



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

SUPPLEMENTAL/BID BULLETIN (SBB) NO. 2

This SBB No. 2 dated July 19, 2024 for **Project ID No. DBM-2024-66, “Managed Services for the Development of the Budget and Management System of the Department of Budget and Management,”** is issued pursuant to Section 22.5 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, to clarify, modify or amend items in the Bidding Documents. Accordingly, this shall form an integral part of the Bidding Documents.

PARTICULARS	AMENDMENTS/CLARIFICATIONS
<p>Section I. Invitation to Bid</p> <p style="text-align: center;">xxx</p> <p>4. The best offer on the eligibility documents, technical and financial requirements of interested consultants must be duly received by the BAC Secretariat or the DBM-Central Records Division through manual submission at the office address indicated below on or before July 23, 2024, 2:00 p.m. Late bids shall not be accepted. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.</p> <p>The opening of the best offer based on the eligibility documents, technical and financial requirements shall be on July 23, 2024, 2:00 p.m., at the given address below and via video conferencing. The best offer will be opened in the presence of the bidders’ representatives who choose to attend the activity. Authorized attendees, including representatives of bidders, who are physically present at the BAC Conference Room, DBM Building III, General Solano St., San Miguel, Manila shall likewise join the meeting via videoconferencing.</p> <p style="text-align: center;">xxx</p>	<p>Section I. Invitation to Bid</p> <p style="text-align: center;">xxx</p> <p>4. The best offer on the eligibility documents, technical and financial requirements of interested consultants must be duly received by the BAC Secretariat or the DBM-Central Records Division through manual submission at the office address indicated below on or before July 23 26, 2024, 2:00 p.m. 10:00 A.M. Late bids shall not be accepted. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.</p> <p>The opening of the best offer based on the eligibility documents, technical and financial requirements shall be on July 23 26, 2024, 2:00 p.m. 10:00 A.M., at the given address below and via video conferencing. The best offer will be opened in the presence of the bidders’ representatives who choose to attend the activity. Authorized attendees, including representatives of bidders, who are physically present at the BAC Conference Room, DBM Building III, General Solano St., San Miguel, Manila shall likewise join the meeting via videoconferencing.</p> <p style="text-align: center;">xxx</p>

8. At the option of the agency concerned, the interested consultants who shall be declared as “passed” shall be required to make an oral presentation of their plan of approach and methodology with emphasis on the clarity, feasibility, innovativeness and comprehensiveness of the plan approach, and the quality of interpretation of project problems, risks, and suggested solutions within fifteen (15) calendar days from the submission of eligibility documents, technical proposal, and best and final offer (financial proposal) or until August 7, 2024.

xxx

8. At the option of the agency concerned, the interested consultants who shall be declared as “passed” shall be required to make an oral presentation of their plan of approach and methodology with emphasis on the clarity, feasibility, innovativeness and comprehensiveness of the plan approach, and the quality of interpretation of project problems, risks, and suggested solutions within fifteen (15) calendar days from the submission of eligibility documents, technical proposal, and best and final offer (financial proposal) or until August-7 **10**, 2024.

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Section III. Eligibility Data Sheet

Eligibility Documents	
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2.1(a)(ii)	<p>The List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started shall include all such contracts prior to July 23, 2024 (see TPF 11 for format).</p> <p>Likewise, the statement of all Government and Private Contracts Completed which are Similar in Nature prior to July 23, 2024 shall be submitted (see TPF 10 for format).</p>
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8.1	<p>The date and time of opening of eligibility documents is July 23, 2024, 2:00 p.m., at the given address below and via video conferencing. The best offer will be opened in the presence of the bidders’ representatives who choose to</p>

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<p style="text-align: center;">8.5</p>	<p>Similar contracts shall refer to the design, development, configuration, deployment, and implementation of a portal, solution, platform, or system that supports identity/digital identity management and governance, user authentication and authorization, and access control for applications/systems or contracts using, adopting and deploying lowcode frontend platforms and robotic process automation tools.</p> <p style="text-align: center;">xxx</p>	<p style="text-align: center;">8.5</p>	<p>Similar contracts shall refer to the design, development, configuration, deployment, and implementation of a portal, solution, platform, or system that supports identity/digital identity management and governance, user authentication and authorization, and access control for applications/systems or contracts using, adopting and deploying lowcode frontend platforms and robotic process automation tools ANY OF THE FOLLOWING:</p> <p>A.) PROJECTS ON DESIGN, DEVELOPMENT, AND IMPLEMENTATION OF A PORTAL, SOLUTION, PLATFORM, OR SYSTEM THAT SUPPORTS BUDGET MANAGEMENT ANALYSIS, FINANCIAL MANAGEMENT, AND COMPLEX REPORTING AND FORMATTING WITH SEAMLESS</p>

	<p style="text-align: center;">INTEGRATIONS TO MULTIPLE SYSTEMS AND RECORD-LEVEL SECURITY; OR</p> <p style="text-align: center;">B.) PROJECTS USING, ADOPTING, AND DEPLOYING IN OUTSYSTEMS¹ AND IN APPIAN.²</p> <p style="text-align: center;">xxx</p> <p>¹EXISTING LOWCODE FRONT END PLATFORM OF DBM ²EXISTING BUSINESS PROCESS MANAGEMENT (BPM)/ ROBOTIC PROCESS AUTOMATION (RPA) PLATFORM OF DBM</p>																																
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	5) Quality Assurance Tester		
	Experience in IT Industry		
	Experience in Business Analysis or Quality Assurance for Web or Mobile Application		
	xxx		
	Must have worked on at least two (2) Projects using BPM/RPA or Front-end Low-code Platforms		
	xxx		
	6) UI/UX Consultant		
	xxx		
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	C. Certification/Trainings attended (related to the scope of the project)		
	1) Technical Lead		
	xxx		
	Certifications in any of the existing BPM/RPA or Front-End Low-code Platforms		
	xxx		
	3) Front-End Developer		
	xxx		
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	5) Quality Assurance Tester		
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4) BPM Developer	
xxx	
Certifications in any of the existing BPM/RPA or Front-End Low-code Platforms	
xxx	
II. Applicable Experience of the Firm	30
xxx	
C. Partnership with Principal/Technology provider of DBM's existing RPA/BPM and Front-End Low-code Platforms	
xxx	

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xxx

TERMS OF REFERENCE

TERMS OF REFERENCE (REVISED)

xxx

xxx

4.4 Technical Requirements

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xxx

xxx

4.4.11 Must have Multi-factor Authentication.

4.4.11 Must have Multi-factor Authentication (MFA) **AND THE CAPACITY TO INTEGRATE MFA MECHANISMS/ TOOLS/ MEASURES TO THE EXISTING ENTRA ID (MICROSOFT) OF THE DBM.**

xxx

xxx

Annex A.1

Annex A.1

Qualification and Responsibilities of the Personnel to be Deployed for the Project

Qualification and Responsibilities of the Personnel to be Deployed for the Project (Revised)

No.	Particulars	Resource Count	Qualifications	Tasks
1	Technical Lead	xxx	xxx <ul style="list-style-type: none"> • Must have at least three (3) 	xxx

No.	Particulars	Resource Count	Qualifications	Tasks
1	Technical Lead	xxx	xxx <ul style="list-style-type: none"> • Must have at least three (3) 	xxx

			<p>years of experience in any of the following:</p> <p>xxx</p> <ul style="list-style-type: none"> • BPM/RPA Low-Code Development <p>xxx</p> <ul style="list-style-type: none"> • Must have worked on at least two (2) projects using BPM/RPA or Front-End Low-code Platforms. • Must have at least (2) trainings in any IT related training or certification: • Front-End Low-Code Trainings for Web or Mobile Application Development; <p>xxx</p> <ul style="list-style-type: none"> • RPA Development Trainings; <p>xxx</p> <ul style="list-style-type: none"> • Must be at least a Certified Developer in any of the existing 				<p>years of experience in any of the following:</p> <p>xxx</p> <ul style="list-style-type: none"> • BPM/RPA (APPIAN) Low-Code Development <p>xxx</p> <ul style="list-style-type: none"> • Must have worked on at least two (2) projects using BPM/RPA (APPIAN) or Front-End Low-code (OUT-SYSTEMS) Platforms. • Must have at least TWO (2) IT-RELATED trainings in any IT related training or certification: • Front-End Low-Code (OUT-SYS-TEMS) Trainings for Web or Mobile Application Development; <p>xxx</p> <ul style="list-style-type: none"> • RPA (APPIAN) Development Trainings; <p>xxx</p> <ul style="list-style-type: none"> • Must be at least a Certified Developer in any of the existing
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2	Project Manager	xxx	<p>xxx</p> <ul style="list-style-type: none"> • Must have at least (2) trainings in any IT related training or certification: • Front-End Low-Code Trainings for Web or Mobile Application Development; <p>xxx</p> <ul style="list-style-type: none"> • RPA Development Trainings; <p>xxx</p>	xxx	2	Project Manager	xxx	<p>xxx</p> <ul style="list-style-type: none"> • Must have at least TWO (2) IT-RELATED trainings in any IT related training or certification: • Front-End Low-Code (OUT-SYSTEMS) Trainings for Web or Mobile Application Development; <p>xxx</p> <ul style="list-style-type: none"> • RPA (APPIAN) Development Trainings; <p>xxx</p>	xxx
3	Front-End Developer	xxx	<p>xxx</p> <ul style="list-style-type: none"> • Must have at least two (2) years of experience in any of the following: • BPM/RPA Low-Code Development <p>xxx</p>	xxx	3	Front-End Developer	xxx	<p>xxx</p> <ul style="list-style-type: none"> • Must have at least two (2) years of experience in any of the following: • BPM/RPA (APPIAN) Low-Code Development <p>xxx</p>	xxx

			<ul style="list-style-type: none"> • Must have worked on at least two (2) projects using Front-End Low-code Platform • Must have at least (2) trainings in any IT related training or certification: • Front-End Low-Code Trainings for Web or Mobile Application Development; xxx • RPA Development Trainings; xxx • Must be a Certified Developer in Front-End Low-code Platform 				<ul style="list-style-type: none"> • Must have worked on at least two (2) projects using BPM/RPA (APPIAN) OR Front-End Low-code (OUT-SYSTEMS) Platform. • Must have at least TWO (2) IT-RELATED trainings in any IT related training or certification: • Front-End Low-Code (OUT-SYSTEMS) Trainings for Web or Mobile Application Development; xxx • RPA (APPIAN) Development Trainings; xxx • Must be AT LEAST a Certified Developer in ANY OF THE EXISTING BPM/RPA (APPIAN) OR Front-End Low-code (OUT-SYSTEMS) PlatformS 		
4	BPM Developer	xxx	xxx	xxx	4	BPM Developer	xxx	xxx	xxx
			<ul style="list-style-type: none"> • Must have at least two (2) years of experience in 				<ul style="list-style-type: none"> • Must have at least two (2) years of experience in 		

		<p>any of the following:</p> <p>xxx</p> <ul style="list-style-type: none"> • BPM/RPA Low-Code Development <p>xxx</p> <ul style="list-style-type: none"> • Must have worked on at least two (2) projects using BPM/RPA Platform. <ul style="list-style-type: none"> • Must have at least (2) trainings in any IT related training or certification: <ul style="list-style-type: none"> • Front-End Low-Code Trainings for Web or Mobile Application Development; <p>xxx</p> <ul style="list-style-type: none"> • RPA Development Trainings; <p>xxx</p> <ul style="list-style-type: none"> • Must be a Certified Developer in BPM/RPA Platform 					<p>any of the following:</p> <p>xxx</p> <ul style="list-style-type: none"> • BPM/RPA (APPIAN) Low-Code Development <p>xxx</p> <ul style="list-style-type: none"> • Must have worked on at least two (2) projects using BPM/RPA (APPIAN) OR FRONT-END LOW-CODE (OUT-SYSTEMS) PlatformS. <ul style="list-style-type: none"> • Must have at least TWO (2) IT-RELATED trainings in any IT related training or certification: <ul style="list-style-type: none"> • Front-End Low-Code (OUT-SYSTEMS) Trainings for Web or Mobile Application Development; <p>xxx</p> <ul style="list-style-type: none"> • RPA (APPIAN) Development Trainings; <p>xxx</p> <ul style="list-style-type: none"> • Must be AT LEAST a Certified Developer in BPM/RPA (APPIAN) OR FRONT-END LOW- 	
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							CODE (OUT-SYSTEMS) Platforms.				
5	Quality Assurance Tester	xxx	xxx	xxx	<ul style="list-style-type: none"> • Must have at least two (2) years of experience in business analysis or quality assurance for web or mobile application • Must have worked on at least two (2) projects using BPM/RPA or Front-End Low-code Platforms • Must have at least (2) trainings or a total of eight (8) hours of training in any IT related 	5	Quality Assurance Tester	xxx	xxx	xxx	<ul style="list-style-type: none"> • Must have at least two (2) years of experience in business analysis or quality assurance for web or mobile application ANY OF THE FOLLOWING: <ul style="list-style-type: none"> • WEB OR MOBILE DEVELOPMENT • BPM/RPA (APPIAN) LOW-CODE DEVELOPMENT • IMPLEMENTING CLOUD-BASED APPLICATIONS, SOLUTIONING AND INTEGRATING SYSTEMS • Must have worked on at least two (2) projects using BPM/RPA (APPIAN) or Front-End Low-code (OUT-SYSTEMS) Platforms • Must have at least TWO (2) IT-RELATED trainings IN or a total of eight (8) hours of training in any

			training or certification: <ul style="list-style-type: none"> • Front-End Low-Code Trainings for Web or Mobile Application Development; xxx <ul style="list-style-type: none"> • RPA Development Trainings; xxx				IT-related training or certification: <ul style="list-style-type: none"> • Front-End Low-Code (OUT-SYSTEMS) Trainings for Web or Mobile Application Development; xxx <ul style="list-style-type: none"> • RPA (APPIAN) Development Trainings; xxx		
6	UI/UX Consultant	xxx	xxx <ul style="list-style-type: none"> • Must have worked on at least two (2) projects using BPM/RPA or Front-End Low-code developed platforms. • Must have at least (2) trainings in any IT related training or certification: <ul style="list-style-type: none"> • Front-End Low-Code Trainings for Web or Mobile Application Development; xxx	xxx	6	UI/UX Consultant	xxx	xxx <ul style="list-style-type: none"> • Must have worked on at least two (2) projects using BPM/RPA (APPIAN) or Front-End Low-code (OUT-SYSTEMS) development Platforms • Must have at least TWO (2) IT-RELATED trainings in any IT related training or certification: <ul style="list-style-type: none"> • Front-End Low-Code (OUT-SYSTEMS) Trainings for Web or Mobile Application Development; xxx	xxx

			<ul style="list-style-type: none"> • RPA Development Trainings; <p>xxx</p>					<ul style="list-style-type: none"> • RPA (APPIAN) Development Trainings; <p>xxx</p>	
<p>TPF 10. Statement of all Government and Private Contracts Completed which are Similar in Nature (REVISED)</p> <p>xxx</p> <p>Instructions:</p> <p>a) Projects should be completed within five (5) years immediately preceding July 23, 2024.</p> <p>b) Completed Contract:</p> <p>(i) Similar contracts shall refer to the design, development, configuration, deployment and implementation of a portal, solution, platform, or system that supports identity/digital identity management and governance, user authentication and authorization, and access control for applications/systems or contracts using, adopting and deploying lowcode frontend platforms and robotic process automation tools.</p> <p>xxx</p>					<p>TPF 10. Statement of all Government and Private Contracts Completed which are Similar in Nature (SECOND REVISION)</p> <p>xxx</p> <p>Instructions:</p> <p>a) Projects should be completed within five (5) years immediately preceding July 23 26, 2024.</p> <p>b) Completed Contract:</p> <p>(i) Similar contracts shall refer to the design, development, configuration, deployment and implementation of a portal, solution, platform, or system that supports identity/digital identity management and governance, user authentication and authorization, and access control for applications/systems or contracts using, adopting and deploying lowcode frontend platforms and robotic process automation tools ANY OF THE FOLLOWING:</p> <p>A. PROJECTS ON DESIGN, DEVELOPMENT, AND IMPLEMENTATION OF A PORTAL, SOLUTION, PLATFORM, OR SYSTEM THAT SUPPORTS BUDGET MANAGEMENT ANALYSIS, FINANCIAL MANAGEMENT, AND</p>				

	<p>COMPLEX REPORTING AND FORMATTING WITH SEAMLESS INTEGRATIONS TO MULTIPLE SYSTEMS AND RECORD-LEVEL SECURITY; OR</p> <p>B. PROJECTS USING, ADOPTING, AND DEPLOYING IN OUTSYSTEMS¹ AND IN APPIAN.²</p> <p>xxx</p> <p>¹EXISTING LOWCODE FRONT END PLATFORM OF DBM ²EXISTING BUSINESS PROCESS MANAGEMENT (BPM)/ ROBOTIC PROCESS AUTOMATION (RPA) PLATFORM OF DBM</p>
<p>TPF 11. List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (REVISED)</p> <p>xxx</p> <p>Instructions:</p> <p>i. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bid) prior to July 23, 2024.</p> <p>xxx</p>	<p>TPF 11. List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (SECOND REVISION)</p> <p>xxx</p> <p>Instructions:</p> <p>i. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bid) prior to July 23 26, 2024.</p> <p>xxx</p>
<p>Queries:</p> <p>1. I attended the prebid conference this morning, and after discussing with our team, we've determined that we require additional time to adequately prepare our bid. Therefore, may I kindly request for a one-week extension? Thank you and looking forward on your favorable response.</p> <p>Due to internal issues and unavailability of some of essential signatories within the</p>	<p>Clarifications:</p> <p>1. The submission of the best offer on the eligibility documents, technical and financial requirements of interested consultants is extended until July 26, 2024 through the issuance of Supplemental Bid Bulletin No. 1 dated July 9, 2024.</p>

firm, we might not be able to submit our eligibility, technical, and financial documents on time. With this in mind, and in the spirit of competitive bidding, we would like to request some consideration from the Honorable BAC to extend the deadline of submission to at least 2 or 3 more weeks than the original deadline, or until before the end of the month.

On the Eligibility Requirements:

2. Similar contracts shall refer to the design, development, configuration, deployment, and implementation of a portal, solution, platform, or system that supports identity/digital identity management and governance, user authentication and authorization, and access control or applications/systems or contracts using, adopting and deploying lowcode frontend platforms and robotic process automation tools. [TPF 10]
2. The similar contract to be considered for the project refers to any of the following:
 - a. projects on design, development, and implementation of a portal, solution, platform, or system that supports budget management analysis, financial management, and complex reporting and formatting with seamless integrations to multiple systems and record-level security or applications/systems; or
 - b. projects using, adopting, and deploying in Outsystems¹ and in Appian².

Please refer to the **Statement of all Government and Private Contracts Completed which are Similar in Nature TPF 10 (Second Revision)**.

On the Scope of Work, Analysis of Existing Budget Management Systems:

3. Are there any existing process documentations and diagrams for Budget Legislation, Budget Execution and Budget Accountability?

Additionally, is there a documented current-state technical architecture diagram for these processes?
3. DBM has existing documentation on the systems and processes that may guide the consultants. However, these are not comprehensive and updated, thus, the DBM would need guidance from the consultants in conducting design thinking workshops and agile methodology techniques to map and analyze the systems and processes, to identify gaps, and determine the opportunities for

¹ Existing Lowcode Front End Platform of the DBM

² Existing Business Process Management (BPM)/ Robotic Process Automation (RPA) Platform of DBM

4. Other than process owners from DBM, what are the user groups and how many users are covered and impacted by this project? Do you have a stakeholder map that describes/visualizes the interaction across these user groups?
5. In paragraph 4.1.2.1, is there an expectation to document the current process of DBM in the areas of Budget Preparation, Budget Legislation, Budget Execution and Budget Accountability? Or, is it an inventory or list of process pain points, gaps and opportunities for improvement?
6. Is end-user experience limited to DBM and other government agencies only? Or, will the general public/Philippine citizens be an end-user?
7. Is there a platform already identified or procured by DBM to support the report generation and dashboard requirements?
8. Is a product owner from DBM already identified for this project? The product owner is expected to set the vision and make decisions on what goes into the backlog and what to be prioritized.
9. Is section 4.1 in SOW purely for scoping and gap analysis and is independent from NEP Dashboard Development?

improvement as part of the consultant's deliverables.

There are no existing architecture diagrams available for these processes.

4. There is no existing stakeholder map. DBM only identifies the stakeholders of the systems in project documents which will be prepared by the DBM Project Teams.

5. Yes, the consultants are expected to work with the Process Owners in the DBM to document the current processes of the DBM in budget preparation, budget legislation, budget execution, and budget accountability.

Likewise, the consultant is also required to provide the lists of pain points, gaps, and opportunities for improvement.

6. The identified systems in the project will involve mostly DBM and National Government Agencies (NGAs).

Most of these systems are not public-facing and the extent of the involvement of citizens or the public would be on their access to publicly available budget and fiscal information generated from these systems that are posted in agencies' websites and portals.

7. The current platforms for the development of systems for report generation and dashboard requirements are the Appian and OutSystems automation platforms, and the IBM Application Programming Interface Connect (APIC) Management Platform.

8. Yes. The product or project owner is the DBM Information and Communications Technology (ICT) Group, while the process owner is the Budget Preparation and Execution (BPE) Group.

9. Yes. The scoping and gap analysis work is independent from the National Expenditure Program (NEP) Dashboard development.

On the Scope of Work, Development of NEP Report Generation and Dashboard:

10. Will the product backlog only include requirements pertaining to dashboard reporting?

11. How many NEP reports are to be generated and printed?

12. Which authentication will be used for user access and role management?

IAM? SSOAD? or
OOTB OS User Management?

13. Are you ok with the OOTB security standards implemented by the OutSystems platform?

10. The product backlog will cover the user stories and functionalities for the following:

- a. National Expenditure Program (NEP) Report Generation and Dashboard;
- b. Interoperability requirements to ensure that the solution is ready for Application Programming Interfaces (APIs) to integrate and enable data synchronization; and
- c. Other functionalities as contained in the Solutions Requirement Document/s.

11. The indicative numbers of NEP reports to be generated and printed are as follows:

- National Government Agencies – 315
- Special Purpose Funds – 11 major groups with variable number of reports
- General Provisions – 1 main report

The sample NEP Reports are provided in the following FY 2024 NEP link:
<https://www.dbm.gov.ph/index.php/budget-et-2/budget-documents/2024/national-expenditure-program-fy-2024>

The number of reports may vary depending on the DBM's specific requirements for each budget year.

12. The project requires the solution to have its own user management module for access and role grants integrated in the DBM's Identity and Access Management (IAM) portal.

13. The security standards implemented by the OutSystems platform are acceptable to the DBM, as these will be complemented by the DBM's cybersecurity standards and protocols.

Will a security review/scan be required?

The automation platforms utilized by the DBM are regularly reviewed and scanned for vulnerabilities and issues.

14. What type of Multi-Factor Authentication will be used?

The system/output of the project will be subject to cybersecurity review, scan, and assessment by the DBM ICT Group before its deployment.

Email OTP?
SMS OTP?
Other (please specify)

14. The type of MFA to be initially used will be email OTP through the Microsoft Entra ID.

15. “4.2.12. Must have a User Management Module for access and role grants.” Should this be via IAM?

15. The project requires the solution to have its own user management module for access and role grants which will be integrated in the IAM portal of the DBM.

On the Scope of Work, Solution Requirements:

16. Given that data accuracy is a focus and priority for the proposed enhancements. If in case there is data that needs to be cleaned up, who will perform the data clean up and validation activities?

16. The data clean up and validation activities will be performed by the DBM ICT Group.

As we understand, this is not a scope of the work.

On the Qualification Requirements:

17. On item 5.3 of the Terms of Reference, “Must have a partnership with the Principal/Technology provider of the DBM’s existing RPA/BPM and Front-end Low-code platforms for at least three (3) years. Service Provider must submit Manufacturer’s Authorization from the Principal/Technology provider to do business in the Philippines and with DBM. Said local contractor is likewise an Authorized Sales and Delivery Partner of the Principal/Technology provider.”

17. The years of experience will **not** be accepted as a substitute or alternative for the Manufacturer’s Authorization as well as for the requirement for the firm to be an authorized sales and delivery partner.

Are these credentials required or is it okay to just have at least 3 years of experience using the relevant technology?

The contractor must establish that:

- (1) it has a partnership with the Principal/Technology provider of DBM’s existing BPM/RPA (Appian) and Front-end Low-code (OutSystems) platforms for at least three (3) years; **and**
- (2) it is officially recognized by the principal/technology provider to do business in the Philippines and with DBM. Thus, the Manufacturer’s

Authorization for both BPM/RPA (Appian) and Front-End Low-Code (OutSystems) platforms are required.

Further, the requirement for the firm to become an authorized sales and delivery partner of the principal/technology provider ensures that they can provide technical assistance in the adoption and expansion of the platforms. As delivery partners, firms gain access to other/additional resources, tools, and capability-building opportunities from the technology provider. This enables them to guide the clients in the implementation of solutions and the management of the platforms.

18. Is the service provider limited to deploy only 1 resource per resource category, particularly for project management, front-end development, BPM development, QA testing, and UI/UX design, identified in paragraph 5.5?

18. For the submission of the best offer on the eligibility documents, technical and financial requirements of interested consultants, the contractor must submit only one (1) named resource per category.

On the Qualification and Responsibilities of the Personnel to be Deployed for the Project:

19. Does training completion require a formal certificate? Or can we submit other types of proof i.e. screenshot of course list, percentage, and date taken?

19. The following are the documents that will serve as proof for the training requirement, as provided under the “Notes” portion in TPF No. 6, namely:

“2. Certificates of training programs attended or a similar document indicating the name of the personnel, training/event attended, period/inclusive dates, place, number of hours, and signature of the authorized personnel of the training institution;

In case of online training sessions, Certificates of Training or similar documents that should indicate the name of the personnel, the training or event attended, the name of the training provider, and the number of hours.”

20. Must the resource have at least 2 IT-related trainings and 1 certification? Or 2 trainings Or a certification?

20. The resource should have at least two (2) IT-related trainings.

21. For the UI/UX Consultant, “must have at least two (2) years of hands-on experience in User Experience Design with a specific focus on web or mobile applications.”

Can a resource with 1 year and 7 months of experience be considered?

22. For the UI/UX Consultant, “must have worked on at least two (2) projects using BPM/RPA or Front-End Low-Code development platforms.” Can they consider non-BPM/RPA or Front-End Low-Code development platforms projects?

23. For the QA Tester, “must have worked on at least two (2) projects using BPM/RPA or Front-End Low-code Platforms.” Can open-source projects be considered?

24. For the BPM Developer, “must be a Certified Developer in BPM/RPA Platform.” Can this be as a certified low code developer as well?

The required related trainings are independent from the certification/s required for some of the key personnel to be deployed for the project.

Aside from trainings, the Technical Lead, BPM Developer, and Front-End Developer must also provide the required certification/s on the existing DBM platforms, namely: Appian (BPM/RPA) and/or OutSystems (Front-End Low-Code). The certification/s assure DBM that the resource has the required capability on both platforms.

21. No. The required years of experience for the UI/UX Consultant will be retained to at least two (2) years to ensure that the resource demonstrates a solid foundation of skills and knowledge in the field while having enough experience to contribute effectively without extensive training.

22. No. The requirement for the type of projects worked on by the UI/UX Consultant will be retained to BPM/RPA or front-end low-code development platform projects to ensure the resource has familiarity, knowledge, experience, and expertise on the Appian Platform, the existing BPM/RPA platform, and OutSystems, the existing BPM/RPA platform of the DBM.

23. The requirement for the projects worked on by the QA Tester will be retained to BPM/RPA (Appian) or Front-End Low-code (OusSystems) platforms to ensure that they already have familiarity, knowledge, and experience that will guarantee quality and speed of testing.

Low-code and/or BPM/RPA platforms have unique features and limitations. QA testers with experience in these platforms can better understand and identify potential issues specific to the platform to ensure that applications meet the standards.

24. The requirement for the certification of the BPM Developer will be retained to certification as BPM/RPA Developer to ensure that the resource has the familiarity,

25. For the BPM Developer, “must have worked on at least two (2) projects using BPM/RPA Platform” Can this be for a low code project as well?

26. Will OutSystems certification be enough in lieu of BPM certification? Given that the solution will be developed in OutSystems?

27. Must have at least (2) trainings or a total of eight (8) hours of training in any IT related training or certification (ANNEX A.1 - QA Testers Personnel)

28. For UI/UX consultant, can the following courses be considered: Bachelor of Science (BS) Fine Arts in Visual Communication, Bachelor of Science in Advertising?

knowledge, experience and expertise to perform development in the Appian Platform, the existing BPM/RPA Platform of the DBM.

25. The requirement for the nature of projects worked on by the BPM Developer will be retained to projects using BPM/RPA Platform to ensure that the resource has the familiarity, knowledge, experience and expertise to perform development in the Appian Platform, the existing BPM/RPA Platform of the DBM.

26. If the query refers to the requirements for the BPM Developer, the requirement for the certification of the BPM Developer will be retained to certification as BPM/RPA Developer to ensure that the resource has the familiarity, knowledge, experience and expertise to perform development in the Appian Platform, the existing BPM/RPA Platform of the DBM.

27. The number of total training hours, i.e., eight (8) hours of training in any IT-related training or certification will be removed as a requirement.

28. Both courses can be considered as related courses, for purposes of the educational requirement.

The BS Fine Arts in Visual Communication focuses on the application of a wide array of industry standard media practices in illustration, graphic design, publication design, advertising design, photography, animation, digital media, and other visual design techniques.

On the other hand, BS Advertising includes cover visual design principles that focus on understanding consumer/user behavior, which is crucial for aesthetically pleasing and functional user-centered designs in UI/UX.

Advertising requires creativity and innovative thinking to develop effective campaigns. These skills are directly transferable to designing intuitive and engaging user interfaces and experiences.

	<p>Note:</p> <p><u>Attached are the following documents which should be used as part of the Bidding Documents to be submitted by the bidders:</u></p> <ol style="list-style-type: none"><u>1. TPF 10. Statement of all Government and Private Contracts Completed which are Similar in Nature (Second Revision); and</u><u>2. TPF 11. List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (Second Revision).</u> <p><u>Attached for guidance of the bidders are Terms of Reference (Revised) and its Annex A.1 Qualification and Responsibilities of the Personnel to be Deployed for the Project (Revised) which shall form part of the Bidding Documents.</u></p>
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Other matters:

- The “No Contact Rule” shall be strictly observed. Bidders are not allowed to communicate with any member of the Bids and Awards Committee, Technical Working Group or Secretariat effective July 26, 2024 right after the opening of bids.
- For guidance and information of all concerned.

RAMON VICENTE B. ASUNCION

Assistant Secretary

Vice Chairperson, DBM-BAC

**TPF 10. Statement of all Government and Private Contracts
Completed which are Similar in Nature
(Second Revision)**

Business Name: _____

Business Address: _____

Name of Client, Contact Person, Contact Number, and Email Address	Date of the Contract	Kinds of Consulting Services	Amount of Contract	Date of Delivery	End User's Acceptance or Official Receipt(s) Issued for the Contract
<u>Government</u>					
<u>Private</u>					

Submitted by : _____
(Printed Name and Signature)

Designation : _____

Date : _____

Instructions:

- a) Projects should be completed within five (5) years immediately preceding July 26, 2024.
- b) Completed contract:
 - (i) Similar contracts shall refer to any of the following:
 - a. projects on design, development, and implementation of a portal, solution, platform, or system that supports budget management analysis, financial management, and complex reporting and formatting with seamless integrations to multiple systems and record-level security; or
 - b. projects using, adopting, and deploying in OutSystems³ and in Appian.⁴
 - (ii) If there is no similar completed contract in a year, state **none** or equivalent term. This shall not be a basis for disqualification.
- c) Please note that item 6.4 of the Government Procurement Policy Board (GPPB) Circular No. 04-2020 dated September 16, 2020 states that, "[t]he PEs shall check **compliance of the submitted forms with the mandatory provisions stated above. Non-submission of the Required Forms or non-inclusion of the mandatory provisions in any of the Required Forms shall be a ground for disqualification.**"

Moreover, GPPB Non-Policy Matter Opinion No. 041-2014 dated October 9, 2014 partially states that **"even contracts that include non-disclosure agreements or confidentiality clauses are required to be disclosed.** It is likewise good to clarify that the requirement refers to a "statement" to be made by the bidder relative to all its ongoing and private contracts, and not the actual submission of the physical contracts."

³ Existing Lowcode Front End Platform of DBM

⁴ Existing Business Process Management (BPM)/ Robotic Process Automation (RPA) Platform of DBM

**TPF 11. List of all Ongoing Government and Private Contracts Including
Contracts Awarded but not yet Started
(Second Revision)**

Business Name: _____

Business Address: _____

Name of Client, Contact Person, Contact Number, and Email Address	Date of the	Kinds of	Value of	Date of Delivery
	Contract	Consulting	Outstanding	
		Services	Contracts	
Government				
Private				

Submitted by : _____
(Printed Name and Signature)

Designation : _____

Date : _____

Instructions:

- i. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bid) prior to July 26, 2024.
- ii. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
- iii. Please note that item 6.4 of the Government Procurement Policy Board (GPPB) Circular No. 04-2020 dated September 16, 2020 states that, "[t]he PEs shall check **compliance of the submitted forms with the mandatory provisions stated above. Non-submission of the Required Forms or non-inclusion of the mandatory provisions in any of the Required Forms shall be a ground for disqualification.**"

Moreover, GPPB Non-Policy Matter Opinion No. 041-2014 dated October 9, 2014 partially states that **“even contracts that include non-disclosure agreements or confidentiality clauses are required to be disclosed.** It is likewise good to clarify that the requirement refers to a “statement” to be made by the bidder relative to all its ongoing and private contracts, and not the actual submission of the physical contracts.”

Terms of Reference

(Revised)

1. PROJECT TITLE

Managed Services for the Development of the Budget and Management System of the Department of Budget and Management.

2. OBJECTIVE

The objective of the project is to optimize budget management functions using the existing BPM/RPA and Front-End Low-code Platforms of DBM through the development of data-driven dashboards / monitoring tools and reports that will enable oversight agencies, especially DBM to have insights, data access and necessary reports as part of the budget cycle.

3. DURATION OF THE CONTRACT

The Contract Period for the project is twelve (12) months upon the issuance of the Notice to Proceed (NTP) but in no case shall it go beyond the validity of the FY 2024 GAA.

4. SCOPE OF WORK

The Service Provider shall undertake the following:

4.1. Analysis of Existing Budget Management Systems

- 4.1.1. Shall conduct a design thinking workshop to understand the budget management cycle based on the user perspective.
 - 4.1.1.1. **Budget Preparation** – Online Submission of Budget Proposal System (OSBP), Budget Preparation Management System (BPMS) and Government Manpower Information System (GMIS)
 - 4.1.1.2. **Budget Legislation** – e-Appropriation
 - 4.1.1.3. **Budget Execution** – eBudget
 - 4.1.1.4. **Budget Accountability** - Unified Reporting System (URS)
- 4.1.2. Must document the output of the design thinking workshop and identify the following:
 - 4.1.2.1. Current process, pain points, gaps and opportunities for improvement.
 - 4.1.2.2. Propose enhancements based on the assessment findings and stakeholder requirements with focus and priority on data accuracy, reporting capabilities and end-use experience.

4.2. Development of the National Expenditure Program (NEP) Report Generation and Dashboard

- 4.2.1. Must collaborate with stakeholders to gather and document detailed requirements for the reporting dashboard.
- 4.2.2. Design a user-friendly interface for the reporting dashboard.
- 4.2.3. Develop customizable widgets and visualization of the components.
- 4.2.4. Must secure and implement data integration and connection to relevant databases.
- 4.2.5. Must be able to produce visual reports and dashboards showcasing Year on Year reports for Increase/Decrease of NEP Budget and Review tracker.
- 4.2.6. Must be able to print generated NEP reports
- 4.2.7. Must be able to route NEP changes for review.
- 4.2.8. Must be able to have a record of all changes made.
- 4.2.9. Must have a way to maintain data maintenance and setups as required.
- 4.2.10. Ensure testing, functionality, security and performance prior to the deployment of the dashboard.
- 4.2.11. The DBM shall provide the menu of the functionalities of the Dashboards to be developed under the contract.
- 4.2.12. Must have a User Management Module for access and role grants

- 4.2.13. Scope coverage will be based on the requirements sign-off / System requirements document (SRD) as part of the deliverable specified in Section 8. Terms of Payment and Milestone

4.3. System Interoperability

- 4.3.1. Develop a roadmap for enhancing interoperability between legacy systems to newer technologies and define data exchange standards and protocols
- 4.3.2. Solution must be ready for an Application Programming Interface (API) to integrate and ensure data synchronization.

4.4. Technical Requirements

- 4.4.1. Must be able to integrate and pull information from DBM Oracle 19C Database.
- 4.4.2. Must be able to apply necessary rules, filters and data mashups in generating the required reports.
- 4.4.3. Must be able to apply business rules to form or field validations.
- 4.4.4. Must be able to generate complex reports with complex logic and multiple data sources.
- 4.4.5. Must be able to generate reports in PDF format
- 4.4.6. Must have a facility to configure the approval routing.
- 4.4.7. Must have versioning capabilities for report generation
- 4.4.8. Must have a facility for data and document retention policy.
- 4.4.9. Must be able to implement security standards to secure data.
- 4.4.10. Must have secure connectivity (ex. API keys, JWT, tokenization etc.) to systems which require integration.
- 4.4.11. Must have Multi-factor Authentication (MFA) and the capacity to integrate MFA mechanisms/ tools/ measures to the existing Entra ID (Microsoft) of the DBM.

4.5. Solution Requirements

The service provider should be able to provide fixes on bugs on all pertinent configurations and applications within the scope of work and contract period.

4.6. Training, Knowledge Transfer and Turnover of Source Code

- 4.6.1. Provide training to end-users' representatives and administrators.
- 4.6.2. Provide documentation covering system functionalities, technical documentation, Quick Guide/User Manuals
- 4.6.3. Submission of Product and User Manuals, Functional and Technical Documentation, Training Report/s on the deployment and progress of Budget Management.
- 4.6.4. Knowledge transfer and turnover of application to DBM Apps Team after testing and end-user acceptance.

5. QUALIFICATION REQUIREMENTS

The managed services for the microservices of the Budget and Management for the DBM shall be undertaken by a reputable Information Technology (IT) Firm. The firm, shall have the following qualifications:

- 5.1. Must be in the Information Technology (IT) Industry or Consulting business for at least three (3) years based on the Bureau Internal Revenue (BIR) Certificate of Registration (COR BIR Form 2303)

Note: The Bureau of Internal Revenue (BIR) Certificate of Registration (COR BIR Form 2303) will be submitted during shortlisting.

- 5.2. Must have received at least five (5) firm performance or technology-related awards and/or recognitions from FY 2000 to 2023 based on certifications validated and authenticated by the recognized body;

Note: Proof/s of awards and/or recognitions will be submitted during shortlisting.

- 5.3. Must have a partnership with the Principal/Technology provider of DBM's existing RPA/BPM and Front-End Low-code platforms for at least three (3) years. Service Provider must submit Manufacturer's Authorization from the Principal/Technology provider to do business in the Philippines and with DBM. Said local contractor is likewise an Authorized Sales and Delivery Partner of the Principal/Technology provider.
- 5.4. Must have at least one hundred (100) practicing technical IT professionals based on certified Human Resource documents inclusive of at least thirty (30) developers certified in DBM's existing BPM/RPA and/or Front-End Low-code platforms and are locally employed.

Note: A certification from the firm's human resource unit shall be submitted during the shortlisting.

- 5.5. The service provider shall mobilize/ deploy the following six (6) personnel for the project within the Philippines based on the qualifications itemized in Annex A.1:

No.	Resource	Resource Count
1	Technical Lead	1
2	Project Manager	1
3	Front End Developer	1
4	BPM Developer	1
5	QA Tester	1
6	User Interface (UI)/ User Experience (UX) Consultant	1

6. OBLIGATIONS OF THE SERVICE PROVIDER

- 6.1. The Service Provider shall conform strictly with the terms and conditions of this Terms of Reference and report directly to the Office of the Functional Group Head of the ICT Group / Chief Information Officer (OCIO) of DBM.
- 6.2. Deployment of personnel for the project should either be onsite or offsite. All personnel that are off-site should be available from 8:00 AM - 5:00 PM (weekdays), unless there is a need to accomplish in the DBM office.
- 6.3. Equipment, such as laptops and other peripherals, should be provided by the Service Provider.
- 6.4. Timeline and deployment process to on-board resources should not be more than fourteen (14) calendar days after the receipt of the NTP.
- 6.5. Replacement of personnel due to resignation or separation from the firm should not be more than thirty (30) calendar days.
- 6.6. The Service Provider shall submit a Project Management Plan based on approval of the Inception Reports, provide a framework for project planning, communications, reporting, procedural and contractual activities. Weekly status reports shall be submitted accordingly.

7. OBLIGATIONS OF THE PROCURING ENTITY

- 7.1. The DBM shall provide the necessary resources for the personnel to be deployed, which shall include workstations, internet connection, utilities, office access, repository access, admin access, and database access as may be necessary to perform the deliverables for the project.
- 7.2. The DBM shall be responsible for regular activities using the agile methodology approach such as scrum, daily huddles, and sprint planning to ensure timely and quality accomplishment of deliverables.
- 7.3. The DBM shall orient the personnel on the DBM's policies, procedures, and work assignment.

8. TERMS OF PAYMENT AND MILESTONE

The schedule of payment shall be based on the following milestones:

Schedule of Payment	Amount to be paid to Service Provider	Milestones	Date of Submission of Deliverables
First Tranche Project Plan Documents and Kick-Off	20% of total project cost	<ul style="list-style-type: none"> • Kick-Off Meeting • Communication Planning • Project Team and DBM Team involvement 	Month 1 Payment will be based on submission of

Schedule of Payment	Amount to be paid to Service Provider	Milestones	Date of Submission of Deliverables
		<ul style="list-style-type: none"> • Discussion of Project Activities, • Inception Report <ul style="list-style-type: none"> • Project Charter • Project Management Plan • Change Management Plan • Solution Overview and Initial System Design and Architecture • High-Level Project Gantt Chart 	Reports, deliverables and approval thereof by the DBM OCIO.
Second Tranche Requirements Validation & Sign-Off	20% of total project cost	<ul style="list-style-type: none"> • Risk Management Plan • Product Backlog and Detailing of User Stories with Acceptance Criteria • System Design and Architecture • Final Agreed Project Gantt Chart • Test Strategies • Release Plans • Prototype of the Solution based on Requirements understanding. • Requirements Sign-Off 	Month 2 Payment will be based on submission of Reports, deliverables and approval thereof by the DBM OCIO.
Third Tranche System Development and Quality Assurance Testing	40% of total project cost	<ul style="list-style-type: none"> • Project Development • Sprint Planning and Backlog Refinement • Quality Assurance Testing • Sprint Demo • Additional Deliverable: Output of Design Thinking Workshop for the Analysis of Existing Budget Management System 	Month 3-Month 9 Payment will be based on submission of Reports, deliverables and approval thereof by the DBM OCIO.
Fourth Tranche End to End Systems Integration Testing, User Acceptance Testing and Deployment/Go-Live	20% of total project cost	<ul style="list-style-type: none"> • End to End Systems Integration Testing • Documentation of Functional and Technical Specs • Submission of Product and User Manuals • Training Report/s on the deployment and progress of Budget Management • End-User Training (“Train the Trainer Approach) • End-User Acceptance • Knowledge Transfer and Application Hand-over to DBM Apps Team • Deployment to Production / Go-Live upon approval of the developed and tested system, submission of the Reports and approval thereof by the DBM OCIO • Application Support for bug fixes within the contract period. 	Month 10-Month 12 Payment will be based on submission of Reports, deliverables and approval thereof by the DBM OCIO.

9. SERVICE LEVEL AGREEMENT

- 9.1. DBM shall maintain a Service Level Agreement (SLA) with the Service Provider with provisions for liquidated damages for their non-compliance.

Component	Description	Liquidated Damages
Technical Support	Acknowledge receipt and identify cause of the reported problem on the application created within four (4) hours upon receipt in the helpdesk facility or a similar mechanism, during the Project period. The Service Provider shall resolve the reported issues to the satisfaction of the DBM.	1/10th of 1% of the total contract price shall be imposed for every hour of delay.
Provision of Reports	Must provide monthly Technical and Service Reports to be submitted every first week of the subsequent month.	1/10th of 1% of the total remaining price shall be imposed for every day of delay.
Compliance with Deliverables	Deliverables based on Section 7 Terms of Payment and Milestones	1/10th of 1% of the total remaining price shall be imposed for every day of delay.

- 9.2. If the Consultant fails to deliver any or all of the Services within the period(s) specified in this Contract, the Procuring Entity shall, without prejudice to its other remedies under this Contract and under the Applicable Law, deduct from the contract price, as liquidated damages, a sum equivalent to one-tenth of one percent (1%) of the price of the unperformed portion of the Services for each day of delay based on the approved contract schedule up to a maximum deduction of ten percent (10%) of the contract price. Once the maximum is reached, the Procuring Entity may consider termination of this Contract.

10. PERFORMANCE EXPECTATIONS FROM THE SERVICE PROVIDER

- 10.1. The consultants to be engaged for this project shall undertake the activities/tasks with the highest standards of professional and ethical competence and integrity.
- 10.2. The consultants shall not engage in any activity or action, or make any kind of public pronouncement which may adversely affect the Implementation of the Project.

11. CONFIDENTIALITY OF DATA AND OWNERSHIP OF SOURCE CODE

- 11.1. All technical staff assigned by the Service Provider shall be required to sign a Non-Disclosure Agreement (NDA).
- 11.2. The DBM Enterprise Network System, its components, parts and all products, products samples and specifications, data, ideas, technology, and technical/non-technical materials, all or any which may be derived from any of the foregoing are strictly confidential.
- 11.3. The Service Provider agrees to hold all the foregoing information in strict confidence. The Service Provider shall not reproduce or disclose any confidential information to third parties without the prior written approval of the DBM.
- 11.4. All modules developed by the Service Provider for the Project should be turned over to DBM, including all components necessary to run and support the solution.
- 11.5. Upon acceptance by DBM of the fully tested and fully developed application for the Budget Management, the pertinent documentation shall be turned over to the DBM OCIO.

Annex A.1
Qualification and Responsibilities of the Personnel to be Deployed for the Project
(REVISED)

No.	Particulars	Resource Count	Qualifications	Tasks
1.	Technical Lead	One (1)	<ul style="list-style-type: none"> • Must have a Bachelor’s Degree in Information Technology related courses (e.g. Computer Technology, Management Information Systems, Computer Science, Information Technology, Computer Engineering, Electronics Engineering, Information Science, and Data Science) • Must have at least three (3) years of experience in any of the following: <ul style="list-style-type: none"> • Web or Mobile Development • BPM/RPA (Appian) Low-Code Development • Implementing Cloud-Based Applications, Solutioning and Integrating Systems • Must have worked on at least two (2) projects using the BPM/RPA (Appian) or Front-End Low-code (OutSystems) Platforms • Must have at least two (2) IT-related trainings in: <ul style="list-style-type: none"> • Front-End Low-Code (OutSystems) Trainings for Web or Mobile Application Development; • Business Process Management (BPM) Trainings; • RPA (Appian) Development Trainings; • Data Management / Database Trainings; • Project Management Trainings; • User Experience Design Trainings 	<ul style="list-style-type: none"> • Review and Analyze project requirements and build technical architecture and solution design based on business needs. • Provide estimates and sizing recommendations. • Leads the development of the solution and enforces development best practices and ensures quality of delivery. • Communicates and understands required systems integrations. • Provides technical recommendation, expertise and assistance to stakeholders like Business Analysts and software development teams. • Recommends Solution Approaches/Workarounds when technical issues arise. • Help Liaise and coordinate with project team members, IT team, end-users, and management to ensure projects are completed to standards/best practice. • Identifying risks and forming contingency plans as soon as possible

			<ul style="list-style-type: none"> • Must be at least a Certified Developer in BPM/RPA (Appian) or the Front-End Low-code (OutSystems) Platforms 	<ul style="list-style-type: none"> • Help Perform application troubleshooting/bug fix as needed. • Must be knowledgeable in any software development life cycle or project management methodology (Agile, Waterfall, Scrum, Kanban, etc.)
2.	Project Manager	One (1)	<ul style="list-style-type: none"> • Must have a Bachelor’s Degree in Information Technology related courses (e.g. Computer Technology, Management Information Systems, Computer Science, Information Technology, Computer Engineering, Electronics Engineering, Information Science, and Data Science) • Must have at least three (3) years of experience as a Project Manager • Must have at least two (2) IT-related trainings in: <ul style="list-style-type: none"> • Front-End Low-Code (OutSystems) Trainings for Web or Mobile Application Development; • Business Process Management (BPM) Trainings; • RPA (Appian) Development Trainings; • Data Management / Database Trainings; • Project Management Trainings; • User Experience Trainings 	<ul style="list-style-type: none"> • Must be Knowledgeable in any software development life cycle or project management methodology (Agile, Waterfall, Scrum, Kanban, etc.) • Manages expectations to stakeholders. • Manages project timeline, budget and resources. • Primary point of contact within the client and delivery team. • Establishes project processes, procedures, documentation with the client PM. • Manages engagements such as change requests, status reports, risks, and resources. • Ensures that the project team is provided with an environment conducive to completing the project successfully. • Help facilitate/manage/remove any blocker/s encountered by the team and be able to have these blockers escalated as necessary. • Coordinate corrective actions.

				<ul style="list-style-type: none"> • Work with the client PM for reporting and liaising between steering committee and project team.
3.	Front-End Developer	One (1)	<ul style="list-style-type: none"> • Must have a Bachelor’s Degree in Information Technology related courses (e.g. Computer Technology, Management Information Systems, Computer Science, Information Technology, Computer Engineering, Electronics Engineering, Information Science, and Data Science) • Must have at least two (2) years of experience in any of the following: <ul style="list-style-type: none"> • Web or Mobile Development • BPM/RPA (Appian) Low-Code Development • Implementing Cloud-Based Applications, Solutioning and Integrating Systems • Must have worked on at least two (2) projects using BPM/RPA (Appian) or Front-End Low-code (OutSystems) Platform • Must have at least two (2) IT-related trainings in: <ul style="list-style-type: none"> • Front-End Low-Code (OutSystems) Trainings for Web or Mobile Application Development; • Business Process Management (BPM) Trainings; • RPA (Appian) Development Trainings; • Data Management / Database Trainings; • Project Management Trainings; • User Experience Design Trainings • Must be at least a Certified Developer in BPM/RPA (Appian) or Front-End Low-code (OutSystems) Platforms 	<ul style="list-style-type: none"> • Ability to design, develop, test and deploy applications. • Help analyze user requirements and provide recommendations as needed. • Debug and resolve application/technical issues that may arise. • Integrate with systems required as part of the development. • Build front-end applications and implement responsive user interface components. • Assist in validating requirements to end-users and provide inputs/recommendation in overall solutioning. • Assist and provide inputs in crafting a detailed technical documentation/s • Recommends and apply changes to existing codes as necessary. • Document application changes and development updates • Must be Knowledgeable in any software development life cycle or project management methodology (Agile, Waterfall, Scrum, Kanban, etc.)

4.	BPM Developer	One (1)	<ul style="list-style-type: none"> • Must have a Bachelor’s Degree in Information Technology related courses (e.g. Computer Technology, Management Information Systems, Computer Science, Information Technology, Computer Engineering, Electronics Engineering, Information Science, and Data Science). • Must have at least two (2) years of experience in any of the following: <ul style="list-style-type: none"> • Web or Mobile Development • BPM/RPA (Appian) Low-Code Development • Implementing Cloud-Based Applications, Solutioning and Integrating Systems • Must have worked on at least two (2) projects using the BPM/RPA (Appian) or Front-End Low-code (OutSystems)_Platform. • Must have at least two (2) IT-related trainings in: <ul style="list-style-type: none"> • Front-End Low-Code (OutSystems) Trainings for Web or Mobile Application Development; • Business Process Management (BPM) Trainings; • RPA (Appian) Development Trainings; • Data Management / Database Trainings; • Project Management Trainings; • User Experience Design Trainings • Must be at least a Certified Developer in BPM/RPA (Appian) or Front-End Low-code (OutSystems) Platforms 	<ul style="list-style-type: none"> • Ability to design, develop, test and deploy applications. • Help analyze user requirements and provide recommendations as needed. • Debug and resolve application/technical issues that may arise. • Integrate with systems required as part of the development. • Build application, workflows and develop Robotic Process Automations (RPA) as required. • Assist in validating requirements to end-users and provide inputs/recommendation in overall solutioning. • Assist and provide inputs in crafting a detailed technical documentation/s • Recommends and apply changes to existing codes as necessary. • Document application changes and development updates • Must be Knowledgeable in any software development life cycle or project management methodology (Agile, Waterfall, Scrum, Kanban, etc.)
5.	Quality Assurance Tester	One (1)	<ul style="list-style-type: none"> • Must have a Bachelor’s Degree in Information Technology related courses (e.g. Computer Technology, Management Information Systems, Computer Science, Information Technology, Computer 	<ul style="list-style-type: none"> • Analyzes client's strategies, requirements, and processes.

			<p>Engineering, Electronics Engineering, Information Science, and Data Science).</p> <ul style="list-style-type: none"> • Must have at least two (2) years of experience in any of the following: <ul style="list-style-type: none"> ○ Web or Mobile development ○ BPM/RPA (Appian) Low-Code Development ○ Implementing Cloud-Based Applications, Solutioning and Integrating Systems • Must have worked on at least two (2) projects using the BPM/RPA (Appian) or Front-End Low-code (OutSystems) Platforms. • Must have at least two (2) IT-related trainings in: <ul style="list-style-type: none"> • Front-End Low-Code (OutSystems) Trainings for Web or Mobile Application Development; • Business Process Management (BPM) Trainings; • RPA (Appian) Development Trainings; • Data Management / Database Trainings; • Project Management Trainings; • User Experience Design Trainings 	<ul style="list-style-type: none"> • Gather data, conduct requirements validation and refinement with the client. • Help define Testing Strategies and help in crafting requirements backlog and user stories. • Provides inputs to the Technical Lead and developers in defining appropriate technical solutions to support the business. • Helps manage the requirements in tight cooperation with the project team. • Provide application demo to stakeholders and collect feedback. • Leads the testing of developed solutions. • Generate Reports/Documentations for Test Plan, Test Cases and Test Results • Must be Knowledgeable in any software development life cycle or project management methodology (Agile, Waterfall, Scrum, Kanban, etc.)
6.	UI/UX Consultant	One (1)	<ul style="list-style-type: none"> • Must have a bachelor's degree in information technology or related fields (e.g. Computer Technology, Management Information Systems, Computer Science, Computer Engineering, Electronics Engineering, Information Science, Data Science, Design, or Visual Design). • Must have at least two (2) years of hands-on experience in User Experience Design with a specific focus on web or mobile applications. 	<ul style="list-style-type: none"> • Develop and maintain design documentation, including user personas, user journeys, and design specifications. • Iterate and refine design solutions based on user feedback and usability testing results. • Collaborate with cross-functional teams, including developers and product managers, to

			<ul style="list-style-type: none"> • Must have worked on at least two (2) projects using the BPM/RPA (Appian) or Front-End Low-Code (OutSystems) development platforms. • Must have at least two (2) IT-related trainings in: <ul style="list-style-type: none"> • Front-End Low-Code (OutSystems) Trainings for Web or Mobile Application Development; • Business Process Management (BPM) Trainings; • RPA (Appian) Development Trainings; • Data Management / Database Trainings; • Project Management Trainings; • User Experience Design Trainings 	<p>ensure cohesive and effective design implementation.</p> <ul style="list-style-type: none"> • Create and maintain design systems to ensure consistency across all product interfaces. Provide input and feedback during sprint planning and participate in agile development processes. • Assist in the creation and maintenance of user interface guidelines to uphold design and brand standards. • Support the creation of Product materials and assets related to UX design aspects. • Collaborate with customer support and analyze user feedback to make continuous improvements to the product. • Actively participate in design critiques and share insights with the design team to foster a culture of learning and improvement.
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