

Rearranging, Re-indexing of Physical Archives & Digitalization of Failed Banks Document at the NDIC-AMD Lagos Office



**TRIUNE BUILT-TECH SOLUTIONS
LIMITED**

Technical Proposal

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1.0 Project Overview

1.1 Introduction / Background

The Nigerian Deposit Insurance Corporation (NDIC) holds significant volumes of physical records, especially files from failed banks, which are essential for both operational continuity and regulatory compliance. This proposal outlines a comprehensive plan for re-arranging and re-indexing and digitizing NDIC's AMD Lagos physical records. The goal is to ensure the preservation, accessibility, and security of these records while enhancing operational efficiency, transparency, and compliance with statutory and regulatory requirements.

1.2 Benefits of implementing the Physical and Digital Archiving of AMD's Lagos records

- **Improved Efficiency:** Quick retrieval of digital records reduces the time spent searching for physical documents, allowing staff to focus on higher-value tasks.
- **Enhanced Compliance:** Easier management of records helps meet legal, regulatory, and auditing requirements.
- **Space Optimization:** Reduced need for physical storage space, resulting in cost savings and more efficient use of office space.
- **Business Continuity:** Digitization and proper archiving will ensure business continuity in the event of disasters or physical damage to records.

2.0 Project Methodology and Approach

Our project management strategy will include start out planning (requirements definition), define project scope, Measure & Understand project, design & plan execution, implement solution and handover & sustain. The diagram below provides a framework by which we intend to implement this project.

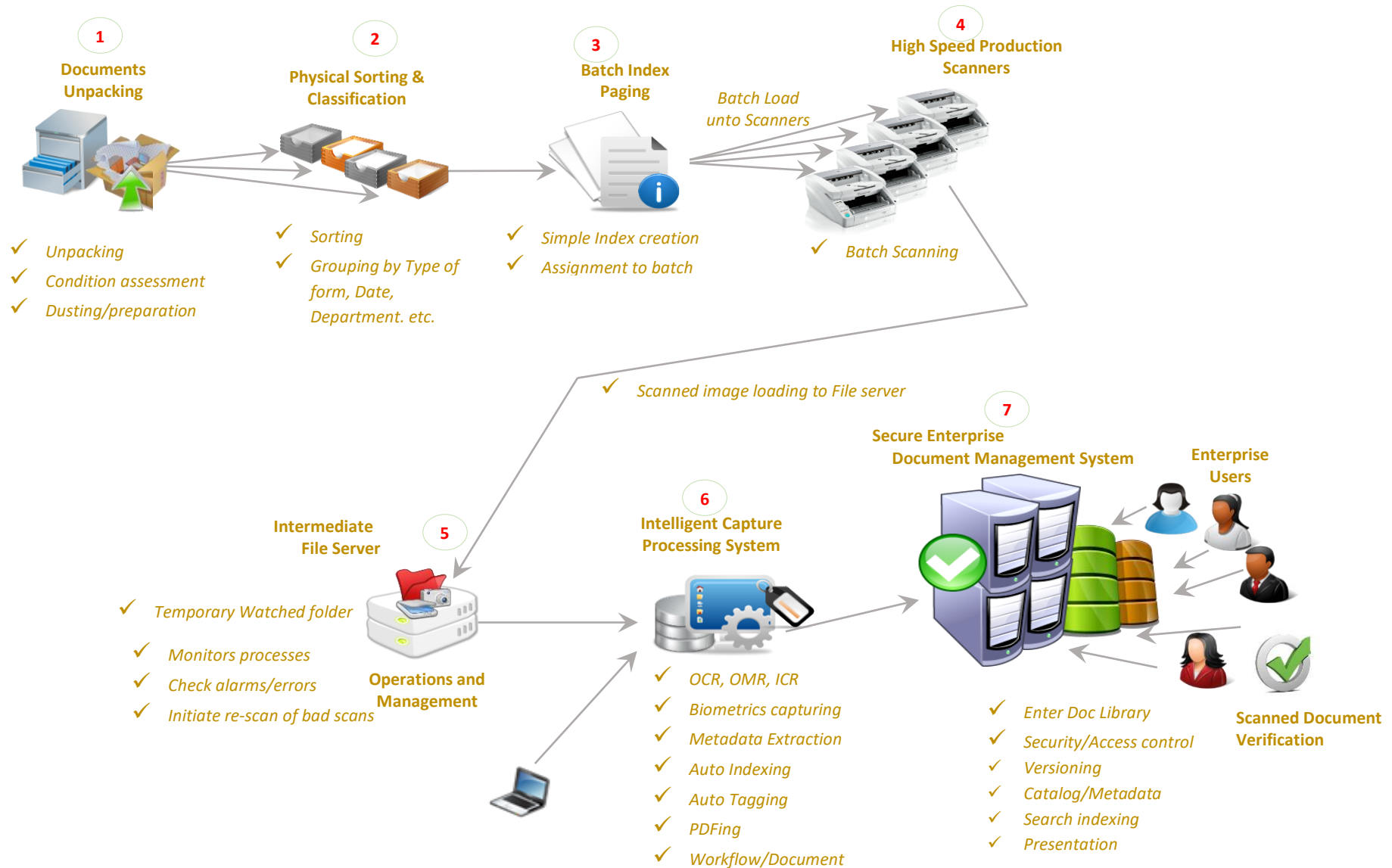


2.1 Implementation Methodology

1.0 <i>Project Requirements</i>	The project requirements are defined and they become the basis of the tailored solution we will develop to convert target files into Digital Assets and transfer together with pre-existing digital documents into the EDMS solution.
2.0 <i>Document Retrieval and Preparations</i>	Documents are retrieved from various storage locations, transported to the archiving station and are prepared for scanning. Our sorting processes ensure that the natural order of each file is maintained and that the files are prepared to enable the best possible scanning results. The Preparation Team focuses on general project requirements (such as staple removal, binding removal, and document repair and page orientation) and specific project requirements (such as special handling of Post-It Notes, color images, bonded books and media).
3.0 <i>File Indexing & Metadata Creation</i>	We will create metadata to aid searching and retrieval based on agreed procedure and retention policy. A comprehensive index of all documents based on categorization shall be created and each file numbered. This phase allows for quick and easy retrievals of any scanned image.
4.0 <i>File Conversion & Quality Assurance</i>	In this stage, files are scanned following a predetermined segmentation procedure to cover documents by departments and our scanning technologies and processes will ensure the best possible image capture. The files are converted into the required pdf format in temporary media storage pending quality review.

5.0 Quality Assurance Review	<p>To ensure scanned documents meet agreed depth, color, bit check, and usability, quality control is conducted using both physical comparison and software checks. A Project Status Report is prepared and NDIC quality control team will be called in to review and approve all scanned documents on an agreed periodic basis.</p>
6.0 Document Upload & Indexing	<p>Scanned documents will be uploaded and indexed into the NDIC EDMS software that is deployed. Perform usability and error check using software. Approved digital documents are transferred into the appropriate repository of the content management solution with other defined metadata</p>
7.0 Training & Capacity Building	<p>We will provide on-site training at various times during the implementation period as required for administrators and end users. We will design the objectives, contents, teaching techniques, assignments and evaluation. This training will be offered to maintain the specialized scanning techniques and upload & indexing of scanned documents into the software solution.</p>
8.0 Testing & Hand-over	<p>All aspects of the implementation will be tested and shown to the NDIC designated team and management, for confirmation and approval before Hand-over. Handover over process and duration will have been agreed during implementation.</p>
9.0 Maintenance & Support	<p>Terms and Conditions of a Service Level Agreement (SLA) would be agreed and endorsed during the early stages of Implementation and Triune Built-Tech Solutions will be bound by these after Hand-over for an agreed period with NDIC.</p>

2.2 Our Approach to Content Physical and Digital Archiving of Records



2.2.1 Process details

1. **Document Unpacking:** This will entail the unboxing of the stored document, cleaning and evaluating the document for legibility.
2. **Physical Sorting & Classification:** This involves the physical arrangement and classification of the unboxed documents according to function, line of business, date and other defining parameters.
3. **Batch Index Paging:** This involves the creation of an index document which will describe the attribute for each batch. This index document will also be scanned to provide metadata to facilitate archiving by the EMDS.
4. **High Speed Production Scanning:** This involves batch scanning of the document from multiple scan points (scanners) to a central information repository.
5. **Intermediate File Server:** This serves as an intermediate repository for holding the scanned files in order to perform data quality verification.
6. **Intelligent Capture Processing System:** This facilitates Optical Character Recognition, Optical Mark Recognition and Intelligent Mark Recognition. It will also perform metadata extraction, PDF-ing, auto-tagging, auto-indexing and transfer the document into the ECM work flow.
7. **Secure ECM:** This is the solution core responsible for security and access control, versioning, cataloging, indexing, tracking and generation of reports. It also serves as the user interface integration.

2.3 High-Level Implementation Plan

The proposed implementation plan for the physical and digital archiving of documents at AMD Lagos office of the NDIC as specified in the TOR will be split into the following project categories:

2.3.1 Hardware and Software Provisioning

Triune Built-Tech Solutions Limited will procure acid free boxes for the boxing and physical archiving of documents. Triune Built-Tech Solutions Limited will provide its scanners for the purpose of digitization of the documents as specified in the TOR, and deploy them into the production environment owned by NDIC.

Triune Built-Tech Solutions Limited will also deploy LAN connectivity and Internet Access where required, and computers to be utilized for the implementation of the project. These will be installed and configured on the NDIC production environment even though the deployed hardware's remains the property of Triune Built-Tech Solutions Limited after the execution of the project..

2.3.2 Document Preparation, Analysis and Sorting

Document Preparation, sorting, classification and arrangement of documents based on the failed banks managed by AMD within NDIC. This is a very important aspect of the project that helps to sort and identify the documents that qualifies to be scanned.

Output	Activities
Document Preparation	<ul style="list-style-type: none">Retrieving documents from storage Locations and move them to archiving location.Recording the physical condition of the documentsCollating, Identifying missing pages and damagesPreparing intermediates (microfilms, transparencies, photocopies, etc.)
Document Analysis & Sorting	<ul style="list-style-type: none">To inspect and examine the documents for fragility, age and other physical conditionPre-sorting of documents to determine the categorization based on AMD's requirement and where each document belongs and listing of files for proper labelingExamine the physical state of all documents. If documents are in bad state, mark for disposal, or else mark for indexing and classificationReplace damaged lever arch-lever filesClassify files for easy filing and retrievalDetermine documents that can be archived and mark Retain

	<ul style="list-style-type: none"> • Determine documents that cannot be archived and batch back into storage • Optionally, documents that cannot be archived may be marked Dispose • Stack retained documents in batches for digitization
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2.3.3 Physical Indexing

Physical Indexing	<ul style="list-style-type: none"> • Comprehensive Index of all documents shall be created after sorting, to allow the quick retrieval of all documents to be digitized. • Determine type of documents and list required documents from the NDIC based on requirement analysis. • Number documents serially classified.
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2.3.4 Metadata Creation

We will create metadata to aid searching and retrieval based on agreed procedure and retention policy. A comprehensive index of all documents based on categorization shall be created and each file numbered. This phase allows for quick and easy retrievals of any scanned image. During this phase, the following process is carried out on the documents.

Output	Activities
Metadata Creation	<ul style="list-style-type: none"> • Create document classifications. • Capture file names and other fields based on agreed nomenclature with NDIC. • Number documents serially as classified. - Create catalogue entries - Determine and confirm file naming and structuring strategies - Create additional indexes

2.3.5 Digitization

Output	Activities
Preliminaries	<ul style="list-style-type: none">• Liaising with AMD and getting details about files for which digitization activity is to be carried out.• Document retrieval from sorting location.• Generation of code & indexing for Location Department Sub-department Section & Document.• Staple removal, binding removal, document repair and de-skew and page orientation.
Scanning	<ul style="list-style-type: none">• Sorted documents are scanned utilizing proposed scanning technologies.• Manage special handlings• Conduct inspection of scanned documents• Carry out additional manipulations (e.g. cropping, de-specking and splitting frame images into page images• Conversion of scanned documents to required pdf format.• Scanned documents are integrated into existing software, Documentum• Physical documents are re-ordered and returned in their original state.

2.3.6 Post-Processing of Digital Files

Output	Activities
Post Processing of Digital Files	<ul style="list-style-type: none">• Conduct manual and auto methods for quality review of digital images.• Loading the digital files.• Conducting data integrity checks.• Performing on-screen and paper inspection.• Ascertaining the accuracy and consistency of file naming, structuring, text conversion and encoding.• Integrating corrections into the digital file sequence.

2.3.7 Quality Control and Assurance

As part of the Project Team, Triune Built-Tech Solutions will have a Quality Control Team that will ensure scanned documents meet industry standards and usability.

Output	Activities
Quality Control and Assurance	<ul style="list-style-type: none">• Perform manual quality check• Perform usability and error check using software.• Where scanned documents do not pass usability test, they are returned for rescan.• Inspected digital images are moved into final media storage location for upload and indexing

2.3.8 User Acceptance Testing

Output	Activities
Perform and Sign-Off User Acceptance Testing (UAT)	Triune Built-Tech Solutions will develop necessary plans and ensure that the User Acceptance Testing (UAT) of digital documents in the Staging Environment is satisfactorily conducted and sign-off from the Business is secured.

2.3.9 Production Acceptance Testing

Output	Activities
Perform and Sign-off Production Acceptance Testing (PAT)	Triune Built-Tech Solutions will develop necessary plans and ensure that the Production Acceptance Testing (PAT) of digitized documents in the Production Environment is satisfactorily conducted and sign-off from the Business is secured.

2.3.10 Training and Capacity Building

We will provide on-site training after completion as required for administrators and end users. We will design training manuals with objectives, contents, teaching techniques, assignments and evaluation. Training will be offered to AMD NDIC's personnel on the specialized scanning techniques, upload and indexing of digitized documents using the deployed document management software.

3.0 Implementation Work Plan & Timeline

[illegible]

6	Project Closure	Submit final project report.						
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5.0 Organization and Staffing

5.1 Project Team

Detailed information about every team member can be provided upon request. This project will have the following standard roles and people involved:

Role	Number of Personnel	Personnel
Project Manager	1	Nworie Onyeka Hosea
Lead Document Archiving Officers	3	Charles Ezeuko Olarenwaju Ebenezer Oluwatobi Adenipe Oluwaseun Kehinde
Document Digitization Managers	3	Lotanna Egwuatu Murray E. Ataga
System Security Analyst	1	Ibrahim Abubakar
Database Administrator	1	Kapil Kale
Server & Hardware Engineer	1	Kingsley Ugwummadu
Quality Assurance Analyst	1	Josiah Edeghe
Training Developer & Project Support	1	Blessing Jerry

5.2 Project Organogram

The Team structure to be used in this assignment is shown below:

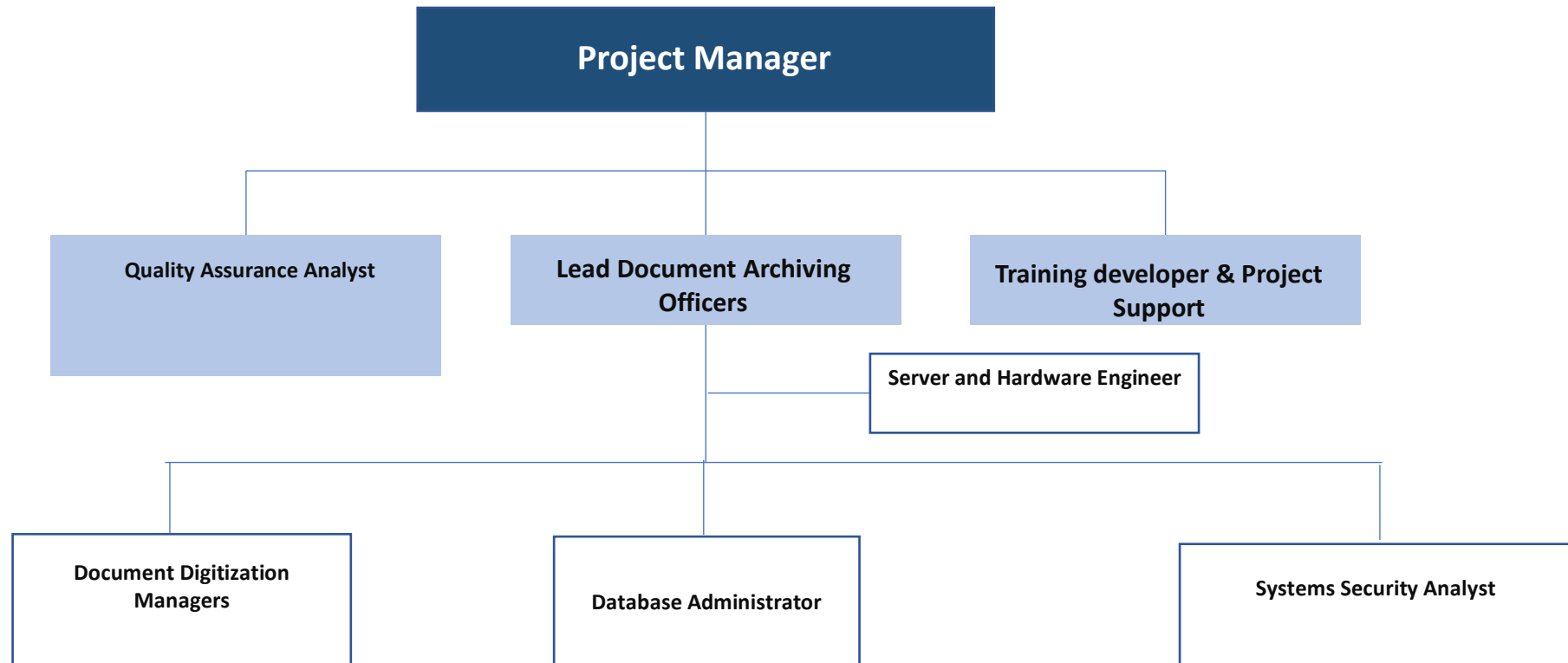


Figure 2: Project Organogram

5.2.1 Project Job Descriptions

Below is a detail of the Job description of each role designated to the members of the project team:

Job Role	Job Description	Delegate
Project Manager	<p>Understand the project triple Constraint - Cost, Time, Scope & Quality. A member of the Project Management Institute (PMI) and a PMP certification in project management. The project manager is also a member of the Computer Professionals of Nigeria (CPN).</p> <p>Define task, assign task, and set deadlines, as well as to estimate hours for tasks for all while keeping a careful watch on the overall impact decisions will have on the project schedule and on individual team members' workloads.</p>	Nworie Onyeka Hosea
Quality Assurance Analyst	The Quality Assurance Analyst ensures the accuracy, integrity, and compliance of processes related to the physical archiving and digitization of records. This role involves reviewing and validating digitization efforts, monitoring adherence to archival standards, and ensuring that physical records are handled and preserved correctly.	Josiah Edeghe
Server& Hardware Engineer	The Server & Hardware Engineer supports the infrastructure required for physical archiving and digitization of records by maintaining and optimizing the servers, storage systems, and hardware involved. This role ensures the reliability, performance, and security of the IT systems used to process, store, and access digitized records, while also supporting hardware used in the digitization process.	Kingsley Ugwummadu
Lead Document Archiving Officers	The Lead Document Archiving Officer oversees the entire lifecycle of physical and digital records, ensuring effective archiving, retrieval, and digitization processes. This role involves managing a team, implementing archiving strategies, and ensuring compliance with	Charles Ezeuko Olarenwaju Ebenezer Oluwatobi Adenipe Oluwaseun Kehinde

	organizational and legal standards for record preservation.	
Training developer & Project Support	The Training Developer & Project Support professional plays a key role in designing and delivering training programs for staff involved in physical archiving and digitization of records. They also provide operational support for projects, ensuring smooth execution, compliance, and alignment with organizational goals.	Blessing Jerry
Document Digitization Managers	The Document Digitization Manager oversees and coordinates the digitization of physical records, ensuring the accuracy, security, and efficiency of the digitization process. This role involves managing teams, workflows, and technologies to transform physical documents into accessible, high-quality digital assets while maintaining compliance with organizational and legal standards.	Lotanna Egwuatu Murray E. Ataga
Database Administrator	The Database Administrator manages and optimizes databases used for storing, organizing, and retrieving digitized records. This role ensures data integrity, security, and availability while supporting efficient indexing, metadata management, and seamless integration with archiving systems.	Kapil Kale
Systems Security Analyst	The Systems Security Analyst safeguards the IT infrastructure and data associated with the physical archiving and digitization of records. This role involves identifying security risks, implementing protective measures, and ensuring compliance with organizational and regulatory standards to protect sensitive information during and after digitization.	Ibrahim Abubakar

Table A: Job Roles, Description, and Delegated Team Member

Our team is made up of experts with several years of experience in developing and deploying enterprise systems. We are certain of high-quality delivery in every project we embark upon.

6.0 Similar Consultancy Work Undertaken during the last Five Years that best Illustrates Qualifications of Triune Built-Tech Solutions

6.1 Bureau of Public Procurement (BPP)

Assignment name: Development and Deployment of Electronic Document Management and Archiving System		Country: Nigeria
Assignment Location within country: Abuja		Duration of assignment (months): 3 Months
Name of Client: Bureau of Public Procurement		Professional Staff provided by your Organisation: No of Staff: 15
Start Date (June /2019)	Completion Date (September 2019)	No of Person-Months: 45
Name of associated Consultants, if any: NIL		Nº of Person-Months of Professional Staff provided by associated Consultants: NIL
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed: Nworie Onyeka		
Detailed Narrative Description of Project: <p>The project was for the deployment of an Enterprise Content Management System and the digitization of physical documents in the Bureau of Public Procurement (BPP). The project also included the deployment of Smart Shelving system for a compact storage of physical documents.</p>		
Detailed Description of Actual Services Provided by your Staff:		

1. **Software Development:** Our team of software developers designed and developed a cutting-edge document management solution by implementing the latest standards in enterprise software development.
2. **Server Configuration and Application Deployment:** We configured a windows server and deployed our application on the BPP network.
3. **Document Archiving Services:** We digitized and indexed documents into a secure software repository.
4. **Setup and configuration Smart Document Shelves:** We configured and deployed the new smart document shelves for the storage of physical documents in the Bureau.

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6.2 Nigeria Deposit Insurance Corporation (NDIC)

Assignment name: Digitalization of Archived Failed Banks Documents at the corporation Assets Management Department (AMD) Lagos office.		Country: Nigeria
Assignment Location within country: Abuja		Duration of assignment (months): 6 Months
Name of Client: Nigeria Deposit Insurance Corporation		Professional Staff provided by your Organisation: No of Staff: 15 No of Person-Months: 90
Start Date (February 2022)	Completion Date (ongoing)	
Name of associated Consultants, if any: NIL		Nº of Person-Months of Professional Staff provided by associated Consultants: NIL
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed: Nworie Onyeka		
Detailed Narrative Description of Project: The project was for the deployment and the digitization of physical documents in the Nigeria Deposit Insurance Corporation (NDIC) The project also included the deployment of Smart Shelving system for a compact storage of physical documents.		
Detailed Description of Actual Services Provided by your Staff: <ol style="list-style-type: none"> 1. Conduct manual and auto methods for quality review of digital images 2. Loading the digital files. 3. Server Configuration and Application Deployment: We configured a windows server and deployed our application on the NDIC network. 		

4. Document Archiving Services: We digitized and indexed documents into a secure software repository.
5. Setup and configuration Smart Document Shelves: We configured and deployed the new smart document shelves for the storage of physical documents in the NDIC.

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6.3 Niger Delta Development Commission (NDDC)

Assignment name: Design, Development and Deployment of Procurement Management System for the Niger Delta Development Commission		Country: Nigeria
Assignment Location within country: Port Harcourt		Duration of assignment (months): 6 Months
Name of Client: Niger Delta Development Commission		Professional Staff provided by your Organisation: No of Staff: 15 No of Person-Months: 90
Start Date (May 2021)	Completion Date (February 2022)	
Name of associated Consultants, if any: NIL		Nº of Person-Months of Professional Staff provided by associated Consultants: NIL
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed: Okoh Rosemary Oojah		
Detailed Narrative Description of Project: The project was for the design, development and deployment of the procurement management in the Niger Delta Development Commission (NDDC)		
Detailed Description of Actual Services Provided by your Staff: 1. Server Configuration and Application Deployment: We configured a windows server and deployed our application on the NDDC network.		

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6.4 Federal Housing Authority (FHA)

Assignment name: Project Manager for the Automation of the Activities and Records Digitalization of FHA		Country: Nigeria
Assignment Location within country: Abuja		Duration of assignment (months): 6 Months
Name of Client: Federal Housing Authority		Professional Staff provided by your Organisation:
Start Date (February 2022)	Completion Date (August 2022)	No of Staff: 5 No of Person-Months: 30
Name of associated Consultants, if any: NIL		Nº of Person-Months of Professional Staff provided by associated Consultants: NIL
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed: Nworie Onyeka		
Detailed Narrative Description of Project: proactively managed issues, change, communication and risk during the project that was carried for the FHA		
Detailed Description of Actual Services Provided by your Staff: <ol style="list-style-type: none"> 1. Monitored/tracked progress, delivering statues and budge reports on a timely basis. 2. Managed resources, scope, plan and budge to ensure objectives are met. 3. Managed the development of high-quality project deliverables 		

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6.5 Industrial Training Fund (ITF)

Assignment name: Feasibility Study/Need Assessment for the Deployment of ITF Enterprise Resource Planning (ERP)		Country: Nigeria
Assignment Location within country: Jos		Duration of assignment (months): 6 weeks
Name of Client: Industrial Training Fund		Professional Staff provided by your Organisation:
Start Date (February/2018)	Completion Date (April /2018)	No of Staff: 6 No of Person-Months: 48
Name of associated Consultants, if any: NIL		Nº of Person-Months of Professional Staff provided by associated Consultants: NIL
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed: Ihesiulo Philip		
Detailed Narrative Description of Project: development and deployment of electronic document management and archiving system:		
Detailed Description of Actual Services Provided by your Staff: we archived the Industrial Training Fund documents and installed a mobile shelving system for the them.		

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