

## Clarifications

### **Request for Proposals for Consultancy Services preparation of RFP for Business Process Automation. (No.T# 06 /18-19)**

Clarifications issued in response to queries received before/during the pre-bid meeting held on **October 29, 2018** are as under:

<b>Point</b>	<b>Queries</b>	<b>Clarifications/Response.</b>
1.	Which specific IBM technology has been used for the business processes that have already been automated?	IBM MQ Workflow
2.	Are there any specific technologies that SECP wants to use for the business processes yet to be automated?	The RFP to be prepared does not need to specify any specific technology
3.	Any Business Process Management tool that SECP is using right now?	IBM MQ Workflow
4.	As SECP would like to replace the existing system as well so it is assumed that, including the 80 business processes already automated, the total count won't exceed 250.	The RFP for the Business Process Automation to be prepared will include BPR, which may result in increasing or decreasing the number of processes to be automated
5.	What level of documentation is available for the business processes atm?	A business process document has been prepared for a majority of the business processes
6.	How many stakeholders/ business units are we considering for requirements gathering?	4-6 Divisions/ Departments
7.	Is the business team, providing the requirements, geographically distributed or reside in the same office location?	All located at head office in Islamabad
8.	Do SECP expect the vendor to review and draft RSD based on the current processes or they expect recommendations on process improvement as well?	RFP to be prepared should include BPR to be carried out by the party to be hired based on the RFP prepared by the vendor. However, the vendor will review the current system, the prepared BRDs and other related documents, in addition to gathering information from various stakeholders for the preparation of the RFP
9.	Is there a timeline to get the whole activity completed?	30 days

10.	How would SECP identify the lowest evaluated bid if any bidder bids two or more options?	Financial Evaluation Criteria is clearly mentioned at Annex “B”.
11.	If a company participates in the Consultancy Services for the RFP Document, can it participate in actual Business Process Reengineering and/or Automation Tenders?	<p>Hired consultant will not be eligible to participate in actual Business Process Reengineering and/or Automation Tender.</p> <p>Ref: Procurement of Consultancy Services Regulations, 2010, Clause 4 i.e. Criteria for eligibility of consultants The procuring agency shall not hire a consultant for an assignment in which there is possibility of conflict of interest. If a consultant has been engaged by the procuring agency to provide goods or works for a project, it shall be disqualified from providing consulting services for the same project. Similarly, a consultant should not be hired for any assignment which by its nature, may be in conflict with another assignment of that consultant.</p>