

	JOHN HAY MANAGEMENT CORPORATION	Document Code	JHMC-CorpPlan- Form 001
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ANNEX "A"

SCOPE OF SERVICES

PROCUREMENT OF SOFTWARE FOR ONLINE LAW LIBRARY SUBSCRIPTION

I. BACKGROUND

In 2022, John Hay Management Corporation (JHMC) has procured a software for an online law library to be more efficient and effective in conducting research and providing legal services.

Subscribing to a more comprehensive and updated compilation of the complete text of law-related references/materials in electronic format with easy access is more advantageous and economical.

II. OBJECTIVE

JHMC is need of a digital library or an online collection of Philippine law-related references/materials accessible and intends to procure an annual subscription thereof.

III. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) through the CY 2023 Corporate Operating Budget (COB) is One Hundred Thousand Pesos (Php100,000.00), inclusive of all applicable taxes and fees.

IV. FEATURES

The Supplier 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

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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;

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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

The mode of procurement is Alternative Method of Procurement–Small Value Procurement (SVP).

VII. CONTRACT TERM

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