OUTSOURCING SERVICE FOR THE DIGITIZATION OF ANCIENT DOCKET BOOKS OF THE DOCKET MANAGEMENT SERVICE

Terms of Reference

**OUTSOURCING SERVICE FOR THE DIGITIZATION OF ANCIENT DOCKET BOOKS
OF THE DOCKET MANAGEMENT SERVICE**

1.0   Project Description

Digitization of ancient docket books primarily means that all docket books from the oldest to the latest, which were used shortly before the computerization in 2008, will be purposely scanned to produce a portable document format (PDF) which can be saved and stored digitally. Generally, these scanned/digitized records must be indexed and accessed in a database which can be used for searching of records through docket numbers, case numbers or case titles. The converted digital format will be stored in a separate disk location and will be integrated with the Case Management Information System (CMIS) module of the DMS.

The project is expected to rid the office of bulky, dusty, and at times, stinky docket books.

2.0   Objective

2.1 To provide fast, more accurate and comprehensive data search and results to stakeholders by scanning the Docket Management Service (DMS) OLD record book, indexing and data integration to the Case Management Information System (CMIS).

2.1 To provide clients with credible, verifiable, more tamper-proof and consistent data.

2.2 To rid the office, especially the DMS, of the bulky docket and record books which attract dust and is easily the breeding ground for parasites and thus, may cause illnesses especially to those who usually come in contact with them.

3.0   Project Management

To ensure that project implementation business needs and timelines are met, a collaborative partnership between the OSG and Contractor will be created, thus the Contractor shall be required to:

- Submit / Designate an official Project Manager who shall be responsible to ensure that their task and timeline are met.

- Contractor shall be required to coordinate with CMS to use the following:

- o Use of OSG MS Teams for project management, documentation, issue tracking, reporting, task management and other matters.

- o Set task/targets in MS teams.

- o OSG Bitbucket; wherein Contractor shall commit source codes (*of the SIMPLE program that can access/retrieve the scanned documents and its information*).

- With the concurrence of the OSG TWG. The Contractor shall be required to set a regular scheduled meeting for reporting of project status, issues, and other concerns. Weekly meetings for the first two months and monthly meetings for the succeeding months of the project.

- Contractor is required to submit a status report twice a month to the TWG on the progress of the digitization process.

Moreover, the OSG will create a Technical Working Group wherein members are representatives from the Records Management Improvement Committee (RMICS), Docket Management Service (DMS), Case Management Service (CMS), Financial Management Service (FMS) and the Administrative Services. The TWG will also coordinate on the procedure, processes, and other matters for the disposal of the DMS Old record books after its digitization with different stakeholders.

4.0   Scope of the Project / Deliverables

4.1   All record books shall be scanned and digitized by the Contractor with a total number of 1,210.

Record Books	Big Book	Small Book	Total
Special Civil Action (SCA) Cases	32		32
Ordinary Civil (OC) Cases	48		48
Civil Cases		40	40
NLRC Cases		239	239
Special Proceedings Cases	120	226	346
Criminal Cases	29	72	101
LRC / CAD Cases	404		404
			1,210

4.2   The size of the record books are the following:

Books	Length	Width
Big Books	18"	12"
Record Book 1	11"	8"
Record Book 2	12"	8"

4.3   The scanning / digitization of the record logbooks shall be done within OSG premises.

4.4   OSG will only provide an office space for the contractor to utilize in the processing of records. Thus, for record book security and other security related reasons, the contractor is advised to limit its work within said enclosed space designated for their exclusive use.

4.5   The contractor will provide its own cooling system if needed (*Contractor and Archive Section will share the office space*) and other office equipment deemed necessary in the completion of the project including the enclosure of the office space to used.

4.6   The Contractor shall convert the ancient docket books into Portable Document Format (PDF).

4.6.1   Minimum resolution of 300 dpi in PDF/A format with bitonal bid depth of 1. One image shall result from each page scanned.

4.6.2   100% scale (without amplification or reduction of the original size, 1:1 scale for reproduction).

4.6.3   That there shall only be one image resulting from each page scanned and that the digital file shall have the same characteristics as the physical page.

4.6.4   That the scanned images contain or maintain the same level of legibility as the original document, i.e. that the image show the same characteristics and features of the original document.

4.6.5   The images must not be out of focus.

4.6.6   The horizontal incline must not be higher than five degrees/grades.

4.6.7   There must be no rays, stains or objects which are not part of the original document.

4.6.8   That the page must not be folded and it must not lose information if it is folded.

4.6.9 It should not show information from the next page in case the material is damaged or has holes.

4.6.10 The text orientation in the images should be in the natural reading format.

4.7 The following specifications will be followed in the storage and naming of digital files:

4.7.1 The images will be stored and sent in a hard disk with directory structure.

4.7.2 Each folder will have to be arranged by "directory" and "subdirectory", corresponding to a file. And each page or double page will have to be an individual image inside a folder.

4.7.3 In case the Record Series name is too long, it can be shortened by assigning abbreviations. However, this convention has to be approved by the Client and AANS.

4.7.4 Where the page being scanned is larger than the maximum size for scanning size for scanning (A2) the page can broken down into multiple shots and charged per shot accordingly. The page broken down into multiple shots must be stitched together to form the single original image.

4.8 The Contractor shall index / record / encode the following record books details:

    a. Case Number
    b. Caption (*if applicable)*
    c. Case Title (Party1)
    d. Case Title (Party2 - *if applicable*)
    e. Category (Civil, Criminal, Special Proceeding, LRC/CAD, Marriage Related Cases, Miscellaneous)
    f. Nature of cases (*if applicable*)

4.9 Delivery

4.9.1 The digital images shall be transferred to desktop external hard disk drive/s;

4.9.2 The number of desktop external hard drive/s that will be required for the transfer will be based on the total size of digitized documents;

4.9.3 Two sets of outputs in separate desktop external hard drive/s must be submitted every month in accordance with the submitted milestone/project plan;

4.9.4 External hard disk drives will be turned over to the Client after digitization process

4.10 The Contractor shall be allowed to bring its staff to use the space provided by the DMS as their exclusive office, subject to security and health protocols of the OSG security.

4.11 The Contractor shall bring its own scanning machine for processing of record digitization, storage for saving of scanned documents, and other things and equipment it may deem necessary for the project.

4.12 A Business Requirement Meeting shall be scheduled to discuss the detailed process flow and other matters between DMS and Contractor.

4.13 As early as project kick-off, the Contractor shall coordinate with the OSG Case Management Service for the integration of its digitized records to the Case Management Information System (CMIS).

4.14 Since this project will use a system for the retrieval of the digitized records, the Contractor shall create for the OSG a simple program/module for digitization (search, retrieve, and print).

4.15 The Contractor shall commit the source code of the simple program in 4.11 to the OSG Bitbucket Git repository server.

4.16 The digitized documents should be categorized according to nature of case. (e.g. Civil, Criminal, Special Proceedings, Marriage Related Cases, LRC / CAD, Miscellaneous)

4.17 The digitization project should meet the timetable agreed upon by the DMS and the contractor. Timetable should be reflected in MS Teams Tasking.

4.18 The Contractor must provide an Anticipated Risk and Corrective Action Procedure in the implementation of the project.

4.19 The Contractor must have Quality Assurance and Metrics.

4.20 The digitized documents can be searched, retrieved, and printed.

4.21 The Contractor may conduct a System Analysis Design for any clarifications and concerns with respect to the flow of the project.

4.22 After the completion of digitization, the Contractor shall conduct trainings on how to use the SIMPLE program for searching and access to record books.

4.23 The Contractor will be responsible for the installation, set-up, programming, testing, and other technical aspects.

4.24 The Contractor will provide all necessary hardware equipment for the project.

4.25 The Contractor should provide highly technical personnel for the document digitization project.

4.26 The Contractor must update the DMS/Office by furnishing daily accomplishment reports containing the total output and the percentage of accomplishment.

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5.0 Project Activities, Milestones and Schedule of Payments

The duration of the project will be seven (7) months. Thus, Following the next working day upon receipt of the **Notice to Proceed** by the Contractor; the following shall commence.

#	Activities	Duration	Milestones	Percentage of Payment
1	Project kick-off: A business requirement meeting and documentation, a detailed discussion on the process and limitations of the project. Mobilization and setup of office space for the Contractors digitization process.	2 months – with weekly progress report of the Contractor	Complete office setup for the Contractor's staff within OSG premises. Submission of report that contractor is ready to proceed on the actual digitization	15%

2	Contractor to submit project schedules, timelines and release dates based on the result of Business Requirement Document.	Submit within 2 weeks after completion of Business Requirement Document	Submission of Business Requirement Document, approved and agreed upon with DMS and CMS Dir.	10%
3	Digitization of Record books This includes attachment and indexing to the System	4 months – with monthy status report submitted to the Docket Management Service Director *Note: completion of 25% on the total number of books per month (302.5 books per month)*	Submission of certification by the Contractor that all Record Books are 100% digitized This includes actual checking and testing activities Acceptance document from the DMS	65%
4	End-user training / Knowledge Transfer	1 week for DMS Staff 1 week for CMS	Submission of document on completion training End-user training for the DMS Knowledge transfer training for the CMS on installation, configuration, troubleshooting and other important information's for the system maintenance.	10%

6.0   Proposed Budget

The proposed budget for this project is **Two Million Two Hundred Thousand Pesos (Php 2,200,000.00)**. This includes Setup, Configuration Development, Licenses (if any), and the Scanning and Digitization (*Contractor shall use its own computers, scanning equipment, office supplies, and other necessary equipment/s since the OSG-DMS shall only provide office space*) of all submitted Record books by the Docket Management Service.

7.0 Maintenance and Technical Support

7.1 The Contractor must identify the necessary equipment needed and must be included in the bidding to be conducted.

7.2 The Contractor must provide detailed operations and maintenance manual for the digitization process.

7.3 The Contractor shall be responsible for the supervision of its own staff to the digitization process.

7.4 The Contractor should submit to the DMS/ Office a proposed phasing at the start of the Contract, Status Report, Time of Completion, Testing and Acceptance of the services rendered schedule.

7.5 The Contractor should compile all the ancient docket books that were digitized which will be submitted by the OSG-DMS to the National Archives in coordination with OSG-RMIC.

8.0 Warranty

8.1 To guarantee the faithful performance by the Contractor of its obligation under the contract, it shall post a performance security in line with the bidding requirements.

8.2 Performance or supervision or maintenance and/or repair of the Digitized Documents for a period agreed by the Contractor and the DMS/Office, provided that this service shall not relieve the Contractor of any warranty obligations under the contract.

9.0 Confidentiality of Data.

10.0 The Contractor should document detailed procedures/techniques in identifying system security risks and breach and how such should be handled.

10.1 All project staff of Contractor should be required to sign a non-disclosure agreement.

10.2 The OSG-DMS whose records are to be digitized, its components, parts and all product samples and specifications, data, ideas, technology, and technical and non-technical materials, all or any of which may be derived from any of the foregoing (all of which, individually and collectively, referred

to as "Proprietary Information") are confidential and proprietary to the OSG-DMS whose records are to be digitized.

10.3   The Contractor agrees to hold the Propriety Information in strict confidence. Contractor furthermore agrees not to reproduce, transcribe, or disclose the Proprietary Information to third parties without prior written approval of the OSG-DMS whose records are to be digitized

10.4   The Contractor shall ensure the confidentiality of all information that will come to the knowledge of the Contractor and its employees detailed with the OSG-DMS whose records are to be digitized.

10.5   The Contractor and its employees assigned therein shall be considered agents of the OSG-DMS whose records are to be digitized.

10.6   The contract that will be executed heretofore shall categorically provide that the Contractor and its employees, as project personnel of the OSG-DMS whose records are to be digitized, shall uphold strict confidentiality any information regarding the information on all documents.

Technical Working Group:

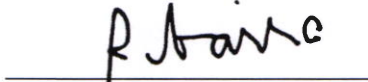**ASG Rex Bernardo L. Pascual**
Chairperson; DMS Supervising ASG

Dir. Nilo Odilon L. Palestroque
Vice Chair; Docket Management Service

Members:

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SSS Karen A. Ong
For Records Improvement Management
Committee

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AS II Bernard Vincent C. Pulido
Pompeyo Diaz Division

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Dir. Rosalinda C. Ibarra
Case Management Service

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ITO III Jayvie Neil Malick S. Malicdem
Case Management Service

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CAO Roger B. Yruma
Docket Management Service

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ITO I Rameses C. Ordonez
Case Management Service

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CAO Artemio A. Estoque
Docket Management Service

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CAO Mary Cielo A. Mateo
Docket Management Service

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CAO Josephine M. Bayongan
Docket Management Service

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CAO Ricardo G. Lopez
Financial Management Service