

Clarifications to the States/UTs for Selection of State Project Management Consultants (SPMC)

Based on the discussions during the Nodal Officers Workshop on 22nd and 23rd February 2010, and regional workshop held on 25th February, 2010, the States/UTs are advised to follow the following during selection of the State Project Management Consultants (SPMC). These points were clarified during the meetings and are reproduced here:

1. States/UTs where process for selection of State Project Management Consultants is yet to be initiated:

a. Clarifications on Customization of RFP :

- i. **Section 2:** Scope of Consulting Engagement – The State/UT can add more activities to the existing scope in the ToR. The State/UT can choose to include the scope of SPMU within the same assignment, if they choose to
- ii. **Section 5.1.2:** Detailed Assessment – The State/UT should update the table provided under the “geographical scope of the assessment area”
- iii. **Section 5.1.3:** Functional Specifications - The scope of the solutions is to be provided by the State/UT.
- iv. **Section 6.1:** Deliverables – The State/UT can update the timelines for the deliverables based on the size and requirements of the State/UT.
- v. **Section 6.2:** Milestones – The State/UT will update the milestones which have been added by the State/UT as part of the Scope of Work
- vi. **Section 6.5:** Time Frame – The State/UT can update the period of engagement based on the requirements of the State/UT
- vii. **Section 8: Bid Submission** – The following details should be updated by the State/UT
 - Number of Pages which are part of the technical response based on the requirements
 - Address of the Nodal Officer
 - Last Date of Submission
 - Minimum requirement for consulting fees for IT projects
 - The State/UT can choose to update any other section based on their requirements.

- b. States/UTs can modify the ToR based on above guidelines, however such modifications should not skew the eligibility criteria towards one or more vendors and impact vendor neutrality. The State/UT should communicate all such modifications to NCRB/MHA.
- c. States/UTs as part of the Bidding Process the States/UTs should ask for the Salary Certificates of the resources proposed by the firms in the commercial bids and should inform the companies during the pre-bid meeting that in case the financial costs provided by the firm is less than 1.5 times of the salary costs, the company should provide an undertaking as part of their commercial bid that they acknowledge that the commercial quote is below the salary costs and this is a decision taken by the company with full understanding and will not affect the quality or the timelines of the deliverables. This will ensure that quality manpower resources are provided to the States/UTs.
- d. The States/UTs should evaluate the responses based on the evaluation criteria defined in the RFP such as the number of years of experience of proposed resources and experience of the firm in similar projects. In addition the proposed resources should be a permanent employee of the bidding firm and also full time committed to the project.

2. States/UTs where the RFP for selection of State Project Management Consultants has been issued:

- a. State's as part of the Bidding Process the States/UTs should ask for the Salary Certificates of the resources proposed by the firms in the commercial bids and should inform the companies during the pre-bid meeting that in case the financial costs provided by the firm is less than 1.5 times of the salary costs, the company should provide an undertaking as part of their commercial bid that they acknowledge that the commercial quote is below the salary costs and this is a decision taken by the company with full understanding and will not affect the quality or the timelines of the deliverables. This will ensure that quality manpower resources are provided to the States/UTs.
- b. The States/UTs should evaluate the responses based on the evaluation criteria defined in the RFP such as the number of years of experience of proposed resources and experience of the firm in similar projects. In addition the proposed resources should be a permanent employee of the bidding firm.

3. For States/UTs which have completed the process for selection of State Project Management Consultant:

- a. List of resources proposed by the firm with the man-month rates for different positions needs to be provided to NCRB by 24th March, 2010 for information. The format for the same is provided below

Name of the SPMC							
Duration of the Project							
Total Cost							
S. No	Name of the SPMC Resource	Position Assigned	No. of years in Firm	Man-Month rate	Total man-months effort as per the RFP	Total man-months quoted by the bidder	Total Costs

- b. State's as part of the Bidding Process the States/UTs should ask for the Salary Certificates of the resources proposed by the firms in the commercial bids and should inform the companies during the pre-bid meeting that in case the financial costs provided by the firm is less than 1.5 times of the salary costs, the company should provide an undertaking as part of their commercial bid that they acknowledge that the commercial quote is below the salary costs and this is a decision taken by the company with full understanding and will not affect the quality or the timelines of the deliverables. This will ensure that quality manpower resources are provided to the States/UTs.

After the SPMC has been appointed, the State should ensure the following:

- a. The police department should create a performance matrix to monitor the performance of the resources
- b. The police department should not accept any change in resources unless the resource has left the firm of the SPMC or has a strong reason for the same and also in such conditions prior intimation and notice of at-least 1 month needs to be provided to the police department. The resource shall be replaced by a resource with similar or better qualifications.
- c. The police department establishes a monitoring mechanism to determine the quality of outputs of SPMC and also ensure the full time deployment of the proposed resources.
- d. The police department should have regular weekly progress review meetings with the SPMC to review the tasks performed by SPMC