



## OFFICE OF UTILITIES REGULATION

*Regulating Utilities for the Benefit of All*

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# REQUEST FOR PROPOSALS

GEN (2015/GEN/005/RFP.001)

## CONSULTANCY SERVICES FOR STRATEGIC PLAN EXECUTION SUPPORT

The Office of Utilities Regulation (OUR) invites proposals from suitably qualified, experienced firms to transform the OUR by increasing its capacity to deliver on its Mission, Vision and Strategic Initiatives, whilst adhering to the quality initiatives of the organization. The services are needed specifically to:

- Connect the OUR's Strategic Objectives that were developed in accordance with the Balanced Scorecard methodology to the OUR's mandate as articulated in its Corporate Plan and individual personnel goals.
- Have all the Strategic Initiatives, well defined and documented, as well as the development of an implementation plan.

Bidding for the Consultancy Services will be limited to local consultants.

### SCOPE OF WORK

#### 1. Scope of Work

The OUR is desirous of change through the execution of its Strategic Plan. Included is the promulgation of the Balanced Scorecard methodology throughout the organization as well as the implementation of the Strategic Initiatives. Of critical importance, is the Change Management support required to ensure the effectiveness of the overall execution.

To this end, the **specific deliverables include:**

- a) Cascaded Strategic Plans for all Departments aligned to the OUR's Strategic Plan and to each other.
- b) A revamped Performance Management System aligned to the Strategic Transformation Plan and to the Department Plans. This will include an updated system, documented Manual, all managers trained; as well as Key Performance Indicators and Targets developed for each position within the OUR.
- c) To ensure that the OUR Quality Management System (QMS) is aligned to the Strategic Plan.
- d) Review the Strategic Initiatives and coordinate with the teams to ensure the successful completion of their tasks and that the strategic goals of the organization.

### ELIGIBILITY

Interested local firms must submit a valid Tax Compliance Certificate (TCC) with their Technical Proposals.

Failure to adhere to these eligibility requirements will result in the disqualification of the bid.

Consultants will be selected in accordance with the procedures set out in the Government of Jamaica Handbook of Public Sector Procurement Procedures (Revised March 2014) (the Handbook) and is open to all eligible consultants as defined in the policies.

The Handbook can be found at [www.mof.gov.jm](http://www.mof.gov.jm)

## **COLLECTION OF REQUEST FOR PROPOSALS**

The Request for Proposal document may be accessed on the OUR's website [www.our.org.jm](http://www.our.org.jm) or collected at the reception desk at the OUR's office at the address below as of **Tuesday, 2015 September 22** between the hours of 8:30 a.m. and 4:30 p.m. Eastern Standard Time (EST) on weekdays only (excluding public holidays). There is no charge for the document.

## **DEADLINE FOR SUBMISSION OF PROPOSALS**

The deadline for submission of Proposals is 11:00 a.m. Eastern Standard Time (EST) on Thursday, 2015 October 22. Sealed submissions are to be placed in the Tender Box located in the lobby at the OUR's Office at the address below and clearly marked:

### **"Consultancy Services: Strategic Plan Execution Support**

3<sup>rd</sup> Floor, PCJ Resource Centre, 36 Trafalgar Road, Kingston 10, Jamaica  
Tel: (876) 968-6053; Fax: (876) 929-3635 or email: [leighton.hamilton@our.org.jm](mailto:leighton.hamilton@our.org.jm)  
Website: [www.org.org.jm](http://www.org.org.jm)

## **OPENING OF PROPOSALS**

Proposals will be opened publicly at 11:15 a.m. on 2015 October 22 in the OUR's main Conference Room. Bidders or their representatives are invited to attend this opening.

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**Issued by the Office of Utilities Regulation on 2015 September 22.**

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**END**