



**JAMAICA CONSTABULARY FORCE**

**TENDER INVITATION**

**THE PROVISION OF MEALS FOR PRISONERS IN LOCKUPS ISLANDWIDE – FRAMEWORK AGREEMENT FOR THREE YEARS**  
LCB #: JCF/2019/03/0025

The Jamaica Constabulary Force now invites sealed bids from eligible and qualified suppliers for the provision of meals for prisoners in lockups islandwide – Framework Agreement for three (3) years. Bidding will be conducted through the Local Competitive Bidding (LCB) procedures as outlined in the Government of Jamaica Handbook of Public Sector Procurement Procedures, **March 2014** (<http://www.mof.gov.jm>) and is open to all bidders locally.

**Eligibility for Bid Submission:**

In order to qualify bidders Shall:

- Submit a valid Tax Compliance Certificate (TCC)/Tax Compliance Letter with their proposals.
- Submit with their proposals a valid certificate showing that their company is registered with the National Contracts Commission (NCC) in the category of "Catering Services". For more information see: <http://www.ocg.gov.jm>.
- Valid Food Establishment Licence
- The proprietor/operator valid Food Handler's Permit

**Collection of Bid Documents**

A complete set of Bidding Documents in English will be available from **Wednesday March 20, 2019**. Interested bidders are required to purchase the Bidding Documents for a non-refundable fee of **Two Thousand Dollars (\$2,000.00)** payable by cash or manager's cheque at the Cashier, Ground Floor, North Tower, NCB Building, 2 Oxford Road, Kingston 5, between **9:00 a.m. and 3:00 p.m. Mondays to Fridays**. The name of the contact person, company name, mailing address, telephone number, and email address must be provided to facilitate processing. A Bidder's failure to directly purchase the Tender/Bid documents from the Jamaica Constabulary Force (JCF) will result in ineligibility/non-responsiveness of that bid from participating in the procurement process.

Bid must be placed in the designated Tender Box located in the Procurement Unit, Corporate and Special Services, 3<sup>rd</sup> Floor, South Tower, NCB Building, 2 Oxford Road, Kingston 5, on or before **Tuesday April 9, 2019 at 2:00 p.m.** Bids must be returned in a plain, sealed envelope appropriately marked on the outer envelope **"THE PROVISION OF MEALS FOR PRISONERS IN LOCKUPS ISLANDWIDE – FRAMEWORK AGREEMENT FOR THREE YEARS" – LCB #: JCF/2019/03/0025"**

**Senior Procurement Officer  
Jamaica Constabulary Force  
3<sup>rd</sup> Floor, South Tower  
NCB Building  
2 Oxford Road  
Kingston 5**

Tenders will be opened publicly at **2:15 p.m. Tuesday April 9, 2019** at the above address. Bidders or their representatives are invited to attend the tender opening.

**Late bids will be rejected.**

Tenders shall be valid for a period of 120 days after tender closing.

**For further information, contact:  
Senior Procurement Officer  
Jamaica Constabulary Force  
3<sup>rd</sup> Floor, South Tower  
NCB Building  
2 Oxford Road  
Kingston 5  
Telephone: 876-754-0486, 876-754-0600  
[sophia.clarke@mns.gov.jm](mailto:sophia.clarke@mns.gov.jm)**

**NATIONAL INSURANCE SCHEME**

**REQUEST FOR CURRICULUM VITAE**

Individuals Consultants are being invited to submit a Letter of Interest and full Curriculum Vitae for the following position:

**BUSINESS ANALYST**

**JOB INTRODUCTION AND BACKGROUND**

The Government of Jamaica (GOJ) outlined a policy for Public Sector Transformation for all Ministries, Departments and Agencies (MDA) in keeping with vision 2030. The vision of a transformed public sector is a modern public service that is fair, values people, and delivers high quality services consistently.

The Ministry of Labour and Social Security (MLSS) in playing its part, has embarked on plans to streamline its operations to provide the public with a more reliable, efficient and effective service. This will involve the re-engineering of the existing and automation of new business processes. To ensure successful development and implementation of new solutions across the Ministry's agencies and department, it is necessary that the MLSS increase its Information and Communications Technology (ICT) capacity by recruiting business and developer analysts. These two ICT roles would be a critical link between the Business Objectives and the planned technological Solutions.

The focus is on critical areas such as the National Insurance Scheme (NIS) department to provide better service delivery by looking at their processes with the aim of improving efficiencies and ICT usages. This will be done to ensure that the Ministry achieve its objective of serving its client in the best way possible.

**PROJECT SCOPE**

The business analyst will be required to document the various business processes across a wide cross section of the Ministry's departments and agencies with the aim of providing a clearly defined process that can then be automated. Simply put, it is expected that the business analyst will assist in the design and development of efficient and innovative software solutions for the MLSS.

**Job Duties and Responsibilities**

- Develop efficient applications and scripts adhering to established standards and IT best practices
- Assist in gathering and analyzing information for developing and modifying IT systems, by interviews, surveys and other methods.
- Document fact-finding and study results and make presentation of findings and recommendations in formal reports or in oral presentation.
- Evaluate and documents current systems operation and prepare specifications for systems improvement.
- Prepare program documentation from which complete sets of programs will be written.
- Work closely with personnel in problem areas to gather information, and where appropriate analyze production programs to isolate problems.
- Research software issues and recommend solutions
- Liaise with team members across the MLSS group as required to assist with the successful completion of assigned tasks.
- Assist in the implementation of business applications and processes
- Prepare and maintain system documentation
- Develop instructions for job execution and recovery procedures
- Perform maintenance of production programs to keep them responsive to user needs, and to ensure efficient operation in the production environment.
- Review program modules for accuracy and conformation to specifications.
- Prepare and update program documentation, and job execution and recovery procedures in keeping with established standards.
- Perform Quality assurance reviews for production jobs
- Assist in end-user training
- Maintain current knowledge of the department's standards and practices and apply to assigned tasks.
- Keep abreast of developments in Information Technology regarding development and support tools applicable to the area, and make presentations as may be required

**QUALIFICATIONS AND EXPERIENCE**

- Bachelor's degree in a related field (Management Information Systems/Computer Information Systems.)
- Minimum three (3) years' Business Analyst experience, one year involving programming
- Proficiency in application development languages in at least two of the following categories:
  - Flow Chart
  - User Case
  - UML
  - Sequence Diagram
  - Microsoft Projects

**SPECIAL SKILLS NEEDED**

- Architecture of Web Applications
- Knowledge of WAN and LAN
- Knowledge of Unified Communication technology
- Knowledge of relational database theory and systems analysis and design methodologies
- Knowledge of Business Intelligence systems
- Working knowledge of process design tools

Responses should be submitted in hard copy or via email no later than the close of business **Friday April 05, 2019** to the attention of:

**The Procurement Consultant  
Ministry of Labour and Social Security  
1F North Street, Kingston 4  
Telephone: 876-948-7104  
Email: [josephrichards@mlss.gov.jm](mailto:josephrichards@mlss.gov.jm)**

**THE MINISTRY OF LABOUR AND SOCIAL SECURITY RESERVES THE RIGHT TO ANNUL THE TENDER PROCESS AND TO REJECT ALL TENDERS AT ANY TIME PRIOR TO THE AWARD WITHOUT INCURRING ANY LIABILITY.**