SOLOMON ISLANDS GOVERNMENT

SIG ICT SERVICES

2016 Reviewed SIG ICTS IS Team's Proprietary Software Procurement Procedure Document

Preface

The coordination and advice provided by the SIG ICTS IS team in terms of proprietary software packages and licenses procurement is one of the current core functions of the SIG ICTS IS team under the SIG ICTS mandate to provide ICT support services for the whole of government. SIG ICTS outsources this service provision to potential local and international software vendors. The procedure to outsource this service is carried out in accordance with general recommended software procurement practices and the procedures laid down in the SIG Procurement and Contract Administration Manual and the SIG Financial Instructions 2010.

This Proprietary Software Procurement Procedure has been formally written up by SIG ICT Services in 2015 for use by the Solomon Islands Government (SIG) Ministries/Agencies together with SIG ICT Services when the need to procure proprietary software is raised.

Procedure

Step 1:
Scenario 1: Ministry request SIG ICTS IS Team to assist with the procurement of a/multiple types and number of proprietary software packages with their licenses.
Scenario 2: SIG ICTS after carrying-out an audit identifies and recommends the Ministry concerned to procure a/multiple types and number of proprietary software packages with their licenses.

Step 2:
The SIG ICTS IS Team by working together with the Ministry shall carry-out a proper assessment of the business requirements of the SIG Ministry/Agency and the technical features and functionalities of the identified or recommended proprietary software. A Case Study Report or an Assessment Report should be formulated or written up from the onsite assessment carried out by the SIG ICTS IS team member. The goal of the assessment is to verify that the proprietary software will meet the business needs of the SIG Ministry/Agency and simultaneously meet the technical standards required to be compatible with the SIG Wide Area Network.

Step 3:

SIG ICTS IS team by working together with the Ministry/Agency compiles the Terms of Reference document or Scope of Work document from the Case Study Report or Assessment Report from step 2. A TOR template for proprietary software procurement is already existent with the SIG ICTS IS team which can be edited as required and mutually agreed and finalized in this step.

Step 4:
Depending on the urgency of the request from the Ministry or SIG ICTS assessment, the TOR from step 3 is then attached with the RFQ request which is sent out by the Ministry and the SIG ICTS IS team to proven capable commercial software reseller vendors whom are locally registered and based, or else, Public Tender is opted.

Step 5:
The submitted quotes are then evaluated using a SIG ICT Services simplified matrix by the Ministry/Agency together with SIG ICTS IS team. The evaluation shall be targeted towards the:
- Evidence of reseller contract agreement with the proprietary software's distributor company/vendor overseas or genuine subscription/registration on proprietary software company/vendor portal. (This is only if applicable).
- Quoting of the right technical software specifications requested.
- The type and amount of licenses.
- User training.
- The aftersales support.

Step 6:
A SIG ICT Services Evaluation Report is then written and co-signed by one of the SIG ICTS Senior Management and SIG ICTS IS Team members leading the assessment. The report is to formally write the result of the evaluation based on the evaluation matrix in step 5 carried out by the Ministry/Agency and SIG ICTS IS team.

Step 7:
Procurement of the software is carried out and completed. Upon completion, if existent, copies of the legal agreements or similar agreements between the selected local vendor and the software owner company must be handed over to SIG ICTS IS team. Also copies of the software license codes are stored and recorded by the Ministry/Agency and SIG ICTS IS team and installation and setup of the proprietary software package and the licenses is also carried out by SIG ICTS IS team members.

Step 8:
Training on the use of the software provided or facilitated by the vendor shall be carried out after step 7 if part of the procurement.

End of procedure.