3rd September, 2024

The Secretary to the State Government (SSG),

Kaduna State Government,

Kaduna, Nigeria

Dear Sir,

MEMORANDUM OF UNDERSTANDING BETWEEN TARANKOBO TECHNOLOGY SUPPLY AND INFORMATION AND OFFICE OF SECRETARY TO THE STATE GOVERNMENT (SSG)

FOR

REGISTRY AUTOMATION SOLUTIONS

DATE: August,2024

WHEREAS Tarankobo Technology Supply and Information (hereinafter referred to as "Tarankobo") is a leading provider of technology solutions; and

WHEREAS the Office of Secretary to the State Government (SSG) (hereinafter referred to as "SSG") seeks to automate its registry systems to enhance efficiency and effectiveness;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

ARTICLE 1: PURPOSE AND SCOPE

1.1 The purpose of this MoU is to collaborate on the development, implementation, and maintenance of automated registry systems for the office SSG.

1.2 The scope of this MoU includes:

- Design and development of automated registry software

- Data migration and integration

- Testing and quality assurance

- Training and support

- Maintenance and updates

ARTICLE 2: RESPONSIBILITIES

2.1 Tarankobo shall:

- Design and develop automated registry software

- Provide training and support to twenty (20) staff of SSG office

- Ensure timely delivery of milestones

2.2 SSG shall:

- Provide access to existing registry data and systems

- Collaborate with Tarankobo on system design and development

- Ensure timely payment of agreed fees

- Review of contract expenses when there is a delay in payments or general market inflation.

ARTICLE 3: TECHNICAL SPECIFICATIONS

3.1 The automated registry Application system shall meet the following technical specifications:

- The Registry Application is a web application that can be hosted on the cloud and be access any where on the internet. The Application can be accessed from any operating system that support http or https. Additionally, the application shall have the following features:

Functional Requirements

3.2 User Management

- **Authentication**: Support for user login, registration, with password.

- **Authorization**: Role-based access control (e.g., super admin, admin and users).

3.3 Registry Operations

- **Create**: Functionality to add new records.

- **Read**: Functionality to view existing records.

- **Update**: Functionality to modify existing records.

- **Delete**: Functionality to remove records.

3.4 Search and Filtering

- Support for searching records based on various criteria.

- Filters to narrow down search results.

3.5 Data Import/Export

- Import records from external sources (such as CSV, pdf and the rest).

- Export records to external formats.

3.6 Reporting

- Generate reports based on the data (e.g., summary reports, detailed reports).

3.7 Notifications

- Email or SMS notifications for specific actions (e.g., record creation, updates).

3.8 Audit Trails

- Track changes made to records and user actions.

- Scalability to handle increasing amounts of data and users.

- Regular security updates and patches.

3.9 Usability

- User-friendly interface with intuitive navigation.

3.5 Maintainability.

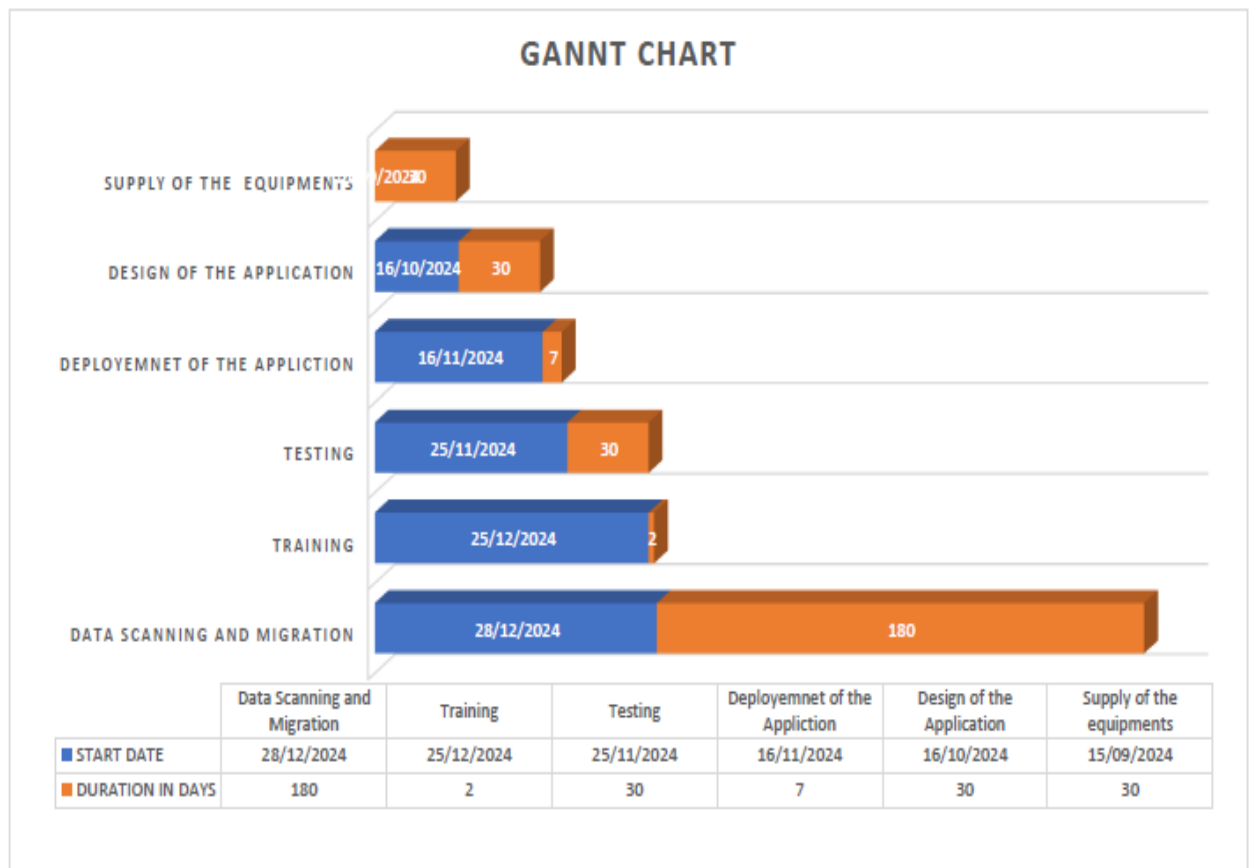- Easy to update and extend functionalities.

ARTICLE 4: DATA MANAGEMENT

4.1 SSG office shall retain ownership of all data migrated to the automated registry system.

4.2 Tarankobo shall ensure data privacy and security in accordance with applicable laws and regulations

ARTICLE 5: TIMELINE AND MILESTONES

This is represented using gannt chart as:

GANNT CHART

	Data Scanning and Migration	Training	Testing	Deployemnet of the Appliction	Design of the Application	Supply of the equipments
START DATE	28/12/2024	25/12/2024	25/11/2024	16/11/2024	16/10/2024	15/09/2024
DURATION IN DAYS	180	2	30	7	30	30

ARTICLE 6: RESOURCE ALLOCATION

6.1 Tarankobo shall allocate resources as mentioned in the proposal to ensure successful project delivery.

6.2 SSG office shall allocate resources such as network facilities and spaces for equipment to support project implementation.

ARTICLE 7: INTELLECTUAL PROPERTY

- 7.1 Tarankobo retains ownership of intellectual property developed during this collaboration.

- 7.2 SSG shall have non-exclusive usage rights to the automated registry system

- 7.3 SSG shall retains ownership of functional parts of the application without source code.

ARTICLE 8: DISPUTE RESOLUTION

Step 1: Notification and Initial Discussion (Within 14 days)

- Either party may notify the other of a dispute by written notice.

- 1.2 The parties shall attempt to resolve the dispute through initial discussion and mutual understanding.

Step 2: Negotiation (Within 21 days)

- 2.1 If initial discussion fails, the parties shall attempt to resolve the dispute through negotiation.

- 2.2 The negotiating teams shall consist of 2 representatives from Tarankobo and 2 representatives from SSG.

Step 3: Mediation (Within 30 days)

- 3.1 If negotiation fails, the parties shall engage an independent mediator agreed upon by both parties.

3.2 The mediator shall facilitate a resolution but shall not impose a decision on the parties.

Step 4: Arbitration (Within 30 days)

- 4.1 If mediation fails, the dispute shall be referred to arbitration in accordance with the Nigerian Arbitration and Conciliation Act.

- 4.2 The arbitration panel shall consist of 3 arbitrators, one appointed by each party and a **neutral chairperson.**

- 8.1 Any disputes arising from this MoU shall be resolved through [Insert dispute resolution mechanism].

ARTICLE 9: TERMINATION

- 9.1 Either party may terminate this MoU upon six (6) months written notice.

IN WITNESS WHEREOF, the parties have executed this MoU as of the date first above written.

TARANKOBO TECHNOLOGY SUPPLY AND INFORMATION

Signature & Date

....

Dr. Sani Murtala Ridwan

Chairman

OFFICE OF SECRETARY TO THE STATE GOVERNMENT (SSG)

Signature & Date

....

Secretary to the State Government (SSG) /

Representatives