



## Terms of Reference

# CONTRACTING OF SERVICE PROVIDER FOR STATISTICAL ANALYSIS SYSTEM (SAS) LICENSING



## **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 statistical or data analysis software is inevitable, in any research field. This means that the choice of the right software tool or platform is a strategic issue for a research process. The QCTO generates massive amounts of data every year when conducting its core business processes. This data includes candidates' enrolment data, assessment results, accreditation data for skills development providers and assessment centres, and certification data. To turn the organisational data into information that supports research provides statistical support to the core business, informs organisational policies, and advises management, as well as the Council, on matters related to the Occupational Qualifications Sub-Framework (OQSF), a powerful statistical software package is a necessity.
- 1.3 Purchasing the license for the SAS Analytics Pro (on SAS 9. x) will assist the organisation in maximising the value of its data.

## **2. Technical specifications**

- 2.1 Must be able to provide a renewable one-year license for the provision of the latest version of the Statistical Analysis Systems (SAS) license for one user.

## **3. Work schedule**

- 3.1 The service provider will report to the Deputy Director: Statistical Reporting, but will also be required it liaise with IT to install the software components.
- 3.2 SAS Software license to be installed for only 1 user.



#### **4. Pricing Schedule**

- a) Agreement Term: 1-year renewable license purchased from SAS Company or re-sellers
- b) Payment Frequency: Only one payment.

Technical queries via email to:

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