

Expression of interest form

DATE: 18/08/2017

Project/purpose

The Academy of Science of South Africa (ASSAf) would like to appoint a service provider for:

1. The setup of a **federated PKP** Open Journal Systems (OJS) version 3 platform
2. Customising the PKP OJS version 3 platform landing page, as well as the PKP OJS version 3 stylesheet for *South African Journal of Science* (SAJS).
3. The migration of the 5 [PKP OJS version 2 journals](#) hosted by the Academy onto this federated PKP OJS version 3 platform
4. Hosting of the PKP OJS version 3 federated platform (including all journals) either:
 - a. On an existing Hetzner server on the cloud or;
 - b. On the service provider's own server
5. Management of the ASSAf and SAJS domains: journals.assaf.org.za www.sajs.co.za (once-off cost each year). Registering secure URLs for the two domains.
6. Register and annually renew security certificates for the server domains
7. Monthly maintenance of this federated PKP OJS version 3 platform
8. Monthly development (4 hours) of this federated PKP OJS version 3 platform

Terms of reference/specifications

Eligibility profile

The prospective service provider should:

- Demonstrate knowledge and experience of the workflow of the PKP Open Journal Systems (PKP OJS) software
- Demonstrate knowledge and experience of a federated online and/or document management system
- Be able to work with the latest release (PKP OJS version 3) of the software and its technical [requirements](#)
- Be able to customise and develop the PKP OJS version 3 software to the journals' requirements (this will be style sheet configurations only)
- Experience in the use of the Linux, Apache, MySQL and PHP LAMP) scripting language
- At least 3 years' experience in the implementation of a online and/or document management system or other website development projects
- Provide annual hosting services for these journals with regular back-ups and maintenance of the server
 - a. On an existing Hetzner server on the cloud or;
 - b. On the service provider's own server
- Be familiar with open access publications and the scholarly publishing workflow
- Provide proof of inclusion in the National Treasury CSD or be able to apply to this database (international providers do not have to adhere to this)

Product/service description

<i>Once-off</i>
1. The setup of a federated Open Journal System (PKP OJS) version 3 platform
Creation and customisation of an PKP OJS version 3 federated platform (this will be style sheet configurations only)
2. The setup of an PKP OJS version 3 website for <i>South African Journal of Science (SAJS)</i> on this federated PKP OJS version 3 platform
Creation and customisation of the OJS version 3 peer-review workflow onto the federated PKP OJS version 3 platform (this will include user database migration). This will include specific customisations and plug-ins as required before project commencement
Creation of the publication SAJS website, which includes the migration of content and issue archive to the PKP OJS version 3 publication site (this will include all the data from issues from 2009 onwards, PDF, EPUB and XML formats).
3. The migration of the PKP OJS version 2 journals hosted by the Academy onto this federated PKP OJS version 3 platform
Upgrade the current ASSAf hosted PKP OJS version 2 journals to the PKP OJS version 3 system
Creation of the peer-review system from the current PKP OJS version 2 platform to the federated PKP OJS version 3 platform
Creation of the publication website for these journals. This will include migration of the journals' content and issue archives to the PKP OJS version 3 platform (all file types including: PDF, XML and EPUB where applicable)
<i>Annual cost</i>
4. Management of the ASSAf and SAJS domains: journals.assaf.org.za www.sajs.co.za (once-off cost each year). Registering secure URLs for the two domains
5. Hosting of the PKP OJS version 3 federated platform (including all 6 journals) either:
a. On an internal ASSAf server or; Hetzner
b. On the service provider's own server
6. Register and annually renew security certificates for the server domains
7. Monthly maintenance of this federated PKP OJS version 3 platform Include the standard rates per hour
8. Monthly development (4 hours) of this federated PKP OJS version 3 platform Include the standard rates per hour

Evaluation criteria

The 80/20 preference point system will be utilised to evaluate the proposal.

A Technical evaluation of the proposals will be done by a panel of ASSAf representatives based on the evaluation criteria indicated below. Proposals must achieve a minimum threshold score of 75 points for technical in order to be considered for further price and preference evaluation.

The proposal will be rated on a scale of 0-5

Non Compliance	Poor	Average	Good	Very Good	Excellent
0	1	2	3	4	5

The following criteria and weights shall apply when considering the proposals:

ELEMENTS	0	1	2	3	4	5	WEIGHT	SCORE
TECHNICAL							100	
<i>Portfolio and experience: PKP Open Journal Systems</i>							40	
<i>Portfolio and experience: Federated online and/or document management systems</i>							20	
<i>Portfolio and experience: Use of the Linux, Apache, MySQL and PHP (LAMP) scripting language</i>							10	
Quality of previous work							20	
Expression of interest form questions							10	
PRICE							80	
PREFERENTIAL							20	

Duration of the contract

ASSAf intends to enter into a Service Level Agreement with a successful service provider for a period of three (3) years commencing on 1 September 2017.

Costing

Service providers should provide a cost estimate (using the seven points stated above) which should amongst others indicate a rate per annum. The successful service provider should be prepared to engage in price negotiation.

Potential service providers must also complete the expression of interest form

General

All quotations and expression of interest forms must reach ASSAf offices by no later than close of business on 31 August 2017.

Queries regarding supply chain management should be directed to lebo@assaf.org.za and inkosi@assaf.org.za (012 349 6600). Technical queries should be directed to nadine@assaf.org.za (012 349 6625)

Expression of interest form

New service provider for content management system for journals

Part 1: Organisation Details		
Name of Organisation		
Contact Person		
Telephone number		
Email Address		
Part 2: Requirements		
Experience in the document management systems – examples, testimonials or summary of work done		
Examples of working on Linux, Apache, MySQL or PHP scripting language		
Membership number of the South African National Treasury database (not applicable to international providers)		
BBEEE Certificate (not applicable to international providers)		
Part 3: Custom Questions		
Will the journal still remain with its current product owner and publisher of the journal?	Yes	No
Notes:		
Will the journals be in control of the style and branding?	Yes	No
Notes:		
Will the software, processes and work undertaken during the contract be undertaken with an open source (open to the public) policy?	Yes	No
Notes:		
Will the PKP OJS version 3 platform be easily portable to another server and/or service provider?	Yes	No

Notes:		
Will all website data (including databases, journal files etc) be available to ASSAf at any time during the agreement?	Yes	No
Notes:		
How many people do you available to work on this? Is 24/7 support possible?	Yes	No
Notes:		
What are your web development qualifications?		
Any other information?		