



Pre-proposal Conference Minutes
RfP “Development of the new functionalities for the State Register of Voters”
RfP15/00947
18 February 2015, 11:00
UN Conference Room

Introduction:

The Pre-proposal conference was opened by Mr. Elmars Svekis, Electoral Specialist within the UNDP Programme “Improving the quality of Moldova democracy through parliamentary and electoral support”, who presented the team and welcomed the participants. The meeting was attended by 3 companies that expressed their interest to participate at the Pre-proposal.

Mr. Amarfii, IT Strategic Advisor within the Programme, made a short overview of the background – the system already exists, still there is need for some additional tools and improvements of the business processes in the context of connection with the State Register of Voters. Elections held in November 2014 showed some gaps of the system which were described in the published ToR. Mr Amarfii underlined that there is no need for the development of a new system, from scratch, but only improvement of some existing tools and adding of several new tools such as to meet CEC expectations. Mr. Mardare, IT Consultant drew the attention of the audience on the importance of the Activity No. 1 under ToR, which is the most complex and need more attention from the potential candidates.

Questions and Answers:

Q1: There is written that electoral campaign lasts 60 days, while we know about 30 days, why is that difference? Does this mean that there is need for on-site assistance for entire period, please explain?

A: There is written about electoral period which lasts 60 days, however, it doesn't mean that on-site assistance is needed for entire period. The assistance is needed in the testing period before elections and also 2 days before the elections, and in the day of elections.

Q2: What kind of activities are included in the “assistance” before the day and in the day of elections, please describe?

A: e.g. 22 days before elections all electoral lists of voters shall be printed, they are printed on-site, the smooth process of its printing shall be insured by the presence of an expert who may address some technical deficiencies, in case they will occur (while the experience demonstrated that it happens frequently).

Q3: The expected duration of the assignment is until December 2015, while the elections will be in June, does this mean that the system shall be functional/operational by June?

A: According to Point G of the ToR Activities 1-4 must be functional before the elections period, Activities 5-6 may be postponed for the after-elections period and Activity 7 shall be functional in the day of elections. Still, regardless of the period when the elections period will start (April or August) the first 4 activities must be functional. Also, the ToR stipulates the deadlines for Activities to be developed. In case the day of elections will be postponed the timeframe will be revised in common with selected contractor. Also, the months after elections period are left for adjusting/correcting some issues that may occur during testing period (there is no place for conceptual new things, only adjustments, in case necessary).

Q4: What set of documents regarding the existing system will be provided to the selected contractor?

A: With reference to existing system, there is available entire technical project that can be provided, where the answers for potential questions of a new developer may be easily found. Still, following the security reasons and international standards this documentation will be provided only to selected contractor.

Q5: What is the key personnel from CEC to interact with when working on further developments for the system?

A: CEC IT Unit and System Administrator, including the Data-base Administrator. Still, the IT Experts employed by UNDP must be also consulted during the development period.

In the conclusion the attention of potential Offerors was drawn to the instructions for submitting proposals, specifically point H of the ToR document where the minimum qualification criteria for the companies are listed. It was underlined that the 1st stage of evaluation process starts with compliance towards minimum qualification criteria (ISO certificates, staff experience etc.) and if the company does not meet these it may be disqualified. Also, the companies were kindly asked to pay attention to the evaluation criteria for the personnel and to attach all relevant documentation (not just general CVs), including the positions they hold at the moment and the position they are proposed to have within the project, such as to ensure offering correct scoring to the personnel and to avoid consuming time for requiring absent information. Also, Mr Amarfi asked the companies to not forget to provide the financial statements required in the RfP document that will help evaluating the Company's financial stability.

According to the stipulations of the RfP document, in case there are more questions, please, fill free to send them in appropriate time before the deadline to the published e-mail addresses.