Request for Proposal (RFP)

Development of Information Technology Guidelines/Standards

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF PAKISTAN
www.icap.org.pk

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Dear Concerned,

Subject: Request for Proposal – Development of IT Guidelines/Standards for Corporates

In today's rapidly evolving digital landscape, effective IT management is critical to ensuring organizational resilience, security, and competitive advantage. Recognizing the need for structured and comprehensive IT governance, The Digital Assurance and Accounting Board of ICAP is inviting proposals for the development of IT Guidelines tailored specifically for the corporate sector.

These guidelines will provide a robust framework for IT management within organizations, aligning with the strategic objectives and operational needs of businesses. Similar to the standards set forth by the State Bank of Pakistan (SBP) for the banking sector, these guidelines will serve as an essential resource for corporate entities aiming to enhance their IT infrastructure, ensure regulatory compliance, and mitigate risks associated with technological advancements.

We seek proposals from qualified firms and experts to develop these guidelines, which will ultimately support the corporate sector in navigating the complexities of modern IT environments.

A. Scope

The scope of the service provider will include:

<u>The Guidelines - Scope of Work</u>

The scope of work for the development of IT Guidelines for Corporates will encompass the following key areas:

1. **Development of IT Management Guidelines**
   - Create a detailed set of IT guidelines that address critical areas such as, but not limited to, data governance, Information and Cybersecurity as well as related security devices, IT Audit, IT infrastructure management, IT services delivery & operations management including backups, IT Incident Management, Development, Acquisition & Implementation of IT systems, IT Risks & Controls, IT Security, Business Continuity management and disaster recovery, IT Strategy, IT Organizational structure, Network design, IT Change Management, Logical Access Management, Privileged Access Management and Administrator controls, and IT Outsourcing .
   - Include specific provisions for regulatory compliance, risk management, and IT audit processes.
   - Ensure that the guidelines are adaptable to different sizes and types of corporate entities, from SMEs to large enterprises.
   - Any other area that the experts feel appropriate or the ICAP Digital Technology & Assurance Board feels appropriate.

2. **Stakeholder Engagement and Feedback**
   - Engage with key stakeholders, including corporate IT leaders, CIOs, and industry experts, to gather insights and feedback during the development process.
   - Organize focus groups to validate the proposed areas to be covered in guidelines and ensure they meet the needs of the corporate sector.

3. **Customization and Localization**
   - Tailor the guidelines to reflect the specific regulatory, economic, and technological environment of the region.
   - Provide recommendations for implementation that consider local industry practices and challenges.

4. **Documentation and Reporting**
   - Develop comprehensive documentation that includes detailed guidelines, implementation checklists, and case studies or examples for practical application.
   - Prepare a final report that summarizes the development process, stakeholder feedback, and key recommendations for corporate IT management.

5. **Training and Awareness Programs**
   - Propose suggestions to help corporate entities understand and implement the guidelines effectively.

6. **Ongoing Support and Updates**
   - Outline a plan for the periodic review and updating of the guidelines to ensure they remain relevant in the face of evolving technological trends and regulatory changes.
   - Provide recommendations for establishing a support mechanism to assist corporates in the continuous implementation of the guidelines.

     This scope is designed to ensure that the developed IT Guidelines are comprehensive, practical, and aligned with both global best practices and the specific needs of the corporate sector of Pakistan.

     Sample to the standards prepared by State Bank of Pakistan for the Banking Sector: [Enterprise Technology Governance & Risk Management Framework for Financial Institutions (sbp.org.pk)](sbp.org.pk)

   Implementation
   - Incorporate appropriate changes based on feedback.
   Timelines
   - Project timelines to be completed within four months after handing the formal consent by ICAP.
   - Suggest timelines as milestones of each component of the project.

B. Bid Document

Caution: All Vendors are requested to read this document carefully and must fulfill the mentioned requirements otherwise they will not be allowed to participate

1. ICAP Karachi, (hereinafter referred to as "the Purchaser") invites / requests Proposals (hereinafter referred to as "the Bidders") for supply and delivery of required services.
   Queries of the Bidder (if any) for seeking clarifications must be received in writing to the Purchaser as per the timeline defined. Any query received after the deadline will not be entertained. ICAP Karachi may host a Q & A session, if required, at ICAP head office (Chartered Accountants Avenue Clifton Block 8, Karachi). All Bidders shall be informed of the date and time in advance.

The Contact for all correspondence in relation to this bid is as follows:

Primary Contact
daab@icap.org.pk
111-000-422-Ext: 406
ICAP Karachi.

Secondary Contact
procurement@icap.org.pk
111-000-422 – Ext: 302
ICAP Karachi.

2. Bidders should note that during the period from the receipt of the bid and until further notice from the Primary Contact, all queries should be communicated via the Primary Contact and in writing (e-mail) only. In the case of an urgent situation where the Primary contact cannot be contacted, the bidder may alternatively direct their inquiries through the Secondary Contact.
3. In accordance with these rules, interested companies (hereinafter referred to as "Bidders") applying for bids should submit two separate bids/envelopes for Financial Proposal and Technical Proposal. The envelopes shall be marked as "Financial Proposal" and "Technical Proposal" in bold and legible to avoid confusion. Initially, only the envelope marked "Technical Proposal" shall be opened. The envelope marked as "Financial Proposal" shall be retained in the custody of the ICAP Karachi without being opened.
4. ICAP Karachi shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price, and reject any proposal, which does not conform to the specified requirements.
5. Bidders will be solely responsible to deliver all required items/materials as well as to completed the project within the decided timeframe from all aspects.

C. Selection process:

Selection of bidder will be based on their technical expertise, knowledge and experience in the field. Institute's selection criteria including profile assessment, interview and financial input will be followed. Individuals or parties with following credential will be preferred:

1. Knowledge of Information Systems having a formal certification.
2. Experience IT audit, basic accounting and relevant content development.

D. Important Notice

1. This RFP does not obligate the Institute to pay any costs incurred by respondents in the preparation and submission of the RFP.
2. The charges shall be paid as per mutually agreed terms and after deduction of due taxes.
3. There shall be no other charges, fee and reimbursement of out-of-pocket expenses to be payable by the Institute.
4. Institute reserves the right to select any or all of the deliverables or reject or cancel the tendering process.

E. The proposed schedule for the procurement process is as follows:

Activity	Date
RFP Advertisement	Sep 03, 2024
ICAP responds to questions and comments via email to all bidder(s)	Oct 10, 2024
Submission of RFP	Oct 10, 2024 at 3:00 pm
Bid Opening – Technical Bid	Oct 10 2024 at 4:00 pm
Bid Opening – Financial Bid	Shortlisted Parties will be notified accordingly

F. Payment Schedule

A Payment schedule will be prepared after mutual agreement based on the bid price:

a. Deliverables as per agreement / Blueprint
b. Time frame of Overall contract Execution
c. Successful Acceptance Test

G. Eligibility Criteria

A Prospective Bidder for the Assignment may be an individual/sole proprietor, or an organization duly registered under the applicable, permitted and relevant laws & procedures.

The criteria for Prospective Bidders to be eligible to undertake the Assignment has been provided underneath.

1. It is preferred that the Bidders comprise of atleast one ICAP Chartered Accountant, or must be from a finance background and have a qualification in IT, accounting and finance from a professional body, possessing relevant Certifications specialized in the field required for the development of the IT Standards/Guidelines.
2. Team members or individual should have atleast 3 years corporate sector experience.
3. The Bidder must possess valid registration from income tax Authority (i.e. the NTN certificate) and relevant sales tax Authority, if applicable.

H. Mode of Payment

The development, deployment and implementation rates are to be quoted in Pak Rupees

I. Confidentiality
Kindly treat the correspondence on the subject as strictly confidential. The individuals or parties must ensure that the content development and implementation exercise would be undertaken with absolute fiduciary trust and confidentiality.

Individuals or parties are not authorized to identify themselves as content developers or partners at any forum, including their CVs.

J. Intellectual property

1. The Bidder/developer shall grant free of charge perpetual right to use the intellectual property created in this project to ICAP.
2. The developed material to be handed over to Institute of Chartered Accountants of Pakistan before the completion of the project.
3. The Developer will not use the developed content or material for any other purpose or benefit.
4. Logo of the institute, ICAP, shall not be used by the appointed party for display on any of its website pertaining to this assignment.
5. Only ICAP logo will be placed on all materials, statements, and standards setting statements or any other document produced for this assignment.
6. Bidder/developer shall be required to submit the editable versions of the files.

K. Clarification and Interpretation of the Document

The queries and clarification related to the document are to be submitted in writing to the stated address or email at daab@icap.org.pk / procurement@icap.org.pk Such queries should refer the Section, Subsection, and page number of the document.

The queries should reach the ICAP by October 10, 2024, via email, post, or other appropriate medium, and will be addressed/answered by email in a response time of one working day.

It should further be noted that the Institute solely reserves the right to interpret the document. The responses to such queries, clarifications, and interpretations will be made in writing. No other interpretations will be binding on the Institute.

L. Submission of Proposal and Quote

Bidders / Interested individuals or parties are required to obtain the form for Proposal and Quote and submit the same according to the schedule given in this request, through email with the subject "Development of IT Guidelines/Standards".

The Contact detail is as follows:

Shumaila Maqbool
procurement@icap.org.pk
111-000-422 – Ext: 302