



AWTORITÀ GĦAS-SAĦĦA U S-SIGURTÀ FUQ IL-POST TAX-XOĠĦOL

OCCUPATIONAL HEALTH & SAFETY AUTHORITY

Call for Quotations: CQ022/2018

**Business Analysis of
OHS Management Information System (MIS)**

Issued by:

Awtorità għas-Saħħa u s-Sigurtà fuq il-Post tax-Xoġħol - OHS

Issue Date: Thursday, 20th September 2018

Submission Date and Time: Monday 8th October 2018 @ 12:00 CET

Section A: Instructions

1) Submissions

Submissions (**marked CQ022/2018 Business Analysis of OHSa MIS**) are to be submitted ONLY through e-mail procurement.ohsa@gov.mt by **Monday, 8th October 2018 @ 12:00 CET**.

All submissions will be dealt with in strictest confidence.

LATE SUBMISSIONS WILL NOT BE ACCEPTED.

2) Clarifications

Clarifications (**marked CQ022/2018 Clarifications**) are to be submitted ONLY through e-mail procurement.ohsa@gov.mt by **Monday, 1st October @ 12:00 CET**.

LATE CLARIFICATIONS WILL NOT BE ACCEPTED.

Section B: General Information

1) Purpose

The purpose of this Call for Quotation (CQ022/2018) is the provision of services of Business Analysis leading to the drawing up of system requirements and Technical Specifications related to the development of an integrated Management Information System (MIS) at the Occupational Health and Safety Authority (OHSA). This MIS will eventually be implemented across OHSA's operations and will lead to an increase in internal efficiency and facilitate extraction of data e.g. for monitoring or statistical purposes. The software development phase will form part of another procurement process but will be based on the documents drawn up as a result of CQ022/2018.

2) Beneficiary

The beneficiary is:

Awtorità għas-Saħħa u s-Sigurtà fuq il-Post tax-Xogħol (OHSA),

also referred to in this call as the Contracting Authority (CA).

The CA is the point of contact for CQ022/2018.

Enquiries through: *E-mail:* procurement.ohsa@gov.mt

Any CQ022/2018 addenda/updates will be made available on the Contracting Authority's website:

<http://ohsa.org.mt/Home/Procurements.aspx>

by not later than **Thursday 4th October 2018**, by end of OHSA business.

3) Scope and Terms & Conditions

Background information

In the past OHSA was working on the development of a fully-fledged MIS with the aim of assisting its staff in the gathering, sharing and processing of relevant data, integrating and storing this data and having the system accessible to relevant members of staff, with appropriate authorisation levels. However OHSA was forced to stop further development of the MIS until additional funding could be secured to upgrade the infrastructure to take this MIS to the next level. In the meantime, OHSA has moved to a basic file saving and sharing regimes using the available Microsoft Office automation environment.

As a result of the previous attempt, OHSA already has some basic documentation about the intended system, albeit potentially outdated and as such a fresh effort is being undertaken to obtain fresh specifications for an eventual MIS system, hence the purpose of this call. Documents already prepared by OHSA on this subject will be made available to the selected business analyst once the contract covering this call is signed between both parties.

Summary of processes at OHSA

OHSA's requires an integrated Management Information System (MIS) which will assist its operations particularly its inspection processes (e.g. by using (OHS) risk ratings to rate workplace visits), and OHSA's ancillary functions such as back office and Corporate services.

The aim is to have an MIS that covers most of its operations particularly:

(a) Enforcement Division:

Especially the planning and organisation of workplace inspections to ensure compliance with OHS levels, including follow up action by OHSA:

- plans (importance of having an MIS that rates workplace OHS risks),
- integrates existing and future inspection checklists that will be used by Officers,
- creating inspection minutes / workplace observations electronically that will feed into the central system,
- enables electronic management of documents, cases and processes, including supervision by management of cases assigned to staff,
- allows office keeping management procedures, for all OHSA staff (not restricted to the technical section),
- creates reports on Inspectorate's work, which can also be transmitted to employers in the form of letters issue such as improvement notices or recommendations
- integrates with other Government entity's data (such as Jobsplus, MFSA, VAT, DIER, Identity Malta etc)
- integrates the current complaint management system with individual cases and data extraction
- integrates Prosecution and administrative fines management systems
- permits online payment for administrative fines by third parties
- creates and integrates the different enforcement electronic registers currently in use within OHSA.

(b) Corporate Services:

Currently, most HR processes at OHSA are in paper format and electronic file sharing hosted at MITA and ideally these would form part of the electronic MIS such as, but not limited to:

- claims for payment by members of staff (Overtime, subsistence allowances, reimbursement of travel expenses etc);
- procurement files and processes;
- travel files and processes;
- online payment gateway for registration and payment by third parties for courses, seminars and other administrative fees;
- personal data of staff retained by HR such as CV's, personal records etc, which are confidentially retained by Corporate Services.
- integration of MIS with existing OHSA processes/software such as payroll management software
- application for leave by employees

(c) Other possible uses of the MIS:

- Integration of MIS with OHSA's website and Mobile App (BSafe@Work) for receiving requests from the public.

Award Criteria

The sole award criterion will be the price. The contract will be awarded to the bidder submitting the cheapest priced offer satisfying the administrative and technical criteria.

Confidentiality

The successful economic operator, while performing the services mentioned in this call and pursuant to the conclusion of her/his assignment, shall keep confidential, all information gathered from/made available by OHSA as this is may be confidential/sensitive.

Execution of the Contract

- Works are to commence as from date of signing of contract.
- The service requested by this call is expected to be delivered to OHSA by the:
 - TEN (10) weeks from the last signature of the contract.

Section C: Details of Information Requested

1) General Economic Operator Information

The Contracting Authority is asking interested Economic Operators to submit a response containing, the following information:

❖ **Declaration concerning exclusion grounds as follows**

I hereby declare that I do not fall under any of the grounds listed under Part VI of LN352/2016.

I confirm the above

Signature: _____

❖ **Declaration concerning Selection Criteria**

A minimum of a first degree in a recognised, related ICT area is compulsory for the economic operator performing the Business Analysis.

I confirm the above

Signature: _____

2) Specific Project Overview

Call deliverables

The selected economic operator shall, engage with OHSA personnel and deliver to OHSA a report:

- a) containing business analysis and the drawing up of MIS specification/requirements;
- b) technical specifications of the MIS, including specifications of software, hardware etc crucial for the success of this project;
- c) an estimate of the timeframes and the costs involved for the actual MIS development based on the technical specifications etc drawn up as a result of this call.

by the end of the project period, the contractor shall deliver to OHSA:

- a) A Business Analysis document in line with the scope of this call;
- b) A Gap analysis document;
- c) 'Requirements Specification' document and Technical guidelines (to include high level data structures and data flows), that will be used by OHSA in the eventual call for the MIS development stage;
- d) Cost and time frame estimates, which will be used by OHSA in the eventual call for quotation for the MIS development/testing/implementation stage.

Setting up of a project Working Group (WG)

For this purpose, a working group will be formed between OHSA and the selected economic operator to map out the requirements of the MIS and offer assistance with document/process identification to facilitate the contractor's work.

Outline of the project milestones/methodology proposed

A tentative outline of the project milestones under this call are being proposed hereunder.

- 1) A number of introductory meetings in order to discuss:
 - a) Current state and related issues – key documents available at OHSA will be made available at this stage;
 - b) High Level requirements – discussion about OHSA's requirements;
 - c) Targets and Objectives – what OHSA aims to achieve as a result of the business analysis and the end product (MIS).
- 2) Preparatory Ground Work
 - a) Setting up of a work group between OHSA and the contractor;
 - b) identification and discussion of key sample files/databases/forms/procedures/process flowcharts etc currently in use;
 - c) Collection of relevant samples/screenshots of 2b above;
 - d) Finalisation of project plan.
- 3) One-on-One/Group Meetings/Work Groups meetings with key staff/sections to discuss in detail current processes and new system requirements.

OHSA however may amend this tentative milestone outline in agreement with the selected economic operator.

Timeframes for delivery of this service:

TEN (10) weeks from the last signature of the contract.

3) Response Format

Responses are to be straightforward, clear, concise and specific to the information requested. For submissions to be considered complete, Economic Operators must complete any declarations provided for in this document and submit all the requested information/data asked for on the 4 attached forms of this Call.

Section D: Additional Information

More information about OHSA may be accessed from its website:

<http://www.ohsa.org.mt/>

Its most recent Annual Report may be viewed from:

<http://www.ohsa.org.mt/Portals/0/Docs/Reports/2017%20Annual%20Report%20c.pdf>

Section E: Financial Bid

Financial Bid form to be completed by the Economic Operators.

Quotations are to be submitted and shall be awarded including taxes/charges and any import duties applicable but excluding VAT.

Full Name

Signature

Name of Company