



Request for Quotation (RFQ) to Design and Develop An Exhibitor Judging Management Information System

Description:

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Contact: ICT Officer / ictassist@ask.co.ke

Deadline: 05:00PM, April 15th, 2023

Background

The Agricultural Society of Kenya (ASK) was founded in December 1901 under the name East African Agricultural and Horticultural Society. The central objective was to promote agricultural development based on European settlement. Since then, the objectives have grown to include not only agricultural sector industries, but also many other sectors that support or complement agriculture in the nation's economic development.

Objective

In line with the Society's 2018-2022 strategic plan objective of embracing ICT by 75% in ASK operations, the Society has identified the need to automate the exhibitors judging process.

Automating of judging is aimed at enhancing efficiency, as well as providing a standardized and objective method for evaluating the exhibits based on predetermined criteria, and to provide a fair and transparent process for awarding prizes or recognition. To this end, the Society seeks to contract an experienced service provider to design and develop an Exhibitor Judging Management Information System to meet the above needs.

Interested service providers are invited to submit their proposals including the Technical and Financial aspects and considerations. Noting that the Society is not bound to accept any of the proposals submitted.



Scope of Work

The objective of the RFP is to select a bidder who will design and develop a Digital Exhibitor Judging System including the following features:

I. Exhibitor Management

This submodule to manage the following exhibitor setup processes.

- Register details of an exhibitor, Name, contacts, industry/sector etc.
- Assign preferred classes to an exhibitor.
- Update details of exhibitor
- Register details of manager of a given exhibitor to receive SMS notifications.

II. Trade classes Management

Allows setup of available trade classes and assigning them corresponding marking sheet.

Once classes are set up, exhibitors can then be assigned to these classes.

Trade classes with exhibitor entries are then assigned to Judges.

III. Judging Criteria Management

This function to manage the setup of the various judging criteria for the different classes. Judging of an exhibitor's performance is based on two (2) mark sheets.

- Mark sheet 1 has 11 judging criteria for judging class 1 (theme) which is mandatory.
- Mark sheet 2 has 36 marking criteria for judging the rest of the 47 trade classes. These are non-mandatory.

Marks are awarded per criteria based on a scale e.g., 1-10 (as per annex)

Once a judge completes and submit his/her result, he cannot go back to edit/ament the results. Instead, the judging status of the given exhibitor will appear as complete, and the judge only has an option to judge the next exhibitor.

Once judging of a given exhibitor for a given class is completed by all assigned judges, the registered exhibitor manager is notified that judging for that class has been completed.



IV. Judges Management

This handles setup of judges. It allows for adding and updating the judge's Name and phone number.

Judges use a mobile application installed on approved judges' smart phone/tablet to do judging. The judges can only access the app within allowed judging timelines, after which the app is locked.

V. Reporting and Performance Management

This module manages reporting of judging results. The system generates the following reports.

- Stands performance. i.e., how exhibitors performed in all the classes they registered.
- Trade classes Performance i.e., how exhibitors performed in given classes they registered.
- Judge's performance – i.e., number of stands they have judged and their scores for various exhibitors assigned.

VI. Admin Management

- Add system users. i.e., name, and phone number etc.
- Lock and unlock Judging app so that judging is only possible within set timelines to avoid conversing.

At the end of an event, accounts of judges for that event are automatically disabled.



Exhibitor Judging Management Information System Technical Requirements.

KEY CONSIDERATIONS

The service providers are required to provide professional, objective and impartial service and at all times hold the Society's interest's paramount, without any consideration for future work and strictly avoid conflicts with other assignments or their own corporate interests.

The service provider will be selected on a merit-based and cost-effectiveness evaluation of offers for service provision and will follow the fair and transparent procurement procedure of the Society. The breakdown of the system is as follows:

- Hosting (Dedicated Secure Cloud Server).
- **Data Storage:** The information management system should have a secure and reliable data storage solution that can handle large amounts of data and is scalable to accommodate future growth.
- **Data Access:** The information management system should provide easy and efficient access to data, with the ability to search, filter, and sort data based on specific criteria.
- **Data Integrity and Security:** The information management system should ensure the integrity of data and protect sensitive information from unauthorized access and modification.
- **User Management:** The information management system should have user management capabilities, including user authentication, authorization, and access controls.
- The Society will have full access to the servers & databases.
- **Reporting and Analytics:** The information management system should provide reporting and analytics capabilities to enable users to analyze data and generate meaningful insights.
- **Integration with External Systems:** The information management system should be able to integrate with other systems and applications, such as accounting systems, customer relationship management systems, and enterprise resource planning systems.
- **User-friendly Interface:** The information management system should have a user-friendly interface that is easy to use, intuitive, and accessible.



- **Customizability:** The information management system should be customizable to meet the specific needs of the organization, including the ability to configure data fields, forms, and reports.
- **Data Backup and Recovery:** The information management system should have a robust data backup and recovery solution to ensure that data can be recovered in the event of a disaster or system failure.
- **Technical Support:** The information management system should provide technical support and ongoing maintenance to ensure that the system is functioning correctly and that users have access to the information they need.

This call is opened to qualified, fulfilling the pre-selection criteria defined below:

- Should be Registered.
- Only those with a strong, proven track record of performance and quality in this field are encouraged to participate. (If possible, share brochures, flyers, etc.).
- Should sign a Non-Disclosure Agreement for copyrights and confidentiality.

Delivery

1. The service provider should be able to deliver an aesthetically designed Solution that will be highly user friendly.
2. The service provider should be able to provide design templates to Society for the finalization.
3. A dedicated App designing, building & maintenance team will have to work as an integral component of the Society.
4. The service provider will provide samples of the concept designs of the homepage and at least two templates of inner pages to the Society for evaluation purposes.
5. The service provider will provide project timelines with the proposal.
6. The service provider can provide more than one design in the proposal.



Preparation of Proposals

The service provider is required to submit a Technical Proposal and a Financial Proposal as specified below.

(a) Technical proposal

- The service providers are expected to provide the Technical Proposal as specified in the RFP Document. Material deficiencies in providing the information requested may result in the rejection of a proposal.
- The Technical Proposal shall contain the following documents:
 - I. Letter of Technical Proposal Submission.
 - II. Profile and Track Record of the Supplier.
 - III. Detail of the team proposed to be deployed to work with the Society, with qualifications and experience of the team members must be provided.
- An undertaking on the letterhead of the service provider and signed by an authorized signatory, that the service provider will undertake the assignment, in accordance with the Scope of Work detailed in the RFP document and at the cost submitted by the service provider in the financial proposal (the cost is not to be indicated in the undertaking). The above undertaking submitted by the service provider would be binding on the service provider.
- The Technical Proposal shall not include any financial information.

(b) Financial Proposal

- In preparing the Financial Proposal, Suppliers are expected to take into account the requirements and conditions outlined in the RFP document.
- Letter of Financial Proposal should include fixed Fee for the mobile application designing & development.
- For Financial Evaluation, the total fee for the assignment will be considered.
- This Fixed Fee should include costs/expenses of the Supplier for undertaking work as detailed in the Scope of Work.
- Taxes / VAT should be included in the Grand Total.
- The Financial Bid shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.



Submission of the Quotation

Interested service provider are invited to submit a quotation to ictassist@ask.co.ke with the following information:

1. Name and contact details of the service provider.
2. A description of the service provider (max 0.5 page).
3. A detailed description of previous and current experience in delivering a similar service.
4. Kindly include a detailed track-record. (Max 1 page)
5. Attachment of the service provider legal registration.
6. Technical & Financial Proposals.

For more information, kindly contact:

ictassist@ask.co.ke or kenneth.odhiambo@ask.co.ke