PROPOSAL

FOR

ASSEMBLY BUSINESS MOBILE APPLICATION

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Introduction

The AssemblyDocs Mobile App is designed to address the challenge of efficient access of information by Assembly Honourable Members especially Order Papers, Committee Minutes and other reference materials.

Intellihub Technology Systems Limited is pleased to propose a solution for you.

We design, build and deliver e-mobile applications customized to address Assembly requirements.

The application is rendered via Android Tablets, Mobile Phones, laptops and any other web-enabled devices.

We shall conduct a site visit to the your premises to obtain all the requisite information for delivering a solution as per your requirements.

About us

Founded in 2015, INTELLIHUB TECHNOLOGY SYSTEMS is an IT company specializing in business process management solutions, document management technologies; automatic data capture solutions, data conversion, mass storage technologies, disaster recovery, back-up technologies and systems integration.

WHAT DO WE DO?

We provide consulting services, systems integration and implementation resulting in practical applications of business process management, disaster recovery systems and document management systems.

WHY CHOOSE US?

Intellihub has a pool of over 50 digitization staff.

Intellihub is a customer driven organization and our goal is to make our customers more profitable by working more efficiently. With direct customer service and support, we work closely in the day-to-day operations of our customers, understanding their challenges and helping them develop strategies for the future. Because of our quality products, reliable customer service and round the clock technical support, we have managed to build a business model that has given us a large base of loyal, long-term customers.

OUR PRODUCTS & SERVICES

1. Document Management Systems

   Our Electronic Document Management System, known as DocHold is an application platform that provides support for data capture, workflow creation and management, collaborative and ad-hoc processes, structured processes, document management, and imaging optimized for web-based applications. DocHold has a complete and robust Web Services interface, making it a core component in an SOA (Service Oriented Architecture) environment.

2. Assembly Business Mobile Applications

AssemblyDocs is an Assembly Business management platform that renders documents to members in real-time via mobile devices. The Application consists of a back-end application managed by Assembly Business Clerks and a Mobile Enabled front-end that renders information to the users based on their access levels.

DocHold is a powerful application that combines the capabilities of document and business process management tools into a single solution for enhanced visibility and control over documents, electronic information and the processes that surround them. As it's uniquely suited to handle the complexities of both collaborative and ad-hoc business processes, DocHold simplifies the ability for teams to work together by providing access to documents, tasks, deadlines, alerts, and threaded discussions from within a customized database and a linked repository called the Mainpool©. The result is a unified and integrated view of data, giving organizations complete visibility and control over all data and operations.

Content Management

DocHold is a robust and powerful Content Management system that organizes unstructured and structured data from any source - including, but not limited to, native DocHold repositories, external repositories, and web content and presents it to users and/or other business processes in an organized and coherent manner. Work is organized via customized workflow system which can be associated with deadlines and events related to their status and the relative status of other content, which makes the processing of the content highly dynamic and process driven.

Document Management

DocHold© Mainpool is a fully featured content repository that manages electronic content, including images, PDF files, application documents, e-mail, audio, video, rich media and links to web content, offering a full life cycle management that begins with process driven access and follows through to document migration and rule-based document purging.

Records Management

Records Management provides capabilities to manage the life cycle of records including: declaration, classification, authorization, security, and destruction.

BENEFITS OF DOCHOLD SOFTWARE

RAPID DEPLOYMENT The imbedded point-and-click application generator allows the system to be set up without any programming. Tailor index and display fields to suit the needs of each application, and individual users. Ease of use and minimal training requirements allow users to be up and running faster and productive more quickly.

EASE OF USE Windows® users will feel right at home. DocHold© was written with Microsoft® standards in mind. Users familiar with today's Windows environment will quickly master the capabilities of DocHold©, and administrators will find the management tools intuitive. Present to your users only those functions and choices needed to support their role within your organization. Individual users can even tailor their screens to match their individual styles of work - including viewing options.

SCALABILITY Systems can range from a single workstation to a large multi-department solution. The modular design allows you to install only the features your organization needs, and add capabilities in the future.

LEVERAGING YOUR EXISTING TECHNOLOGY Your current LAN environment will typically satisfy most DocHold© hardware and software requirements. Its open design and architecture uses the power of the Microsoft Windows® Server platform and supports the most popular database packages, including native connections to Microsoft SQL Server®, and Oracle™.

WEB ACCESS Internal or public users accessing DocHold via a browser can index, retrieve, update, view and route documents, leveraging the same security profiles as thick clients

DOCUMENT SUPPORT Stores all documents related to your business: scanned or filmed, black/white or colored, faxes, photos, videos, PC files, and computer output (COLD).

INTEGRATION DocHold© offers Web Service, COM, and OLE interfaces to enable integration directly with a compatible business or workflow application.

HIGHLY CUSTOMIZABLE

The software can be customized to suit the unique needs found in different organizations. A needs analysis is conducted after which a solution is created and tweaked to meet the exact requirements of our clients.

3. DIGITIZATION HARDWARE – SCANNERS AND ACCESSORY SOFTWARE

Intellihub Technology supplies and maintains a wide range of scanners that enable organizations to digitize their work processes.

We are approved partners for the Kodak Alaris range of scanners and we supply parts and carry out preventive maintenance/service on the whole range of Kodak scanners.

We sell and deploy document conversion software e.g. Kodak Capture Pro which enables scanning automation, OCR during scanning, barcode recognition and

high level process automation which enables integration with the DocHold Document Management System.

OUR STRENGTHS

CULTURAL AND STRATEGIC FIT

Intellihub is recognized as the easiest firm to work with.

Intellihub has set the bar for many years as the standard by which other firms aspire in terms of its culture. We think that finding an implementation partner who will "***do it with you, not to you***" is important to any organization, and are pleased that this has been specifically recognized by you as a selection factor. Enterprise transformations are long, difficult journeys, and having the right cultural fit is important:

We are recognized as the best in our undertakings and easiest to work with

Knowledge transfer to our clients is a core value of our practice

We can help you be ambassadors of the initiative in your business.

CHANGE MANAGEMENT CAPABILITIES

Change Management is important for achieving buy-in and mitigating risk. Education and training are critical to teach employees new tasks, processes, and roles

Our plan for Change Management integrates five key components (leadership alignment, organizational readiness, organization structure, communication, and project team effectiveness) with the overall implementation methodology. These strategic work streams work collaboratively with the project process and technology activities to align stakeholders and achieve your organization desired results of high adoption, standardized processes, and recognized operational efficiency.

Another work stream that is closely aligned with Change Management is Training. Our experience has taught us that the training component of large, enterprise-wide integration projects is frequently underestimated. Just as Change Management is important for achieving buy-in and mitigating risk, education and training are critical to teach employees new tasks, processes, and roles. For this reason, our Training approach is tightly integrated with technology, processes, and other Change Management activities.

OUR VALUE ADDED PROPOSITION

We believe that our team offers organizations a multi-dimensional approach to addressing the needs of our clients. We have a balanced team with the complete range of skills that we believe provides an appropriate skill set with a mix of resources to ensure that our clients receive value for their money. Our team comprises of experienced:

- ➢ Project managers,
- ➢ Information Technology Integrators,
- ➢ Enterprise Applications specialists, Scanning
- ➢ operators,
- ➢ Quality Assurance team and enterprises risks domain specialists within Africa.

Our project Methodology is based on

Collaboration: Our business relationship and successful service delivery is founded on working collaboratively with our clients. We encourage our clients input and give them ours, implement industry solutions, and work with our client's in-house staff in a friendly, professional manner. We also look for places to recommend process redesign or improvements that support our client's strategies.

Communication: Frequent, two-way communication, tailored to our client's management style, is the backbone for ultimate client satisfaction. This level of communication - both formal and informal - is inherent in our style of working. Regular status meetings, reports, etc. will keep you informed of engagement activities; alert our clients early to potential problems; provide early insight into business opportunities; and facilitate your providing feedback and information to us.

Commitment: A clear understanding of our respective roles and responsibilities is a critical success factor in any arrangement of this nature. Our proposed

Service Level Agreement (SLA) is a working document to be developed between our clients and Intellihub. Framework to gain an understanding of the specific services, primary users of the services, the level and timing of services to be provided. The Document is not only a legal document or binging contract, it is also an operational document on the level of service to be provided.

Confidentiality Our clients records are a sensitive area and confidentiality cannot be over Emphasized. Our clients especially value the confidentiality and efficiency of our service.

Security We have invested significantly in ensuring that our clients' information is adequately protected and we continuously review our security procedures to enhance these. Access to the Information Management System bureau computers is permitted only to authorised staff.

Reporting it the way you want it we will produce weekly reports, monthly reports, reconciliations and summary reports and tailor these to suit your requests. We will provide all these reports electronically for ease of updating of the general ledger and according to your specifications.

PROPOSED SOLUTION

Intellihub Technology Systems Limited believe in the idea that a technology-driven County Assembly can operate seamlessly. We have designed a County Assembly portal called AssemblyDocs that Assemblies can use to effortlessly create, update, and distribute order papers, committee minutes, standing orders, constitution, and relevant legislation among other materials with just a few clicks of a mouse. We Propose to create an **Android App** so that Honorable Members without a technical background can intuitively navigate, annotate, and search their board books during their meeting or when on the go.

The main objective of the system is to enable the Honorable Members to have instant access to documents, Alerts and notifications as well as get the chance to participate in meetings anywhere any time, With all the critical information being availed to the Honorable Members in a click of a Button.

The system shall have the capability to manage County Assembly related events, with centralized virtual conferencing facility.

1.1 Objectives

The objective of the project would be to incorporate (within the tablet personal computers) an application that will enable Members to access critical information required in the conduct of the house business.

1.3 Technical Specifications

1.3.1 Mobile application General Features

The AssemblyDocs Mobile Application has the following capabilities

1. Allows access to order papers which will reduce the time and cost of printing the order papers.
2. Allows access to critical legislations e.g. standing orders, acts, constitution etc. The feature shall enable the users to search, bookmark and download all or section of such legislation.
3. Allows access to the Plenary Schedules, Motions, Bills and Statement submitted at the floor of the house.

4. Allows the users to access committee related information e.g. minutes, reports, allowances summaries etc.

1.3.2 Committee Management Features

1. Users can login and access different system features depending on their access rights.
2. Users can create and manage Wards details associated to the elected Members
3. Users can create and manage Members details.
4. Users can create or edit committees, under various categories.
5. Users can create/schedule meetings, update their agenda and update the attendance after the meetings have happened. This schedule of meetings can also be displayed on the website for the public and on the mobile application, for the members to see.

6. The system allows generation of allowances reports for members for the meetings attended using the SRC guidelines and predefined allowance rates.

7. The system also features other supporting modules e.g. Users and Authentication, Venues Management, and Allowance Rates management.

1.3.3 Assembly Business Features

1. Users can login and access different system features depending on their access rights.

2. Users are able to upload all assembly business documents on to the system including: Order Papers, Bills, Acts, Motions, Petitions, Statements, Papers Laid, Votes & Proceedings, Communication from the Chair, Messages, and Hansard.

3. Users can also upload other documents that are not necessarily assembly proceedings e.g. The Constitution, Standing Order etc.

4. All uploaded documents and proceedings can be displayed on a website for the public to view and download.

1.3.4 Assembly Business Module Design Features

Feature name	Description
Order Paper	A section where an Order Paper document can be uploaded for every plenary sitting. The date and time for the document will be mandatory fields to aid in sorting and arranging the documents.
Hansard	A section where a hansard document can be uploaded. The date and time for the document will be mandatory fields to aid in sorting and arranging the documents.
Votes & Proceedings	A section where a Votes and Proceedings document will be uploaded for the record of every sitting. The date and time for the document will be mandatory fields to aid in sorting and arranging the documents.
Act	A section where every act passed by the County Assembly will be uploaded. The Title and Date of Assent will be mandatory fields for easy identification and sorting of Acts.
Bill	A section where every bill in the County Assembly will be uploaded. There will be fields for all the relevant features of the Bill including, Title, Sponsor, CA. Bill No., Date, Maturity Bill, Gazette Number, Date of First Reading, Date of Second Reading, Date of Third Reading, Assent Date, Date of Passing and Comments.
Statement	A section where each Statement made on the floor of the house will be uploaded. There will be fields for all relevant features for the statement including the Title, Committee to which it is directed, Member who requests, Subject, Date of Request, Due Date and Remarks.
Petition	A section where each Petition made to the Assembly will be uploaded.
Motion	A section where every Motion moved on the floor of the house can be published. There will be fields for all the relevant features of a motion including the Title, Subject, Notice of Motion, Mover, Seconder, Division, Date Debated & Concluded, and Remarks.
Communication From the Chair	A section where each Communication from the Chair to the Assembly will be uploaded. The date for the communication will be a mandatory field to aid in sorting and arranging the documents.
Message to the Assembly	A section where every Message to the Assembly will be uploaded. The date for the message will be a mandatory field to aid in sorting and arranging the documents.
Papers Laid	A section where every Paper laid on the floor of the house will be uploaded. The date for the document will be a mandatory field to aid in sorting and arranging the documents.

1.3.5 Committee Management Module Features

Feature name	Description
Users Authentication	This module to manage the users of the system as well as their and access rights.
Members	A module to manage all the members of county assembly who form the committees.
Committees	A section to manage all Assembly committees, their mandate, membership and leadership
Meetings	The module used by secretariat of committees to create/schedule meetings, create their agenda, venue. After the meetings have happened, the clerks can update the attendance and confirm these meetings for the attendees to be paid. This module also allows the meetings to be rescheduled, or canceled if need be. The meetings have to be created a week before to ensure proper planning and their attendance has to be updated by 24 hours after they happen.
Allowance Rates	This module allows the admin to set the predefined rates as they are stipulated in the SRC rules.
Allowance Reports	This module allows the clerks to generate allowance reports for meetings attended, for Payroll generation. The only meetings that are eligible for pay are those which have been confirmed, for audit purposes. The reports are for all the members and individual members. Both of these reports are printable.

1.3.6 Assembly Mobile Application Overview

Feature name	Description
Order Paper	Upon logging to the mobile application, MCAs shall access the order paper of the day automatically displayed based on the current date. The app shall also allow viewing of the previous order papers. The function shall be controlled by the clerk or the assistant by uploading the order paper through the Assembly Business Management Application.
Standing Order	The current standing order shall be read through the county assembly application with the possibility of searching, placing book mark and downloading the same as a pdf. The function shall aid the members quickly access the standing order instead of flipping pages of a booklet.
Acts	All the acts of the county assembly shall be published in the application detailing the various reviews done to each and every act passed by the County Assembly. The acts shall be categorized by the date enacted, year and title of the act.
Plenary Schedules	The Weekly Schedule in the Assembly shall be published every Tuesday and lists the Assembly of the Assembly for every week. It shall contain substantive Assembly of the Assembly as considered and approved by the Assembly Committee every Tuesday at rise of the Assembly. This shall be linked to the order paper. The content shall be searchable by date, year and Assembly of the assembly.
Motions	The mobile app shall hold the entire proposal by the members of the county assembly. The app shall display the motions as either draft or a subject for discussion. The member shall be able to search for motions using key words, the proposer and seconder of the motion, and dates.
Bills	Members of the county assembly shall be able to view, search, book mark the entire legislative proposal at post-publication stage. (The bill shall be categorized as either Public or Private. The public bill shall be accessible to the members of the public.) Honorable members shall be able to view the public comments in regards to the bill.
Petitions	All the petitions to the county assembly shall be recorded and displayed in the mobile application. The details shall include PDF document of the petition, the petitioners' name, date filed and contact details.
Statement	All the statements filed by the members shall be availed through the mobile platform, with date filed, the member who requested the statement and the details of the member who issued the statement.
Other Documents	Comprised of: - • The constitution of Kenya • County Assembly Act • County Government Acts