DELIVERY OF CONSULTANCY SERVICES FOR THE DESIGN, DEVELOPMENT/ENHANCEMENT AND IMPLEMENTATION OF INFORMATION SYSTEMS FOR THE LOCAL FINANCE MANAGEMENT MODERNIZATION PROJECT OF THE BUREAU OF LOCAL GOVERNMENT FINANCE (BLGF)

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Project Description

1.   Background

The Local Financial Management Modernization Project is a project under the approved Information Systems and Strategic Plan (ISSP) of the Bureau of Local Government Finance which aims to ensure LGU Fiscal Sustainability and strengthen Public Financial Management System through Information and Communication Technology. The project covers a three year computerization project and approved for implementation is year 2016.

BLGF as the only agency mandated to ensure local financial operation and property assessment accountability, quality and standards and compliance with regulations, thru the project, intends to build for the first time the national registry of local financial information and real property appraisals, assessment and tax information to achieve the following:

- Increase in local revenue, increase in LGU expenditure on social services, infrastructure, etc. that will influence steady sustainable LGU fiscal operation;

- Convenience in tax payment, improved business climate, prompt payment of taxes, etc. that will eventually lead to public trust and confidence in LGU treasury and assessment services;

- Increase number of LGU credit worthiness, access to credit facility, sustainable credit management, etc. that will enable more LGUs to construction of new public service facility, infrastructure, etc. for social and economic development.

The availability and access to local financial and property assessment information will enable public participation in ensuring accountability in local governance (transparency), gradually influencing confidence in local investments and social reforms and deter or minimize the prevalence of corruption at the LGU level.

The project likewise aims to establish a centralized and standardized human resource management information system and database in order to create a pool of competent, efficient and trustworthy local treasurers and assessors.

2. **OBJECTIVE**

A. General

The objective of this project is to support the implementation of the Local Finance Management Modernization Project of the Bureau of Local Government Finance (BLGF)   through improvement of systems and processes using Information and Communications Technology (ICT) and enable it to meet the requirements of modern standards thereby contributing to improved performance and long-term sustainability of the organization.

B. Specific

a. Software development/enhancement that will complete the web-based application systems on i) LGU Financial Information Systems, ii) Valuation Database Information Systems , iii) Human Resource Management Information System .   The functional and technical design should be made flexible and ready to be linked with the other Information Systems;

b. Capacity building and technology transfer on the three (3) priority systems, related to system/network/database administration and maintenance;

c. Project Management of software development, implementation and trainings.

3. **SCOPE OF SERVICES**

a. Project Management Services that will include Enterprise Architecture & Resource Planning, Project Execution & Agreement Management, Project Monitoring and Evaluation, Total Quality Management, Project Documentation & Project Closure;

b. Software Engineering that will encompass Systems Analysis & Design, Design / Code Implementation, Systems Integration, System Test and User Acceptance, including preparation o f Systems Requirement Specification (GUI, Functions, etc.) as output of the following priority systems;

- LGU Financial Information Systems Loans

- Valuation Database Information Systems (enhancement)

- Human Resource Management Information System (enhancement)

c. Capacity Building services for the selected BLGF and the ISMD, particularly the following;

- Users Training

- Related Technology Transfer trainings

d. Provision of Local (Central) Implementation Services of priority systems;

- Counterpart Database Administration

- Technical Support

e. Software Maintenance and Improvement that will include Bug resolution and triage, Compatibility with Future Systems Configuration, System and Data maintenance, Improvement Services.

4. **TIMETABLE OF IMPLEMENTATION**

The project is expected to take about ten (10) months to be fully completed, commencing after one (1) week after the issuance of the Notice to Proceed. The prototype of the three (3) application software should be made available for operation within the first eight (8) months, and the two (2) months will be utilized for training and implementation.

5. **REPORTING AND DELIVERABLES**

The Consulting Firm shall work closely with the BLGF counterparts to prepare and finalize the following;

a. The preliminary software development and acceptance plan submitted by the Consulting Firm (Consultants) during the project bid, in which, upon notice to proceed, shall finalize the said document with the BLGF project manager. Other than what has been agreed during negotiation, the content shall likewise include amendments and deviations;

b. Inception Report providing the Service Provider's approach to the project, scope and limitations, detailed activities, expected outputs per activities, project management, resources, and timeline to guide the project through execution.

c. Progress reports on documenting findings, recommendations, issues and proposed next steps which will be due at the end of each month and methodologies to be employed for the duration of systems development to systems acceptance;

d. Final report summing up the work done and the achievements accomplished during the assignment;

In addition to the above, the Consulting Firm (Consultants) will deliver the following specific outputs/deliverables:

- The systems requirement specification (SRS) of each application system following the standard industry format. At the least the SRS should consist of the wireframe, graphical user interface, data structure, features and functionalities.

- Workshops, coaching/mentoring, Training on the following:

    i USER Training and other related technology transfer trainings

    ii. Software Operation Training

- Complete application software with source codes;

- Users and Administrators Manuals;

- Input to the strategic plan or strategies to ensure sustainability of systems operation

6. SYSTEM OVERVIEW

Below are the MINIMUM requirements for the system, other features or functionalities may be introduced based from the result of the analysis and design phase.

Development

Development Language	Java, PhP, Perl or similar resource library with generally accepted framework and tools such as MFCL, OPENSTEP, GNOME, Qt, Oracle ADF, GUI Toolkits, etc
Application Type	Web / Browser based Application
Database Engine	MySQL, PostgreSQL or any similar object-relational database system
Client Operating Systems	Windows XP, Vista, Windows 7, 8
Server Management and Network OS	Hybrid Linux and Windows Servers
Development Approach	Spiral Model SDLC

The application system requirement specification, the graphical user interface and the data structure should be ready upon completion of the system analysis and design phase.

Application Overview

General Modular Components (Menu)

a. File Code/Setup Module – this module shall maintain and manage the code setup and other variables of table database for standard key-in data reference and data input process.

b.   Transaction Module – this module shall manage the recording of input data, processing of input data, updates, amendments and data management process.

c.   Inquiry/Report Module – this module shall manage the data output requirement of users for strategic planning, management, knowledge and operational level in the form of screen display or paper print.

d.   Utilities Module – this module shall manage the utilities requirement of the systems or database administrators and users. This module shall also facilitate requirement such as system security, query tools/builders, database management, log events and audit trails.

Access Control

There will be three (3) level of access or control. These controls can be configured using the "Administrator Level" control rights which will be designated by the Executive Committee. Considered in the development of this "access control" module is the availability of a feature that can allow personalized settings across the same level of access rights to secure process are performed by authorized personnel only. An example of this is enabling a staff with a "user level" access to generate a specific report, where the other staff with same "user level" access rights cannot;

a.   User Level – Access rights for computer operators assigned at managing transactions queries and report generation. Access to data are restricted to the graphical user interface of the application and limited to public or general data only;

b.   Supervisor Level – Access rights given to division or office "information systems" supervisors, this means not all supervisory position can or will get "supervisor level" access rights unless the staff function demands the role. This right enables access to settings or configuration of the application, amendment or deletion of record function, confidential information from query or report modules;

c.   Administrator Level – Considered the highest level of access rights. This is usually given to the System or Database Administration from the ISM Division. This control enables access or manipulation of access control, file or setup codes, utility module or menu, database access thru the application interface. A similar control is provided for in the database engine or server operating system.

Application Accessibility

The intended systems should be accessible thru any popular browser such as the Internet Explorer (IE), Mozilla or Chrome at any workstation within the network. Remote access over the internet by specific users will also be one of the inherent features of the applications. This feature will be most useful

especially in the expansion of use for the system at the regional offices on-site. The features should enable the Bureau to follow the model of cloud computing in the future for seamless connectivity anytime and anywhere.

LGU Financial Information System : (Enhancement of eSRE, LGU Debt Management Information Systems and Local Real Property Information Systems)

Establish a national registry of LGU financial information and tax information through integration, automation and publication of all existing financial, assessment and tax data collected from LGUs. This aims to support BLGF mandate and provide the necessary data required for planning, investments, etc. of related government agencies, financial institutions and general public;

The systems shall have the following basic functionalities;

a. Facility to collate, classify and amalgamate and process data from statement of receipts and expenditure, nineteen (19) LGU financial indicators, LGU Loans Information Systems, Local Real Property Information System, to form the national registry of financial information of LGUs.

b. Facility to publish information per category;

c. Facility/module for collecting and processing revenue and assessment performance evaluation of LGUs to improve financial performance evaluation (audit), analysis, technical assistance, and compliance enforcement;

d. Maintain the information, allow retrieval and generation of reports, including graphical presentation thereof per category.

Valuation Database Information Systems

To support achievement of market-based valuation in the Philippines, it was developed as a sales transactions database software to form the National Property Sales Transaction Database. The database, was initially introduced in the LGU pilot sites, and is aimed at providing an appropriate tool for valuers/appraisers and assessors. The VDIS database records sales transactions data and information, and provides features to help analyze market-based sales and costs data. The system constitute various modules for various property types and valuation purposes, i.e. market sales and rental cost data, automated general revisions from revised SMV, link with treasury tax management systems, etc.

The system shall have the following are the features/functionalities :

a. Store and process property market, rental and transfer transactions
b. Building and machinery cost data
c. Store property rental/lease data
d. Agricultural land crops, production and expense model data

e. Tool to assist appraisers to perform property valuations
f. Record of sales data
g. Generates the following reports

   - Sales Transactions per barangay
   - Sales Transaction for a given period of time
   - Sales Comparison by Lot, by Gender

- **System needs to be enhanced to convert system to web based system and integrate recommendations from pilot testing and expand report generation capability**

Human Resource Management Information System (HRMIS) –

An internet browser based facility that facilitates the management of Employees 201 files, process various types of employees' transactions, manage attendance, process compensation and generate reports.

The Following are the major features/functionalities of the system:

1. Access to Personnel Information, Attendance Records and Compensation records
2. On-line Application for leave, pass slips
3. On line updating of Personal Data Sheet (PDS)
4. Manage personal data of employees, notification for filed requests and other administrative related functions
5. Handles processing of employees payroll (not operational)
6. On-line approval of employee requests relative to HR
7. Profiling of Employees
8. Linkage with Biometrics- Finger Scanner
9. Generates the following report/information
   - Personal Data Sheet
   - Daily Time Record
   - Hard copy of Application for Leave
   - Hard Copy of Pass Slip
   - Service Record
   - Trainings Attended

- The system is for enhancement in Year 2016 under the GAA to include modules for treasurers and assessors (similar to existing process), specifically the maintenance of Personal Data Sheets, Performance Standards for Treasurers, Competency based Examination for Local Treasurers, Trainings, Assets and Liabilities Continuing Professional Education for Assessors and Profiling system

Other Requirements

    a. Backup and Recovery Procedures: Provide backup and recovery procedures or facilities to ensure continuous operation even during downtimes, breakdowns and/or disasters.

7**. RESPONSIBILITIES OF THE CONSULTING FIRM (CONSULTANTS)**

The Consulting Firm (Consultants) shall:

    a. Perform the services and carry out the obligations with all assiduousness, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods.

    b. Conduct all activities with due care and diligence, in accordance with the Contract and with the skill and care expected of a competent provider of the services required.

    c. Acknowledge that any failure to acquaint itself with all such data and information shall not relieve its responsibility for properly estimating the difficulty or cost of successfully performing the Contract.

    d. Comply with all laws in force in the Philippines. The laws will include all national, provincial, municipal, or other laws that affect the performance of the Contract and are binding upon the Service Provider. The Consulting Firm (Consultants) shall indemnify and hold harmless the BLGF from and against any and all liabilities, damages, claims, fines, penalties, and expenses of whatever nature arising or resulting from the violation of such laws by the Consulting Firm (Consultants) or its personnel, including the Subcontractors and their personnel. The Consulting Firm (Consultants) shall not indemnify the BLGF to the extent that such liability, damage, claims, fines, penalties, and expenses were caused or contributed to by a fault of the BLGF.

    e. Abide by all the terms and conditions stipulated in the project contract

8**. RESPONSIBILITIES OF THE BLGF**

The BLGF shall:

    1. Be responsible for the timely provision of all resources, access, information, and decision-making under its control necessary for the Project as identified in the final Project Plan, except where provision of such items is explicitly identified in the Contract as being the responsibility of the Consulting Firm (Consultants) . Delay by the BLGF may result in an appropriate extension of the time for operational, acceptance or accomplishment/conclusion of the project as agreed by both parties.

    2. Ensure the accuracy of all information and/or data to be supplied to the Consulting Firm (Consultants), except when otherwise expressly stated in the Contract.

3. Assist in coordinating with and issue instructions as may be necessary or appropriate to other government agencies for the prompt and effective implementation of the services.

4. Provide sufficient, properly qualified operating and technical personnel, as required by the Consulting Firm (Consultants) to properly carry out the project at or before the time specified in the TOR, and the Project Plan.

5. Designate/assign appropriate staff for the testing and training courses to be given by the Consultant and shall make all appropriate logistical arrangements.

6. Assume primary responsibility for the Acceptance of the project deliverables with the technical assistance of the Information Systems Management Division (ISMD).

7. Undertake prompt review and corrections/revision of the work produced and presented by the Consulting Firm (Consultants) in the different phases of the work/services.

8. Pay the Consulting Firm (Consultants) upon presentation of the requisite materials, documents and other outputs, the amount due from receipt of claims supported with documents subject to acceptance of deliverables by the BLGF.

9. Provide office space as may be required by the Consulting Firm (Consultants)

10. Photocopy and reproduce manuals and documentation.