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

Terms of Reference

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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 scanned purposely to produce a portable document format (PDF) which can be saved and stored digitally. Generally, these scanned/digitized records must be indexed and can be accessed in a database which can be used for searching of records through docket numbers, case numbers or case title. 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 the bulky, dusty and some, stinky docket books

2.0 Objective

2.1 To provide fast, more accurate and comprehensive data search and result to stakeholders by scanning the Docket Management Service (DMS) OLD docket book, indexing and integrating the data to the Case management Information System (CMIS);

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

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

3.0 Project Management

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

- Submit / Designate an official Project Manager whom shall be responsible in ensuring that their task and timeline are met.

- To setup a DevOps environment. They may coordinate with CMS to use the following.

   o Provide 25 Jira Server on prem license for project management, documentation, issue tracking, reporting and other matters

   o OSG Bitbucket; wherein Contractor shall commit its source codes and version controls.

- With the concurrence of the OSG-TWG, To set a regular scheduled meeting for reporting of project status, issues and other concerns and weekly meeting for the first two months and monthly meeting for the succeeding months of the project.

- To adapt the agile methodology approach and to submit a twice a month status report to the TWG on the progress of digitization process.

Moreover, OSG will create a Technical Working Group which members are representatives from the Records Management Improvement Committee (RMIC), 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 docket books after its digitization with different stakeholders.

4.0 Scope of the Project / Deliverables

4.1 All record books to be scanned and digitized by the Contractor has 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 scanning / digitization of ancient docket books shall be done within OSG premises.

4.3 OSG will provide office space for the contractor for the processing of ancient docket books.

4.4 The Contractor shall convert the ancient docket books into electronic/digital format using effective, cost efficient, and technologically advanced document digitization solution.

4.5 The Contractor may bring its staff to use the space provided by the DMS as their exclusive office, following the security protocols of the OSG security.

4.6 The Contractor shall bring its own scanning machine for processing of docket book digitization, storage for saving of scanned document and other equipment it may deem necessary for the project.

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

4.8 As soon as project kicks 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)

4.9 Since this project will use a system for the retrieval of the digitized records, the Contractor shall commit this system source code to the OSG Bitbucket Git repository server, 25 licensed users of Jira Server and other DevOps tools without paying any license or any other extra fees by OSG to the Contractor.

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

4.11 The categorized digitized cases from the ancient docket books should also be organized, catalogued (e.g. reference through its docket number; case number and case title), numbered and chronologically arranged, which can be searched in any category.

4.12 The digitization project should meet the timetable agreed upon by the DMS and the contractor.

4.13 The digitization project should have an anticipated risks and corrective action procedure.

4.14 The digitization project should have quality assurance and metrics.

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4.15 The digitized documents will have a data format on Portable Data Format (PDF)

4.16 The digitized documents can be printed.

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

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

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

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

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

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

5.0 Project Activities, Milestones and Schedule of Payments

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 → Business requirement meeting and documentation, a detailed discussion on the process and limitations of the project. Setup, Installation and Configuration of DevOps environment. 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	20%

2	Contactor to submit project schedules, timelines and release dates based on the result of SAD and BRM documentation.	Submit within 2 weeks after completion of SAD and BRM	Submission of SAD and BRM documents, 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 weekly status report submitted to the Docket Management Service Director	Submission of certification by the Contractor that all docket books are 100% digitized This includes actual checking and testing activities Acceptance document from the DMS	60%
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, Configurations, Development, Licenses (if any), and the Scanning & Digitization (*Contractor shall use its own computers, scanning machine/s, office supplies and other necessary equipment , since the OSG-DMS shall only provide office space*) of all submitted docket 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 OSG-DMS would provide working station for the Contractor.

7.6   The Contractor should compile all the ancient docket books that were digitized which will be submitted by the OSG-DMS to the RMIC for dispossal.

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 upon by the Contractor and the DMS/Office, provided that this service shall not relieve the Contractor of any warranty obligations under the contract.
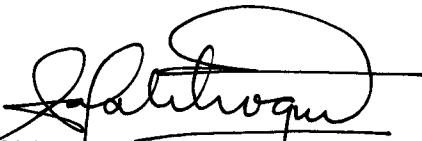
9.0   Confidentiality of Data.

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

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

9.3   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;

9.4 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;

9.5 To ensure the confidentiality of all information that will come to the knowledge of the Contractor and its employees detailed with the OSG-DMS;

9.6 The Contractor and its employees assigned therein shall be considered agents of the OSG-DMS;

9.7 The contract that will be executed heretofore shall categorically provide that the Contractor and its employees, as project personnel of the OSG-DMS, shall uphold strict confidentiality in any information regarding the information on all documents.
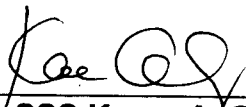
Technical Working Group:

ASG Rex Bernardo L. Pascual
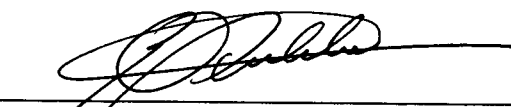Chairperson, Supervising ASG for DMS

Dir. Nilo Odilon L. Palestroque
Vice Chairperson, Docket Management Service

Members:

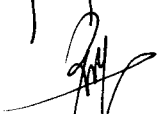**SSS Karen A. Ong**
For Records Improvement Management
Committee

ASII Bernard Vincent C. Pulido
Pompeyo Diaz Division

Dir. Rosalinda C. Ibarra
Case Management Service

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Ma. Lyn L. Madeja
Librarian IV / OIC – Chief Librarian