

CIRCULAR

7th May, 2012

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TO: Permanent Secretaries

New Procedures for Procurement and Implementation of ICT Programmes

The attention of Permanent Secretaries and Heads of Departments, Agencies and Public Bodies is invited to the Public Sector Master Rationalization Plan (MRP) which outlines measures to rationalize and transform the Public Sector. Specifically, the MRP defines the role of Fiscal Services Limited (FSL) as the Implementation Agency providing ICT services across the Government of Jamaica (GoJ).

In this regard, all Permanent Secretaries, Heads of Departments, Agencies and Public Bodies are hereby advised of new procedures for the procurement and implementation of ICT programmes. All Ministries, Departments, Agencies and Public Bodies are required, prior to any procurement, to submit their ICT programmes to FSL for strategic review and assessment. This is to ensure a coordinated and coherent approach to acquisition and deployment of ICT assets across the Public Service.

This process is also to precede the steps to obtain sign-off by the Central Information Technology Office (CITO), as required by Cabinet Decision No. 11/01 of 19th March 2001.

In the initial stages, all Ministries, Departments, Agencies and Public Bodies (MDAPBs) are required to submit the following information to FSL:

1. Details of the organization's programmes for financial year 2012/13, by 11th May, 2012;
2. All major ICT procurement already in train for application software, infrastructure and services, by 11th May, 2013;
3. All ICT maintenance and support agreements in excess of US\$5,000, by 11th May, 2012; and
4. Details of automated solutions being employed in the following functional business areas, by 31st May, 2012:

- a. Human Resource Management;
- b. Payroll;
- c. Financial Management;
- d. Document Management;
- e. Asset Management;
- f. Procurement;
- g. Legal Services;
- h. Internal Audit;
- i. Communication and public relations;
- j. Geographic Information System;
- k. Case Management;
- l. Data Management (Business Intelligence, Data warehousing, data mining); and
- m. Other specialist areas.

Each Ministry, Department, Agency and Public Body is required to provide the name and contact information of the officer who is charged with the responsibility to ensure FSL is provided with all the required information as indicated.

Mr. Douglas Edwards, Senior Director, Business Solutions Services, FSL, or his designate, will be in direct contact with each Ministry, Department, Agency and Public Body, through the identified liaison officer, in respect of the details and format of the information to be provided.

We look forward to your cooperation in this matter, as we work together towards the transformation of the Public Service.

Permanent Secretaries are requested to ensure that the contents of this circular are urgently brought to the attention of all Departments, Agencies and Public Bodies falling within the portfolio purview of their respective Ministries.



Douglas Saunders
Cabinet Secretary



Wesley Hughes
Financial Secretary