

## **SCOPE OF SERVICES**

### **PROCUREMENT OF SOFTWARE FOR ONLINE LAW LIBRARY SUBSCRIPTION**

#### **I. BACKGROUND**

The John Hay Management Corporation (JHMC) regularly evaluates and updates its references to guide the organization's future decisions and the possible avenues for growth the organization will pursue.

The JHMC Legal Department (LD) takes an active role in developing new solutions to legal constraints through legal risk assessment process, case management and legal cascading. These processes include maintaining a database of legal materials to aid in the timely resolution of legal cases; prepare for future legal actions; and manage legal risk and other legal issues.

LD has an existing library of law books and references obtained through the purchase of books and access to free websites. However, in recent years, the LD Library has never been updated and thus, most of the references are now outdated thereby affecting LD's efficiency in delivering legal services.

With this, the JHMC deemed it necessary to replace its existing legal-related references through the submission of proposals of an interested party that shall provide JHMC with efficient, reliable and cost-effective online law library services based on the listed features below.

#### **II. OBJECTIVE**

The **John Hay Management Corporation (JHMC)** seeks to procure the services of interested service providers to provide an advanced, reliable, ease of use, secured and wide-ranging Philippine law-related resources.

#### **III. APPROVED BUDGET FOR THE CONTRACT**

Ninety-Five Thousand Pesos (Php 95,000.00) inclusive of all applicable taxes.

#### **IV. FEATURES**

The Service Provider shall consider the following items and features in the delivery of this subscription:

1. Packages/Libraries
  - 1.1. Laws

- 1.2. Jurisprudence
- 1.3. Securities and Exchange Commission
- 1.4. Labor and Social Legislation
- 1.5. Environment and Natural Resources

## 2. Features

### 2.1. Internal search engine with comprehensive filtering options

#### 2.1.1. Customized Query Template which allows the following types of searches:

- Full text search
- Type of issuance
- Issuance number
- Title
- Year

#### 2.1.2. Search Parameters

- A word or group of words
- Phrases
- A combination of words and phrases

#### 2.1.3. Phrase Searching

- Use quotation marks (“ ”) to capture two or more words as an exact phrase
- Examples: “qualified theft”, “consummated felony”, “national territory”, “breach of promise to marry”, “condonation doctrine”, “imported motor vehicle”

#### 2.1.4. Using Operators and Special Characters

- Operators
  - Used to establish logical relationships between words
  - Operators:

AND	example: robbery and theft
OR	example: robbery or theft
NOT	example: robbery not theft
- Special Characters
  - Used to replace one or more characters in a word
    - \* - Word extender
      - Need not be a proper word
      - Example: Consti\*, poli\*
    - ? - Character replacer
      - Any character after the first letter
      - Example: Wom?n, bank?, bank??

#### 2.1.5. Proximity Search

- Applied to find words that appear within a certain distance (i.e., number of words) from each other
- User can specify the number of words between terms

- Symbol: ~
- Example: “fruits poisonous trees”~15  
“imported vehicle tax”~20

2.2. Cross reference, cited-in and copy-and-paste with automatic citation

3. Administrator Console
  - 3.1. Security and control
  - 3.2. 24/7 support and reliability

## **V. RESPONSIBILITIES OF THE SERVICE PROVIDER**

1. 100% compliance to information security and data privacy requirements for user access;
2. 99.9 availability with zero (0) scheduled downtime and SLA guarantee;
3. Deployment and training workshop for end-users; and
4. 9x5 technical support.

## **VI. MODE OF PROCUREMENT**

Shopping (b) through Request for Proposals from the interested parties.

## **VII. CONTRACT TERM**

The Contract shall be for a period of twelve (12) months upon issuance of the Job Order.

The Contract may be renewed annually subject to the result of evaluation and assessment of the quality of service provided pursuant to Government Procurement Policy Board Resolution No. 019-2006 entitled “*APPROVING AND ADOPTING THE GUIDELINES ON THE PROCUREMENT OF WATER, ELECTRICITY, TELECOMMUNICATIONS AND INTERNET SERVICE PROVIDERS*”. The evaluation/assessment shall be conducted by JHMC at least two (2) months before the expiration of the contract.

In the event that the procurement activities required has not undertaken or cannot award a new contract for the new service provider prior to the expiration of the term of the original contract due to circumstances beyond its control, the contract shall be automatically extended on a monthly basis.