



science & technology

Department:
Science and Technology
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE

Prepared for the recruitment of a Service Provider/s to undertake an Information
(records & documents) Analysis on behalf of the Department of Science and
Technology

2009

Table of Content

1. PURPOSE OF THE REQUEST FOR PROPOSAL	3
2. BACKGROUND	3
3. SERVICES REQUIRED.....	4
4. DELIVERABLES	4
5. CONSULTANT REQUIREMENTS.....	5
6. DETAILS OF THE PROPOSAL	6
7. PROCEDURE	6
8. SERVICE LEVEL AGREEMENT.....	7
9. PROPRIETARY RIGHTS.....	7
10. CONCLUSION	8

1. PURPOSE OF THE REQUEST FOR PROPOSAL

The Department of Science and Technology is interested in conducting an Information Analysis that will allow it to:

- a) Gain a better understanding of potential corporate records and documents location.
- b) Determine if the current Information (records & documents) is being managed with adequate security and their sources.
- c) Evaluate the environment Information storage (physical building) and access to this information.

These activities are part of DST's ongoing risk management program and are focused on identifying the risk level DST is currently exposed to so that an appropriate set of responses to those threats can be developed.

The DST is seeking to identify and select an outside independent organization to perform the activities listed above. The remainder of this document provides additional information that will allow a service provider to understand the scope of the effort and develop a proposal in the format desired by the DST.

2. BACKGROUND

As a government department, DST must promote transparent administration and recognise the right of access to information, excluding information that is specifically protected by law.

The key steps in creating an effective system of records management is to perform a Records audit or analysis which allows for the identification of issues, provision of recommendations and development of management action plans.

3. SERVICES REQUIRED

Vendor/s must include detailed procedures and intervention expertise by phase.

All information that is provided will be held in strict confidence. The services

required are listed below:

- a) Compile the taxonomy of records and documents (electronic and paper)
- b) Determine how and where the records are stored plus which IT systems are being used
- c) Compile records and documents inventory
- d) Recommend how long particular information is needed
- e) Identify vital records to inform the back scanning process
- f) Check for the Duplication of records and information (paper versus electronic)
- g) Identify retention periods of records
- h) Establish the systematic disposal of records
- i) Know what has been generated over the years, and what is still relevant for corporate use.
- j) Identify existing records storage media (e.g. CD's, memory sticks & floppy disks) and formats (all repositories)

4. DELIVERABLES

- a) All of the above mentioned in point 3
- b) Recommendations regarding the development of a indexing system (taxonomy) for those records.
- c) Revision of the PAIA manual that is inclusive of current, closed and terminated corporate records and reflective of what the body does

- d) Determination of the volume of unfiled paper records to be scanned and the amount of existing electronic records to be filed according to the approved file plan
- e) Determination of systems that were used for creation of records and are the records still accessible
- f) Recommendations regarding the protection of vital records
- g) Recommendations regarding retention periods
- h) Highlight Records Management compliance issues ,uniformity and levels of transparency
- i) Recommendations regarding the identification of records that should be protected in terms of privacy legislation
- j) Recommendations regarding the identification of records that should be opened and available in terms of PAIA
- k) A comprehensive monthly report that provides the status of the Project

5. CONSULTANT REQUIREMENTS

The consultant must:

- a) Be in a position to assume work as soon as possible.
- b) Demonstrate strong organizational and project management skills.
- c) Be appropriately qualified with sufficient background of records management and information audit of both paper and electronic environment.
- d) Provide evidence of having conducted similar work in the past.
- e) Have good strategy development skills.
- f) Have good Business Analyst skills.
- g) Have Top Secret security clearance with NIA.

6. DETAILS OF THE PROPOSAL

- a) Consultants must submit to the DST, a Project Plan inclusive of milestones and time-scales, as well as the estimated person/days for the completion of the project.
- b) An analysis of costs must be given to cover the full contract amount in South African Rands (including VAT), and where possible, costs should be linked with specific tasks to be undertaken.
- c) The application should also include the CVs of the consultants and/or staff who will participate in the project, demonstrating experience in the field of information gathering, information management and information analysis.
- d) The name and contact details (telephone and/or mobile, fax and email) of the project leader.
- e) An outline of the methodology to be applied in carrying out the project.
- f) Consultants and/or staff who will participate in the project must have security clearance (eg. NIA)

7. PROCEDURE

- a) Regular meetings will be held with the DST throughout the duration of the project.
- b) The payment plan will be negotiated and agreed to between the DST and the consultant. However, the final payment will be made after the completion of the project and acceptance of the final report by both DST and consultant.
- c) The consultant will solely be responsible for all administrative issues related to the project.
- d) They will also be informed that copyright rests with the DST and the department will decide on the publication of the information, if necessary.

8. SERVICE LEVEL AGREEMENT

- a) If necessary, short-listed applicants may be requested to make a presentation of their proposal and will be duly informed.
- b) DST and the appointed consultant will enter into a service level agreement.
- c) The successful vendor will be expected to conduct a briefing session with the relevant DST stakeholders prior to the work being conducted and the whole team of the appointed service provider will be required to attend the briefing session.
- d) The consultant will be responsible for ensuring that the agreed deliverables are produced to a quality standard, on time and within the budget.
- e) The consultant will work in close collaboration with the DST so as to ensure that the objectives of the department are accommodated by this project.
- f) DST will evaluate the draft final report and request the consultant to effect revisions and additions, if necessary, before the final payment is made.
- g) The consultant will explain and elucidate the final report at a meeting arranged by the DST.
- h) The consultant must provide DST with 2 hard copies of a well edited, well packaged and reader friendly of the final report and a soft copies (on disc).

9. PROPRIETARY RIGHTS

- a) The proprietary rights with regard to copyrights, patents and any other similar rights that may result from the consultant carrying out the assignment shall belong to the DST.

- b) The final product of all work done shall, on completion of the brief of the assignment, be delivered to the DST.
- c) The consultant shall agree that all rights, to be acknowledged, understood and adhered to by the consultant on acceptance of the bid by the DST including, without limitation, all intellectual proprietary rights in and to any material or information including all computer programmes, e-data and documentation related to the project belong to the DST.
- d) The DST will have unrestricted access to all material, data and information.
- e) The consultant shall deliver any or all such material, data and information to the DST upon request.

10. CONCLUSION

The closing date for submission of the proposals to the DST is **11 December 2009**, no late proposals will be considered. Proposals should be delivered to: **Building 53, CSIR Campus, Meiring Naude Road Pretoria, 0001** for the attention of Judian Inama 6737 or E-mail judian.inama@dst.gov.za Queries/requests for further information may be directed to Ms Robyn Khoza at Tel: 012 843 6896 and E-mail robyn.khoza@dst.gov.za.

Prospective service providers will be required to attend a briefing session at DST on the **7th December 2009 at 10h00**.

NB: Please note that the DST reserves the right not to accept the lowest quote or not to proceed with this project. All costs that the consultant may incur due to the preparation of such quotation and project plan for the DST shall be the sole responsibility of the consultant.