

Functional Area: Network Infrastructure & Operation (Planning & Design)

1. Title	Identify which vendors have products matching required network equipment
2. Code	ITCSNO406A
3. Range	This UoC concerns with identifying the vendors that can supply the required network equipment. Network equipment can be any component used in the core, access or CPE network.
4. Level	4
5. Credit	3
6. Competency	<p style="text-align: center;"><u>Performance Requirement</u></p> <p>6.1 Possess the knowledge in the subject area</p> <ul style="list-style-type: none"> • Possess extensive experience with identifying and formulating network equipment requirement specifications such as function, performance, size, etc • Possess extensive experience with vendor sourcing procedures such as writing RFP (Request for Proposal) and product evaluation • Extensively experienced with managing vendor relationship • Knowledgeable with using the internal recording systems such as: “parts supplier” systems which keep a list of parts/components with suppliers’ details, etc • Understand health and safety procedures, government regulations, compliances, etc <p>6.2 Identify which vendors have products matching required network equipment</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Work with stakeholder of various department to prepare RFP documents for the required network equipment • Invite vendors to submit proposals within a deadline date • Formulate vendor selection score card based on price, experience, after sales support, upgrade, etc • After receiving proposals from vendors, score the vendors with the score card. Request product demonstration from vendors if necessary • Perform reference check of vendors particularly if they are not listed in the organisation’s vendor list • Work with the stakeholders on determining the most appropriate vendors, based on the score card result • Complete required administration procedures regarding the vendor selection such as adding vendor to “vendor list”, products they supply, etc <p>6.3 Exhibit professionalism</p> <ul style="list-style-type: none"> • Follow the standards and policies of the organisation when selecting/evaluating vendors • Design the vendor selection score cards in objective and unbiased manner • Always take into consideration and strike a proper balance among all related parties
7. Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ol style="list-style-type: none"> i. work with stakeholders to prepare RFP professionally, with description of required network equipment specifications, and guidelines for submission, such as return date, address, format, etc ii. select suitable vendor to submit proposal iii. formulate score card which can evaluate vendors objectively iv. perform the evaluation of vendors’ proposals v. work with stakeholders to select or recommend suitable vendors and update internal systems with required details
Remark	