NITA-U N7 ICT APPROVAL FORM

Step 1: Download the **FORM N7** from the NITA-U website, attach all required documentation and obtain approval from the Accounting Officer.

Step 2: Submit the completed form to NITA-U either in soft or hard Copy. The hard copy may be submitted to the Executive Director and the soft copy submitted via E-Mail to **approvals@nita.go.ug**.

Step 3: NITA-U will contact the requesting MDA/LG as per the contact details in N7 form for further discussions (if necessary). Once the details on the form have been verified by both parties, an assessment will be carried out and feedback will be provided within the subsequent **seven (7) working days**.

Step 4: The requesting MDA/LG is required to submit a copy of the final bid document or technical specifications to be utilized during the procurement. This should be **submitted prior to contract signing.**

Step 5: The regulation and compliance team at NITA-U will carry out compliance assessments in line with the Authority's internal procedures.

Note: A list of common shared IT goods, products and services available for reuse and the procurement thresholds can be found on our website via this link: https://www.nita.go.ug/publication/ict-approval-form-n7

PROCUREMENT OF ICT PRODUCTS AND SERVICES - APPROVAL FORM N7

Requesting Government Entity			
Name of MDA/LG:			
Vote Number:		*Department:*	
Contact Person:		*Title:*	
Contact Email:		*Contact Phone:*	

Details of the ICT Request			

Type of Request:	☐ New ☐ Upgrade ☐ Replacement	☐ ICT *Product /Good* ☐ ICT *Service* ☐ ICT *Consultancy* ☐ *Others (Specify)*

Justification for procurement (Problem being Solved/ Business Opportunity/ Legal Requirement/ Other):

Is Budget available? ☐ Yes   ☐   No

If Yes, specify source of funding (e.g. GOU, NTR, Donor, Other):

Estimated Total Cost of Ownership :	*Cost of Acquisition :*	*Cost of Maintenance & Support (annual):*
Is there ICT Capacity for Support? ☐ Yes ☐ No	*Number of staff:*	

Expected user of the service/product: ☐ Government ☐ Citizens ☐ Business ☐ Dev't Partner ☐ Other (specify)	*Has the user/business process been developed? (attach if applicable)* ☐ Yes ☐ No

Details of the ICT Product(s)/Service(s) including quantities:

Location(s)/Site(s) where the ICT Product(s)/Service(s) will be deployed/implemented (e.g. Head Office, Other Sites):

State terms for maintenance, support and warranty:

State required licenses and quantities:

Expected hosting environment (e.g. Office server room, user desktop, National Datacenter etc.):

State any existing or anticipated dependencies on ICT Shared Services/Systems **:**

☐ *Digital/Online Payments*　　　　　　　☐ *Digital Signatures/Mobile ID*
☐ *SMS/USSD Services*　　　　　　　　　☐ *Unified Messaging and Collaboration (VOIP/ Instant Messaging)*
☐ *Hosting Services*　　　　　　　　　　☐ *Electronic Government Procurement (E-GP)*
☐ *Human Capital Management System*　　☐ *Integrated Financial Management   System*
☐ *Monitoring & Evaluation (M&E)*　　　☐ *E-Biz One Stop portal*

Other (specify)

State whether the ICT product/system/service will need to connect or share data with another systems (API Development):

State integration requirements with any other systems and why (attach document if necessary):

Data required (by citizen/ entity/business)	*Data Source / Gov't or Private Entity*	*Purpose/ Reason*

Kindly confirm compliance with the National IT standards, frameworks, policies and regulations (where applicable)

☐ National Information Security Framework (NISF)
☐ Electronic Signatures Act 2011
☐ Electronic Transactions Act 2011
☐ NITA-U Standards Catalogue
☐ Draft National Interoperability Framework
☐ Other (Specify)

Required Documentation (must attach at least two):

☐ *Signed-off User/Business Requirements*   ☐ *Terms of Reference*   ☐ *Systems Requirements Specifications*
☐ *Business/Systems Processes*   ☐ *Bid document*

Requestor (Accounting Officer)

Name:

Signature:	*Date:*

NITA-U Approval (Accounting Officer)

Name:

Comments:	
Signature:	Date:

PRINCIPLES:

I. This process takes into consideration the **Public Finance Management Act 2015** which states that each Accounting Officer is responsible for controlling the regularity and proper use of money allocated to a vote.

II. This process is based on the **rationalization of ICT across Government** to ensure that ICT is implemented in a cost effective and sustainable manner for the Government of Uganda.

III. This process is in support of **interoperability across Government** which refers to the ability for systems to exchange, interpret and process data obtained from other systems with the aim of improving efficiencies.