Expression of Interest (EOI) - Information form

1. Project Data & Consulting Firm

Contract N ame :	Developing, supply, installation and commissioning of integrated accounting software package for **Land Reform Commission**
Contract Number :	
Name of Consulting Firm :	

2. Eligibility

Declaration

We hereby declare that:

(i) We have read the advertisement, and the Terms of Reference (TOR), for this assignment;

(ii) We have not been engaged to prepare such TOR as a firm; and

(iii) No full-time or part-time or contracted expert employed by our firm has been engaged to prepare such TOR.

(iv) Business registration of the firm.

We further confirm that, if any of one or more of our experts is engaged to prepare TOR for any resulting assignment as part of our work product under the assignment to which this advertisement relates, our firm and any such expert(s) will be disqualified from short-listing and/or participation in such follow-on assignment.

Lead Firm	
Signed by: Position :	
Associate/Partner 1	
Signed by: Position :	
Associate/Partner 2	
Signed by: Position :	
Associate/Partner 3	
Signed by: Position :	

3. Management Competence (Please answer each question in one paragraph of 5-7 sentences)

a. If you are proposing an association such as sub-consultancy or a joint venture (J/V) registered in Sri Lanka, outline the rationale for and benefits of the "association." Outline proposed management coordination of the "association," including the role of each firm.

b. Does your firm have standard policies, procedures and industrial certified practices in place that promote quality in: the workplace, your interaction with clients, and the outputs you produce? If yes, describe briefly.

c. (1) Does your firm have a dedicated unit or staff solely responsible for software quality assurance? (2) Describe your internal Software Quality Assurance (SQA) policies, procedures and processes briefly.

d. What (1) communication protocols, (2) escalation management and (3) complain resolution processes are in place in your firm for dealing with any complaints concerning the performance of the staff or the quality of the software solution developed for this consulting assignment?

Based on the attached project reference sheets (Annex 1) and the firm's performance, highlight the technical and general qualifications including experience of your firm (maximum of 4 pages). When the firm submitting the information special attention should be given to the following areas and the project specific references should be included in front of each question.

Example:

Question: 5.5. Explain the past project experiences related to SOA based projects deployed in a cloud computing platform

Answer: Refer Project Sheet number 3, section 16.4

4. Explain your past project experience by describing 6 projects using the Annex 1.
   Please select the projects which fit the size and nature of the proposed project (As per Terms of Reference document)
   Please include (if possible) 3 projects which have been implemented for government and/or social welfare management sector.
5. **Technical Qualifications**
   5.1. Explain the past projects related exposure with SOA based architecture using SOAP based approach.
   You are required to explain how service implementation, consumption were done along with SOA based security feature usage. (You are required to explain at least 2 projects)

   5.2. Explain the past projects related exposure with SOA based architecture using RESTful approach.
   You are required to explain how API implementation, consumption, governance were done along with SOA based security feature usage. (You are required to explain at least 2 projects)
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   5.3. Explain how open standards, interoperability aspects were leveraged and enterprise software architecture best practices were used in above systems.
   5.4. Explain the past project experiences related to SOA based projects deployed in a cloud computing platform
   5.5. Elaborate how you have ensured high availability of the above mentioned projects.
   5.6. Explain the performance and scalability considerations in above mentioned projects.
   5.7. Explain past project exposure related to responsive web design
6. Nature of the Firm as per the industrial classification (small/small & Medium/large)
7. Core business of the firm

   Software Project Management ☐

   Software Development ☐

   Business Analysist ☐

   Information Security ☐

8. Financial and administrative (Organizational structure) strength certified by the audited financial reports for last three years
9. Firm's history-number of years in software development business
10. Technical & managerial organization of the firm, staff strengths and capabilities & appropriate skills of firm's staff
11. Any other relevant information

Project Sheets
Important: Indicate up to **6 reference projects** that the firm experiences are relevant.

Project 1 of ......

1.	*Project Name*	
2.	*Name of Client*	
3.	*Client Reference (Contact Name & Contact Number)*	
4.	*Country*	
5.	*Participation*	☐ *As lead firm* ☐ *As associate firm*
6.	*Cost of the Software project*	*LKR*
7.	*Source of Financing*	
8.	*Consultancy Services (should specifically indicate associate firm's staff allocations)*	
	8.1 No. of staff	
	8.2 No. of person months	
9.	*Length of Consultancy Assignment*	
10.	*Start Date (dd/mm/yyyy)*	
11.	*Completion Date (dd/mm/yyyy)*	
12.	*Name of Associate Firms (if any)*	
13.	*No. of Person-Months of Professional Staff Provided by Associated Firm(s)*	
14.	*Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed* *(should specifically indicate associate firm's staff involvement)*	
15.	*Detailed Description of the Project*	
	15.1 Explain the project domain. Example: HR, ERP, Welfare, Etc *15.2 Size of the project. Example: Number of concurrent users, Number of transactions per second/ minute/ hour* *15.3 Other information*	
16.	*Detailed Description of the Actual Services Provided by your Firm. (Please fill the applicable sections given below)*	
	16.1 Experience with SOA based architecture using SOAP based approach or RESTful approach *16.2 Experience with open standards, interoperability aspects were leveraged and enterprise software architecture best practices* *16.3 Experience with cloud hosting* *16.4 Experience with ensuring high availability* *16.5 Experience with performance and scalability considerations* *16.6 Experience with responsive web design*	