Terms of Reference

CONTRACTING OF SERVICE PROVIDER FOR PROVIDING ZOTERO LAB REFERENCE MANAGEMENT SOFTWARE

1. Brief background

1.1   The QCTO is the custodian of the Occupational Qualifications Sub-Framework (OQSF), and is responsible for the quality assurance of qualifications, part qualifications, and skills programmes registered on the OQSF. The Research & Analysis Unit contributes to the mandate of the QCTO by providing research support to the rest of the organisation.

1.2   The use of Reference Management Software to store and share documents and references is standard practice in research units and institutions. The implementation of standard Reference Management Software programme in a Research Unit enables everyone to add references for other team members to view, allowing for cross-pollination and collaboration on research projects. It also ensures that adding references to research reports can be done easily and that all team members on a project can interact and add references without formatting difficulties as the software uses a MS Word plug-in that can add a pre-formatted reference list in the required referencing style to any document, based on the in-text citations.

2. Technical specifications

2.1   Must be able to provide a one-year license for the provision of the Zotero Reference Manager Software Lab package (includes 15 individual licenses with unlimited storage in one package).

3. Work schedule

3.1 The service provider will report to the Deputy Director: Research & Analysis, but will also be required it liaise with IT in order to install the software components.

3.2 Software license to be provided for all 15 users as per Zotero Lab license agreement.

4. Pricing Schedule

a) Agreement Term: 1 month
b) Payment Frequency: Payment upon agreed delivery date of software license.

Technical queries via email to:

Deputy Director: Research & Analysis Ms. Colette Tennison on email: tennison.c@qcto.org.za