

SARS REQUEST FOR INFORMATION

Document conversion from PDF to HTML

BUSINESS REQUIREMENTS SPECIFICATION

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SARS RFI

Business Requirements Specification PDF to HTML DOCUMENT CONVERSION SOLUTION

This RFI document sets out the business requirements that SARS has for a PDF to HTML document conversion, which must be taken into account by the Bidder in compiling a proposal.

3 USAGE OF TERMS IN THIS DOCUMENT

1.1 References to Other Documents in the RFI pack

None.

1.2 Glossary Table

The capitalised terms in this document appearing in the glossary table below will have their corresponding meanings. The Bidder is referred to the RFI Main Document for the use and meaning of capitalised terms generally in the RFI pack.

Term	Meaning
PDF	PDF (Portable Document Format) is a file format used when you need to save files that cannot be modified but still need to be easily shared and printed
HTML	The HyperText Markup Language (HTML) is the standard mark-up language for documents designed to be displayed in a web browser
RFI	Request for information
ePUB	EPUB is an e-book file format that uses the ".epub" file extension. The term is short for electronic publication which is supported by many e-readers, and compatible software is available for most smartphones, tablets, and computers.

4 BACKGROUND

One of the objectives of the Policy and Procedure within SARS is to dramatically improve the SARS policy and procedure customer experience by embracing use of evolving technology. The objective is to:

- Implement a hybrid digital HTML/PDF Policy and Procedure Platform; and
- Migrate all existing SARS Policy & Procedure documents using the new technology solution

Currently within the Policy and Procedure environment documents are drafted in Microsoft Word, final approved documents converted to PDF format which is then published to the necessary portal pages. SARS makes use of the Sharepoint EQMS platform which includes task management for document review and approval, document codes, metadata, version control and history. The document codes and metadata determine location(s) of portal pages of where documents are published.

5 REQUIREMENTS

5.1 Context Diagram

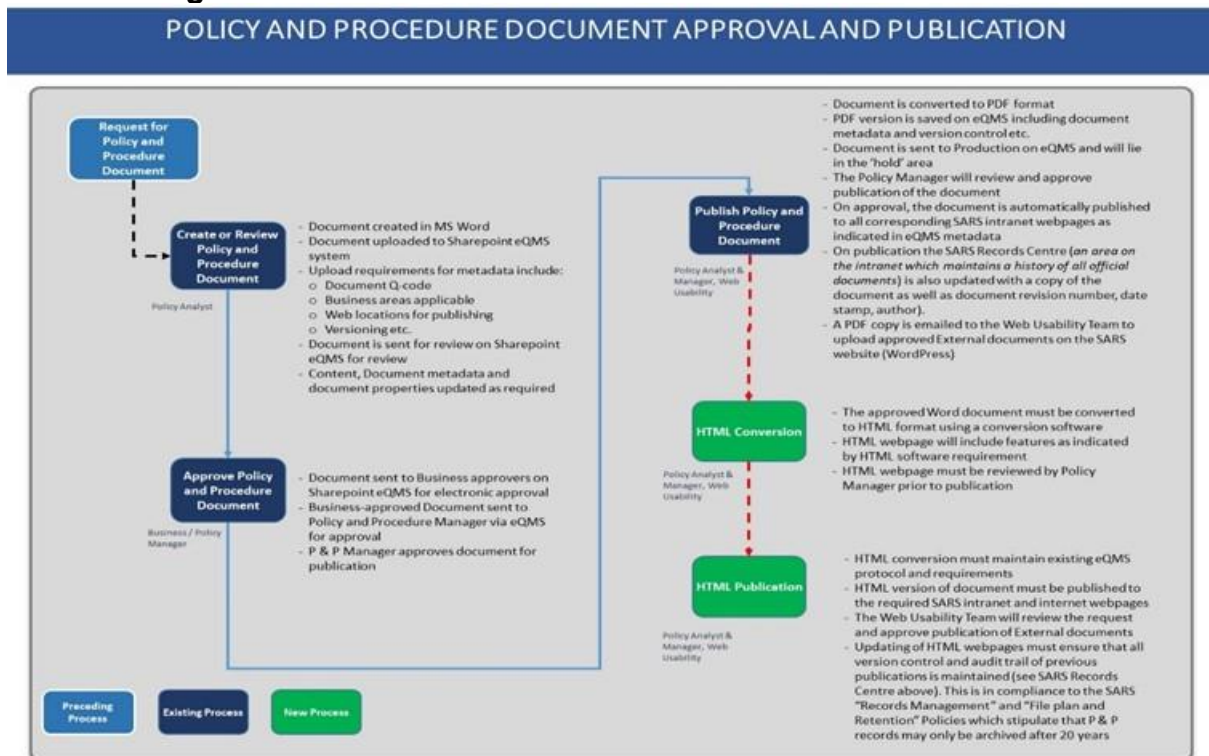


Figure 1

The solution sought is aimed at supporting the new business process as depicted in figure 1 above.

5.2 Business Requirements

The following requirements should be catered in the HTML / Webpage Conversion solution:

1. The software tool must be able to easily convert an entire approved word document into HTML / webpage format without the need to edit the webpage.
2. The tool should enable users to review and edit the converted HTML webpage should any minor amendments be required.
3. Allow for re-format according to webpage lay-out e.g. select the Headings style that will auto-generate the Table of Contents
 - Allow for configurable of style sheets for various document types or templates as well as different devices on which content is accessed i.e. laptop or tablet etc.
4. Enable the automatic generation of table of contents
5. Enable versioning and timestamps of published webpages (enables client to identify newer versions/content).
6. Maintain a system record/audit trail of all new and amended webpages published internally and externally
7. Allow for outdated / discontinued webpage content to be withdrawn from the intranet/internet display but not deleted (due to requirement 6).
8. Utilisation of approved existing Sharepoint EQMS platform for versioning, record keeping, and audit trail purposes would be ideal.
9. Cater for publication of documents via Wordpress for the external SARS website
10. Option for taxpayer / user to print content from webpage and be able to download in a PDF format
11. Option for taxpayer to convert a webpage to other formats (e.g. PDF/EPUB/Braille) if necessary (e.g. for frequently used documents, a taxpayer may want the option to convert a web page (guide) to ePUB format, download it to his smart device and open it with an eReader app at any time instead of using data each time to access the SARS website).
12. The tool must be able to include and/or hyperlink to process diagrams generated in the Casewise Erwin process modelling tool. The embedded process model diagram images will be in PNG, JPEG or other relevant format. The process diagrams that are hyperlinked should be linked to the Erwin Evolve intranet site. For externally published documents, it may be necessary to publish the Evolve diagrams to a different repository for security purposes or to prevent navigation to other content in the process architecture repository.
13. Existing SARS forms in PDF and HTML format must also be converted in a webpage format where required.
14. Existing SARS forms published on the intranet generated in Adobe Lifecycle and CorelDraw software must also be converted in HTML format. Some of these forms do

not open in the existing browser and the software use is discontinued in SARS. A list of these forms are available in the Appendix section of this document.

15. The Users of the conversion tool may not have coding experience so the solution must be fairly simple to understand and use.
16. The solution should be able to do bulk conversion.

5.3 Integration Requirements

The solution sought should be able to integrate with following:

- Sharepoint EQMS
- CaseWise

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