

OECS Procurement Network Portal (OECS-PPN)

Business Requirements and Functional Specification

Background

The OECS Public Procurement Network (OECS-PPN) is an initiative emanating from the combined interest of the participants of the first OECS Procurement Workshop held in Barbados on June 20 – 21, 2017.

Procurement officers from the OECS member states want to establish regional platform for sharing knowledge among the individuals and organizations having interest and involved in public procurement. It would comprise the public institutions in the countries under the OECS, which are responsible for public procurement regulation, management, modernization, and benefit from the public procurement.

The OECS-PPN agenda would include initiatives for regional cooperation on effective public procurement organization, human resources development, promotion of public procurement reform, and new public procurement modernization initiatives, such as electronic government procurement (e-GP).

This workshop was held within the context of the procurement component of the OECS and Jamaica Strengthening Public Expenditure Management and Digital Governance Project, which is financed by a Trust Fund from the Department for International Development (UK), administered by the World Bank

Business Requirements

1. The OECS-PPN web portal will be a platform for sharing text, audio and video content on public procurement.
2. The portal must be able to be scaled up and extended, if required in future.
3. The portal must be developed using popular open source content management and community portal development tools, such as WordPress, Joomla, Drupal, etc.
4. The portal shall be able to configure or enable and disable different functions and features.
5. The portal shall have two sections: general content and OECS country-specific contents.
6. The portal should be capable of being hosted at the data center environment of one of the OECS countries or any other hosting environment outside the region.
7. Each beneficiary country of the OECS shall have a dedicated content management dashboard upon logon for country-specific content management, but still using the same single database and content management platform.
8. The OECS-PPN portal development consultant firm shall develop, install, configure and commission the portal in the designated hosting environment, and provide warranty service of two years from the date of launching the portal live. Warranty service shall

include the fixing the bug, correct and enhance the functions and features, and maintenance of the portal.

9. The development consultant firm shall provide training on the administration and content management to the nominated system administrators of the four (4) OECS countries under the project.
10. The Consultant firm shall prepare a User Guide, Administrator Guide and Maintenance Guide for the OECS-PPN.
11. The portal shall support to create any number of public users from any OECS countries.
12. The portal shall provide a comprehensive set of configuration options for configuring and managing the contents of different sections of the pages and sections within the pages.

Functional Requirements:

1. Home page

1.1 Home page of the OECS-PPN portal shall be simple, intuitive, aesthetically pleasant graphical user interface following the international web development best practices with easily manageable content sections. User interface should be responsive (mobile friendly and rendered for desktop, tablet and phone respectively without requiring panning or zooming in to read the content.)

1.2 Home page of the portal shall include at least the following sections:

- a. About the OECS-PPN initiative and its objectives
- b. User Registration and login
- c. Country Procurement Profile (Access links to the dedicated content pages of each of the OECS countries)
- d. Search
- e. FAQ
- f. Public Discussion Forum on Public Procurement
- g. Related Circulars
- h. Procurement Legislation and Handbooks
- i. News & Events
- j. Gallery
- k. Links
- l. Resources

1.3 The Home page shall provide all the relevant links to the detail content page of the portal.

2. User Registration

2.1 Portal Administration

2.1.1 The portal shall provide a feature to manage the Country Specific content Administrators and General Procurement users of the portal.

2.1.2 The management of the Country Specific content Administrators and General Procurement users shall be carried out by a designated Portal Administrator. Portal administrator may be changed periodically, as decided by the OECS-PPN portal coordination committee.

2.1.3 The Country Specific Content Administrator shall be created by the Portal Administrator.

2.1.4 The Portal Administrator shall have facility to generate reports from the database of users in the portal, including usage, audit trail and analytics.

2.2 Registration of Country Content Administrators

2.2.1 The portal shall have a feature to create Content Administrators for each of the countries for managing country-specific contents.

2.2.2 The Country Content Administrators shall be nominated by the authority of each country who is responsible for the public procurement.

2.2.3 The portal shall capture at minimum the following information of the Country Content Administrator and shall maintain the database in the portal:

- a. Name
- b. Email
- c. Country
- d. Organization
- e. Role in the organization
- f. Date of nomination
- f. User name
- g. Password (complex)

2.2.4 The portal shall provide the features to update the Administrator information.

2.2.5 The portal verifies the email of the administrator by sending email verification link to the administrator to ensure validity of the user.

2.2.6 The portal provides options to change the password, and reset the password, if forgotten.

2.3 General Procurement User

2.2.1 The portal shall have a feature to register General procurement users from any OECS country having interest in public procurement.

2.2.2 The portal shall capture at minimum the following information of the General Procurement Users and shall maintain the database in the portal:

- a. Name
- b. Email
- c. Country
- d. Organization
- e. Role in the organization
- f. User name
- g. Password (complex)

2.2.3 The portal shall provide the features to update the user information, and cancel the registration.

2.2.4 The portal verifies the email of the user by sending email verification link to the user to ensure the validity of the users.

2.2.5 The portal provides options to change the password, and reset the password, if forgotten.

3. Discussion Forum

3.1 The portal shall provide a threaded public discussion forum.

3.2 Key threads of discussion topics shall be created by the Portal Administrator.

3.3 Only the registered users shall be allowed to participate in the discussion, but the discussion can be viewed by any other unregistered public as well. All participants in the discussion forum shall be required to agree on the code of conduct for using the discussion forum.

3.4 The Content of the discussion may be moderated by the Portal Administrator, and it should be possible to remove the discussion from the forum.

3.5 General users shall have a feature to create a new discussion thread.

4. Events and Gallery

4.1 The portal provides a section for posting events and details of that, i.e. Description of event, organizer, venue, date(s) of event.

4.2 The portal provides a section to post event-specific video and photo gallery, and shall provide the feature of slide show.

4.2 The event information and gallery photos shall be uploaded by the Portal Administrator.

4.3 The Country Specific Content Administrators should have facility to post country-specific event information and media content (photo, audio, and video).

4.4 The contents in the events and Gallery should be achievable when it exceeds the 10 events on the page.

5. News

5.1 The portal shall have a section to display news related to public procurement from across the OECS and other regions of the world.

5.2 The Country specific content administrators shall have a facility to post the country specific news and general news shall be posted by the Portal Administrator.

5.3 The contents in the news should be achievable when it exceeds the 20 events on the page.

6. Links

6.1 The Portal shall have a section to list web links of different procurement related organizations of OECS and other countries, international development organizations, international conferences.

6.2 The links should be capable of being added and removed, based on their relevance, by the Portal Administrator.

7. Resources

7.1 Resources section shall have following sub-sections:

a. Video interviews

b. Case Studies

- c. Reports
- d. Training Resources: Training material and links to other external online training contents on procurement.
- e. Articles
- f. Content on Public Procurement Reform
- g. Content on e-Government Procurement

7.2 The resources should be capable of being added and removed, based on their relevance, by the Portal Administrator.

7.3 Where ever possible, the resources should be capable of being downloaded and viewed offline.

8. Country Public Procurement Profiles

8.1 The Country specific public procurement profile shall be managed and maintained by the Country specific content administrator

8.2 The Country Public Procurement Profile shall be accessible to the public.

8.3 The Country profile shall contain at minimum the following information and contents:

- a. Information about the authority responsible for the public procurement and contact details.
- b. Public Procurement Legislation (acts, regulations, amendments).
- c. Public Procurement guidelines and manuals, if any.
- d. News.
- e. Events.
- f. Web link to procurement opportunities.
- g. Reports.
- h. Case studies.
- i. Public Procurement Reform Status.