



Ministry of National Security
Citizens Security & Justice Program

REQUEST FOR EXPRESSIONS OF INTEREST
CONSULTING SERVICES

Institution: Inter-American Development Bank

Country: The Bahamas

Project: 3499/OC-BH Citizen Security and Justice Programme

Sector: Social Investment

Abstract: A Firm to provide an Integrated Project Management Information and Records Management System (PMIS) for use by the CSJP Project Execution Unit

Loan/Credit/Grant No.: BH-L1033

Contract/Bid No. : SEPA No. CSJP- 452-SCC-CF-

Deadline: May 15th 2022

The Ministry of Finance of the Commonwealth of The Bahamas has received financing from the Inter-American Development Bank (IDB), toward the cost of the Citizen Security and Justice Programme, and intends to apply part of the proceeds for consulting services.

The overall objective of this consultancy is to i) design, develop and implement a comprehensive and user-friendly Integrated Project Management Information System and Electronic Records Management System that is capable of managing initiatives throughout their life cycle from ideation to closing and ii) digitize, migrate and integrate existing records into the Integrated System. Content design should be consistent and reliable and geared toward an efficient, effective “user friendly” experience. The Integrated Project Management Information and Records Management System developed must be a viable, comprehensive platform with a fully integrated plugins which provide a seamless experience for the user.

Firms that express an interest will be evaluated based on their ability to:

- at least five (5) years professional experience with demonstrated competence in developing Integrated Project Management Information and Records Management Systems inclusive of

digitizing and migration of existing records

- provide three (3) samples and visual walkthroughs of prior projects
- demonstrate experience in facilitation and train-the-trainer programme delivery
- demonstrate experience developing training and orientation courses and ancillary material on Integrated Project Management Information and Records Management System portal navigation

The Ministry of National Security now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

According to paragraph 3.8 of the Procurement Policies, the PEU intends to short list five eligible firms. The Firm will be selected based on the Consultants Qualification (CQS.)

Consultants will be selected in accordance with the procedures set out in the Inter-American Development Bank: [Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank](#) GN-2350-15 and is open to all eligible bidders as defined in the policies.

Further information can be obtained at the address below during office hours between 9:00am and 5:00pm EST.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail csjp@bahamas.gov.bs) by May 15th 2022.

Ministry of National Security

Attn: Osbourne Moxey – CSJP Procurement Specialist

REF: CSJP - Expression of Interest A Firm to provide an Integrated Project Management Information and Records Management System

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