



Accreditation system requirements

PART A: THE USER/COMPANY

SECTION A: REGISTRATION

1. User Registration

- i. A company can register in the portal by providing the following details:
 - Company name (which becomes the user name) (unique)
 - Business registration number(unique)- (if possible, system can be designed to obtain data for registered companies) or verification can be done using company KRA PIN from KRA portal via API or manually in order to activate user account
 - Company email/ email to be used to access the portal (or username: company registration name)
 - Password/ confirm password (Password policy should be considered)
- ii. A link is then sent to the email address of the applicant to confirm registration.

2. User Login

A user can the login using company email and password to the system to complete registration whereby the user (Company) fills in the following details:

a) Business information (Company details)

- Date of Application (Default to system date)
- Type of business (Sole proprietor, Partnership, Corporation, Private Company, Limited company, Co-operative)
- Company postal address
- Physical address (building, floor, street, etc.)

- Website
- Company Tel/Cell phone number
- Company specialization

Business Information

- Date of registration
- Number of years as an ICT Supplier
- Has the company ever provided ICT services or products to Government agencies? If yes, what products or services and to which agencies? (list if yes)
- Major ICT projects done / contact person / contact numbers
- Major ICT projects / clients, contact persons & contact Nos. (to whom the company is presently supplying services or products)
- Trade References / Bank References & contact no's

The “reset password” functionality should be provided in case user forgets password and link should be sent to email to change password. Password must be changed after a period of time.

NB: A company cannot register more than once

3. Company details

The user can then proceed to add the following details for the Company:

a. For Sole Proprietorship

- Director name
- Director National ID number
- Director KRA PIN number
- Director qualifications

- Director experience
- Gender of the director (Male/Female)
- Director's year of birth
- Disability status of the Director (Disabled (Yes/No))
- list of technical staff, qualifications and designation

b. For Partnership, Corporation, Private Company, Limited company, Co-operative;

Technical director

- Number of directors as in CR12 form
- Technical Director names as in CR12 form
- Technical Director National ID number
- Technical Director KRA PIN number
- Gender of the director (Male/Female)
- Director experience
- Directors' year of birth
- Disability status of the Director (Disabled (Yes/No))
- Technical Director Certifications (Professional & project management)

Other Director

- Details as in technical director above.
- Director 3 details...
- Director n details
- list of technical staff, qualifications and designation

SECTION B: ACCREDITATION APPLICATION

The user/company can then apply for accreditation as ICT supplier/service provider.

4. Uploading documents

a. Statutory/Mandatory Requirements (To be uploaded in pdf format)

For the business

Please attach certified copies of the following:

- Company profile
- certificate of incorporation
- companies act (CR 12)
- KRA compliance certificate
- business permit
- In case of a foreign contractor, attach proof of current registration status from their country of domicile or origin
- Evidence of firms experience e.g. Past LPOs, POs, SLAs, and Recommendation Letters
- audited accounts of the period preceding the application
- Partnership certificates if any

For the staff

- KRA PIN for each director
- KRA compliance certificates for the directors
- CVs, academic, professional and project management certificates for the directors (Where applicable)

- CVs, academic, professional and project management certificates for the technical staff /Project team (Where applicable)
- Copies of the identity documents of the principal or principals of the firm;

The applicant should be able to download/print a PDF file of the information submitted(review). Before applying (clicking application button), the user can edit the details provided before application but not after application (cannot edit details after applying for accreditation).

The user can apply for another accreditation by uploading different documents if he wants to be accredited in a different category.

Reports

The system should be able to generate reports meeting/suited user requirements.

1. Report on accreditation outcome
2. Users should be able to generate reports based on available rights.
3. The external users making applications should be able to track statuses of their applications online.

Payment and certification

After the process is completed by the ICT Authority, an email is sent to the company to with the amount the company is required to pay in order to download the accreditation certificate. This is according to the Schedule B of Appendix 33 of the IT Governance standard as shown in the figure below.

The company should only be able to download the certificate after payment is

	Points	Registration Fee (Ksh.)	Annual Renewal Fee(Ksh.)
Local Contractor			
ICTA 1	85 - 100	30,000	10,000
ICTA 2	75 - 84	25,000	8,300
ICTA 3	65 - 74	20,000	6,600
ICTA 4	55 - 64	15,000	5,000
ICTA 5	45 - 54	12,000	4,000
ICTA 6	35 - 44	10,000	3,300
ICTA 7	25 - 34	5,000	1,600
ICTA 8	10- 24	2,500	830
Re-apply	Below 10		
Foreign Contractor			
ICTA 1		75,000	50,000
ICTA 2			
ICTA 3			
ICTA 4			
ICTA 5			
ICTA 6			
ICTA 7			
ICTA 8			
TOTAL			

approved.

PART B: THE SYSTEM ADMINISTRATION (ICT AUTHORITY)

In this part, the authorized personnel at ICT Authority can view, award marks and approve the certification for the company.

The admin can control access to the admin part, add other admins and grant and revoke privileges.

A. REGISTRATION AND LOGIN

The main admin can:

- Create other admins using their emails and access passwords
- change passwords

- control access privileges
- view the registered companies in the portal
- view pending applications
- view approved applications
- Activate/deactivate users
- Monitor user activities
- Approve payments

The admins (Secretariat) can login to the portals using their emails and provided passwords.

They can view and evaluate pending applications.

B. EVALUATION/VETTING

After successful business registration, application and uploading of documents, the secretariat can undertake the following activities to verify the submitted documentations by the ICT Suppliers:

- i. Download the submitted details by each company and use it to award marks in the portal. The marks are awarded as per the evaluation tool.

Categorization criteria for ICT Suppliers

REFERENCE	PARTICULARS	SPECIFIC ITEMS	SCORE MATRIX	MAXIMUM SCORE	AWARDED SCORE
A	Directors' Qualification and work experience.	Technical Director [7 marks] Name:	✓ Degree (at least BSc in Computer Science, IT or related)	2 marks	
			✓ Certification in Project Management	2 marks	

			✓ Work experience in (3) similar assignments as team leader, 1 mark per assignment	3 marks	
		Other directors 5 marks Name:	✓ Work experience in (3) similar assignments as team leader, 1 mark per assignment	3 marks	
			✓ Certification in Project Management	2 marks	
B	Staff qualification	Technical staff in specialized area [25 marks]	ii) Project team - at least 5 persons. (5 marks for each person) Scoring is based on the following. ✓ Degree (at least BSc Computer Science, /IT or related (2 marks per person)	10 marks	
			✓ Professional certification (1 mark per person)	5 marks	
			✓ Work experience in 3 similar assignments (1 mark per person)	5 marks	
			✓ Certification in project management (1 mark per person)	5 marks	

C	Financial status	Turnover [14 marks]	i) Turnover (KES) <ul style="list-style-type: none"> • High turnover (over 100m) (14 marks) • Average turnover (5-100m) (7 marks) • Low turnover (below 5m) (3.5 marks) 	14 Marks	
		Largest projects in area of Specialization for the last 5 years [14 marks]	ii) Project cost value (KES) <ul style="list-style-type: none"> • Over 100m (14 marks) • 75 - 100m (10.5) • 25 - 75m (7 marks) • 5 -25m (5 marks) • Below 5m (3 marks) 	14 Marks	
		Cash flow [10 marks]	iii) Cash flow (KES) <ul style="list-style-type: none"> • Over 100m (10 marks) • 75 - 100m (7.5 marks) • 25 - 75 (5 marks) • 5 -25 (3 marks) • Below 5 (1 mark) 	10 marks	
D	Office and service facilities	Adequate office space [5 marks]	Business permit	5 Marks	
E	Company experience	Details of development projects undertaken in area of specialization	Demonstrable capacity at company level by providing evidence of 4 relevant works carried out for the last 5 years, evidenced by copy of purchase order or contract and contact	16 Marks	

		(max 4 projects)	details, job completion certificates/ Client testimonials/contracts. (16 marks) - 4 marks for each job carried out in Kenyan government institutions and - 2 marks for each job carried out in private organizations		
			Relevant compliance certificates (Government, Manufacturer) as per category	4 Marks	
	TOTAL			100 Marks	

- ii. Input the agreed awarded marks for each company into the system
 - iii. The system based on the marks, will generate category for each company.
 - iv. Depending on the marks achieved company will be classified/categorized appropriately according to the table below:
 - v. The categories are awarded according to the evidence attached according to the Standards. These can be either:
 - End-user Equipment
 - ICT Networks
 - Systems and Applications
 - Data Center
 - E-Records Management
 - ICT Consultancy
 - Information Security
 - Cloud Computing
- e. g ICTA 1: SYSTEMS AND APPLICATIONS

The evaluator should also add the remarks for each company evaluated and the names for the evaluators should be included.

The accreditation Committee

The process then proceeds to the committee level for approval.

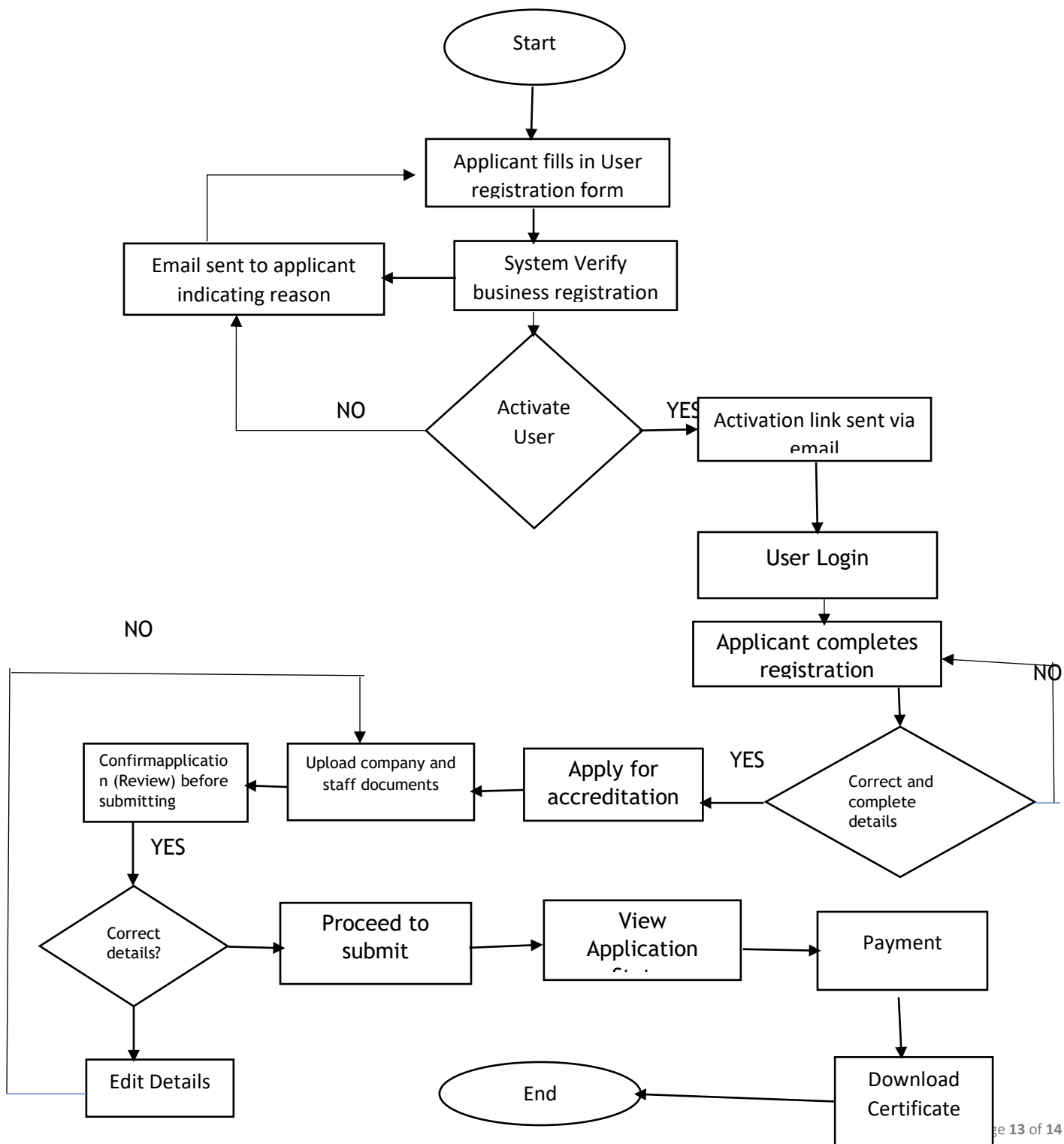
- Here the application is either approved or rejected and reasons are given.
- An email is sent to the applicant with details of the outcome. If approved, the email should contain the amount the applicant is supposed to pay. The same should be reflected on the user portal.
- Approved companies can login to the portal using their details and download their certificates after payment.
- The system should update the list of accredited suppliers on the ICT Authority Website
- The contents of the certificate are as in the manual certificates used. (the system should contain unique features eg serial numbers and should be autosigned)
- The system should be able to generate printable reports of the accreditation outcomes.

Accredited Companies database

- The system should also be able to update the list of the accredited companies on the ICT Authority website, the categories and the period for which the certification is valid.
- The system should be integrated with the existing ICT Authority system.

Data Flow Diagrams

A. Users/Companies



B. ADMIN(ICTA)

