



University of Technology, Jamaica

REQUEST FOR PROPOSAL FOR CONSULTANT TO CONDUCT A REVIEW OF BUSINESS PROCESS

The University of Technology, Jamaica has approved funds in its operating budget to undertake the Review of its Business Processes and invites proposals from tax compliant Consulting Firms.

Rationale for the Project

The University is committed to managing its functions and engaging in initiatives necessary to achieve its strategic objectives. These objectives cohere around the sustainable provision of relevant, high-quality, market-driven programmes and services to maintain significant, positive national and regional impact. Achievement of these objectives relies on the implementation of functional structures and systems of operation established to achieve and maintain a high degree of institutional effectiveness and efficiency.

The student life cycle in particular must benefit from high levels of effectiveness and efficiency in all University operations. The University has decided to engage a suitable consultant with knowledge of Caribbean circumstances to undertake a business process review. This intervention aims to effect planned improvements in operations, reduce the risks inherent in carrying costly, recurrent inefficiencies and enhance the Institution's long-term viability.

Need for Consultants & Relevant Issues

The University requires a suitable consultant who can commit the time and resources necessary to complete the Business Process Review. The estimated number of professional staff-months required for the assignment is eighteen (18) months. However, consultants, based on their experience, expertise and their understanding of the Terms of Reference, may recommend the time required. The University will provide a core work team of persons who are fully capable of working productively with the consultants. This work team will be established to coordinate closely with the consultants for the duration of the assignment.

Proposals

Interested, eligible consultants must prepare and submit a technical proposal which must include a valid Tax Compliance Certificate Letter and a financial proposal in separate envelopes appropriately labeled. The Bid Document may be obtained from:

The Director, Procurement and Office Services
University of Technology, Jamaica
237 Old Hope Road
Kingston 6

Telephone: (876) 927-1680-8 ext 2189 or (876) 970-5189
Email: procure@utech.edu.jm

Proposals must be placed in the tender box located at the office of the Director, Procurement and Office Services on or before **1:00pm Monday July 31, 2017**. Proposals shall be valid for a period of **90 days** after bid closing. **Late bids will be rejected.**

The Technical Proposals will be opened in the presence of bidders' representatives at the Conference Room, Facilities Management Department on **Monday, July 31, 2017 at 1:15pm.**