

TERMS OF REFERENCE

1. PROJECT TITLE

Procurement of One (1)- Year Subscription for a Client Relationship Management (CRM) System for the National Registry of Scripless Securities (NRoSS)

2. DESCRIPTION

The project aims to provide the various Divisions under the Liability Management Service (LMS) and Management Information Systems Service (MISS) with a Client Relationship Management System that shall primarily serve as a portal where NRoSS Participants can raise a ticket to report issues, concerns, and queries. The system shall enable BTr to promptly address the issues, concerns, and queries, monitor the progress of each ticket, perform analysis of data logged in the system and provide feedback facility that serves as a measure of the satisfaction upon resolution of each ticket.

3. APPROVED BUDGET OF THE CONTRACT (ABC)

The agency budget estimate for the project is **Three Hundred Twenty Thousand Pesos and 0/100 (Php 320,000.00)**, inclusive of all applicable taxes.

4. IMPLEMENTATION OF START DATE AND DURATION OF THE CONTRACT

4.1. Contract period shall be one (1) year from the start date of account activation or subscription.

4.1.1. The effective start of the subscription shall be based on the issuance of the Certificate of Completion and Acceptance by the Bureau.

5. SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

The minimum requirement specified in this Scope of the Project shall be complied with. Non-compliance with these requirements is a ground for disqualification.

5.1. Provision and configuration of Client Relationship Management System with the following specification and inclusions:

5.1.1. License access for 16 agents/users

5.1.2. Ticket Management

5.1.2.1. Email ticketing

5.1.2.2. Multiple shared inboxes

5.1.2.3. Automatic email notifications

5.1.2.4. Merge tickets

5.1.2.5. Split tickets

5.1.2.6. Watch tickets

5.1.2.7. Time tracking

5.1.2.8. Outbound email

- 5.1.2.9. Ticket export
- 5.1.2.10. Undo send
- 5.1.2.11. Ticket activities
- 5.1.3. Agent Productivity
 - 5.1.3.1. Shared canned responses
 - 5.1.3.2. Personal canned responses
 - 5.1.3.3. Agent collision detection
 - 5.1.3.4. Public and private notes in tickets
 - 5.1.3.5. Filtered search
 - 5.1.3.6. Occasional agents – Add ons
 - 5.1.3.7. Custom ticket views
 - 5.1.3.8. Tags
 - 5.1.3.9. Quick Actions
 - 5.1.3.10. To-dos
 - 5.1.3.11. Add reminders on to-dos
- 5.1.4. Self Service
 - 5.1.4.1. Knowledge base
 - 5.1.4.2. Auto suggest solutions
- 5.1.5. Customer Management
 - 5.1.5.1. Custom contact and company fields
 - 5.1.5.2. Merge contacts
 - 5.1.5.3. Customer 360
- 5.1.6. Reporting
 - 5.1.6.1. Helpdesk in-depth report
 - 5.1.6.2. Ticket volume trends
 - 5.1.6.3. Time sheet summary report
 - 5.1.6.4. Export reports
 - 5.1.6.5. Save reports
 - 5.1.6.6. Default dashboard
- 5.1.7. Helpdesk Automation
 - 5.1.7.1. Automatic ticket assignment
- 5.1.8. SLA Management
 - 5.1.8.1. Business rules management through SLA
- 5.1.9. Ticket Forms
 - 5.1.9.1. Embeddable feedback widget
 - 5.1.9.2. Custom status
 - 5.1.9.3. Custom ticket fields
 - 5.1.9.4. Dependent fields in ticket forms
- 5.1.10. Customizations
 - 5.1.10.1. Custom domain mapping
 - 5.1.10.2. Public customer portal customization
 - 5.1.10.3. API access
- 5.1.11. Security
 - 5.1.11.1. Single sign on
 - 5.1.11.2. Single sign on with SAML
 - 5.1.11.3. DKIM/DMARC - 2 Domains

- 5.1.11.4. Custom email service
 - 5.1.12. Mobile Application
 - 5.1.12.1. iOS Compatible
 - 5.1.12.2. Android Compatible
 - 5.1.13. Apps Social Support
 - 5.1.13.1. Basic Twitter channel
 - 5.1.13.2. Basic Facebook channel
 - 5.1.14. Customer Support
 - 5.1.14.1. Knowledge Base
 - 5.1.14.2. Community Forums
 - 5.1.14.3. 24x7 Email support
 - 5.1.14.4. 24x5 Chat support
 - 5.1.14.5. 24x5 Phone support
- 5.2. Must provide BTr an advanced notice in case of scheduled maintenance or service interruption.
- 5.3. Submission of an industry standard Service Level Agreement (SLA) that shall include but not limited to the following:
 - 5.3.1. Provision of 8x5 customer support services;
 - 5.3.2. Support response time:
 - 5.3.2.1. 30 minutes for emergency tickets for the following categories:
 - 5.3.2.1.1. System is down.
 - 5.3.2.1.2. Workflow configuration malfunction.
 - 5.3.2.1.3.
 - 5.3.3. Two (2) hours response time for technical problem that requires on-site services. For problem reported after 4:00 PM, services shall be rendered 8:00 AM of the following business day.
 - 5.3.4. Deviation from the SLA must have a corresponding performance credit.
 - 5.3.5. Provision of a single point of contact for customer support in both areas of network connectivity and internet access.
 - 5.3.6. Must respond to request for maintenance at no cost to BTr.
- 5.4. Must transfer to BTr all the data logged in the system once the contract has ended / terminated and thereafter shall certify that the data are no longer available in the system.

6. VENDOR REQUIREMENTS

- 6.1. Bidders must have the capacity and ability to provide maintenance services and technical support.
- 6.2. The Bidder must be operating for 3 years.

7. OTHER REQUIREMENTS

- 7.1. Bidders must submit a detailed work plan specifying solution design and detailed activities for the project subscription process.

- 7.2. Bidders may arrange a schedule, prior to submission of their respective bids, for scoping to ensure that all project requirements are fully understood and verified to ensure successful account activation for the project subscription process.

8. MODE OF PAYMENT

- 8.1. Training component shall form part of the requirements for the payment of the contract and must be completed by the bidder after all configuration and/or installation, based on the schedule to be determined by the end-user.
- 8.2. One-time payment of the contract shall be made upon issuance of certificate of completion and acceptance.

9. NON-GRAFT CLAUSE

The winning bidder warrants that it has not given nor promised to give any money or gift to any officer or employee of the BTr, or any member of the Bids and Awards Committee (BAC), BAC Secretariat or TWG, to secure this contract.

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