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**GCCG E-Banking Portal**

**Procurement Management Plan**

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| **Prepared by:** | *<Student name>* |
| **Date (MM/DD/YYYY):** | *<Today’s date>* |

# Objectives

The purpose of this plan is to document and describe how procurement processes for GCCG’s E-Banking Portal project will be managed.

# Project Priority

High priority is given to this project due to the impact of this project’s successful completion and the initiation of all GCCG Bank branch offices.

# Procurement Description

The GCCG E-Banking Portal project will require the coordination in the procurement of all hardware, software, and network services associated with the project.

Service providers and suppliers should provide extended support throughout the project cycle for the services and products they are providing.

# Procurement Responsibility

* David Anderson, GCCG’s Procurement Manager, is ultimately responsible for identifying and engaging the GCCG E-Banking Portal project-related product and service suppliers.
* The Procurement Manager is authorized by GCCG to enter into a prescribed contract with suppliers for the GCCG E-Banking Portal project.
* All project managers of this project will interface with the Procurement Manager for any resource requests relating to the GCCG E-Banking Portal project.
* The procurement staff of GCCG will establish required contracts and execute the procurement for any necessary sub-contracts to support the overall task order.

# Contract Type

A cost-reimbursable contract will be negotiated with sellers for the GCCG E-Banking Portal project.

For direct bought out items, unit rate contract would be negotiated.

Incentive fees of not more than 1.5% of the total contract value can be added on Cost reimbursable contract at the discretion of the project management team. A contract terms auto amendment note shall have to be filled in and kept in records in the format prescribed.

# Solicitation Processes

* The characteristics of the requirement will be documented in the Procurement Statement of Work (SOW) for the project.
* Procurement documents will follow the same structure as defined by prior similar projects executed at GCCG.
* A Request for Proposal (RFP) will be sent to prospective sellers.
* In case a bidder conference is required to clear all queries from prospective sellers, these will be organized.
* Evaluation criteria will be determined to evaluate various proposals received from prospective sellers.

# Source Selection

* The Procurement Manager or authorized person will review all proposals received for the GCCG E-Banking Portal project.
* The Procurement Manager or authorized person will score proposals received from sellers based on criteria defined during the procurement documentation process.
* All organizational policies will be reviewed as they have an impact on the evaluation and award of proposals.
* A weighting system may be used for quantifying qualitative data and thereby minimize the potential for prejudice.

# Procurement Risk Management

# Risks and Concerns

* For risk impact, due to risk originating from the vendor, on cost, more than 10% of the total contract value should be supported by bank guarantee of 10% of the contract value or more according to the services value in the contract.

# Managing Risks

* The GCCG E-Banking Portal project manager will be responsible to address all identified risks related to the contract(s) in the project’s risk register.
* GCCG’s designated contact point for questions which the Seller may have regarding training or technical issues relating to the procurement agreement is its project manager.
* The assigned Lead Contact will review and validate the pre/post assessment content prior to supplying it to the Seller.

# Project Procurement Plan/Signatures

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| --- | --- | --- | --- | --- |
| **Project Name:** | GCCG E-Banking Portal | | | |
| **Project Manager:** | *<Student name>* | | | |
| *I have reviewed the information contained in this* Procurement Plan *and agree:* | | | | |
| Name | | Role | Signature | Date **(MM/DD/YYYY)** |
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*The signatures above indicate an understanding of the purpose and content of this document by those signing it. By signing this document, they agree to this as the formal* Project Procurement Plan*.*