Pre-bidding conference
RfP 13/00711for development of the State Register of Voters and Importer modules for the Central Electoral Commission of Moldova
27 September 2013, 10:30
UNDP Conference Room, Le Roi International Business Center, 3rd floor

Participants	
6 representatives from 5 interested bidding companies attended the meeting	
CEC Moldova	
1. Iurie Ciocan	CEC Chairman
2. Andrei Volentir	CEC Secretary
3. Mariana Musteata	CEC Chief of Apparatus
4. Andrei Constantin	CEC Deputy Chief of IT Department
5. Ion Pirojuc	CEC IT Consultant
UNDP Moldova	
6. Corneliu Martiniuc	UNDP Moldova Procurement Associate
7. Elmars Svekis	Democracy Programme, Electoral Specialist
8. Elena Verdes	Democracy Programme, Project Assistant
9. Ion Amarfii	Democracy Programme, IT Consultant

The purpose of the pre-bidding conference for the RfP13/00711 is to explain important aspects related to the procurement procedures and clarify various technical aspects of the requirements. The RfP is an open competition launched on 17 September 2013 with the deadline for submission of the bids set for 16 October 2013, 16:30. All interested bidders were invited to participate at the pre-bidding conference.

Introduction:

Mr. Elmars Svekis opened the conference, presented the team and welcomed the participants. The scope of this tender is to procure two tools for the CEC – the Procedure of Data Import from the State Registry of Population and the implementation of the State Registry of Voters (SRV). These two separate items shall work together as one to allow the CEC to receive data from owners of the respective data and use it for the SRV. These systems are to be developed for the CEC, even though the wider public may also use them. All products shall be developed in accordance with the Moldovan legislative framework, including, specifically, Law 101 on State Automated Integrated System – Elections (SAISE), Electoral Code and legislation on registers. It is aimed that the products be ready by summer 2014, allowing the CEC and lower level commissions enough time to become familiar and work with them to prepare for upcoming Parliamentary elections, which are scheduled for the end of 2014 or early 2015. The main interlocutors during the development, testing, and acceptance of these products will be the CEC for the content of the deliveries, while from the administrative point of view it will be UNDP Democracy Programme. Further clarifications regarding these settings shall be made for the winning company.

Dr. Iurie Ciocan communicated that the CEC is looking for a partner to help further develop an already existing information system. Its concept is built on several modules with separate functionality. The SAISE modules are described in law 101, with further more detailed and updated specifications made by the CEC. The technical specifications for the tendered modules have been developed in coordination with the CEC. The selected company will work in cooperation with CEC IT division, with a

strong emphasis on capacity building and training of CEC capacities to further manage the system independently.

Mr. Ion Amarfii stressed out that, as per RfP provisions, UNDP shall contract one company for the development of both tendered modules / lots. The objective is to equip the CEC with a tool that would generate all necessary information on voters of Republic of Moldova at a given time. According to the ToRs, it is envisaged that two databases shall exist: one "production" database, which will store the official CEC information, and the second "technological" database, which will store all transactions scheduled for import into the "production" database. At this moment, there are two sources of the information for such transactions: information received from the State Register of Population and the requests on updates to the State Voter Register received from the voters during the electoral period. Taking this into consideration, it was envisaged that the system can be integrated with the services provided by the E-governance Center (M-Pass and M-sign), enabling the voters to request updates electronically, through signing in into the system using E-Gov services. Integration with the CEC's currently functioning web portal (www.voteaza.md) is also envisaged. The system has to be built in such a way, to allow for integration with additional data sources, i.e. specific registers that should be maintained by other Government institutions, like Ministry of Defense for the register of military staff, Ministry of Education for the register of students, Ministry of Justice for the register of convicted persons, etc. Two modalities of information processing are requested: automatic transaction and assisted transaction. The system shall be built using Services Oriented Architecture (SOA) modality. We are interested in the implementation of at least two services, where the system will have to integrate with other existing CEC subsystems and external information systems: searching and display of a person based on IDNP number, or searching persons based on other criteria, for example, constituency. When developing this system, future possible correlation with other systems has to be considered, like for example integration with the addresses register currently being developed by the SE Cadastru. The CEC holds a voters database that shall be used for the foundation of the SRV. The Importer module shall be created based on the web service provided by the SE Registru, which can be interrogated or linked through automated mechanisms. The system shall be hosted on the software and hardware systems held by the CEC. The bidders should take into account the software constraints existing at the CEC, which are described in the ToRs, making it possible for the new system to be managed by the CEC IT specialists who are already trained to use the platforms installed at the CEC. The bidders are required to have a local representative in the Republic of Moldova, in order to ensure warranty and support services on a timely basis. It should also be noted that the language of interaction with the CEC will be Romanian.

Mr. Corneliu Martiniuc drew the attention of bidders to the deadline and instructions for submitting proposals, specifically related to electronic submission of proposals and technical volume of the mails that shall be sent as they have not to exceed 5 MB. Also, it has been underlined that no late submission will not be considered, even 1 (one) minute delayed. Companies are advised to double check that all documents requested under the RfP pt. 26 Data Sheet are submitted, as to avoid disqualification due to lack of any such document. It is also important that the bidder submit documentation / evidence addressing each point of the technical evaluation criteria. After completing the technical evaluation, only the financial proposals of those bidders who achieve the minimum technical score of 700 points (out of 1000 the maximum points assigned) will be opened, evaluated and compared. It is important to note that a combined scoring method shall be applied for the overall evaluation. The weight of the financial proposal shall be 40% of the overall score. Any other questions that may arise can be addressed to the contact person indicated in the RfP the latest 10 days before proposal submission.

Questions and answers:

Q1: Will UNDP consider an extension of the deadline for submission of offers?
A1: Given that there is sufficient time for the bidders to prepare the offers and that the system implementation is under tight schedule, the deadline for the competition will not be extended.

Q2: Is there need to integrate the system with the existing E-Services portal?

A2: As the CEC is an independent institution, the solution will be entirely placed on the CEC data center. The fiscal services portal will not be used for the implementation of access services (only as a link to the CEC). From the governmental services gateway only the M-Pass and M-Sign services will be utilized and integrated.

Q3: Further to question 2, since the system envisages the integration of M-Pass and M-Sign services provided by E-Governance Center, wouldn't it be more appropriate to provide these additional services (e.g. change of voter's address or else) directly through the CEC voters portal?

A3: Integration with the governmental services portal is not required. All services which will interact with the SRV will be installed exclusively in the CEC data centre. Integration of external services M-Pass and M-Sign will be done by utilizing their respective APIs.

Q4: Is it acceptable that local representation is done by a sub-contractor?

A4: Yes. The bidder should present a cooperation agreement with the sub-contractor which will describe the responsibilities of each party.

Q5: Who are the main counterparts in the implementation of the system?

A5: Please refer to pt.3 "Parties Involved and Roles of the IT System", page 13 of the ToR for implementation of the State Registry of Voters (Annex A1 of the RfP).

Q6: Are there descriptions of the interfaces of the State Register of Population?

A6: This is not public information but the future contractor will be provided this information.

Q7: There is a concern that the State Enterprise Registru will provide the contractor the information and updates necessary for the system implementation.

A7: The CEC is in discussions with the Ministry of Information Technology and Communication (MITC) to conclude a memorandum of understanding specifically for the access and provision of data for this narrow purpose of preparing the State Register of Voters.

Q8: Does the system have to retain the historical data?

A8: all information must be retained to ensure traceability. At a new electoral cycle, the old data should be deactivated but not erased. This functionality is described in the ToRs.

Q9: Is the hardware for the system already in possession of the CEC?

A9: Yes. The specifications of the hardware available is provided in the ToRs.

Q10: How will objectivity of the evaluation process be ensured?

A10: Proposals will be evaluated based on how well bidders have understood the ToR and addressed it in their proposal, and how capable they are of delivering the required services. The evaluation criteria and sub-criteria are assigned weights in the overall evaluation indicating their degree of importance relative to each other. In scoring the technical proposals submitted by bidders, the Evaluation Committee will assign points based on how well the bidder addressed and/or submitted evidence of its ability to support requirements expressed by that specific criterion.

Other questions received via email by UNDP:

Q 11: Is the CEC seeking a custom designed solution or an existing off the shelf solution?

A 11: Custom design solution.

Q 12: How many system users are anticipated from the CEC and subordinated electoral bodies?

A 12: The estimative number of registrars is specified in the ToR for implementation of the State Registry of Voters (Annex A1 of the RfP), page 30, pt. 7. SRV Implementation Phases.

Q 13: Who will maintain the Public Access WEB service portal provided by the CEC - the CEC or the selected vendor?

A 13: The portal is hosted by MoldData. The services will be functional, in the CEC Data Centre.

Q 14: In case we act as a non-resident company in Moldova, is UNDP going to withhold us any amount? In case it does, under which legislation?

A 14: UNDP will not withhold any amounts included in the contract. Payments shall be made in accordance with installments indicated in the contract. Tentative schedule of payments is described in the solicitation documents - section 3 of the RfP.

Q 15: Does UNDP have an exemption for Moldavian VAT purposes? If yes, please specify:
- **Under which article of the Moldavian VAT Legislation is established this exemption.**
- **If the UNPD will provide us with a valid exemption certificate before the invoicing starts**

A 15: Yes, UNDP Moldova Democracy Programme (juridical name: Improving the quality of Moldova democracy through parliamentary and electoral support) is VAT exempt.
- The exemption is established under Government Decision no. 246 of 8 April 2010.
- Yes.

Q 16: Our company will deliver the proposal by email (electronic submission). On DS number 23 says that 'Password must not be provided to UNDP until the date and time of Bid Opening as indicated in No. 24'. However in DS number 24 the value is N/A. How should we proceed ?

A 16: Bid opening will not be public. The bid opening will take place when all tech proposal are ready to be opened in the presence of a committee established for this purpose.

Q 17: On the Required Documents that must be submitted to establish Qualification of Proposers (DS number 26), there are some legal and official documents that will be issued by an Official Entity from Portuguese Government. These governmental entities only produce documentation in Portuguese. Can we deliver this documentation in Portuguese (official document) or must we translate this to English (produce a translation to English based on the Portuguese official document)?

A 17: Important documents should be translated into English. If in the course of evaluation some information from Portuguese documentation is required, we will request it to be translated. Translations neither need to be official, nor certified by specialized bodies - simple unofficial translations will suffice.

Q 18: Referring to Technical proposal Evaluation Form 1, one of the criteria to evaluate the expertise of the firm/organization said that 'Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.)'. Our company has no need of subcontract any specialist, because we have the experience and skills needed for this project. We will have fewer points on the respective evaluation criterion, because we have all the required skills?

A 18: No. On the contrary - if all ToR requirements are covered / ensured by one single entity and this is proven by evidence, the proposal will receive a maximum number of points under this specific evaluation criterion. For more information on technical evaluation methodology, please refer to the answer to Q10 under the questions received during the pre-bid conference (above).

Q 19: Is it possible to share technical information regarding M-PASS authentication and access control service?

A 19: We do not have such documentation. The tender requirements include the need for the bidders to be familiar with the specifics of developing ICT systems for governmental institutions. Bidders

should be familiar with the principles of integration or, as an alternative, during the implementation phase the required documentation will be requested from the E-Governance Centre.

Q 20: Is the SRV intended to integrate with M-PASS access control mechanisms?
A 20: Yes.

Q 21: Regarding the availability of connections to allow integration with future systems (Judicial Registry; Mobilization Registry; Automated Information System "Social Assistance"; Registry of Pupils and Students), this is not a part of this project scope, correct ?
A 21: Correct, it is not.

Q 22: What is the role of the component described as database under production (Figure 2.1)
A 22: Please refer to point 3.4 Users and their Roles in the System, page 15 of the ToR for implementation of the State Registry of Voters (Annex A1 of the RfP).

Q 23: The Technological database acts in this system as an intermediate storage for operation to be performed in the SRV, is this correct?
A 23: Yes. It is a buffer database from which there some information will be extracted for being further placed on the "production" database.

Q 24: Does the Technological database exist already or its design and implementation is part of this project scope?
A 24: It does not exist and the scope of this RfP is to develop it. Please refer to the ToRs for more information.

Q 25: The SRV will have the responsibility to normalize record identifiers of data existent in the technological database. Is this the only data normalization that the system shall perform?
A 25: Yes. The "technological" database has to contain configurable correlation tables to make possible normalisation of the IDs in case of incompatible values of the metadata of existing systems.

Q 26: Can more detailed be provided on (FR 08.06. - The system will be able to configure the mode of processing of update categories stored in the technology database)? What part of the process shall be configurable?
A 26: This refers to the possibility to project and ensure the input into the same database of records with different processing principles (automated, manual, assisted etc.) and to input all metadata that would allow the SRV to interpret their processing algorithm.

Q 27: Are all project documentation (including manuals) is to be delivered in Romanian, or only the SRV Help system must be delivered in that language?
A 27: Final products and delivered components have to be delivered in Romanian.

Q 28: Shall the proposal include the specification of the hardware (servers) needed to support the system? If so, is this only required for servers, or also for other relevant equipment's like firewalls?
A 28: All software constraints different from the ones existing at the CEC data center have to be pointed out. In this case, the cost and delta costs of necessary licenses have to be specified.

Q 29: Although it's not referred on the proposal documents, it's correct to assume that the system shall be able to comply with high availability deployment scenarios?
A 29: It is preferred that the system is installed taking into consideration the conditions / technologies available at the CEC.

Q 30: Shall the proposal include hardware and software license costs? If so, assuming that we shall propose virtualization architectures, does the costs of the virtualization infrastructure are to be included?
A 30: Yes if different form the currently used CEC configuration.