**RFQ Proposal Submission for New CR (Change Requirements) Proposal at CS Online Portal of bKash Ltd, Dhaka.**

**Date: 20/10/2022**

**Submitted By:**

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*Change Request Number: CR-15-20102022*

Version History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Name:** CS Online Portal | | | | |
| **Version No.** | **Date** | **Prepared by** | **Designation** | **Remarks** |
| 1.0 | 20/10/2022 | Nishat Sultana Nisha | Project Manager (PM) | Original version |
| 1.1 | 21/03/2023 | Nishat Sultana Nisha | Project Manager (PM) | Original version |
|  | | | | |
| **Version No.** | **Date** | **Reviewed by** | **Designation** | **Remarks** |
| 1.0 | 20/10/2022 | Iftakher Ahmed | Director & CTO | Original version |
| 1.1 | 23/03/2023 | Iftakher Ahmed | Director & CTO | Original version |

Approve By:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Designation** | **Signature Date** | **Signature** |
|  |  |  |  |
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## **Introduction**

The identifier for updated Training Calendar/ SOP/ Grammar, Spell Checker, Formatting Provision/ Scheduler Option & file upload in Product & Service/ Multiple file upload option in SOP/ Changes in Product & Service/ Changes in Campaigns/ Changes in Quiz/ Multiple employee filter and export result option with graph, Chart/ Changes in Home Page/ Communication needs to be uploaded separately in the similar format/ CS Employee Database/ Trainer Feedback Form/ Edit option for all training report integration development requires which are raised by the business team and based on that BABL will implement these.

## **BABL Proposal**

The identifier for update Training Calendar/ SOP/ Grammar, Spell Checker, Formatting Provision/ Scheduler Option & file upload in Product & Service/ Multiple file upload option in SOP/ Changes in Product & Service/ Changes in Campaigns/ Changes in Quiz/ Multiple employee filter and export result option with graph, Chart/ Changes in Home Page/ Communication needs to be uploaded separately in the similar format/ CS Employee Database/ Trainer Feedback Form/ Edit option for all training report with CS Online Portal.

For using a single platform, the below process needs to be incorporated with the integration process below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Serial No** | **Main Process** | **Sub Process** | **Require man-days** |
| 01 | **SOP Management** | SOP create and to be published in the future date & time. After creating, editing a particular SOP, there will be button of scheduling date time (future) for publishing the edit/new SOP. Before publishing the edit, the previous SOP will be visible for the end users.  Hide/unhide option is required for SOP. End users won’t be able to view hidden SOP. | 5 |
| 02 | **Grammar, Spell Checker, Formatting Provision** | While creating/ formatting SOP, following provisions shall be implied: Grammar checking/ Spelling checking/ Font size changing/ Printing provision. | 5 |
| 03 | **Scheduler Option & file upload in Product & Service(Info vault->Product services)** | Provision for scheduling date time (future) for publishing the product service.  Multiple file upload option required for individual SOP.  SOP link will be shown to specific groups only. The link, which is not applicable for not all will be visible for all (visibility access configurable), multiple SOP links upload option needs to be available. | 5 |
| 04 | **Multiple file upload option in SOP** | Multiple files can be uploaded under a single SOP.  File formats would be: Excel, PPT, PDF & image formats like (PNG & JPG). | 5 |
| 05 | **Changes in Campaigns(Info vault->new campaigns)** | Read only excel version: Layout shall be as same as current UI. Any uploaded excel file shall have view only provision, but end users will not be able to export it by default.  -Configurable access permission.  There will be draft version of campaign. Before publishing users shall get a preview provision. S/He can proceed for publish or keep it as a draft. UI shall remain same as now.  After creating or editing a particular campaign, there will be button of scheduling date time for publishing the edit/new campaign. Before publishing the edit, the previous campaign will be visible. Scheduler for auto delete also required.  Date & Time filter is required for campaign. | 4 |
| 06 | **Changes in Quiz(Quiz management->Quizzes)** | Read only excel version: Layout shall be as same as current UI. Any uploaded excel file shall have view only provision, but end users will not be able to export it by default.  -Configurable access permission.  There will be draft version of QUIZ. Before publishing users shall get a preview provision. S/He can proceed after reviewing (editing option will be there) for publish or keep it as a draft. UI shall remain same as now. | 4 |
| 07 | **Info Vault** | Allow word/ doc file format for uploading provision in the modules of info vault. | 4 |
| **1** | **Development Man-days** | | **32** |
| **2** | **Requirements Analysis** | | **8** |
| **3** | **QA testing** | | **12** |
| **4** | **After UAT Fixation** | | **8** |
| **5** | **Total** | | **60** |

**Impact analysis**

This feature does not require any additional hardware or software. This CR will use an existing process change. So, there will be no impact on the system for this CR.

**Exclusions**

* All activities not defined in the scope of training above shall be out of scope.
* Documents shall not be provided for training.

**Assumptions**

* Remote access shall be arranged by the bKash to the associates for these process changes.
* User coordination would be required during the development period.
* Remote access is available 24X7 till the development is complete.

**Financial Document**

## **Commercial Section (Cost for the Project)**

BABL will charge as per require man-days. To develop the above process totally, require man-days for the development will be 80man-days. Per man-day will be charged **7000/- (without VAT & TAX).**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Man-days** | **Man-day Rate** | **Amount in BDT**  **[BDT 7000/- Man-day]** |
| **7 CRs Man days** | **60** | **7000** | **420,000/=** |
| **Total Price Excluding TAX** | | | **420,000/=** |

\*\*VAT will be added as per GOVT rules.

## **Payment Terms**

For this development, these terms apply.

* + 1. 40% payment after the work order approve.
    2. 60% payment will be done after go-live and at least 15 days stability period.

BABL shall raise the invoice after every milestone completion. All payments shall be made within a week. Work will start to post the receipt of the advance payment for the current month.

## **Other Terms**

## **5.1 Warranty**

Any anomaly found during UAT & post-go-live phase will be addressed by BABL during the baby

Setting period.

## **5.2 Validity**

This proposal is valid for 30 days from the date of submission.