Request-for-Proposal – Assessment Services

Background

The Office of the Government Chief Information Officer (OGCIO) is going to organize the Hong Kong ICT Awards 2014 to recognize, promote and commend the excellent achievements to which Hong Kong ICT professionals and organizations contribute. The Hong Kong ICT Awards was established as a collaborative effort among industry support organizations, ICT professional bodies, academia and the Government to build a large scale and internationally recognized branding of ICT awards of Hong Kong.

The Information and Services Industry Association (ISIA) has been appointed to organize one of the award categories – the Best SME ICT Award.

Service Requirements

Broadly, the selected service provider is required to provide assessment services for the Hong Kong ICT Awards 2014: Best SME ICT Award. The service provider will be required to undertake the following tasks:

1. An assessment team will be formed with a Chief Assessor nominated by ISIA. The service provider will be responsible to coordinate amongst ISIA, applicants, and members of the assessment team;

2. The Project Team will carry out the assessment in four rounds:

    First Round – The Project Team will evaluate the written information from the applicants according to the applying stream and the defined criteria. The eligible applicants will be invited to the Second Round.

    Second Round – The service provider will arrange eligible applicants to give presentations on their systems/products to the assessment team. An assessment report will be prepared and a small number of applicants will be short-listed to the optional Third Round.

    Third Round – The service provider will arrange on-site visits and/or demonstrations with the short-listed applicants. A summary report will be prepared for each short-listed applicant and not more than five applicants from each award stream will be nominated with

ISIA 資訊及軟件業商會有限公司

Information and Software Industry Association *Ltd.*

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Email: info@isia.org.hk
Website: www.isia.org.hk

recommendations to the panel of judges.

Fourth Round – The service provider will assist ISIA to organize the final presentations by the nominated applicants to the Category Judging Panel. The service provider will issue invitation letters to the members of the Panel of Judges together with a full set of the Final Report. The presentation materials will be screened beforehand to ensure smooth running of the final round.

3.   The service provider will prepare an overall summary report (in Chinese and English) to ISIA with recommendation on the best entries of each award stream. The service provider will present the summary to ISIA and answer any queries on their recommendations from ISIA.

4.   The service provider will coordinate with ISIA to work with the Organizing Committee of the Awards.

5.   The service provider will provide all the logistic supports, such as invitation and liaison with members of the assessment team and panel of judges, presentations, on-site visits and demonstrations.

6.   The service provider will prepare some hard copies of applicants' information to each assessor participating in the assessment cycles. In additions, the service provider will prepare name tag display of each assessor during the assessment cycles.

It is envisaged that the firms and organizations responding to this RFP have had experience in similar assessment services. Please note that the selected service provider is expected to be able to commence work within seven days upon notification of confirmation of acceptance of the proposal.

Information Required

The response to this RFP should include, but not limited to, the following:

(a) Name of the firm / organization and the contact name and details;

(b) Experience in industry exercise and reference details;

(c) An outline of the proposed approach and methodology;

(d) Resources (including details of experience of team members) to be allocated to this project;

(e) Proposed project schedule and deliverables;

(f) Fix fee quotation (all inclusive) and proposed payment schedule;

(g) Any other information in support of the proposal.

@ISIA

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Submission of Proposal

Please note that:

(a)   Proposal must be in writing and email to: smeictaward@isia.org.hk

(b)   Closing date and time : 25 Oct 2012, 12:00 noon

(c)   For enquiry and further details: Mr. R Wong at 2622-2867