

Specification of Competency Standards
for the Information & Communications Technology Industry
Unit of Competency

Functional Area - Project Management

Title	Conduct solicitation process in project outsourcing
Code	111196L5
Range	This UoC involves preparing and initiating the tender procedure for outsourcing parts of or the whole project.
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Understand the outsourcing requirements <ul style="list-style-type: none"> • Understand the organisation policies on outsourcing work • Understand the project requirements and goals • Aware of the technological skills needed for the completion of the project • Have a rough idea of the budget • Define a set of selection criteria 2. Awareness of the market condition <ul style="list-style-type: none"> • Identify appropriate prospective bidders who are capable of providing the services • Identify and collect information on services available in the market • Aware of the reputation of different potential bidders 3. Prepare procurement documents <ul style="list-style-type: none"> • Prepare all internal and external documents that are related to the solicitation process, for example: <ul style="list-style-type: none"> ○ invitation for Bid (IFB) ○ request for Proposal (RFP) ○ request for Quotation (RFQ) ○ initiation for Negotiation ○ contractor Initial Response 4. Invite or notify potential bidders and conduct bidder's conference <ul style="list-style-type: none"> • Send invitations to identified potential bidders • Place advertisements to attract more potential bidders • Establish key principles for conducting a bidder's conference and clarify bidder's concerns 5. Proposals collection and tender board formulation <ul style="list-style-type: none"> • Receive tenders following guidelines • Identify suitable members and invite them to be members of the tender board for the tender evaluation process 6. Exhibit professionalism <ul style="list-style-type: none"> • Comply with the organisation's guidelines and procedures as well as any (local and international) laws and regulatory requirements, if applicable
Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to :

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	<ul style="list-style-type: none">• develop effective procurement documents and procedures for the tender bidders to submit bids/quotations• formulate a tender board with suitable members for the tender evaluation process• carry out the solicitation process in accordance with organisation guidelines
Remark	