Central Securities Clearing System PLC

Request for Proposal:

CSCS Technology Capacity Assessment

REFERENCE NO: CSCS/BTN/CTCA

Document Classification: CSCS Non-Confidential (WHITE)

The return date for responses against this RFP is November 7th, 2022**,** delivered in the requested manner and to the address advised. Late responses will not be considered. Note that proposals submitted that do not meet stipulated criteria shall be considered non-responsive.

RC 201018
CENTRAL SECURITIES CLEARING SYSTEM PLC

24th November 2022

Dear Sir,

TITLE: CSCS Technology Capacity Assessment

Ref: CSCS/IS/…

You are invited to submit your proposal against the requirements detailed in the Request for Proposal (RFP) attached. The information contained within this invitation shall be treated as "Commercial in Confidence" and shall also be subject to the terms of any related Non-Disclosure Agreement signed by the parties.

Part 1 of the RFP gives you information about Central Securities Clearing System PLC.

Part 2 is for you to answer and provide details as requested to support your proposal

Proposers are requested to provide one copy of their proposal in paper format and one copy in electronic format (either Microsoft Office or PDF). Submissions to this RFP must be returned by the time stated. Late submissions will not be considered by Central Securities Clearing System Plc.

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Queries

All queries should only be directed to the undersigned. We look forward to your responses soon.

Yours faithfully,

Project Management Office
pmoffice@cscs.ng

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Part 1

1. Introduction

1.1 Procurement Policy on Bribery and Corruption

Central Securities Clearing System (CSCS) Plc strictly adheres to professional work ethics and emphasizes zero tolerance for bribery and any other forms of corruption. It is our policy that service providers involved in offering bribes will be disqualified and excluded from any potential engagement opportunity.

1.2 Executive Summary of Project

This RFP is an invitation to prospective proponents to submit proposals for the Datacenter IT Infrastructure Audit for CSCS.

The successful company should be able to manage and meet the requirements for this activity. The purpose of this RFP is to seek information from potential bidders with the intention to establish an agreement between CSCS and the successful bidder. The contract that follows this process shall bind CSCS and the successful bidder to perform in a specific way for an agreed duration to be agreed in the contract in an event of the formation of the same.

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2. Terms Governing This RFP

2.1 Recipients of this RFP are required to read all the information supplied and have a clear understanding of Central Securities Clearing System Plc requirements. Further information can be made available by contacting the nominated persons listed in this RFP.

2.2 It is a condition of this RFP that all mandatory requirements (indicated in the body of text by the word “must” or expressed or implied accordingly) are met in full. Responses and proposals that do not conform to mandatory requirements will be deemed to be made on the basis that conformance is implied by the proposer. The contents of proposals must be submitted in the same order as that specified in this RFP.

2.3 Pricing should include details of all costs related to software, required hardware, conversion of existing data, installation, training, final implementation, recurrent rentals, and annual support costs.

2.4 All communication relating to this RFP must be directed to the specified key contact persons listed below. All other communications between a respondent and CSCS staff concerning this RFP are prohibited. In no instance is a respondent to discuss cost information contained in a proposal with the CSCS contact persons or any other staff prior to proposal evaluation. Failure

to comply with this section WILL result in disqualification of the proposal.

2.5 Central Securities Clearing System (CSCS) Plc will select the successful proposal based upon several evaluation factors including features outlined in the RFP; company stability, experience executing similar projects; implementation plan, and price. The selection will be decided based on the proposal submitted by a qualified proposer that best meets the needs of CSCS. CSCS reserves the right to reject any or all proposals.

2.6 This RFP is a request for a proposal for the implementation of a Datacenter IT Infrastructure Audit for CSCS. It is not a contract, and no contractual obligations shall arise on behalf of CSCS. CSCS will not be liable for any costs incurred in the preparation and submission of a response to this RFP.

2.7 CSCS shall deduct Withholding Tax from payments to the service provider (successful bidder) to account for that tax to the local tax authorities. Any agreement with the successful bidder shall be subject to CSCS being entitled to make these deductions so that CSCS will not bear an unnecessary additional cost. The service provider/vendor can usually claim a credit against their tax liabilities in respect of Withholding Tax deducted by CSCS.

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2.8 In addition to submitting a proposal in response to this request, all proposals should be sent with a written confirmation that there are no conflict-of-interest issues that will prevent the firm from taking up this engagement.

2.9 CSCS shall evaluate proposals based on their responsiveness to the requirements of this RFP as outlined above. Each responsive proposal will be given a score. A proposal shall be rejected at this stage if it fails to respond to the requirements. The shortlisted vendors shall be invited for an oral presentation before a Committee of CSCS representatives. The vendor with the highest score after the final presentation will be invited for negotiations.

Negotiations will be held with the aim of reaching an agreement on all points and subsequently engaging the successful vendor. If negotiations fail, the vendor with the second-highest score will be invited to negotiate an agreement.

After negotiations are completed, CSCS will promptly notify other vendors on the shortlist that they were unsuccessful.

2.10 Timeline to be observed for this RFP:

Milestones	Due Date
RFP issued by Central Securities Clearing System PLC	24th November, 2022
RFP questions received by Central Securities Clearing System PLC in writing	25th to 31st November, 2022
RFP questions responded to by Central Securities Clearing System PLC	26th to 1st November 2022
RFP response due	7th November 2022
Presentation date	To be communicated

2.11 All bids shall be submitted on or before the close of business on Monday, 7th November 2022. to: rfpsubmission@cscs.ng

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3. Service Provider's Actions Required for this RFP

3.1 Read Part 2 carefully which contains the under-listed sections. Complete them accurately and concisely where required

A. Service Providers Declaration
B. Service Provider Information Questionnaire
C. Statement of Requirements
D. Methodology/ Description of the Solution Approach
E. Price Schedule
F. Evaluation Criteria
G. Bid Securing Declaration

3.2 Sign service providers declaration (A) indicating your compliance and acceptance of the terms of this RFP

3.3 Provide your responses to the Service Provider Information Questionnaire (B). They must be precise and concise without unnecessary marketing/advertising materials. If there is any other information which, it is felt should be included because of its relevance to the proposal please feel free to do so but this must be separate from the required structured response.

3.4 CSCS may issue addenda notices to the bid documents to advise of any changes and clarifications thereto or to respond to queries from bidders or for any other reason that the company deems necessary. Addenda Notices will be numbered, and the bidder shall

acknowledge receipt via email and inclusion in their Bid.

CSCS may issue additional information for reasons that the company deems necessary at any time for bid submission as nominated in the Invitation to Bid or subsequent Addendum. Such information shall be included in the Contract award.

The Company shall use its sole discretion to make any changes to the date of Bid closing from that advised in the Bid schedule which may result from an addendum.

3.5 Any request for clarification must be emailed to: pmoffice@cscs.ng
CSCS reserves the right to distribute answers to questions to other suppliers who may not have asked that question but where CSCS feels that the answer corrects a mistake adds clarity or removes ambiguity from the original RFP.

3.6 Authorized representatives of the firm shall initial every page of the RFP and no further questions will be taken or meetings held regarding this RFP until after the receipt of proposal/s, unless otherwise advised by CSCS.

3.7 Please ensure the bid declaration is a computation of the total cost of the project implementation.

3.8 The subject matter of the information provided or gained in relation to this Request for Bid may contain valuable property rights of the Company. This information is to be treated in strict confidence by the Bidder and its employees and shall not be used except for the specific purpose of preparing and submitting a Bid. Upon receiving notice, unsuccessful Bidders shall return such information to the Company whose property it shall remain.

3.9 Submit a response to CSCS in line with the milestone dates stated in 2.10.

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Part 2 Service Provider's Response to This RFP

A. SERVICE PROVIDERS DECLARATION

To:

The Head, Internal Control,

Central Securities Clearing System Plc.

13th Floor, Stock Exchange House,

2/4 Customs Street, Lagos, Nigeria.

Dear Sir/Ma,

PROJECT TITLE: CSCS TECHNOLOGY CAPACITY ASSESSMENT

We have read and examined this Request for Proposal (RFP) document, Technical Requirements, Specifications, Guidance Notes, and the terms and conditions issued with this Proposal. We offer completion of the works required against this RFP for the total price of:

……

…… (In Naira).

This price is further broken down into individual components as requested in this RFP.

This declaration confirms that this Proposal is tendered as a bona fide competitive offer to CSCS, and the information provided in the Service provider Information Questionnaire and Service provider Response to CSCS Statement of Requirements are fully correct and complete.

We, the undersigned further agree that if our offer in these documents is accepted by CSCS, the resulting contract, if any, shall be based on the CSCS Standard Terms and Conditions issued with this RFP (subject to any permitted variations attached to this RFP).

Signature ……

Date ……

Name ……

Job Title ……

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For and on behalf of ……

Address ……

Email ……

Telephone ……

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B. SERVICE PROVIDER INFORMATION QUESTIONNAIRE

To be eligible, bidders shall submit the documents below which will be considered under Preliminary Evaluation:

1. Organization Profile

1.1 Registration & Accreditation	***Compliance Statement (Y/N)***	**Page Reference Please refer to the page within your proposal indicating how compliance is met (Mandatory)**	**Explanations Supporting Compliance**
Business address			
VAT (Value Added Tax) Registration Number			
Valid Tax Clearance Certificate (where applicable)			
Certificate of Incorporation/Registration			
Submit Tax Clearance Certificate			
Attach Two Reference Letters			
Letter Confirming Banking Details			
Letter confirming email address where Purchase Orders and queries will be sent to.			

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2. Ownership & Financial Background

2.1 Financial-Related Information	Compliance Statement (Y/N)	Page Reference Please refer to the page within your proposal indicating how compliance is met (Mandatory)	Explanations Supporting Compliance
*Audited financial statements for the last two (2) years. (**Unless previously provided within the last one year).** The Audited Financial statements shall be submitted together with the signed Auditors Opinion.*			

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3. Track Record and Reference

3.1 Industry Experience	Compliance Statement (Y/N)	Page Reference Please refer to the page within your proposal indicating how compliance is met (Mandatory)	Explanations Supporting Compliance
How many existing clients you have? Name your key clients			
Similar project undertaken in the past 5 years			
Details of any cancelled projects in the past			

3.2 Relationship with CSCS	Compliance Statement (Y/N)	Page Reference Please refer to the page within your proposal indicating how compliance is met (Mandatory)	Explanations Supporting Compliance
Product/services which you provide to CSCS (currently or previously)			

Value of your sales to CSCS for the past 3 years and by product/services			

3.3 Client Reference **(Please provide at least 3 clients for deals similar in nature to this RFP)**			
	Company A	**Company B**	**Company C**
Names of companies which can provide reference to CSCS			
Names & job titles of contact person			
Contact details (email address, address, office number)			

Non-compliance with these requirements will result in disqualification of the bid at the Preliminary Evaluation Stage and the Bidder shall not proceed to the Technical Evaluation Criteria.

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C. STATEMENT OF REQUIREMENTS

1.0 INTRODUCTION

1.1 Background

The Central Securities Clearing System (CSCS) Plc. was incorporated on July 29, 1992, as a Financial Market Infrastructure (FMI) for the Nigerian Capital Market. It was commissioned in April 1997 and commenced operations on April 14, 1997. On the 16th of May 2012, CSCS became a Public Liability Company (PLC) by a special resolution.

The Securities and Exchange Commission issued its license as an Agent for Central Depository, Clearing, and Settlement of transactions in the Nigerian Capital Market. It operates a computerized depository, clearing, settlement, and delivery system for transactions in securities in the Nigerian Capital Market.

CSCS facilitates the delivery (transfer of securities from the seller to buyer) and settlement (payment of bought shares) of securities transacted on the approved Nigerian Exchanges. It enables securities to be processed in an electronic book entry form thereby substantially reducing the period it takes a transaction to commence and end.

CSCS has made visible strides in the Nigerian Capital Market and will continue to respond to the needs of the securities and commodities market to further enhance transparency and speedy settlement of transactions.

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1.2 Purpose of the Request for Proposal (RFP)

The purpose of this Request for Proposal (RFP) is to invite a suitably, qualified and experienced service provider to submit a proposal for the CSCS as a way of soliciting proposals in line with the requirements outlined within the document.

The interested vendors would also be required to respond to each of the requirements as outlined in this RFP document clearly indicating the ability to meet the requirements and their associated costs.

The CSCS team will then evaluate the various responses submitted and choose a more suited vendor. The awarding of the contract will not be based on the amounts indicated in the proposals but also on the overall suitability of the proposal to meet CSCS's approach, strategic objectives, and goals

The interested vendors would be required to respond to each of the requirements as outlined in this RFP document, clearly indicating their ability to meet the requirements and their associated costs.

2.0 PROJECT OBJECTIVES AND SCOPE

2.1 Project Scope

As technology is woven into the fabric of business management and operations, it becomes more necessary to evaluate the effectiveness of current Technology Deployment & Services, Software Applications and Hardware Systems (infrastructure), utilization rate, risks, and opportunities available for optimizing the IT architecture and systems, including the datacentre. This is aimed at optimising the current technology architecture and systems for cost and service efficiency gains whilst also providing assurance on the adequacy of the systems and infrastructure in meeting medium to long-term objectives, bearing in mind rapid changes in the market environment.

The technology that drives the Nigeria Capital Market Infrastructure sits with CSCS, this technology is housed and powered in our Primary and Secondary Datacentre, respectively. Given the fore, CSCS intends to engage the services of a reputed consultant(s) for a holistic review of its Business Technology & Digital Innovation division, with a focus on critical services, relevant to the effectiveness and efficiency of CSCS as a technology-led market infrastructure.

The scope of the engagement shall focus on the following:

- Review of the CSCS IT Architecture:
- Assessment of the Core Application
- Evaluation of CSCS API architecture and design
- Review of CSTP solution stack
- Review of servers and configurations
- Effectiveness of Datacentre; storage capacity and utilization level
- Review of load balancers, and other material scalability considerations (based on findings during technical discovery and diligence)
- Information technology agility and adaptability to emerging technologies.
- Review of overall IT security

2.2 Business Analysis and Project Management

Business analysis and project management of the CSCS Technology Capacity Assessment implementation will be carried out in two phases.

Phase 1 –

Definition: The selected vendor and the CSCS project team will carry out a comprehensive scoping exercise to determine the requirement (on-premises hosting), all data sources, execution formats (job initiations), and all requirements for a successful implementation, as well as functional design, system specification, and models. For this phase, models and process maps can be added to support your proposal. At the end of this phase, a system blueprint will be developed and signed off, after which the next phase of the project can proceed.

Phase 2 –

Design & Implementation: Using standard Project Management methodologies, the vendor will work closely with subject matter experts, and functional and technical teams to audit all IT infrastructure and Software successfully. Recommendations all documents will be shared before the project closeout.

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2.3 Solution Requirements

2.3.1 Functional Requirements

CSCS requires a consultant to audit the infrastructure in the data center and Software in CSCS

- It is expected that the assessment will detail opportunities along the following benefits:
- Identify the scope for IT support toward revenue enhancement
- Agility to scale
- Boost employee and enterprise-wide productivity, including improvement in TAT
- Optimise IT and enterprise-wide operating cost
- Strengthen our Network, with increased assurance on the security of networks and infrastructure
- Minimise downtime of servers and applications

2.3.2 Non - Functional Requirements

1. The supplier MUST provide the necessary reporting/management and co-ordination to effectively control the work schedule, technical resolution & risk/issue management

2. The supplier MUST provide the necessary technical know-how to enable the audit activity.

3. The supplier MUST work with CSCS technical staff to carry out the audit activity. Technical leads MUST be confident in minimizing any risk or impact on service delivery and therefore the Supplier MUST work within any Change Control requirements.

4. The supplier MUST provide detailed hardware topology and technical documentation upon completion of implementation.

7. The supplier MUST provide details of 5 five clients in the country that have been audited before now.

8. The supplier MUST provide a report and necessary recommendations.

2.3.3 Service Set-up

- The service will be deployed within the CSCS network at HQ.

2.3.4 Capabilities

- The implementation will follow the standard approach.

2.3.5 Configuration Management

The selected vendor shall record, maintain, and verify configuration information regarding each of the configuration items required to deliver the service, detailing the attributes and the history of each configuration item and the relationship between items.

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2.4 Document Requirements

The selected vendor is expected to provide the following documents to CSCS before, during or after the project is executed:

- Project schedule
- Statement of Work (SOW)
- Update reports
- System architecture/model/design
- Well-documented process flow
- Technical specification document
- User manual (Case Management) based on recommendations

2.5.1 Vendor Experience and Qualifications

- Demonstrate successful implementation of similar projects in size and nature carried out recently. Provide reference sites of similar business nature where Datacenter IT Infrastructure Audit has successfully been undertaken.
- Provide CVs and copies of qualifications for staff that will be engaged on the project and proof of having worked on a similar project.
- There must be an on-site technician to facilitate project requirements and implementation.
- Document all project processes and provide system documentation.

2.5.2 Knowledge Transfer

- Provision of adequate reports and recommendations.
- Provide manuals and other documentation.

2.5.3 Compliance to ISO 27001:2013 Standards

The activity should be demonstrably compliant with ISO 27001:2013 and other information security standards.

2.5.4 Timeframe for Completion

Please provide a timeframe for completion of the project. This timeframe will be evaluated. Be advised that timeframes will be part of the contractual agreement; therefore, a realistic timeframe for completion should be provided.

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D. METHODOLOGY/DESCRIPTION OF THE SOLUTION APPROACH

In this section, the Bidder will provide a comprehensive description of how it will provide the required services. The information provided must be sufficient to convey to CSCS that the Bidder has enough understanding of the effort required to provide the requested services and that it has an approach, methodology and work plan to overcome possible challenges.

Your technical proposal should include, among others, the following:

I. Server requirement to host the solution within the CSCS data center
II. Network requirement giving the segmentations in place within CSCS
III. An overview of the solution, and a brief description of how the Audit will be carried out
IV. Solution low-level designs
V. Documentation and description of related services

VI. Explanations for deviations (if any)

VII. A high-level project plan, change management plan, communication plan, end-user training plan, risk management plan, quality management plan etc. for the project

VIII. A resource plan detailing the resources needed to support the implementation efforts e.g., customizing, testing, administration, personnel and any implementation requirements

IX. Capacity building and knowledge transfer program, which should include training sessions for technical and non-technical staff based on the outcome of the audit

X. Any other relevant documentation such as proof of competence for this type of project

E. PRICE SCHEDULE

Note: Financial proposals must clearly indicate the following:

a. Total cost of the project

b. Break-up of costs for each of the items of work listed in the Scope of work and deliverables

c. Cost for any other element, which is not specified in the Scope of work and deliverables of this RFP document but considered relevant for the concept execution by the RFP participant must be highlighted separately.

d. VAT and other taxes must be indicated separately

e. All costs must be in Naira

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Bidders must try as much as possible to use a template like a table below

		A. One off the cost		
Line Item No.	***Description***	***Quantity***	***Unit Price***	***Total Price***
1				
2				
3				
		B. Recurring costs		
Line Item No.	***Description***	***Quantity***	***Unit Price***	***Total Price***
1				
2				
	Subtotals (to Grand Summary Table)			

Name of Bidder:	
Authorized Signature of Bidder:	

F. EVALUATION CRITERIA

The evaluation shall be undertaken in three stages:

I. **Preliminary Evaluation,** which shall consider responses from bidders in sections A and B
II. **Technical Evaluation,** which shall mainly consider responses to sections C and D
III. **Financial Evaluation,** which shall consider items under section E

G BID SECURING DECLARATION

Bid-Securing Declaration

[insert: ***title and RFP number****]*

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To: [*insert:* ***name and address of Entity****]*

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we, and in the case of a Joint Venture all partners to it, will automatically be suspended from being eligible for participating in bidding for any contract with you for the period of *[5 YEARS],* in case of, and starting from the date of, breaching our obligation(s) under the bidding conditions due to:

(a)withdrawing our bid, or any part of our bid, during the period of bid validity specified in the Bid Submission Form or any extension of the period of bid validity which we subsequently agreed to; or

(b)Having been notified of the acceptance of our bid by you during the period of bid validity, (i) failing or refusing to execute the Contract Agreement, or (ii) failing or refusing to furnish the performance security, if required, in accordance with the Instructions to Bidders.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of the period of bid validity.

If the submission of alternative bids was permitted, and in case we did submit one or more alternative bids, this Bid-Securing Declaration applies to these parts of our bid as well.

Signed: *[insert:* ***signature of the person whose name and capacity are shown below****]*

Name: *[insert:* ***name of the person signing the Bid-Securing Declaration****],* in the capacity of *[insert:* ***legal capacity of person signing the Bid-Securing Declaration****]*

Duly authorized to sign the bid for and on behalf of *[insert:* ***name of Bidder****]*

Dated on _____ day of _____, 20__

[Add Corporate Seal (where appropriate)]

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