

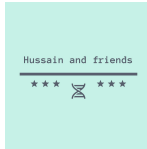
---

# Procurement Management Plan

---

## GENDER DETECTION WITH COMPUTER VISION

Document ID	PMPGDCV-v1.0
Version Number	1.0
Issue Date	DECEMBER 18, 2020
Classification	Public



---

## Copyright Notice

© HUSSAIN AND FRIENDS SDN BHD, (2020 – 2020)

All Rights Reserved

The information contained in this document is the property of HUSSAIN AND FRIENDS SDN BHD. 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 HUSSAIN AND FRIENDS SDN BHD. Under the law, copying includes translating into another language or format. Legal action will be taken against any infringement.

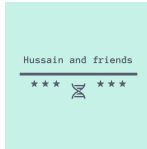
The information contained in this document is subject to change without notice and does not carry any contractual obligation for HUSSAIN AND FRIENDS SDN BHD. HUSSAIN AND FRIENDS SDN BHD reserves the right to make changes to any products or services described in this document at any time without notice. HUSSAIN AND FRIENDS SDN BHD 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)
11/12/2020	0.1	Draft Version	Muhammad Naim Syahmi bin Roslan
18/12/2020	1.0	Final Version	Muhammad Naim Syahmi bin Roslan

Reviewed By (Customer)	Signature	Date
Fabian Biling	<i>Fabian</i>	December 22 2020
Aaron De Smet	<i>Aaron</i>	December 22 2020
Amadeo Di Lodovico	<i>Amadeo</i>	December 22 2020
Chris Gagnon	<i>Chris</i>	December 22 2020
Arne Gast	<i>Arne</i>	December 22 2020

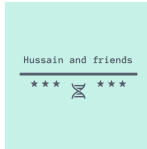
The reviewer signoff shall signify the recommendation for acceptance of this document.



## Sign Off

Prepared By	Acknowledged By
<i>Naim Syahmi</i>	<i>Hussain</i>
Muhammad Naim Syahmi bin Roslan	Muhammed Hussain Bin Hithayatullah
Title : Procurement Manager	Title : Project Manager
HUSSAIN AND FRIENDS SDN BHD	HUSSAIN AND FRIENDS SDN BHD
Date: December 18 2020	Date: December 18 2020

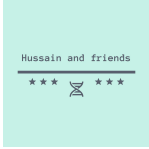
Accepted By	Accepted By
<i>Andy West</i>	<i>Phillia Wibowo</i>
Andy West	Phillia Wibowo
Title: Senior Partner	Title: Managing Partner
McKinsey & Company	McKinsey & Company
Date: December 22 2020	Date: December 22 2020



---

## Table of Contents

<b>List of Tables</b>	<b>6</b>
<b>List of Figures</b>	<b>7</b>
<b>1 Introduction</b>	<b>8</b>
<b>2 Procurement Management Approach</b>	<b>8</b>
<b>3 Procurement Definition</b>	<b>9</b>
<b>4 Contract type</b>	<b>10</b>
<b>5 Procurement Approval Process</b>	<b>11</b>
<b>6 Decision Criteria</b>	<b>12</b>
<b>7 Vendor Management</b>	<b>12</b>
<b>Appendix</b>	<b>14</b>

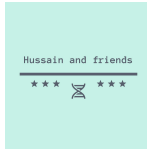


---

## List of Tables

Table 1 Procurement items

10



---

## List of Figures

## 1 Introduction

This Procurement Management Plan sets the procurement framework for Gender Detection with 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 Project Manager will provide oversight and management in concert with appropriate agency procurement and management staff for all procurement activities under Gender Detection with Computer Vision. The Project Manager will work with the project team to identify all items to be procured for the successful completion of the project. The Project Manager will then review the procurement list 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 [Project Name]. The following list of items/services, justification, and timeline are pending PSC review for submission to the CPO:

Item/Service	Justification	Category	Needed By
Database	Needed for storing our datasets	Software	13 October 2020
Anaconda/ Visual Studio	Needed for programming and testing our AI system	Software	19 October 2020
Laptops	Needed in order for employees to work on the project more effectively	Hardware	15 October 2020
Workstation	Needed for employees to have a proper workplace to work on the project	Hardware	16 October 2020
Internet service	Needed for employees to access the internet and have a stable connection	Services	14 October 2020

Table 1 Procurement items

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

<u>Name</u>	<u>Role</u>
Muhamed Hussain Bin Hithayatullah	Project Manager
Muhammad Naim Syahmi bin Roslan	Technical Manager
Rheshwan Raj A/L Ravichandran	Data Analyst
Ramanan Gobalakrishnan	Financial Analyst

## 4 Contract type

All items and services to be procured for Gender Detection with Computer Vision will be solicited under firm-fixed price contracts. The project team will work together 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 Project Manager along with company staff will meet with the Procurement Manager to determine the best type of procurement model that can cover the various requirements 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 Procurement Manager 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 Procurement Manager and Comptroller offices must provide the final approval.

## 6 Decision Criteria

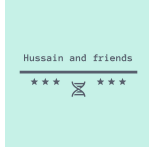
The criteria for the selection and award of procurement contracts under this project will be based on the following decision criteria:

- 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 Project Manager. 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 is the person responsible for scheduling the weekly meeting until all items are delivered and are determined to be acceptable.



---

## Appendix