



Procurement Management Plan

Fire Detection using Computer Vision

Document ID	PROCUREMENT MANAGEMENT PLAN-v0.1
Version Number	0.1
Issue Date	April 01, 2020
Classification	Public

Copyright Notice

© FUSION TECH, (2020 – 2021)

All Rights Reserved



The information contained in this document is the property of FUSION TECH. No part of this document may be reproduced, stored in a retrieval system, or transmitted in any form, or by any means; mechanical, photocopying, recording, or otherwise, without the prior written consent of FUSION TECH. Under the law, copying includes translating into another language or format. Legal action will be taken against any infringement.

The information contained in this document is subject to change without notice and does not carry any contractual obligation for FUSION TECH. FUSION TECH reserves the right to make changes to any products or services described in this document at any time without notice. FUSION TECH shall not be held responsible for the direct or indirect consequences of the use of the information contained in this document.



Revision History

Date	Version	Description	Author (s)
03/01/2020	0.1	Draft Version	Izzati
04/01/2020	0.2	Draft Version	Ain

The reviewer signoff shall signify the recommendation for acceptance of this document.

Reviewed By (Customer)	Signature	Date
Muhammad Ariff Azhan bin Zakaria		03/01/2020
Muhammad Ariff Azhan bin Zakaria		03/01/2020

Sign Off

Prepared By	Acknowledged By
	
Nur' Ain Najiha Binti Zakaria	Megala d/o Sontulom
Title: Project Manager	Title: System Designer
FUSION TECH	FUSION TECH
Date: 04/01/2020	Date: 04/01/2020



Accepted By	Accepted By
	
Muhammad Ariff Azhan bin Zakaria	Muhammad Ariff Azhan bin Zakaria
Title: Project Manager	Title: Project Manager
Tech-Solution	Tech-Solution
Date: 04/01/2020	Date: 04/01/2020

Table of Contents

List of Tables.....	6
List of Figures.....	7
1 Introduction.....	8
2 Procurement Management Approach.....	8
3 Procurement Definition.....	8
4 Contract type.....	9
5 Procurement Approval Process.....	10
6 Decision Criteria.....	10
7 Vendor Management	11
Appendix	12

List of Tables

Table 1 Procurement items	9
---------------------------------	---

List of Figures

1 Introduction

This Procurement Management Plan sets the procurement framework for Fire Detection using Computer Vision. It will serve as a guide for managing the procurements throughout the life of the project and will be updated as acquisition needs change. This plan identifies and defines the items to be procured, the types of contracts to be used in support of this project, the contract approval process, and decision criteria. The importance of coordinating procurement activities, establishing firm contract deliverables, and metrics in measuring procurement activities is also included.

2 Procurement Management Approach

The Senior Project Director will provide oversight and management in concert with appropriate agency procurement and management staff for all procurement activities under Fire Detection using Computer Vision. The Senior Project Director will work with the project team to identify all items to be procured for the successful completion of the project. The Senior Project Director will then review the procurement list with the Project Steering Committee (PSC) for approval. The process involves determining whether to acquire outside support and, if so what to acquire, how to acquire it, how much is needed, and when to acquire it.

3 Procurement Definition

The following procurement items and/or services have been determined to be essential for completion and success of Fire Detection with Computer Vision. The following list of items/services, justification, and timeline are pending PSC review for submission to the CPO:

Item/Service	Justification	Category	Needed By
CCTV	Needed for installation 1; we do not make this item	Hardware	20/1/2021
Configuration service	Find service company to configure the CCTV at the housing area	Service	12/11/2021
Installation service	Needed for transferring data to CCTV; we do not have the skill for installation.	Service	13/8/2021
Internet service	To do research	Service	13/12/2020
Google Clouds	For storage, big data, can be used for cloud AI.	Service	30/3/2021

Table 1 Procurement items

In addition to the above list of procurement items, the following individual are authorized to approve purchases for the project team:

Name	Role
Nur'Ain Najiha binti Zakaria	Project Manager

4 Contract type

All items and services to be procured for Fusion Tech will be solicited under firm-fixed price contracts. The project team will work with the Agency Fiscal Office and Procurement staff to define the item types, quantities, services and required delivery dates. The Request for Proposal (RFP) Coordinator will then solicit bids from various vendors in order to procure the items within the required time frame and at a reasonable cost under the firm fixed price contract once the vendor is selected.

5 Procurement Approval Process

The Senior Project Director along with Agency staff will meet with the CPO office to determine the type of procurement model that best meets the need of the project. If necessary, a Request for Information (RFI) may be released as a first procurement step to gather information. Based on the Vendor responses to the RFI, the CPO office and the Agency will determine the procurement process that must be followed, such as non-competitive contract request, competitive negotiation, alternative procurement, RFP cost only or RFP.

The procurement documents must be submitted for OIR endorsement for all technology projects, the Department of Human Resources must approve training for State employees, and the CPO and Comptroller offices must provide the final approval.

6 Decision Criteria

The criteria for the selection and award of procurement contracts under this project will be based on the following decision criteria:

- Comparison of outsourced cost versus in house sourcing
- Mandatory Requirements
- Vendor financial documentation
- General Qualifications & Experience (vendor and proposed staff)
- Past performance Technical Qualifications
- Quality
- Ability of the vendor to provide all items by the required delivery date
- Software Demonstration and/or Oral Presentation
- System Infrastructure Impact
- Cost

These criteria will be measured by the Agency Evaluators, Agency RFP Coordinator, and Subject Matter Experts (SME), and the Senior Project Director. The final decision will be made based on these criteria as well as available resources.

7 Vendor Management

The Project Director is ultimately responsible for managing vendors. In order to ensure the timely delivery and high quality of products from vendors, the Project Director or his/her designee will meet weekly with the purchasing and contracts department along with each vendor to discuss the progress for each procured item. The purpose of these meetings is to review all documented specifications for each product as well as to review the quality test findings. This forum will provide an opportunity to review each item's development or the service provided in order to ensure it complies with the requirements established in the project specifications. It also serves as an opportunity to ask questions or modify contracts or requirements ahead of time in order to prevent delays in delivery and schedule. The Project Director will be responsible for scheduling this meeting on a weekly basis until all items are delivered and are determined to be acceptable.

Appendix