Procurement Management Plan

Movie Recommendation System

Document ID	Nashan Procurement Management Plan
Version Number	2.0
Issue Date	Dec 17, 2020
Classification	Public

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Revision History

Date	Version	Description	Author (s)
15/12/2020	2.0	Draft Version	Shamhinidevi
17/12/2020	2.0	Draft Version	Shamhinidevi
18/12/2020	2.0	Draft Version	Anjchanaa
18/12/2020	2.0	Final Version	Nasira

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

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1   Introduction

This Procurement Management Plan sets the procurement framework for Movie Recommendation System. 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 Movie Recommendation System. 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 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 Movie Recommendation System .The following list of items/services, justification, and timeline are pending PSC review for submission to the CPO:

Item/Service	Justification	Category	Needed By
k-clique	The collaborative filtering method is examined with the use of a k nearest neighbor, maximal clique method, k-	Software	21 & 22 December 2020

	clique method, and an improved *k*-clique method in order to evaluate the performance.		
Pc RAM Hard Disk Mouse	The equipment that used to executed, monitored and controlled. It integrates and consolidates all of the subsidiary plans and baselines from the planning processes.	Hardware	20 December 2020
Printer Printer ink	The responsible for providing clients with invoices or documents on the products.		
Pendrive	Used to transfer files, documents, photos and more from a desktop to a flash drive and vice-versa. Records as a back-up storage device.		
A4 paper	Suitable for colour or black and white printing, this paper is great for documents such as letters, reports and forms.		
Website	Web Based – Share favorite movie recommendation among thousands and thousands of movies available	Services	22 December 2020
Network / Software license	Software Maintenance will be included or outsourced	Software Maintenance	22 December 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:

Name	Role
Nasira Ferosia Binti Abdul Jabbar	Project Manager & Technical Manager
Shamhinidevi Jayabalan	Risk Manager & Administrative Manager
Anjchanaa Seenivasagam	Test Manager & Quality Manager

4 Contract type

All items and services to be procured for Movie Recommendation System will be solicited under firm-fixed price contracts. The project team will work with the Emperikal | Digital Marketing Agency Malaysia 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 Project Manager 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:
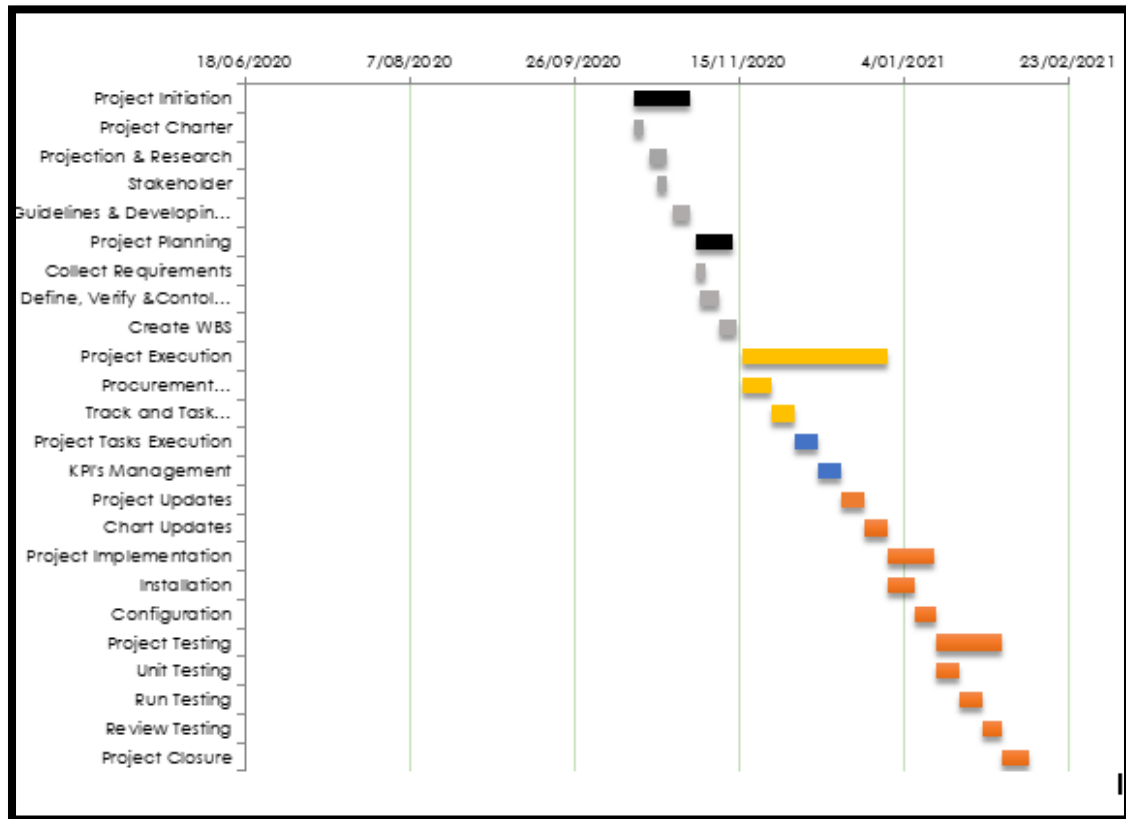
- Comparison of outsourced cost versus in web application
- Mandatory Requirements
- Vendor financial documentation
- General Qualifications & Experience
- Past performance Technical Qualifications
- Quality
- Ability of the vendor to provide all items by the required delivery date
- Software Demonstration
- System Design
- 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 Manager is ultimately responsible for managing vendors. In order to ensure the timely delivery and high quality of products from vendors, the Project Manager or Quality manager 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 Manager will be responsible for scheduling this meeting on a weekly basis until all items are delivered and are determined to be acceptable.

Appendix

Time Management Gantt chart