

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

1. Title	Perform evaluation of vendors
2. Code	ITCSNO408A
3. Range	This UoC concerns with selecting the appropriate vendors for purchasing network equipment that conforms to a specification.
4. Level	4
5. Credit	4
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"> <li>• Possess extensive experience with identifying and formulating network equipment requirement specifications such as function, performance, size, etc.</li> <li>• Extensively experienced with vendor sourcing procedures such as writing RFP (Request for Proposal) and product evaluation</li> <li>• Experienced with managing vendor relationship</li> <li>• Experienced with using internal “parts supplier” systems which keep a list of parts/components with supplier details</li> <li>• Understand health and safety procedures, government regulations, compliances, etc.</li> </ul> <p>6.2 Perform evaluation of vendors</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Prepare RFP documents if the required equipment is not stocked by current suppliers or it’s a new item</li> <li>• Define vendor selection criteria</li> <li>• Score the vendors to produce a short listing.</li> <li>• Request product demonstration for new or replacing equipment/parts and evaluate suitability of the equipment/parts</li> <li>• Perform reference check of vendors and/or the supplied equipment</li> <li>• Update or create supplier details in internal systems, to reflect the concerned supplier is related to a particular part/equipment number</li> <li>• Distribute documents to appropriate stakeholders, such as purchasing department, design team, etc.</li> </ul> <p>6.3 Exhibit professionalism</p> <ul style="list-style-type: none"> <li>• Always take into consideration and strike a proper balance among all related parties</li> </ul>
7. Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ol style="list-style-type: none"> <li>i. prepare RFP based on a network specification, using the organisation standard RFP procedures</li> <li>ii. coordinate with suitable vendors to invite RFP and follow standard procedures to record received proposals</li> <li>iii. evaluate vendor proposal effectively with an objective selection scheme</li> <li>iv. work with colleagues to select or recommend a suitable vendor and update internal systems with required details</li> </ol>
Remark	