

(2) Vendor BCM Assessment

			Review and Assessment Guide			
No	Question	Grade Range (Max)	Minimum Passing Grade	Grading Criteria	Supporting Document	Minimum criteria being met - reference for recommendation
1	Provide copy of documented information demonstrating the implementation and maintenance of an established process/protocol to ensure the organization capability to resume delivery of products and services during a disruption within acceptable timeframes at acceptable capacity.	23.92	17.5	Any three (3) documents	The documentation should include but not limited to the following: a. BCM Policy b. BCM Manual or Procedure c. Business Continuity (BC) Plan d. Incident Management Plan e. IT Disaster Recovery (DR) Plan	Submission of approved and valid BCM Policy, BCM Manual or Procedure, Business Continuity (BC) Plan and Incident Management Plan
2	Provide copy of documented information demonstrating employees assignment of Business Continuity Management (BCM) roles and responsibilities.	2.39	1	Any document showing the evidence	The documentation should include but not limited to the following: a. Organization chart showing BCM Organization b. Job Description	OR based on review and assessment to the document?
3	Provide copy of documented information demonstrating assessment towards the impacts and risks of disruption to organization operations and the necessary actions taken to mitigate those risks.	2.39	1	Any document showing the evidence	The documentation should include but not limited to the following: a. BIA, and BC Risk Matrix c. BC Risk Assessment Report	BIA showing impact assessment criteria,
4	Provide copy of documented information demonstrating the identification of the activities that are essential for delivery of your products and services.	4.78	2.5	Any document showing the evidence	The documentation should include but not limited to the following: a. BIA b. BC Plan c. BIA Summary Report	OR based on review and assessment to the document?
5	Provide copy of documented information demonstrating a business continuity strategy/procedure for loss of the people, premises, technology, information, suppliers and stakeholders essential to your core operations.	4.78	2.5	Any document showing the evidence	BC Manual or Procedure, BC Strategy or BC Plan	Identification of strategy and guided for potential disruption scenarios
6	Provide copy of documented information demonstrating regular Business Continuity, Incident Management and IT Disaster Recovery exercises and test.	19.14	12.5	Any two (2) document showing the evidence	Post exercise and test report	Exercise report should at least contains objectives achievement, lessons learned and corrective action
7	Provide copy of documented information demonstrating identification of the external providers and their alternates of products, goods and services essential to continuity of your operations.	9.57	5		List of critical suppliers and alternates	OR based on review and assessment to the document?
8	Provide copy of documented information demonstrating process/protocol in place to communicate with the clients in the event that the delivery of your products and services is or will be halted by a disruption impacting your core operations	9.57	5		BC Plan, Incident Management Plan	Communication and notification plan should include escalation and alternate
9	Provide copy of documented information demonstrating regular review and update of the arrangements that support continuity of your operations, including the incident management, stakeholder notification, and recovery procedures for your core operations	14.35	7.5		Management review, audit and assessment report	Review and assessment of submitted management review, audit and assessment report
		90.89	54.5	Grade (without certification Certification)		
10	Provide copy of valid BCM certificate of registration demonstrating organization compliance with a recognized BCM Standard requirements.	9.09	9.09		Additional point when available	60 is minimum passing grade with mandatory submission of item 1, 6 and 10
		99.98	63.59	Grade (with Certification bonus point)		
						with bonus point of having certification

with bonus point of having certification