



REQUEST FOR PROPOSAL (RfP14/00808)

Development of e-Case Information System for the General Prosecutor Office

Clarification Questions and Answers (as of 24 June 2014)

- Q.1. What do you mean by „latest credit rating“?
- A.1. This refers to assessments done by credit rating and reporting agencies, such as Dunn and Bradstreet, Moody's Investor Services etc. If an offeror has previously ordered such a report, it should communicate which agency has done this report and the rating obtained. This rating would be an additional criterion used by UNDP to assess the financial strength of the offeror.
- Q.2. Going through tender documentation we noticed different requirements for all key personnel at page 20 of data sheet (technical proposal evaluation) and page 20 of the terms of reference. Which are the ones that should be fulfilled to meet the tender specification?
- A.2. The requirement for key personnel from the ToR are the minimum requirements expected to be met by the staff involved. The qualifications against which the key staff will be assessed to meet the tender specifications are listed in the Request for Proposals at page 20, Technical Proposal Evaluation, Form 3: Management Structure and Key Personnel.
- Q.3. In data sheet at point 4 the language of the proposal should be both English and Romanian. Should the proposal be written only in one of them (English or Romanian) or in both of them?
- A.3. The proposals can be submitted either in English or in Romanian. Taking into account that the working language of UNDP is English, if the proposal is submitted in Romanian, some of its important parts might be required to be translated into English.
- Q.4. When will the proposals be open?
- A.4. The procurements organized through Request for Proposal procedures do not imply a public bid opening. For more details please see the minutes of the pre-bidding conference.
- Q.5. We kindly ask you to provide the detailed specifications of the servers that are available (HDD, RAM, Processors). Are they currently used? If they are running other applications currently, please mention the percentage of each server's resources used at the moment, what operating system is installed on each of them?
- A.5. Currently there is no hardware specification inventory within the GPO, the preliminary hardware specifications are the following:
- HP ProLiant DL380G6 (2x72Gbytes and 4x146GBytes in RAID storage space);
 - DELL PowerEdge 2950 (Intel Xeon 5110 @ 1.6 GHz, 2Gb of RAM and 4 x 146Gbytes ROM);
 - Intel SC5300BASE.

The hardware will be provided exclusively to deploy the eCase solution. The Beneficiary is able to provide currently one (1) license for the Windows Server 2003 SE.

- Q.6. The proposed solution will permit enhancing eCase system with digital signature. Please provide the detailed information about the content that is going to be signed digitally.
- A.6. This requirement refers to requirement Nr. 40. *The eCase system architecture shall be service-oriented (SOA). Such that eCase system can be further developed and integrated with other information systems within the GPO, that specifies that the eCase system shall be designed in the way to permit further development and enhancing it with new functionalities. The above statement underlines the decomposition of the solution into components (Figure 1: eCase system's components) that interact among them via interfaces (presumably web services) in order to reuse the developed functionalities and add new ones according to reshaped business process. The digital signature functionality refers to protection of artifacts uploaded into eCase as well as the electronic content that is entered into the system by end users. The types of artifacts uploaded into the system are: scanned paper based documents as images, pdf or MS Word formats, as well as multimedia formats such as audio/video files.*
- Q.7. Please specify the type and number of users that do not have rights to delete documents? Please describe what predefined procedure refers to?
- A.7. *The security aspect of the system (including actors, level of access and their roles within the system and the predefined deletion procedure) is to be analyzed by the selected Supplier together with the Beneficiary.*
- Q.8. The eCase system will permit the evidence of transmitted / returned paper based file under examination in various state courts. Do all the users have rights to access KPI-s or only some of them? If only some, please specify the number?
- A.8. *The requirement specifies that the eCase system shall have the functionality of mapping the case ID assigned by the courts, with the prosecution case ID within the eCase system.*
- If the question refers to performance measurement within the business perspective (number of cases, category of cases, articles) this is to be analyzed together with the Beneficiary during the functional analysis of the Reports component.*
- Q.9. During the prosecution process the system will permit referencing to articles within: 1) Administrative code; 2) Civil code; 3) Penal code; 4) Other legislative acts, according to chapter 5 Concept of the case file (electronic dossier). Are the documents to be stored in the eCase or external sources?
- A.9. *The referencing functionality means that the eCase system will have built in respective nomenclatures, such that it will permit referencing to legislative articles according the prosecution case category. In other words, a civil case category will permit referencing to articles from civil code nomenclatures (including civil code and code of civil procedure), thus will permit later on to extract the statistical figures and feed required data of reporting forms F-1E, F2-E and F-P.*
- Q.10. In section C. Technical specification point 28. What do you mean by „system will permit referencing to articles within: Administrative code; Civil code; Penal code; Other legislative acts“? If the eCase system will permit manual introduction of the article invoked as referral during prosecution phase the technical offer will receive maximum scoring?
- A.10. *Please see Answer 9 above, as well as the minutes of the pre-bidding conference, Answer 11 and Answer 12.*
- Q.11. In section C. Technical specification point 35. „the Supplier will develop templates of the reporting forms F-1E, F-2E and FP“ Can you provide a descriptive information regarding the content of reporting forms F-1E, F-2E and FP or a scanned copy of the forms?
- A.11. *Please see the minutes of the pre-bidding conference, Answer 8.*
- Q.12. Regarding the Technical Proposal Evaluation Form 1: *General Organizational Capability which is likely to affect implementation*: Please clarify in which way the company should prove the fulfillment of requirements, if it is needed to present some specific documents, others than the ones requested in the Bid documentation?
- A.12. *Point 26 from Data Sheet lists the minimum documents the offeror should submit. Most of the*

requested information concerning the organizational capabilities of the organization will be reflected in company profile (which should not exceed 15 pages) and other pertinent documents mentioned in point 26 of Data Sheet. At the same time, the offeror might submit clear-cut additional information/documents as applicable to demonstrate how it meets the requested capabilities.

- Q.13. Regarding the Technical Proposal Evaluation Form 3: *Management Structure and Key Personnel, Business Analyst*: we understand that if the expert has similar experience proven in projects that used “modern technologies for designing and developing IT solutions” and “methodology for developing information systems for the government sector of the Republic of Moldova” the requirements are fulfilled and the expert will obtain the maximum sub-score. Please confirm that our understanding is correct?
- A.13. Proposals are evaluated based on how well the offeror has understood the Terms of Reference and addressed it in their proposal, and how capable they are of delivering the expected results. As a general rule, if the offeror addresses the requirement in sufficient detail and supports it by satisfactory evidence of ability to meet it, the offer would be assessed as “Satisfactory” and would be awarded 70% of the obtainable score. If the submitted evidence is good/excellent or, on the contrary, weak or non-existent, the offer would be scored, respectively, higher or lower than 70%.
- Q.14. Regarding the Technical Proposal Evaluation Form 2: *2.4 Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?* Please specify what the survey refers to?
- A.14. It is expected that the offeror will perform an internal survey/research of the e-Case project environment to better understand the background against which this initiative is developed, if there are other similar initiatives and how this project generally integrates in the overall reform processes. The conclusions of this analytical exercise should be used by the offeror while developing its proposal.
- Q.15. Please give more details regarding the request: *Define the antic-corruption strategy that will be applied in this project to prevent the misuse of funds. Describe the financial controls that will be put in place.* What is your understanding regarding the “anti-corruption strategy”?
- A.15. The offeror should describe in the Technical Proposal Form what anti-corruption measures are already in place or will be applied to ensure transparency, avoid conflict of interest and prevent misuse of funds before, during and after award of contract.
- Q.16. Regarding the Technical Proposal Evaluation Form 2: *2.3 Are the different components of the project adequately weighted relative to one another.* Our understanding is that in this context “components of the project” refers to the phases and activities of the project. Please confirm.
- A.16. Yes.