



THE GOVERNMENT OF KADUNA STATE KADUNA STATE PLANNING AND BUDGET COMMISSION

CONSULTANCY SERVICES FOR THE ESTABLISHMENT OF AN ELECTRONIC DOCUMENTS MANAGEMENT & ANALYTICS SYSTEM (E-REGISTRY) FOR THE KADUNA STATE PLANNING AND BUDGET COMMISSION

1.0 BACKGROUND:

The Kaduna State Planning and Budget Commission under the leadership of Governor **Nasir El-Rufai**, is desirous in implementing a robust Electronic Document Management System in line with the State Government's on-going reforms of institutionalizing E-Governance in the State Public Service.

In line with this, the Commission is inviting reputable consulting firms to express interest in providing this service.

The objective of the Electronic Document Management System is to provide a one-stop solution to the challenges of document management and retrieval faced by the Commission with a view to strengthening governance at the Commission and the State in general.

2.0 SCOPE:

The scope of the Consulting Services includes but not limited to;

- Setting up a state-of-the-art Electronic Document Management & Analytics solution at the Planning and Budget Commission successfully eliminating manual records filing, retrieval, files management, minuting and workflow.
- Project planning and assignment of resources.
- Inventory and documents collection from all departments and offices covered.
- Undertake any civil, electrical works needed to get the project done successfully.
- Interconnecting the following Departments/Offices using the appropriate technology: Office of the Commissioner, Office of the Permanent Secretary, State Planning Department, Budget Department, Monitoring & Evaluation Department, Development Aid Coordination Department, Administration and Finance Departments, State Operations Coordinating Unit, Sustainable Development Goals Department and Registries Division (Secrete and Open).
- Setting up server(s) at the main data center for all digitized documents.
- Setting up digital Station in each department with the appropriate OCR Scanner and Work station(s) to continue the scanning process going forward.
- Training of Server Administrators to oversee the whole process.
- Training of clerks and other relevant staff in each department on the end to end archiving process and use of the Electronic Document Management System.
- Setting up of Backup procedure to ensure that Documents scanned are automatically backed up at the departmental level and on the server at the Central Data center.
- Installation of file/system security such as firewall etc.
- Provide post implementation maintenance support and hand holding procedure for a period of one year.
- Provide advice on the storage and indexing of the hard copy documents in the archive
- Preparation of original documents for digitization.
- Digitization of prepared documents.
- Document scanning and conversion in searchable PDF.
- Document processing and indexing according to agreed format.
- Quality assurance checks to ensure the output conforms to specification.
- Documents transferred to hard drives, Network drives or burned to disks.
- Customization and installation of Electronic Document Management & Analytics software
- Return of Originals to their place of collection or storage.
- Deploy appropriate and state of the art quality equipment and devices in line with global best practice in the ICT industry.
- Provide any other services/consultancy necessary for the successful implementation of the task.
- Provide fire suppression system.

3.0 DURATION OF THE SERVICES:

The duration of the services is for a period of 5 months.

4.0 ELIGIBILITY CRITERIA:

Documentation required from interested, reputable Consulting firms include, but are not limited to the following:

- a. ***Certificate of Registration/Incorporation with the Corporate Affairs Commission/Business Name.***
- b. ***Evidence of Current Registration with Kaduna State Public Procurement Authority (2019)***
- c. ***Evidence of current Registration of Business Premises with Kaduna State Ministry of Business, Innovation and Technology (2019).***
- d. ***Company/Principal Partners' (where Partnership) Audited Accounts for 2016,2017 & 2018.***
- e. ***Evidence of Financial Capability and Banking Support.***
- f. ***Key Personnel with their qualifications, professional registration, years of experience and experience on similar jobs.***
- g. ***Evidence of at least three (3) similar verifiable projects successfully executed or/and in progress within the last three (3) years. (Provide evidence of awards, certificates of payment, practical completion and/or making good certificates where applicable).***
- h. ***VAT Registration and evidence of remittance for 2016,2017 & 2018.***
- i. ***Tax Clearance/ Personal Income Tax Certificate of Principal Partner (where Partnership)***
- j. ***Any other relevant information that would be helpful in determining the Firm's suitability for the work.***
- k. ***Company should have good turn over to gain some advantage.***
- l. ***Evidence of Compliance with ITF (2019) obligations.***
- m. ***Evidence of Compliance with PENCOCOM (2019) obligations.***

5.0 SHORTLIST CRITERIA:

Interested reputable firms should also have at least 5 years' proven experience in Information Communication and Technology (ICT) which includes, ***Solution Development, System Deployment, System Integration and Project Management.***

The firms must have undertaken at least three (3) similar assignments in Nigeria and/or elsewhere in the last 5 years.

A team of three key personnel to be on ground to deliver on the consultancy assignments. They are expected to be able to demonstrate:

Core competencies:

- *Knowledge Sharing and Continuous Learning*
- *Team Work/Management*
- *Results Oriented and Commitment to Excellence*
- *Be fluent in English Language and possess strong communication skills*

6.0 QUALIFICATIONS AND EXPERIENCE KEY STAFF

The key Consultants must be professionals with in-depth experience in software development and deployment and ICT in general, with relevant professional certification.

- i. ***The team leader must have at least (5) years extensive experience in the deployment of Enterprise Resource Planning solution, System Development and Integration, Data Architecture and training of Public Officers on ICT.***
- ii. ***The other two (2) resource persons must be professionals with a minimum of 4years in-depth experience in ICT with relevant professional certification.***

7.0 SELECTION OF CONSULTING FIRM

The firm will be selected through **Consultants Qualification Selection (CQS)** method in accordance with the procedures set out in the Kaduna State Public Procurement guidelines.

Interested Consulting firms may obtain further information at the address below during office hours (9.00am to 4.00pm) local time (Monday - Friday).

Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in form of a joint venture and /or a sub-consultancy. In the case of a joint venture, all the partners in the Joint Venture shall be jointly and liable for the entire contract, if selected.

8.0 SUBMISSION OF EXPRESSION OF INTEREST

Interested firms are to submit one (1) original and eight (8) copies of their Expression of Interest to the address below not later than three (3)

weeks from the date of this publication in a sealed envelope marked “**Expression of Interest**”.

**The Commissioner
Planning and Budget Commission
No. 16 Muhammadu Buhari Way,
Kaduna, Nigeria**

9.0 OPENING OF EXPRESSION OF INTEREST

All Expression of Interest (**Eoi**) submissions received will be opened immediately following the deadline for the submission of interest on **30th September 2019** at 12.00noon, at the ***Planning and Budget Commission Conference Hall Kaduna.***

For further enquiries, please contact ***08133198695 or 07037240007.***

Only Shortlisted Firms will be invited on a later date for collection of Request for Proposal.

10.0 DISCLAIMER

The Planning and Budget Commission will not be responsible for any cost or expenses incurred as a result of responding to and / or the preparation of submission in response to this publication by any interested party

The Commission reserves the right to reject any application and will not entertain any litigation in respect of this advertisement.

Note that this exercise places no commitment on the Commission nor establishes any legal relationship whatsoever.

**Signed
Commissioner
Planning and Budget Commission**