

PN-ABP-454
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Statement of Work & Methodology
Panama Legislative Information System

The methodology used here will be similar to that successfully employed by The Center for Democracy in Guatemala. The Center will field a four-person team in Panama over a two week period. The team will include two technical experts (1 assigned by FIU, the procurement agency; 1 paid consultant chosen by CFD) and one expert from a state legislature with hands-on, trail-and-error technical expertise in automating statutory retrieval, bill drafting, and other specialized legislative systems and one team coordinator from the Center.

This team will work in collaboration with counterpart legislative technicians from the Panama Legislative Assembly. It is imperative that the Panamanians be intimately involved with every step of the development and implementation process, including training and the application of technical assistance. Every effort will be made to incorporate the latest available and serviceable technology (for example 486, vs 386 technology for servers).

In outline form, the steps to be taken include, but will not necessarily be limited to the following:

1. Legislative Information Systems and technical experts will be fielded to work with the Assembly in designing the system, including the following tasks:

1. Assess, describe and quantify information and information routing to be automated
2. Assess organizational, training and needs;
3. Assess existing equipment and its use;
4. Develop a written study with recommendations for:
 - a) Organization of information management and work routines;
 - b) Software systems;
 - c) Technical assistance to tailor software systems;
 - d) Vendor-supplied training programs for users;
 - e) Hardware systems, including interface with existing equipment.

2. Develop, based on technical report developed above, a detailed, technical REQUEST FOR PROPOSALS covering all vendor supplied software, training, technical assistance and training elements.

3. Issue RFP and develop evaluation criteria for software,

training, vendor technical support, vendor repair support and hardware requirements.

4. Begin implementation of technical assistance and training components developed by technical team with National Assembly for SRS, bill status system, legislative publications and Assembly debate record.

5. Review and evaluate responses to RFP.

6. Award and negotiate contract with winning bidder.

7. Oversee physical installation of system.

8. Implement vendor-supplied training and technical assistance elements.

9. Evaluate implementation, training and technical assistance and redirect inputs as necessary.