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**THE PROJECT COORDINATOR**

24th May, 2017

**Kaduna State Public Sector Governance Reforms and Development Project  
Ministry of Budget and Planning  
State Secretariat Complex,  
Independence Way  
Kaduna, Nigeria.**

Dear Sir,

**RE: QUOTATION SOLICITATION LETTER FOR  
THE ESTABLISHMENT OF E-REGISTRY AT THE  
MINISTRY OF FINANCE**

**1 OVERVIEW**

The **Public Sector Governance Reforms and Development Project** of the INTERNATIONAL DEVELOPMENT ASSOCIATION in Kaduna State, seeks to implement an E-Registry system that will drive efficiency and improve speed in service delivery in a manner that is consistent with information governance requirements. The project will automate file circulation to shorten the holding time per file and transparently track file locations within the ministry. Furthermore, select closed files will be digitized and archived while registry personnel will be trained on file digitization, metadata indexing, archival and retrieval of backlogs of all files over time. The E-Registry system will enable Search and Retrieval of files within 2 minutes instead of 1 hour that the manual system requires.

It is expected that the system architecture is scalable to accommodate multi-agency inclusion for all ministries, departments and agencies that transact with the ministry of finance.

**2 PROJECT TITLE**

Establishment of E-Registry at the Ministry of Finance

### **3 GOAL**

The goal of the project is to establish a file circulation (workflow) and storage system for the Kaduna State Ministry of Finance in a way that is sustainable through human capital development

### **4 OBJECTIVES**

**4.0** To install a safety system for physical files

**4.1** To setup a workflow system for the circulation of active files

**4.2** To setup a secured storage system for the archival and retrieval of closed files

**4.3** To undertake capacity building for active utilization of the workflow system and the mop-up of closed files

### **5 SCOPE OF WORK**

The deliverables are as defined in the “**Particular Technical Specifications**” Bill of Quantity

### **6 METHODOLOGY**

#### **PHASE 1: PROTECTION OF PHYSICAL FILES**

To protect and preserve the physical files, Dotmac Technologies proposes to undertake a civil renovation of the secret registry with the following deliverables:

1. Wall painting
2. POP Ceiling finishing
3. Door replacement
4. Floor Tiling (though, not listed)
5. FM-200 Fire Suppression System
6. Installation of 2 Units of Air conditioner

## **PHASE 2: SECURED STORAGE SYSTEM FOR ARCHIVAL AND RETRIEVAL**

Pursuant to objective 4.2 above, we propose to supply and install the hardware, software and data security firewall for external VPN connections. The deliverables in this phase are:

1. Server
2. Datacenter Rack
3. Networking (Structured Cabling & Switch)
4. Cyberoam Firewall Appliance
5. Desktops
6. Scanners
7. Windows Server Operating System
8. 1Office Content Central Enterprise Server
9. Digitization

## **PHASE 3: WORKFLOW SYSTEM CONFIGURATION**

Pursuant to objective 4.1, we propose to install the 1OFFICE<sup>®</sup> Content Central and configure the workflow for the administration of active files. It is built to route files to pre-registered users and enforce information governance. The system enables dual flow of files in electronic and hard copies to achieve EFFICIENCY and COMPLIANCE.

A typical workflow and file storage system, is a software based on private sector needs; which are basically cost savings and speed. Government is not for profit but a Trust that must function in a pre-defined manner. Unlike private sector, the needs of government are speed, efficiency and compliance; that is why we do not provide software for governments; we provide Govware- a carefully engineered middleware that executes government processes in a regulated manner.

Deliverables in this phase include:

1. Systems Integration
2. Memo broadcasting
3. File Circulation system
4. At-Back-Cover
5. File Tracking
6. File Archival & Retrieval
7. Confidentiality Enforcement (no sent copy retained by Previous-Holder-in-Due-Course “PHDC”, domain enforcement for all users, Global Search by Registry-Personnel only)
8. Decentralized control of users

#### **PHASE 4: CAPACITY BUILDING & SUPPORT**

The last phase of the project is training of Registry personnel on the digitization of backlogs which will be on-going for a while. We shall also undertake a training exercise for other end-users. While 1 of our staff will be onsite to provide technical support for 6 months post implementation.

#### **7 CONCLUSION**

In closing, we propose to execute the project in 2 weeks from the date of engagement. Having been prepared with your core requirements in utmost view, it is our belief that the implementation strategy outlined in this proposal meets your objectives.

Please find attached, the Quotation for the Project.

Submitted for your consideration Sir.

Yours sincerely,

**FOR: DOTMAC TECHNOLOGIES LTD**

**Layi Oseni**

General Manager