

BCC2022-050 Administrative Services Dept 3 years Strategy

Clarification Questions

Questions	Answers
To what extent does the ASD provide services to other IsDB entities (ITFC, ICIEC, ICD, etc..) and Regional Hubs	All ASD functions and services provided to both IsDB entities and RHs, except corporate procurement only to RHs, the entities have their own procurement policy, procedures, and resources. However, this may also be studied by the consultant during this project to see if doable and effective to be included. Annexes1 & 2 - Supporting documents attached
Can you please confirm the number of Regional Hubs that are in scope	13 RHs Operating Regional Hubs
Can you please specify the organization structure and number of employees of ASD in the Entities and Regional Hubs?	ASD structure ready, no resources from ASD currently working inside RH or entities Annex 3
Does IsDB have a preference for the size of the engagement team and required number of years of experience?	Yes, both the project length and CVs for the team are part of the evaluation. Subject expert matter, team lead and Sr Specialist must have related expertise in specified unit (Travel and general services, Safety and security , Facility, procurement, Records and content mgmt..)
What is the expected start date of the engagement?	Nov, Dec 2022
What type of technologies are currently used?	Jira Software, SAP MM, Ariba, Sabre, and Get there online Booking Engine, Alfresco, Kofax, open text, Building Automation system
Can you clarify what is meant by Internal Resources?	Part of the project is purely HR role by providing assessment to ASD staff and related JDs to identify the workload assessment and any required additional headcounts. Humans resources (in house and outsource)
Can you please share a copy of the operating manuals, policies and procedures? If that cannot be provided, can you please provide the number of existing policy and procedures.	We have very limited OM, but we do have PP for most of ASD units
What is the objective of the review? How many vendors do you have and what is the number of agreements and their categories?	Elaborate more

As this is strategy, what do we mean by operational goals?	Defines clear operating objectives/ plans on how to achieve the ASD strategy
Are you looking only for Demand and Supply processes?	Yes end to end process
What is the level of detailing for the process? Can you provide sample or definition?	detailed up to operational
Can you please clarify what is needed in this deliverable?	Recommending certificated or training programs for uplifting and developing current ASD Staff after completing the department and staff assessment, Develop complete career path mechanism, Succession plans,
Can you please clarify the expected nature of RFPs and the estimated number of RFPs, as this would have a direct impact on our estimated efforts	It depends on the findings of ASD strategy
Is the strategy for 3 (as stated on 7.1.1) or 5 years (as stated on 7.4.3) ?	This is typo. It is for 3 years.
Can you please provide high level responsibility of each department within the ASD?	Annex 3
Will you be able to extend the proposal submission date to 1 Sep 2022?	OK, but it will be final date

NB: Please forward your Proposal to the following Designated email for this assignment:

Proposal Submission - BCC2022-050 ASD Strategy 64b2e31a.isdb.org@emea.teams.ms

For queries and questions, please circulate to the following email address:

General - BCC2022-050 ASD Strategy 80220085.isdb.org@emea.teams.ms