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

Functional Area - Project Management

Title	Conduct solicitation planning
Code	111197L5
Range	This UoC involves preparing and specifying tender details for an organisation to outsource a particular project (whole or some of its part)
Level	5
Credit	3 （For Reference Only）

Competency	Performance Requirements
	1. Have knowledge in the market condition
	
	• Be able to collect information about the products and services available in the marketplace
	
	2. Understand the procurement cycle for outsourcing a particular project (whole or some of its part)
	
	• Be able to understand the outsourcing activities for a procurement cycle
	
	3. Prepare complete procurement documents
	
	• Be able to:
	    o design structured procurement documents that are used to solicit proposals from prospective sellers such as
	        ▪ invitation for Bid (IFB)
	        ▪ request for Proposal (RFP)
	        ▪ request for Quotation (RFQ)
	        ▪ initiation for Negotiation
	        ▪ contractor Initial Response
	    o ensure the documents can facilitate accurate and complete responses from prospective sellers as well as rigorous enough to ensure consistent, comparable but flexible responses to allow sellers to make suggestions for better ways in achieving the requirements
	
	4. Be able to define evaluation criteria for rating or scoring proposals including the bidders'
	
	• background
	• financial capability
	• past track record
	• technical knowledge/skill
	• resources availability
	
	5. Form a tender board
	
	• Be able to formulate the tender board with suitable members for the tender evaluation process

Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: • develop effective procurement documents for the tender bidders submitting bid/quotation; and • set up an accurate evaluation process for rating and scoring the submitted bids.
Remark	