



PROVISION OF COMMUNICATION SERVICES TO SUPPORT
IMPLEMENTATION OF MYHR+ - CV#2017/E008

The Government of Jamaica (GoJ) ('the Client'), represented by the Office of the Cabinet (OoC), seeks proposals from a competent Individual ('the Consultant') to provide Communication Services to support the Strategic Human Resource Management Department (SHRMD) of the Ministry of Finance and the Public Service with the government-wide implementation of MyHR+ – an integrated HR and payroll solution for all public sector workers.

The Consultant will be required to, among other things:

Working under the direction of the Communication Lead for the Project, the Consultant will be expected to develop communication products that support the roll-out of the MyHR+ communication plan. These products are:

- Infomercial – Develop a cutting-edge audiovisual product, not more than three minutes long, that captures the main features of the MyHR+ system.
- Case Studies – Produce five case studies in audiovisual format for video sharing, and electronic format for web and print as outlined below:
 - Three case studies that reflect the experiences of working to 'go live' and the benefits achieved once the MDA has gone live. These case studies should capture the experience of HR and payroll personnel; and
 - Two case studies focussing on the experience of using the Employee Self-Service and the Manager Self-Service.
- A Fact Sheet – An easy-to-read product that captures pertinent information about MyHR+
- Branded Folders – Design and production of appropriately branded pocket folders to be used for press kits and conference packages
- A Powerpoint Template – A multimedia template to standardise the delivery of presentations consistent with MyHR+ branding.

The Technical Expertise required for this post includes, among others:

- An advanced degree in journalism, marketing, or related field;
- Specific and in-depth expertise in the development of communication products and public education;
- Excellent research skills, with an ability to analyse and synthesize large amounts of complex information within tight deadlines;
- Capability and proven experience in crafting messages in various formats (websites, success stories, promotional literature, etc.) targeting a variety of audiences;
- Excellent written, oral and interpersonal skills;
- Exceptional creativity.

The full details of the engagement are included in the Request for CV document which will be available for download as of **Monday, September 4, 2017** on the website of the Office of the Cabinet (www.cabinet.gov.jm) and the electronic Government Procurement Portal (www.gojep.gov.jm). The closing date for the submission of CV is **Thursday, September 21, 2017 at 1:00 p.m.**

Tenders for this procurement will be accepted via the electronic Government Procurement Portal (www.gojep.gov.jm) as well as via email at psmd.proc@cabinet.gov.jm. To obtain the Tender via the Government Procurement Portal, you must first be registered in the portal.

To register as a Consultant on the e-GP System, Select the link, Register as a Supplier from the Home page. System User Manual can also be accessed by selecting the User Manual option.

For assistance, in registration or to receive training, please contact the support desk at: (876) 932-5220 or select the Contact us link from the Home page to send an email.

Individuals seeking clarification may contact the Procurement Officer at email address psmd.proc@cabinet.gov.jm, or fax (876) 960-6443.

Late submissions will not be accepted.

MINISTRY OF HEALTH

REQUEST FOR INFORMATION
PPDD (HSIB)–RFI/2017/08/30

INSTRUCTIONS TO CONSULTANTS

PPDD(HSIB)/RFI/2017/08/30–Rapid assessment of the determinants of waiting in Ministry of Health's Healthcare Facilities

1. The Government of Jamaica, Ministry of Health, Policy, Planning and Development Division (Health Systems Improvement Branch) now invites qualified consultants to provide information for a Rapid assessment of the determinants of waiting in Ministry of Health's healthcare Facilities.

2. Consultant should outline the approach in conducting the following:

- On-site data collection and exploratory study to understand the current operations and to identify the root causes of problems
- Process analysis to identify the process bottlenecks
- Provide visible, easy-to-understand process documentation (using graphical models) across organizational units such that cross-divisional impacts are understood
- Employ the discipline of queueing theory and facility layout planning
- Recommend the mechanisms to measure waiting time per visit and based on the waiting list, in order to allow for international comparison
- Recommend how to implement rule-based appointment decision making to balance demand and supply
- Discrete event simulation to demonstrate the benefits of proposed guidelines and operation settings.

3. PURPOSE OF THIS REQUEST FOR INFORMATION

The objectives of this RFI are to:

- Identify potential operations research (OR) for waiting in healthcare consultants/firms
- Verify that OR will meet our requirements
- Verify that OR is a cost-effective solution and within our budget
- Gather the information necessary to produce an effective Request for Proposals (RFP)
- Determine key factors/conditions for a successful OR deployment
- Describe the nature and results of similar projects (i.e., schedules, costs
- performance, measured results, etc.)

RESPONSES DUE

Interested Firms/Entities/Person(s) are to indicate their interest by providing information in an electronic format with links to electronic reference materials where appropriate. Emails under the caption "Rapid assessment of the determinants of waiting in Ministry of Health healthcare facilities" must be delivered electronically on or before **Tuesday, September 19, 2017 at 11:00 a.m.** at email: procurement@moh.gov.jm

6. For further information/clarification please contact;

Procurement Manager
Ministry of Health
Email: procurement@moh.gov.jm
Tel: 633-7433/ext. 8151

7. Lack of participation in this RFI will not exclude any applicant(s) from any resulting Request for Proposal (RFP).

8. The Ministry of Health reserves the right to withdraw this invitation without providing reason(s) at any time before the deadline for submission of Request for Information.

NOTICE

REGISTRATION AND TRAINING AVAILABLE FOR USE OF THE GOVERNMENT OF JAMAICA ELECTRONIC PROCUREMENT SYSTEM SUPPLIERS OF GOODS, SERVICES AND WORKS

In keeping with the Government's commitment to strengthen and promote Public Procurement, the Ministry of Finance and the Public Service (MoFPS), Procurement and Asset Policy Unit (PAPU) is on a drive to expand the use of the Government of Jamaica Electronic Procurement System (GOJEP) to its suppliers of goods, services and works. This is keeping with the commitment of the Government to have all procurement opportunities published and managed through GOJEP by 2018.

Suppliers are being urged to register their businesses in GOJEP and take advantage of the free training sessions facilitated by the Ministry of Finance and the Public Service on the use of the system. Please note that the Ministry will be undertaking a series of sessions in the Western region for the period **September 2017.**

The first session will be conducted on Friday September 15, 2017 between 10 a.m. and 4 p.m.

For confirmation and registration please contact the Ministry of Finance and the Public Service, Procurement and Asset Policy Unit.

Registration is easy, simply download and read the user manuals, accessible from the user manuals link on the homepage: at www.gojep.gov.jm.

For additional information, please contact the Public Procurement Customer Care Help Desk at: (876) 932-5220/932-5251/932-5253 or by sending an email to: papucustomer@mof.gov.jm

GOJEP – using technology as a tool to increase transparency, competition and efficiency enabling an easy way of doing business with the Government of Jamaica.

NOTICE

PLEASE CHECK THE
MINISTRY'S WEBSITE FOR THE
FULL DOCUMENTS

For Bookings Email:

jisadvertising@gmail.com
procurement@jis.gov.jm