Pre-Bidding Conference Minutes

Elaboration of the eLearning System for Local Elected Officials from the Republic of Moldova (RfP15/01007)
4 June 2015, 11:00

UN House Conference Room

Attendees: Representatives of 5 companies from Moldova

Agenda
1. Description of the RfP document
2. Questions and Answers

1. Description of the RfP document
A brief description of the main tasks according to the RfP was made, underlining the following: JILDP seeks a company to elaborate an eLearning system for local elected officials of the Republic of Moldova. The e-learning system shall be used to provide induction trainings to the newly elected officials from Moldova (mayors, local councilors) and shall be elaborated in cooperation with the Academy of Public Administration (APA). APA will be responsible for developing the training content, while the Service Provider shall develop the technical solution, pilot and test it, provide trainings and support to APA in content management, as well as trainings for the technical staff, users and managers of the e-learning platform.

After the brief description of the RfP, the participants in the pre-bidding conference were invited to address questions, as follows:

2. Questions (Q) and Answers (A) addressed during the Pre-Bidding Conference

Q1. What is the number of licenses?
A1. If the proposed solution is licensed per user, the bidder should include the price of the license per user in the offer in order to be possible to estimate the future extension of the system. The estimated number of the users for the piloting phase is around 100. The exact number of users of the platform after the piloting phase cannot be estimated accurately at this point, but it shall be available for all local elected officials from Moldova.

Q2. What is the number of the concurrently connected users?
A2. According to requirement NFRQ027, at this point, for the piloting phase, the estimated number of the concurrently connected users is up to 50.

Q3. Who will be responsible for content elaboration?

A3. The content will be developed by the Academy of Public Administration. However, the company shall organize training and provide assistance to the Academy in transforming the materials/content from the Word, Powerpoint, Excel, etc. formats into a format suitable for the e-learning platform. The Academy staff does not have any experience in developing e-learning trainings and managing e-learning platforms. For this task, the company shall include the expertise and training materials, while the Academy will ensure the logistical arrangements for the training.

Q4. What content format we need to include in the platform – video, audio content?
A4. The platform shall allow using different types of content – visual, video, audio, links, texts, etc.

Q5. Is it necessary to include webinars in the platform?
A5. This is a Highly-Desired Requirement, but not a Mandatory one. It will be considered as an asset for those bidders who will provide this facility.

Q6. Does the platform need to allow the simultaneous connection/direct connection of teachers and users?
A6. This is a Highly-Desired Requirement, but not a Mandatory one. It will be considered as an asset for those bidders who will provide this facility.

Q7. Should the bidder also include the hardware in the offer?
A7. No. The information system is planned to be hosted in the governmental cloud "MCloud". The company should include in the technical offer only the technical specifications for the necessary hardware resources in order to ensure the normal functionality of the system. Later on, the hardware resources will be requested and negotiated with the eGC.

Q8. How will the offers be evaluated in case of the joint ventures?
A8. In case of consortium/joint ventures, one proposal shall be submitted and it should be specified what company is the leading one. In case of winning the competition, the contract will be signed with the leading company only on behalf of all other member entities. The evaluation will be made based on the cumulative scores from both/more companies from consortium, but the leading company will have main stake in the total score. The technical proposal/methodology will be submitted as one proposal and will be evaluated as one product. Each team member/CV will be evaluated separately for each assigned position. The company shall specify very clear the division of roles and responsibility of each team member.

Q9. How the "Reputation of Organization and Staff/ Credibility / Reliability / Industry Standing" criteria will be evaluated?
A9. This criteria will be evaluated based on the previous experience of the company, the number and relevance of projects implemented in the past, clients with whom the company has worked in the past, letters of recommendations from previous clients, as well as the direct feedback from them.

Q10. What does the criterion regarding the "project management controls" refer to?
A10. This refers to what types of management control procedures does the company has – who is making the decisions within the organizations, the existence of a board, meeting international management control standards, etc.

Q11. How the "loose consortium" criteria will be evaluated?
A11. Depending on the number of previous projects implemented together by the partnering companies - the more projects implemented in partnership, the higher the score the proposal will gain.

Q12. How will the "quality assurance" be evaluated?
A12. The internal quality control mechanism will be evaluated under this criterion. The Company has to provide of sufficient evidence that it applies internal quality control mechanisms – what are the procedures, means, and quality review mechanisms for ensuring the quality control of products within the organization. At the same time, the quality certificates that prove that the company meets the international standards which are requested in the Data Sheet also count for this criterion.

Q13. What does the "work for diverse donor programmes" criterion refer to?
A13. The company's previous experience, projects implemented with the financial support of a donor will be taken into consideration and will be considered an asset.

Q14. What documents shall be submitted for the personnel, beside the CVs?
A14. The company shall submit the CVs of the personnel using the format required in the RfP, copies of qualification certificates. Copies of the university diplomas are not mandatory. Nevertheless, the copies of these documents, as well as other additional information/documents shall be made readily available shall UNDP request them.

Q15. What about the maintenance of this platform?
A15. A12 months maintenance support and guarantee is requested and included in this project and shall be provided by the company.

Q16. Shall the companies located outside the country submit a letter of the local representative?
A16. This letter shall be submitted only in case of existence of a local representative which will be available including during the maintenance period of time.

Q17. It is sufficient to present the audit of Financial Statement for the last 2 years or is it necessary to submit an Audit Report.
A17. Yes, the submission of the audit of Financial Statement is enough. In case the company has an Audit Report it will also be submitted for a more clear statement.