Minutes of the Pre-proposal Conference for RfP16/01175:

Audit and analysis of ICT performance and capacity of Parliament of the Republic of Moldova and drafting of technical specifications and tender documentation for the procurement of the Information System "e-Parlament"

16 February 2016, 10:30

UN House, Conference rooms

Agenda:

I.   Presentation and description of procedures

II. Questions and answers

I.   Presentation and description of procedures

The Pre-proposal conference was opened by Mr. Blerim Vela, Parliamentary Specialist, Democracy Programme / Parliament, who welcomed the participants. Mr. Vela made a short presentation of the scope of the project, emphasizing its main objectives.

II.   Questions and Answers

Question 1: The proposal should be in Romanian or English? In case the Proposal is prepared in English, are we allowed to present some specific documents like certificates in Romanian?

Answer: All proposals should be submitted in English as the Evaluation team will consist of English speakers. But, some official certificates and diplomas can be submitted in their original language. As well samples of similar deliverables in the context of previous assignments can be submitted.

Question 2: In case of a Consortium Agreement between more companies, do you need an official legalization (from Notary) or is it enough that the Agreement is signed and stamped by all companies involved?

Also, in case of Joint Venture or branches, should there be presented some official legalization?

Answer: It is enough only the Consortium Agreement/ Subcontracting Agreements etc. signed and stamped by all parties involved. The legal Notary legalization of the Agreement is not a mandatory requirement, however it can be submitted if available.

Question 3: In case of a Consortium, will the Evaluation be done at Group (Consortium) level or individually? The minimum requirements are for the consortium or for each company individually?

Answer: The Proposal will be evaluated at group level. The requirements (including the minimum) are requested from the Consortium as a group.

In case the Service Provider is a consortium of companies, the application should contain a clear distribution of tasks among the consortium members/subcontractors.

Question 4: Is the ISO 27001 required for the company or to the Project Manager?

Answer: For the company the requested certificate is ISO 27001 which will represent an advantage if presented. In case of Project Manager the certificate requested is ISO 27001 Lead Auditor which also will represent an advantage if

presented.

Question 5: In the context of assessing the workflows, as part of the assignment, in case we identify non-conformities in workflows/legislation concerning the subsequent implementation of e-Parlament system, should we provide recommendations to change the Legislation or the Workflow?

Answer: Company should present suggestions in modification of both methodology and legislation in order to allow the implementation of *eParlament* system. The recommendations will be analyzed in the process identifying the applicable intervention.

Question 6: How is the commitment on behalf of the beneficiary insured?

Answer: The Secretariat of the Parliament will offer all its support by identifying a working group and be available to answer any request related to the assignment that comes from the company. Also, the working group created for the project will ensure the communication between company and Parliament at all its levels and departments. Specifically, Mr. Klipii, deputy Secretary General of Parliament, pointed that he will be the direct contact person from Parliament side. There will be taken into account all recommendations and suggestions from the company.

*Question 7***: As part of the assignment, the company is to develop the Technical Specifications for the** *eParlament* **system. Prior to this, the company will have to make recommendations for optimization** *("as is" and "to be")* **and further changes. At different stages, there will be required decisions regarding the future actions and directions of activity in terms of legal framework and workflows that will impact the requirements within the Technical Specifications. What is the mechanism of decision making and approval of recommendations?**

Answer: Throughout the entire process, there will be applied a mechanism of consultations between the company and the working group from the Parliament in order to ensure timely and substantive coordination and decision taking. The company Project Manager and the Legal Officer will play a role of moderator in this process and need to have a clear understanding, therefore, we count on the company to identify adequate resources in this regard. Of course, the final decisions will be taken at senior management level of the Parliament. UNDP and Parliament as a team will support the company, by offering also technical advice.

Question 8: Could you please be more specific on the list of documents to be included besides the Technical Offer (as mentioned in clause15 from Data Sheet), and to be more specific: "5. Exception Handling Process" and "7. Project Library Structure"

Answer:

"1. The organizational structure of the project" – comprises the additional information in terms of the organizational structure of the implementation team and mechanisms of cooperation within the team and between the team and the stakeholders.

"5. Exception Handling Process" – this is a document that would describe the Risk management measures.

"*7. Project Library Structure"* – the notion shall be replaced with the Work Breakdown Structure, also a Gantt Diagram is desirable.

But these are documents that are not mandatory.

Question 9: How negotiable are the Terms and Conditions of the Contract template?

Answer: The standard service contract is not subject to change. The proposed implementation team of the project shall not be changed after contract signature.

*Question 10***: I understand that there have been a series of study visits in other countries, do you have maybe some examples of eParlament from other countries that you would recommend as models?**

Answers: We have not organized study visits with this scope, the floor is opened and unexplored so the company is welcome to present any solutions and methodologies in line with the best practices.

Question 11: Where can we find some of the legal references mentioned in Section C of the TOR (Project Background), as not all of them are available online? These documents are necessary in order to estimate the complexity of the assignment and understand the organizational structure and network of the Parliament.

Answers: Following consultations with the Parliament, some of the documents will be published together with the Pre-bidding Meeting Minutes.

Question 12: Is the assignment framework fix or it can be adjusted depending on the date of contract signing?

Answer: The timeframe for the assignment will start with the signature of the contract which will depend on the completion of evaluation process. It is envisaged that the duration of the assignment is 4 months.

Question 13: in case of hard copy submission is it necessary to present the original and copy of both technical and financial offers?

Answer: Yes

Question 14: How do we send the password for the Offers when submitted electronically?

Answer: The password will be requested after the deadline by email.

Question 15: Could you please elaborate more on the Scope of the Project concerning the development of the Technical Specifications of eParlament. From the perspective of which actors do we need to analyze the workflow and processes which will be part of the system? To which extend should we follow the structures described in the e-Parliament Information System Concept approved by Standing Bureau of the Parliament in 2015?

Answer: The pertinent activities to be carried out shall include in its perimeter the Parliament of the Republic of Moldova (MPs and their organizational components: fractions, committees, Standing Bureau, offices etc.; Parliament's Secretariat and its subordinated subdivisions, territorial offices of the Parliament of the Republic Moldova). All the legislative processes will have to be covered as well. The final perimeter will be agreed during the project implementation with the awarded company.

When developing the Terms of Reference (TOR) for this assignment, it has been followed the structures described in the e-Parliament Information System Concept approved by Standing Bureau of the Parliament in 2015. Should the winning company have proposals to amend the structure of the eParlament system, to improve or add components, these shall be discussed with the senior management of the Parliament.

Question 16: Should the Inventory of the current PRM's data architecture be limited only to the data and processes that will be part of the eParlament? Should we focus on the entire complexity of data, coming with subsequent proposals which data and processes should be audited as part of the future eParlament?

Answer: All the data should be assessed and following recommendations, the working group will decide which data and processes are relevant to future system. The Parliament cannot assess now the processes and data, but the decision will be made following the recommendations of the company. Currently, the scope of work relating to the *"as is"* and *"to be"* visions is set by the e-Parliament Information System Concept approved by Standing Bureau of the Parliament in 2015.

Question 17: Will it be necessary to ensure communication with other state actors during the process of developing the Technical Specifications for the eParlament system?

Answer: Relevant consultation and communication with other State institutions are encouraged. When developing the Technical Specifications shall be considered the future possibility to allow system integration with other institutions and their information systems (e.g. ensure traceability of bills drafted by the Government), thus, should be assessed processes that will assure the interoperability.

Question 18: Should the PRM ICT Transformation Action Plan include only activities which are feasible to be implemented during a period of two years, or it should include the entire range of actions required?

Answer: The Action Plan will include all the actions to be undertaken by the Parliament to ensure PRM ICT Transformation and are constitute preconditions for the implementation in production of the *eParlament* system, with clear deadlines for completion, indicating the area where immediate actions are required.

Question 19: In terms of the Certificate ISO 14001, is it necessary that the company is accredited to that standard or we can demonstrate our commitment to the Environmental management through our actions and approach?

Answer: First of all, just to remind, this is an optional certificate, not a mandatory one. Proof of such certificate would represent an advantage for the company.

Question 20: Will there be granted points in case when staff member does not speak Romanian (as requested in the ToR) but the company will ensure an interpreter?

Answer: In the evaluation process points will be granted if the staff member speaks Romanian, the presence of translator is not considered as knowledge of Romanian. Knowledge of Romanian is mandatory only for the Project Manager. The company can provide interpretation services for their staff but this should not impact the financial offer of the company.

In this context, Elena Birau, Procurement Assistant, Democracy Programme, reminded everyone the submission and procedures requirements as indicated in the RfP document. She also pointed out some of the important aspects like expectations, the selection criteria, rules and regulations to be applied in the process of evaluation. Elena drew special attention to the fact that proposals shall be submitted in time, to the special address or e-mail set in RfP document, shall include all the documents required to establish eligibility of a company and shall meet all the requirements indicated in RfP document.

Question 21: Referring to the expert Legal Officer, please clarify if there is a mistake in the sub-total of 70 points, as when summing all the points we obtain 65

Please be informed that there is a little mistake at Legal Officer requirements points, instead of 5 maximum points at the requirement mentioned below, there should be 10 points, which does not change the subtotal of 70 points:

Previous work experience with national, international and EU legal framework related to e-governance would be an asset *(yes- 5 10pts., no – 0 pts.)*	10 5