

**Minutes of the Pre-proposal Conference for RfP16/01184:
Development of the Information System „SAISE Admin”**

04 March 2016, 11:00

UN House, Conference room

Agenda:

- I. Presentation and description of procedures
- II. Questions and answers

I. Presentation and description of procedures

The Pre-proposal conference was opened by Mrs. Diana Zaharia, Senior Project Officer, Democracy Programme / Elections, who welcomed the participants and thanked for the intention and interest to participate in the tender. Mrs. Zaharia made a short presentation of the scope of the project, emphasizing its main objectives and introduced the team present to answer to the questions.

Further, Tatiana Panfil, Procurement Associate, UNDP Moldova, went through the submission and procedures requirements as indicated in the RfP document. She also pointed out some of the important aspects like expectations, selection criteria, rules and regulations to be applied in the process of evaluation. Tatiana has also emphasized the following:

- proposals should be valid for 90 days, period when UNDP should sign the contract with the winning company
- the Proposal Security and Performance Security are not required
- advance payment is not allowed (according to UNDP rules)
- deadline for submitting requests for clarifications/ questions is 3 days before the deadline
- proposals shall be submitted in time, to the special address or e-mail set in RfP document, shall include all the documents required to assess the eligibility of a company and shall meet all the requirements indicated in RfP document;
- deadline for submission of proposals is 18 March 2016, 16:30, and this is very strict. Late submissions are not accepted and shall be disqualified.

Mr. Ion Amarfii, the UNDP ICT Consultant, presented shortly the Terms of Reference explaining the main objective and background of the project, as well as short explanation about what does SAISE mean. Also, he paid attention to the fact that companies should present proof of any certification they owned or by its personnel, and not only to mention about their existence. Mr. Amarfii also mentioned the fact that the original Terms of Reference were written in Romanian language and afterwards translated into English, thus there may be some mistranslations.

II. Questions and Answers

Question 1: Regarding the infrastructure, for availability of the system and balancing of the request, who will be responsible for the server Architecture?

We noticed that MS SQL and other Microsoft technologies were requested, why?

Answer: The infrastructure is offered by CEC or the critical periods when the system is overloaded (electoral period), CEC rents additional hardware resources for their datacentre and also in MCloud for an efficient balancing of user requests.

At the moment, the CEC applications are developed on this software platform. It is not welcomed to add additional technologies for the SAISE applications, as it implies the necessity to train and increases the exploitation costs of information systems. CEC has all the necessary licenses (Windows Server 2012 R2; IIS 8; .NET 4.5, MS SQL Server 2012) and the offeror will not have to purchase additional licenses.

We insist on the fact that the offeror develops SAISE Admin based on desirable software platform in TOR.

Question 2: Does the system include the implementation of a document and records workflow mechanism?

Answer: We do not aim to implement the dedicated workflow management platform, but we intend to simulate some aspects at the resource management level: if the electronic form is registered as resource, it has to be configured at the status level, action level, transition of the statuses and roles which may carry out the transitions or can make actions (add, view, modify, delete). If the offeror will suggest a document management platform, the costs and delta costs of the licenses should be included in the financial offer.

Question 3: Do we introduce the voters in the voter's lists?

Answer: No, at this stage we do not have anything to do with voters' list and its completion. Now we are at the stage when we prepare CEC infrastructure for the Election period at the metadata level.

Question 4: Will the SAISE Admin system interact with other information systems?

Answer: Yes, this is the main objective of the project, there has to be created an interoperability mechanism at CEC level, which is why all the implemented functionalities which can be re-used by other information system (authentication, authorization, logging etc.) must be offered through web services or API.

Question 5: Will there be implemented both VPN and MPass?

Answer: Yes, VPN, Active Directory, MPass, MSign, Mlog will be implemented. Please refer to Table 5.10 in ToR.

Question 6: Who will be responsible for adjusting of the existing CEC information systems?

Answer: At the moment, there are 2 information systems already created, SRV (State Register Voters) and Functions Block "Votarea". Regarding the second one, "Votarea" it was decided to leave it as separate isolated application and SAISE Admin to allow the creation of database for the Election period. We want to make these 2 modules independent from each other. As for SRV, at the moment, we have engaged a company that will adjust the module according to the new SAISE to be developed. At some point, there will be a moment in its activity, when the winning company, that will develop SAISE Admin, will need to interact with the company that is now creating the SRV.

Question 7: Is Microsoft.net the programming language?

Answer: Yes, as all the platforms are already created in this programming language and we try to keep continuity. Web services can be developed based on other platforms like the Platform used for the MConnect.

Question 8: What is the principle of integration with MLog?

Answer: At the moment, it is not identified the business events that need to be logged in MLog, this will be carried out later, but SAISE Admin should allow to send a specific log to MLog. We need to know the parameters and services used for MLog logging.

Question 9: What is the preferred development methodology?

Answers: We do not suggest any specific methodology. It is important that the company presents a clear work methodology in the Technical offer, and to prove that this specific methodology is adequate to the given project.

Question 10: Are there any principles of reporting?

Answer: The functional requirements related to the mechanism of report retrieval with the aim to conduct an ICT audit of SAISE Applications are defined in Table 5.5 (page. 41 in TOR).

There should be provided a report designer. We did not request a reporting platform like SAP Business Objects, IBM Cognos, but the offeror is welcome to mention any reporting formula. For the moment, it is enough to export Excel lists.

Question 11: Regarding the requirements issued in the Tender Documentation, page 50, Table 5.18. Requirements for software, hardware and communications technology assurance of SAISE Admin, the contracting authority has stated the following requirement (identifier = SHC 001):

“The IT solution shall be developed having the following platform constraints:

- Windows Server 2012 R2;
- IIS 8;
- .NET 4.5,
- MS SQL Server 2012 (11.1.3128.0)’’:

a) Please detail the hardware infrastructure environment that is provided for the development/testing/deployment of the future SAISE Admin information system:

- number of servers (application servers, database servers, etc.) and associated computing power (number of processors/server, number of cores/processor, available RAM, available storage, etc.);

b) Please detail the software infrastructure environment that is provided for the development/testing/deployment of the future SAISE Admin information system:

- number of operation system licenses (Windows Server 2012 R2);
- number of database licenses provided (MS SQL Server 2012);
- number of Active Directory licenses provided;
- any virtual machines that are available.

Answer:

a) For SAISE and SAISE Admin is planed the following infrastructure:

No.	Name	Description	Capacity
1.	SRV-APP1 (Hyper-V virtual server)	CPU	AMD Opteron 2,4 GHz Quad Core
		RAM	131GB16GB (dynamically expandable)
		OS	Windows Server 2012 x64 Std.
2.	SRV-APP2 (Hyper-V virtual server)	CPU	AMD Opteron 2,4 GHz Quad Core
		RAM	16GB (dynamically expandable)
		OS	Windows Server 2012 x64 Std.
3.	SRV-DB1 (physical server)	CPU	AMD Opteron 2,4 GHz Quad Core
		RAM	131GB
		OS	Windows Server 2012 x64 Std.
4.	SRV-DB2 (physical server)	CPU	AMD Opteron 2,4 GHz Quad Core
		RAM	131GB
		OS	Windows Server 2012 x64 Std.

Storage space is sufficient in order to manage all the SAISE data and CEC is responsible to insure the needed space.

b) We do not consider appropriate at this stage a more detailed reporting of CEC software and hardware infrastructure. We can say that in case of accepting platform software restrictions, CEC will not purchase additional licenses, the offeror will have to propose in limits of existing platform.

In case the offeror will present products that request additional licenses, they need to be included in the financial offer. We reiterate about the fact that we need to keep continuity and integrity of the existing architecture platform within CEC.

Question 12: Regarding the requirements issued in the Tender Documentation, in the tables providing the functional requirements sets for the use cases, more specifically “Binding Requirements” column, please clarify what letter “D” does stand for and what is its associated meaning in relation with the technical offer (is it a mandatory requirement or else).

Answer: Optional requirements are not mandatory to be implemented in case the offer is self-sufficient and guarantees a good functioning of the SAISE Admin system. Although, when evaluating the technical offers, point D will represent an advantage to the company in comparison to other offers which do not confirm the implementation of the requirements. The offeror must include in the proposals the description of how the functional and non-functional requirements are fulfilled.

Question 13: Please offer additional details on the internal CEC IT infrastructure. Does CEC have data centre? How many servers are there? What is the configuration? What is the storage limit? etc.

Answer: For SAISE and SAISE Admin functioning there will be provided the following:

No.	Name	Description	Capacity
1.	SRV-APP1 (Hyper-V virtual server)	CPU	AMD Opteron 2,4 GHz Quad Core
		RAM	131GB16GB (dynamically expandable)
		OS	Windows Server 2012 x64 Std.
2.	SRV-APP2 (Hyper-V virtual server)	CPU	AMD Opteron 2,4 GHz Quad Core
		RAM	16GB (dynamically expandable)
		OS	Windows Server 2012 x64 Std.
3.	SRV-DB1 (physical server)	CPU	AMD Opteron 2,4 GHz Quad Core
		RAM	131GB
		OS	Windows Server 2012 x64 Std.
4.	SRV-DB2 (physical server)	CPU	AMD Opteron 2,4 GHz Quad Core
		RAM	131GB
		OS	Windows Server 2012 x64 Std.

Storage space is enough in order to manage the entire data collection of sAISE and it is CEC responsibility to provide additional storage in case needed, but with the condition that it does not exceed 1TB.

Question 14: M-Cloud is Amazon Cloud or another?

Answer: Details on M-Cloud can be found here: <http://mcloud.gov.md/ro/content/despre-mcloud>. Also, in TOR is reflected in details the definition of MCloud (pagina 24).

A final note was mentioned by the end of the meeting, the fact that all final products developed for UNDP are property of UNDP.

The meeting was finalised by mutual agreement that there will be sent a Romanian version of the initial TOR for ease of reference.