TERMS OF REFERENCE

UPGRADING, ENHANCEMENT AND IMPLEMENTATION OF LEGISLATIVE MANAGEMENT, CODIFICATION, TRACKING AND INFORMATION SYSTEM

I. RATIONALE

The Local Government Code of 1991 expanded the responsibilities of LGUs for delivery of basic services. It also empowered LGUs to formulate policies, programs and projects to improve the lives of the people as well as revenue generation capability, so that LGUs could raise the funds needed for better service delivery.

To cope with these challenges, the Sangguniang Panlalawigan of Cagayan is embarking on a fully integrated computerized program to improve its standard operating procedures, as well as its interaction with the public with regards to legislative measures approved and implemented in the province. The cornerstone of this program is the Upgrading and Enhancement of the existing Legislative Tracking System connecting and linking of data from Sangguniang Panlalawigan Office to Vice Governor’s Office. And for the continuous implementation of the Legislative Tracking System, the Sangguniang Panlalawigan and Vice Governor’s Office would like to implement the Design and Installation of the e-SESSION (Electronic Session) and Web-Based Legislative Tracking System including the development of a Website of the Sangguniang Panlalawigan.

II. OBJECTIVES

1. To innovate the process of sessions and meetings of the legislative body – Vice Governor and Board Members by using laptops in lieu of printed papers and establish a paperless session, thereby details of the agenda/order of business is browsed through a computer, laptop or tablet and even mobile phone.

2. The Office of the Vice Governor and Sangguniang Panlalawigan Office will be using real-time web-based system accessible thru internet wherein the users can access the Approved Ordinance/Resolution, Order of Business/Agenda and Document Tracking of Status of Municipality/Barangay and Constituent conveniently anywhere using computer, laptop or tablet and even mobile phone.

3. The Office of the Vice Governor will have a connectivity and link to the Sangguniang Panlalawigan Office for easy access of data.

III. DELIVERABLES

1. Installation and Implementation of e-SESSION (Electronic Session) for the Sangguniang Panlalawigan with established link to the server.

An electronic session is a web-based system using laptops/tablets and LCD projector in which laptops/tablets are linked through wireless connection. The order of business/agenda are shown item by item in the LCD projector.

Thus, the traditional manual preparation of documents being read by the Sangguniang Secretary will be replaced by reading the order of business through the tablets/laptop and synchronized being browse also by the Provincial Board with their own laptops/tablets. Similar to a web conference, the SP Secretary hosts the conference to an electronic session. After logging into the Electronic-session; Provincial Board participates primarily by trailing and tagging at their own laptop the topic from the session host.

An E-Session is the new innovation of the Legislative Tracking System integrated with the Comprehensive Legislative Management and Tracking System. The system facilitates the creation of reports for decision-making purposes automatically provided by the system.
Further, the agenda or order of business can be browsed and downloaded through the internet.

- **Electronic session – Viewing Order of Business or Agenda connected to the server**
- **Automatic updating of transcription of agenda**
- **Automatic drafting of journal or minutes of the session**
- **Committee Reports status reporting through the system**

2. **Installation and Implementation of Legislative Management, Tracking and Information System – WEB BASED**

Development of Web-based Searching and Retrieval System – is the integrated web base module of the legislative application system that monitors, tracks the passage of the local laws as well as provides decision makers and constituents the status of documents received for legislative actions through internet. The system **must be linked** with the existing client-server Legislative Management, Tracking and Information System (LMTIS) installed at the Sangguniang Panlalawigan Office.

**Home Page**

- List of provincial board weekly agenda (current year).
- The web system have included link to the council news and council profiles.
- The users can view what are the most visited pages in the web system.
- Under requirements for accreditation module, the users can download forms such as letter of application for accreditation, duly accomplished application form, and list of current officers and members.

**Quick Links**

- Viewing of current year Approved Resolutions.
- Viewing of current year Approved Ordinances.
- The users can track their document by using Document Number for searching.
- The users can view, download or print current committee members.

**Statistical Reports** (Graphical data presentations using bar chart, pie chart and line chart)

- Total approved resolutions and ordinances per year.
- Total approved resolutions and ordinances per committees.
- Total incoming documents per origin.
- Total committee referrals (Annual report).
- Subject matter.
- Millennium development goals.
- Resolutions & ordinances authorship.
- **Total number of sessions conducted (Annual Report)**
- The users can print graphical data presentation.

**Second Reading for Publication by Posting**

- List of all proposed ordinances with penal clause.
- Complete list of ordinances for second reading for publication by posting.
- The users can view, download or print selected document (w/ watermark).

**Legislations**

- **Viewing of present and past legislations.**
  1. Resolutions
  2. Ordinances
- **Inquiry by**
  1. Title (keyword)
  2. Subject Matter
3. Committee Referrals
4. Classification
5. Category
6. Action taken
7. Current sangguniang term
8. All records (by selected year)
9. With attached PDF's (by selected year)

The users can view, download or print selected document (w/ Watermark).

Weekly Agenda

Viewing of present and past agendas:
• Session type:
  1. Regular Session
  2. Special Session
  3. Joint Session
• The users can view, download or print selected document (w/ Watermark).

Account Registration

• By registering in the website, the users may take advantage of updates about the Council and local legislation
• Simple Account Registration Form.

3. Upgrading and Enhancement of Legislative Management, Tracking and Information System - CLIENT BASED currently installed in the Office of Sangguniang Panlalawigan (Connection and linkage from SP Office to Vice Governor's Office)

4. Development of the Sangguniang Panlalawigan Website including Web-Hosting for one (1) year

5. Services (Project Management)

• Customization of the system based on the requirements of the LGU
• End User’s Hands-on Training of staff at concerned department (Sangguniang Panlalawigan Office, Vice Governor’s Office and Provincial Board Members Office)
• System Warranty upon full acceptance of the system for a period of one (1) year

6. Delivery of the following hardware:

a. One (1) set Branded Server
   - Processor: Intel® Xeon-Silver 4110 (2.1GHz/8-core/85W) FIO Processor Kit
   - No. of Processor: 1
   - Memory: 16 GB RDIMM SR 2600 MT/s
   - Hard Disk: 2TB (2x1TB) SATA 6G Midline 7.2K SFF (2.5in) SC 1yr Wty 512e
   - Digitally Signed Firmware HDD
   - Network Controller: Embedded 4-Port 1GbE Ethernet 1Gb 4-port 369i Adapter
   - Storage Controller: Smart Array P408i-a SR Gen10 Controller
   - Optical Drive Bay: 9.5mm SATA DVD-ROM Jb Gen9 Kit
   - Power Supply: 1x 800W FlexSlot Power Supply
   - Fan: 2 standard fans
   - Energy Star: 2.1 certified
   - Form Factor: 4U Tower
   - Warranty: 3-year parts, 3-year labor, 3-year onsite support with next business day response.
   - Accessories: USB AP/INTL Keyboard/Mouse Kit
   - Display: 19" LED Monitor
b. One (1) unit Smart Uninterrupted Power Supply 1500VA Tower

c. One (1) lot Third-Party Software for the server
   - Server License Standard Edition
   - Anti-virus License

The computerization project envisioned to provide systems for more efficient retrieval of documents and easy retrieval of data which serve as basis for sound decision making and proper planning.

4. TECHNICAL EXPERTISE OF THE PROPOENT

- The Application software must be Open Data Base Compliant (ODBC).
- All the systems indicated and developed products will be able to point to a central data repository.
- The Application Software is flexible enough to integrate existing applications and data sets as well as future developed or purchased packages.
- The development environment must be robust enough to handle a variety of common development languages including .net suite
- Proponent should provide development tool 4th generation language and native relational database management system to established linkage for an automatic updating of data.
- Systems have a centralized individual security access level on each sub-module of the systems stated above and audit trail system.
- Must be the manufacturer / direct system developer and integrator of a LGU application system (not a reseller or subcontracting company or partnership with LGU system Developer Company).
- Application Software should be able to automate office systems operations in relation to interrelated function with concerned offices.
- Proponent should have presented operational and running actual application software being proposed as stated in the deliverables.
- Development methods & schedules should be presented & shown to be feasible & "doable" in the specified project time frame.
- Application System software should show completeness & functionality based on government operation as per standards of the LGU Requirement & actual office operation as per specifications.
- The proponent has at least completed Ten (10) LGU projects with the same Legislative Tracking System LGU application systems project as stated in deliverables within ten (10) years period.
- The proponent has at least completed two (2) installation of e-Session and Web-Based Legislative Tracking System in Local Government Units as stated in deliverables.
- Application Software System must be fully implemented for a period of three (3) months
- Hardware must be delivered for a maximum period of sixty (60) days
- The Database and Application System must be running on PROGRESS to ensure integration and native connectivity with the existing system installed in the province.

5. PACKAGED APPLICATION SOFTWARE

- Fully developed software application solutions, but flexible as to customization requirement of the Provincial Government.
- Software should be ready, data migration compatible.
- Software should conform to LGU operations as describe in the Project Objectives and complete as to system functions and features related to concerned offices.
- Software should be integrated to its specified functions and process
  - Centralized Security Management
    a. User Log in and Password protected
    b. Access Rights Flexibility
    c. Detailed Log Events & Audit Trail
    d. Built-in Automatic Back-up Process the
6. APPROACH TO EVALUATION OF PROPOSALS

The proponent shall submit its technical proposal, stating the complete specifications of the system features, implementation plan and timetable and installation dates. The proposal should be brief but comprehensive. A more detailed implementation will be stated in the contract of agreement of the winning bidder.

For the technical evaluation of proposals Section 33.3 and Section 33.4 of R.A. 9184 applies. The technical proposal shall be evaluated in a QUALITY BASED EVALUATION procedure as provided in Section 33.4 with the following criteria:

a. Proposed automation systems and modules, including their features and inclusions. The proponents are expected to submit a point-by-point response to the application functionalities.

b. Scope of implementation of the automation packages, arrangements and terms of service and delivery of the systems

c. Quality of personnel committed for the project, which covers qualified and competent key personnel indicating their educational background and training, to perform task and functions required by the Project and the LGU

d. Technical experience and capability of the proponent which includes records of previous engagements of similar nature, track record

e. Plan of approach and methodology in the implementation of the project

7. RESPONSIBILITY OF BIDDERS

The bidder shall be solely responsible for taking all the necessary steps to carefully examine and acquaint him with the requirements and terms and conditions of the bidding documents with respect to the cost, duration, and execution/operation of the project as it affects the preparation and submission of his bid. The Provincial Government of Cagayan and its BAC shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective bidder out of data furnished or indicated in the bidding document.

The Provincial Government invokes its right to conduct background checks and investigation on the participating final bidders. It shall utilize its own resources and sources of information to perform such, and to qualify and assess the veracity and implications to this Project. It is expected of every bidder company that it has familiarized itself with standard procurement policies cited by the LGU and its Bids and Awards Committee (BAC) in this bidding. The LGU, as the owner of the Project, herein invokes its right in determining and implementing the bidding process it has adopted.

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