Healthy Life

Procurement Management Plan

Dental and Mouth Disease

Chatbot

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Revision History

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Reviewed By (Customer)	Signature	Date
Ariff	*Ariff*	12/11/2020
Wan Fikri	*Fikri*	13/11/2020
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The reviewer signoff shall signify the recommendation for acceptance of this document.

Sign Off

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1   Introduction

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

Item/Service	Justification	Category	Needed By
Google Cloud Service	Needed for managing and process database, including hosting ; we do not make this item	Database, Hosting, Services	13 Oktober 2020
Workstation	Needed for building office for the workers to develop the project; we do not make this item	Hardware	13 Oktober 2020
Internet Service Provider	Needed to provide a stable internet connection; we do not make this item	Services	13 Oktober 2020
Text Editor(PHPStorm)	Needed to program and code	Software	13 Oktober 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**
Mohd Hariz	Senior Project Director
Fikrun Amin	Procurement Manager
Muhammad Harraz	System Engineer
Meor Amirul	Technical Manager

4   Contract type

All items and services to be procured for Dental and Mouth Disease Chatbot 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.