



Government of the Republic of Trinidad and Tobago

Ministry of Digital Transformation

REQUEST FOR EXPRESSION OF INTEREST

FROM QUALIFIED INDIVIDUALS FOR THE PROVISION OF WEB DEVELOPER SERVICES FOR THE MINISTRY OF DIGITAL TRANSFORMATION

The Government of the Republic of Trinidad & Tobago (GoRTT), through the Ministry of Digital Transformation (MDT), invites the submission of Expression of Interest (EOI) from individuals for the provision of web development services.

SUBMISSION INSTRUCTIONS

**Further information and submission instructions are available,
free of charge, below.**

Submissions will be received via email at:

ProcurementUnit@mdt.gov.tt

up to 5.00pm on Thursday September 1, 2022.

Late submissions will not be accepted.

MDT does not bind itself to accept any EOI responses and reserves the right to cancel this process and re-invite EOIs at any time

Permanent Secretary
Ministry of Digital Transformation

24 August, 2022



Ministry of Digital Transformation

REQUEST FOR EXPRESSIONS OF INTEREST (EOI) FROM INDIVIDUALS FOR THE PROVISION OF FULL STACK WEB DEVELOPER SERVICES FOR THE MINISTRY OF DIGITAL TRANSFORMATION

1.BACKGROUND

The mandate of the Ministry of Digital Transformation (MDT) is to develop new ways to address the end-to-end consumption and delivery of goods and services to customers using appropriate digital technology. As more of our everyday daily lives are being carried out in digital environments, citizens need new ways to engage and participate in digital society. As such, MDT intends to develop a digital platform for citizen engagement.

This platform is based on the Open-Source (OS) core of the Citizenlab platform at <https://www.citizenlab.co/> and <https://developers.citizenlab.co/>

2.Objective

The service of a full stack web developer is required to install, configure and launch an interactive, digital collaborative platform to allow and encourage productive citizen involvement and participation on important societal matters. Government Ministries and Agencies can also use this digital space as a two-way communications channel with citizens.

The functionality of the digital citizen engagement platform is shown in paragraph:

3. Requested Functionality of the Digital Citizen Engagement Platform

3.Requested Functionality of the Trinidad and Tobago Digital Citizen Engagement Platform

- Uploading of documents for online review and feedback (interactive)
- Publish details of various projects from Government Ministries and Agencies. Allow commentary on these projects from within the platform.
- Publish online surveys.
- Facilitate voting on topics by platform users and displaying of results.
- Provision of multiple online discussions around projects and other important issues.
- Allows for the embedding of media (audio, video), links to other online resources.
- Allows for viewing of video clips and listening to audio clips
- Registration of users (creation of user profiles with associated email address)
- User access control and management; assignment of multiple platform moderators
- Search of content within the platform and display of results
- Social Sharing of content from within the platform to social media platforms

Projected start time for local platform development: September, 2022

4.Deliverables of the Full Stack Web Development Service Provider

- i. Workplan and schedules outlining critical workflow activities and dependencies. The provision of weekly progress updates.
- ii. A fully functional digital citizen engagement platform based on the FREE OS core of the Citizenlab platform and delivering the features shown in paragraph 3. Platform is open to register interested persons who want to participate in the public fora for the Republic of Trinidad and Tobago Digital Citizens Engagement platform.
- iii. Upgrade of the functionality of the FREE OS core to the paid, premium version of citizenlab, when the client provides access to that upgrade.

- iv. Formal presentations and walkthrough of the backend of the Trinidad and Tobago Digital Citizen Engagement platform and the public facing front end website.
- v. Training on the setup and configuration of the Citizenlab OS core platform to the following groups as identified by the client: a) MDT approved personnel b) other developers c) platform administrators d) end users.
- vi. User requirements documentation.
- vii. Written Confirmation of activation of required functional specifications of platform.
- viii. Development and handover of standard operating procedures for the backend operations of the Trinidad and Tobago Digital Citizen Engagement platform and the public facing front end website.

5.Skills and Experience of the Deliverables of the Full Stack Web Developer

- i. Proficient Coding skills (Python, Java and C++)
- ii. Experience with software development frameworks
- iii. Experience in LINUX server administration
- iv. Experience in NGINX and Apache web server configurations
- v. Knowledge of PostgreSQL, MySQL
- vi. Knowledge of Ruby on Rails
- vii. [2+] years of experience in any or all of the following: a) mobile application development, b) game development or c) OS software projects.
- viii. Bachelor's degree in computer science or related field would be an asset.

6.Mandatory submission of proponents for the provision of Full Stack Web Development services

- i. Full contact details :(name, physical address, email address, phone contact, URL of LinkedIn profile or website (if any)
- ii. Academic and proficiency certificates
- iii. Details of past Experience with software development and demonstrated past use of the software stack referenced in *4. Skills and Experience of the Deliverables of the Full Stack Web Developer*
- iv. Two (2) References from client work or projects done for an employer:
 - a) Project brief, your deliverables, project start date and end date.
 - b) Reference contact details name, physical address, email address, phone contact.**Please note that all references will be independently contacted by MDT**

The submissions will be evaluated on the following criteria:

- Price 40%

- Work Portfolio 30%
- References Feedback on Performance 20%
- Certifications 10%

7. Deliverables and Payment Schedule

Deliverables	Timeframe	Payment (upon acceptance of deliverables)
Work plan for the 1 st 2wks leading to use of the Citizenlab OS Code for the launch of the Minimum Viable, front end facing website with at least one (1) active Project area.	Upon contract signature	15% (Mobilization Payment)
Installation and configuration of Citizenlab OS core platform. Launch of the Minimum Viable, front end facing website with at least one (1) active Project area.	Two (2) weeks	25%
Fully functional and interactive platform to support the Go Live, Public Launch of the Trinidad and Tobago Digital Citizen Engagement Platform	One (1) month	20%
Implementation of the paid, Premium features of the Citizenlab Digital Citizen engagement platform into the live Trinidad and Tobago Digital Citizen Engagement Platform.	Three (3)	30%
Development and handover of standard operations procedure for the back-end operations, moves and changes for the Digital Citizenlab Platform.	Four (4) Months	10%

8. Implementation Arrangements

Place of Work: Remote. In person meetings with the client or persons identified by the client will be done at the offices of the client.

Client Responsibilities:

MDT will provide the following:

- Hosting for the application and the front, citizen facing website.
- Clarity on required deliverables
- Timely feedback on deliverables
- Timely disbursement of funds

Service Provider Responsibilities:

The contracted service provider would be expected to:

- Provide workplan and workflows to realize the Go Live, Public Launch date for the Trinidad and Tobago Citizen Engagement platform.
- Take all necessary steps to secure the platform and protect it from cyber threats.
- Integrate workplan and workflows with the activities and outputs of the website designer, who is responsible for the layout and updating of the front end facing website.
- Provide timely delivery of key outputs as identified in the Deliverables Schedule
- Participate in regular meetings during the execution to review overall progress and to address any challenges/issues.
- Maintain confidentiality to ALL data and information provided.

Contract Duration:

Four (4) months

Supervision:

The contracted individual will report to the Deputy Chief National Digital Officer (DCNDO).

Payments:

All payments will be made upon the client's review and acceptance of deliverables in accordance with

6. Deliverables and Payment Schedule.

9. Submission of Proposal

- Proposal submissions must be presented in soft copy and in pdf format only.
- Soft Copy proposal submissions must be emailed to: ProcurementUnit@mdt.gov.tt

The closing date for the receipt of proposals is Thursday 1st September 2022 at 5 p.m. (Trinidad and Tobago time).

Late submissions will not be considered.