



**Child Development Agency**



**Government of Jamaica  
Public Sector Modernization**

**The Child Development Agency invites bids for:**

**TECHNICAL SOLUTION FOR THE ACQUISITION OF A CASE  
MANAGEMENT SYSTEM FOR HUMAN SERVICES – CHILD PROTECTION  
SYSTEM - CDA/2011/05**

**BACKGROUND:**

The Child Development Agency (CDA) was established in 2003 under a pilot project which resulted in an amalgamation of three child centered services (Child Support Unit, Adoption Board and the Children's Services).

The CDA is an Government of Jamaica, Executive Agency and has responsibility for providing care to children declared as in need of care and protection by the Courts, and those who are awaiting the outcome of court proceedings in this regard.

This entails investigation and assessment of children brought into State care, and, the administration of programmes designed to provide a stable and nurturing living environment for the children.

Currently, there are approximately 5,694 children living in the care and protection system with approximately 3,210 or 56 percent are residing in Living in Family Environment (L.I.F.E.) programmes such as Foster Care, Family Reintegration and Home on Supervision. On an average, the Agency sees over eighteen thousand children / families through its Intake Services desks annually.

The CDA is charged with enforcing the Child Care and Protection Act.

**(Please visit the Agency's website at [www.cda.gov.jm](http://www.cda.gov.jm) for further details on its operations and functions)**

The CDA invites sealed bids for the supply of a Technical Solution for the acquisition of a Case Management System for Human Services – Child Protection System

## **ELIGIBILITY**

1. Current Certificate of Registration with the National Contracts Commission (NCC)
2. Current Tax Compliance Certificate (TCC)
3. The Consultancy Firm and /or individual must be a legally incorporated firm of a Multilateral Investment Fund (MIF) Member Country

Firms or Individuals originating outside of Jamaica, while not required to have these certifications (NCC & TCC) at bid submission, should have these certifications prior to contract being awarded and signed.

## **BID DOCUMENTS**

Bid document information will be available from August 29, 2011 at 9:00 a.m. to September 26, 2011 at 2:00 p.m. on the Agency's website [www.cda.gov.jm](http://www.cda.gov.jm)

**All prospective bidders must be registered at the CDA's website.**

There is a non refundable fee of Jamaican Five Thousand & five hundred dollars (JMD\$5500.00) or United States Sixty Four dollars (US\$64.00) which must be paid before the Request for Proposal (RFP) document is sent.

This amount may be paid by the following:

- Cash, paid at the cashier at our office listed below:  
Child Development Agency  
Ground Floor (Dunn Cox Building)  
48 Duke Street  
Kingston
- Managers Cheque (check) only, payable to "Child Development Agency" paid at our cashier listed below.
- Wire Transfer – Must be sent to:  
**National Commercial Bank**  
37 Duke Street, Kingston  
Jamaica.  
Account Number: 061018964  
Routing Number: JNCBJMKX

All bidders' successful payment receipts must be clearly noted with the bidding companies name and submitted to the Procurement Officer by:

- Email to [support@cda.gov.jm](mailto:support@cda.gov.jm)
- Fax (876) 924-9401

Bid documents will be emailed and/or shipped (upon bidders request) within one business day following the confirmation of payment.

## **QUERIES**

1. All queries regarding this bid offer must be addressed to:  
The Procurement Officer  
Mrs. Kaylyn Gooden  
48 Duke Street  
Kingston  
(876) 948-2841-2 (ext 262)  
[support@cda.gov.jm](mailto:support@cda.gov.jm)
2. All queries must be made on or before September 21, 2011 at 10:00am

## **RETURN OF BIDS**

Bids must be addressed as follows:

CASE MANAGEMENT SYSTEM - CDA/2011/05  
Human Resource Management and Administration  
Child Development Agency  
48 Duke Street  
Kingston  
Jamaica

and returned with the following:

1. Two (2) separately Sealed Packages with;
  - One(1) containing four copies of the Technical Proposals with One (1) marked “**Original**” and three (3) marked “**copies**”, and
  - One (1) containing the Financial Proposal which must be clearly marked “**Original Cost Proposal**”
2. Both packages / envelopes should be clearly labeled for cross-matching purposes and securely fastened together.
3. Bids must be deposited in tender box located at the Child Development Agency’s Corporate Office located at 48 Duke Street, Kingston no later than September 26, 2011 at 2:00 p.m.

## **OPENING OF BIDS**

- Bids will be opened September 26, 2011 at 2:15 p.m. in the second floor conference room of the Corporate Office of the Child Development Agency, 48 Duke Street Kingston.
- Bidders and or their representatives are invited to attend the Bid Opening.
- The Financial proposals will not be opened at the Bid opening ceremony as per TOR ; Financials will only be opened after Evaluation and short listing of bidders by the Evaluation Committee

*The Child Development Agency reserves the right to reject any or all bids and restart the bidding process.*