<p><u>Bidder(s) Questions:</u></p> <ul style="list-style-type: none"> i. On what operating systems does the current ERP and other LOB applications products run? What is recommended? ii. Can an high-level overview of your systems architecture including a schematic diagram of the system architecture be shared. (This should include applications required for integration) iii. Do you have home grown developed applications? What programming languages are used? iv. Can you describe your customization and extensibility capabilities of the home grown applications required for integration v. Does your current ERP and LOB system support integration from external systems via web services, (SOAP, JSON, REST)? vi. Is there an open API? vii. Can you share the names of those applications and Database versions? viii. What type of test/development system do you have? 	<p><u>BOJ's Responses:</u></p> <ul style="list-style-type: none"> i. Our applications are on Servers running Windows Server 2008 and greater with 32/64 bit operating system. ii. SIGNATURE 10.1 BY FISERV is used as the primary accounting package. This resides on the IBM ISERIES server which runs i5/OS V7R1. iii. Yes, .NET is used. iv. Main application for integration of the required budget system is FISERV Signature. v. We are not running an ERP and LOB system at this time, but the systems integrate fully with Signature. vi. No, we use .NET. vii. We currently use MSQl 2008 and greater. viii. We have a development system for the iSeries on which the Signature



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			resides. Our servers are virtualized, therefore, a test environment can be created as required.
		ix. Is there a separate application license for a test system / platform?	ix. Yes.
		x. What type of user credentials does the software need? (Windows Authentication or Database Authentication only)	x. We use both, for Users we apply windows authentication; and Database authentication for applications.
		xi. Does BOJ have a preference for what hardware platforms the solution should run on?	xi. The BOJ has a preference for virtual servers running on VMWare.
		xii. Are there provisions for enhancements and changes to be tested before going into production?	xii. Yes, testing is carried out for all our applications prior to being incorporated in production environment.
		xiii. Is your current environment virtualized? If so, which VM products are supported?	xiii. Yes. We currently support both VMWare and Hyper-V, however; VMWare is the preferred platform going forward.
		xiv. Please advise the software application warranty support hours and required response times required for e.g 24/7, 8x5	xiv. Immediate response is preferred ie. 24/7
		xv. Should we include in our proposal pricing for the recommended hardware infrastructure for e.g. servers, database software etc.	xv. Yes.
		xvi. Does your system have the capability to operate in a cloud or hosted environment? If so, which cloud providers or host companies (Amazon AWS / Microsoft Azure) environments are supported?	xvi. All our applications are on-premise.



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4	Wednesday, 24 Oct. 2018 at 3:08 p.m.	<p><u>Bidder(s) Questions:</u></p> <ol style="list-style-type: none">1. Bid Security<ol style="list-style-type: none">a. What is the purpose of the US\$2,000.00 Bid security?b. When does the Bid Security need to be provided?c. What are the conditions under which a Bid Security would be forfeited?2. Tender Box for Bids<ol style="list-style-type: none">a. Can the bids be sent via Post or Fed-x or must they be hand delivered and deposited in the Tender Box?b. Is any form of electronic bidding acceptable?	<p><u>BOJ's Responses:</u></p> <ol style="list-style-type: none">1. Bid Security<ol style="list-style-type: none">a. The Bid Security is an instrument used to bind the bidder to the entire procurement process and the proposal made by the bidder.b. The Bid Security must be submitted with the bid in the bid package.c. <u>The Bid Security may be forfeited:</u><ul style="list-style-type: none">• if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Submission Form, except as provided in ITB Sub-Clause 20.2; or• if the successful Bidder fails to:• sign the Contract in accordance with ITB Clause 43;• furnish a Performance Security in accordance with ITB Clause 44.2. Tender Box for Bids<ol style="list-style-type: none">a. Bidders may submit bids via courier services. However, it is incumbent on the bidder to ensure that the bid is recorded at the Customer Service Area - Front Desk and deposited in the Tender Box provided. The Bank will not take any responsibility for bids that are misplaced or lost. Any form of electronic bidding acceptable?b. Electronic Bids will not be accepted. All bids must be submitted in physical (hard) copies along with soft copy on Flash Drive or CD.
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		<p>3. Pre-Evaluation The RFP states “Bidders passing pre-evaluation will be invited to visit the BOJ to demonstrate and present their proposed solution”; however no details are provide about the pre-evaluation process. When will the pre-evaluation take place, what is does the process entail, what is the selection criteria and will will the bidders be notified?</p> <p>4. Vendors Demonstration Meetings</p> <p>a. Is the expectation that the bidder be physically on-site for the 13 - 15 November 2018 demonstrations.</p> <p>b. The RFP states that indicates via Go-To-Meeting or Web-Ex Online Video Conferencing Facilities</p> <p>5. Documentary Evidence What is considered documentary evidence?</p> <p>6. Tax Compliance Certificate</p> <p>a. What is the criteria for obtaining a Tax Compliance Certificate?</p> <p>b. What are the tax implications (liability) for a foreign entity performing work in Jamaica?</p>	<p>3. Preliminary Assessment A preliminary assessment of the proposals will be done and bidders who have met the qualification requirements and submitted all required documents and information in accordance with the Instructions to Bidders (ITB) will be invited to a Vendor Demonstration Meeting. (See Amendment No.1)</p> <p>4. Vendors Demonstration Meetings</p> <p>a. No.</p> <p>b. All meetings will be facilitated via via Go-To-Meeting or Web-Ex Online Video Conferencing Facilities.</p> <p>5. Documentary Evidence All pertinent or required documents surrounding the proposal (brochures, technical specifications, drawings, architecture diagrams, flow charts, etc.).</p> <p>6. Tax Compliance Certificate</p> <p>a. Overseas Bidders are not required to have a Tax Compliance Certificate to participate in the tender.</p> <p>b. Where the contract is executed (work performed) in Jamaica, a foreign entity will be required to obtain a Tax Compliance Certificate from the Jamaica Tax Administration Department.</p>
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	<p>7. Bid Submission Guidelines The guidelines indicate that Audited or Certified financial statements for the last two years of operation must be supplied. What if the bidder is privately held and does not as a matter of standard practice disclose financial information?</p> <p>8. Functional Requirements</p> <p>a. What specific manufacturer and vendor details must be maintained and how does it correlate to your budget process and level of detail?</p> <p>b. The section labeled “Budget Planning and Monitoring Module - Data Input and Processing” does not have an item 2; but has an item 3. Is this intentional or should an item 2 have been included? If the later, what should the requirement read?</p> <p>c. The section labeled “Budget Planning and Monitoring Module Data Input and Processing” has no text in items 4 through 7. Is this intentional or were the requirements inadvertently omitted? If the later, what should the requirements read?</p> <p>d. The section labeled “Reporting” has no text in item 7; but has text in item 8. Is this intentional or were the requirements inadvertently omitted? If the later, what should the requirements read?</p>	<p>7. Bid Submission Guidelines All bidders must present either Audited or Certified financial statements for the last two years (no earlier than 2015).</p> <p>8. Functional Requirements</p> <p>a. The system should provide the functionality to maintain records and details of manufacturers and vendors (eg. name, address, telephone, email, etc.).</p> <p>b. The sub-section labeled “Data Input and Processing” should have four (4) functional requirements. There was a numbering error, no functional requirement was omitted.</p> <p>c. The sub-section labeled “Data Input and Processing” should have four (4) functional requirements. There was a numbering error, no functional requirement was omitted.</p> <p>d. The sub-section labeled “Reporting” should have seven (7) functional requirements. There was a numbering error, no functional requirement was omitted.</p>
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		<p>e. Item 6 of the section labeled Data Input and Processing - Purchase Requisition is blank; but item 7 is not blank. What should item 6 read?</p> <p>f. Item 4 of the section labeled Purchase Orders is blank; but item 5 is not blank. What should item 4 read?</p> <p>g. What is the target usage count for the new budget system and can you provide details on how the users would be categorized?</p> <p>h. Is the target scope of the intended Budget Planning and Monitoring application limited to Expenditures (SG&A) Revenue, and Capital Projects or does it extend to Personnel (Salary) Planning, Project Planning, cash flow Planning etc. etc.</p>	<p>e. The sub-section labeled “Data Input & Processing” should have thirteen (13) functional requirements. There was a numbering error, no functional requirement was omitted.</p> <p>f. The sub-section labeled “Purchase Order” should have four (4) functional requirements. There was a numbering error, no functional requirement was omitted.</p> <p>g. The Budget System minimum usage are as follows:</p> <ul style="list-style-type: none">• Budget Administrators - 20 users• Accountants - 12 users• System Admin. - 3 users <p>h. Yes. The target scope of the Budget System extends to Personnel (Salary) Planning, Project Planning, and other areas of Budgeting.</p>
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