

REQUEST FOR EXPRESSIONS OF INTEREST

CONSULTING FIRM



Digitization and Migration for Court Modernization for the Citizen Security and Justice Programme

Institution: Inter-American Development Bank
Country: The Commonwealth of The Bahamas
Project: Citizen Security and Justice Project
Project Number: BH-L1033
Loan Number: 3499/OC-BH
Process/Bid No.: CSJP-3.8.6
Sector: Citizen Security
Deadline: March 26th 2020

The Ministry of Finance of the Commonwealth of The Bahamas has received financing from the Inter-American Development Bank (IDB), and intends to apply part of the proceeds to payments under the Citizen Security and Justice Project for a consulting firm to **Digitization and Migration for Court Modernization for the Citizen Security and Justice Programme**. It is the intent to modernize the court through the digitization and migration of court documents and dockets, which will subsequently result in the reduction in and better management of the overall volume of hard-copy (paper) information.

The specific objectives are to:

- i. Digitize/scan hard copy court documents, along with necessary metadata according to agreed categories and standards;
- ii. Adherence to scanning and migration standards and protocols;
- iii. Indexing of documents during capture process;
- iv. Migration of existing electronic files into the Case Management System (CMS);
- v. Cataloging and categorizing of all scanned documents for metadata indexing.

The Government of The Commonwealth of The Bahamas now invites eligible consulting firms to indicate their interest in providing the services. Interested consulting firms should provide information demonstrating that they are qualified to perform the services (brochures, website URLs, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff etc.) Consultants may associate to enhance their qualifications. **The implementation period for the consultancy will be twelve (12) months.**

Consultants will be selected in accordance with the procedures set out in the Inter-American Development Bank: Policies for the Selection and Contracting of Consultants Financed by the Inter-American Development Bank GN-2350-9 and is open to all eligible bidders as defined in the policies. Interested consultants may access the Terms of Reference (TOR) document from the Bahamas Government website www.bahamas.gov.bs/nationalsecurity. Further clarification on the technical aspects or scope of services may be obtained from Dr. Dorcas Cox, Project Manager, Ministry of National Security, csjp@bahamas.gov.bs. Expressions of Interest must be submitted to the address below in person, by e-mail csjp@bahamas.gov.bs or by mail, on or March 26th 2020 at 4:00pm.

Permanent Secretary
Ministry of National Security
REF: Request for Expressions of Interest **Digitization and Migration for Court Modernization for the Citizen Security and Justice Programme**
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