

ANNEXURE B

PROVISION OF ENTERPRISE ARCHITECTURE AND BUSINESS PROCESS MANAGEMENT SERVICES OVER A PERIOD OF TWELVE (12) MONTHS.

EVALUATION CRITERIA

1. PHASE 1

Administrative Evaluation Criteria

Initial Screening Process: At this phase bidder's response are reviewed to check if bidders have responded according to CEF (SOC) Ltd RFP document.

2. PHASE 2 Mandatory evaluation

The bidder must indicate its compliance / non-compliance to the requirements and should substantiate its response in the space provided below. If more space is required to justify compliance, please ensure that the substantiation is clearly cross-referenced to the relevant requirement. The Mandatory Technical Requirements are as follows:

Mandatory requirements	Comply	Not comply
2.1 The bidder must be certified to recognize the international standards and provide the certification. Provide the proof of certification that is not older than seven (7) years.		
Substantiate and provide relevant proof		

Mandatory requirements	Comply	Not comply
2.2 The bidder must prove that they have created enterprise architecture for business with complex business processes (Decomposed processes) or more than 50 business process. Provide a project signed off indicating business processes as complex (Decomposed processes) or number of business processes		
Substantiate and provide relevant proof		

3. PHASE 2 Technical evaluation

Bidders will be evaluated according to the below technical evaluation criteria. Minimum Technical Threshold is **75%**. It must be noted that if the Bidder does not meet the **75%** minimum threshold, the bidder will be disqualified and not be evaluated further.

Technical Information	Scoring	Proof of documents	Weighting Percentage
2.1. Experience of the Bidder - Business Process Management			
Company experience related to Business Process Management in the last 7 years. Bidders are requested to furnish referral letters on signed letter heads of clients they undertook Business Process Management initiatives for. The signed letter heads must be on projects completed in the last 7 years and must contain the following information name of company, description of the BPM project (BPM notation used), year it was completed, client contact name, email address, contact number and signature		Signed reference letters on client letter heads	30%
5 and more assignment completed	5		
4 assignments completed	4		
3 assignments completed	3		
2 assignments completed	2		
1 assignment completed	1		
0 assignment completed	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
2.2. Experience of the Bidder - Enterprise Architecture			
<p>Company experience related to Enterprise Architecture mapping in the last 7 years.</p> <p>Bidders are requested to furnish referral letters on signed letter heads of clients they undertook Enterprise Architecture mapping initiative for.</p> <p>The signed letter heads must be on projects completed in the last 7 years and must contain the following information name of company, description of the project (Methodology used), year it was completed, client contact name, email address, contact number and signature</p>		Signed reference letters on client letter heads	20%
5 and more assignment completed	5		
4 assignments completed	4		
3 assignments completed	3		
2 assignments completed	2		
1 assignment completed	1		
0 assignment completed	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
2.3. Project team experience – Business Process Management			
Provide key personnel who will be responsible for the BPM initiative and determine their roles, responsibilities and the team structure of such personnel. Provide a C.V. for each of the personnel that will be part of the team, clearly indicating their roles and responsibilities.		CVs of the key personnel; and the CVs must clearly highlight areas of expertise/ experience/	10%
10 years and more average experience in similar projects.	5		
8 but < 10 years average experience in similar projects.	4		
> 5 but < 8 years average experience in similar projects.	3		
5 years average experience in similar projects.	2		
4 but < 5 years average experience in similar projects.	1		
< 4 years average experience in similar projects.	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
2.4. Project team experience – Enterprise architecture modelling			
Provide key personnel who will be responsible for the Enterprise Mapping initiative and determine their roles, responsibilities and the team structure of such personnel. Provide a C.V. for each of the personnel that will be part of the team, clearly indicating their roles and responsibilities.		CVs of the key personnel; and the CVs must clearly highlight areas of expertise/ experience/	10%
10 years and more average experience in similar projects.	5		
8 but < 10 years average experience in similar projects.	4		
> 5 but < 8 years average experience in similar projects.	3		
5 years average experience in similar projects.	2		
4 but < 5 years average experience in similar projects.	1		
< 4 years average experience in similar projects.	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
2.5. Project Approach and methodology			
<p>The bidder must demonstrate thorough understanding of the objectives and deliverables of this project by providing a detailed project plan with the following:</p> <ul style="list-style-type: none"> • Project management approach and methodology to be used • Work breakdown structure, • Milestones, clearly indicating expected deliverables as per scope and related duration 		<p>The bidder must demonstrate thorough understanding of the objectives and deliverables of this request by providing a detailed implementation plan</p>	<p>30%</p>
Comprehensive project approach and methodology adequately addressing all aspects of the scope of work;	5		
The project approach and methodology does not meet all three (3) required aspects of the scope of work.	0		