

Request for Proposal (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"

Clarification Questions and Answers (as of 23 February 2016)

Question 1:

According to Section 3 Terms of Reference (TOR):

As a result of services rendered as required in this section, the Auditor shall produce the following deliverables:

"1. Documents regarding the current ICT architecture of the PRM. The document shall contain at least:

- Data architecture: PRM related data flow diagrams, data catalogue, and CRUD matrix for PRM subdivisions;
- Application architecture: graphical models to present relevant perspectives for applications architecture, applications catalogue, CRUD applications x data matrix, PRM applications x subdivision matrix;
- Technological Architecture: graphical models to present relevant perspectives for technological architecture, technological platform components catalogue, relevant matrixes for presenting interdependencies for technological architecture components.

We would kindly ask for your input regarding the estimated number of the business processes that will be included within the scope of the audit.

Answer 1: *In line with the terms of reference it is the selected company that will carry out the audit of all the business processes. The audit will include in its perimeter the processes within 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).*

Question 2:

According to Section 3 Terms of Reference (TOR):

"2. ICT management and governance framework model within PRM. The document shall contain at least the following:

.....

- map of the processes related to the ICT governance and management within PRM. The map shall present the interactions between processes, in terms of inputs and outputs documented;

....."

We would kindly ask for your input regarding the estimated number of the business processes.

Answer 2: *The Company shall present the map of all the processes related to ICT governance and management within the PRM. It is part of the company assignment to identify the processes that are related to the objective.*

Question 3:

According to Section 3 Terms of Reference (TOR):

- "5.1. Functional requirements of the IT system
 - 5.1.1. The functional requirements of the use case UC01
 - 5.1.2. The functional requirements of the use case UC02
 - 5.1.3. The functional requirements of the use case UC03
 - 5.1.M. The functional requirements of the use case UCM"

We would kindly ask for your input regarding the functional requirements. Are they already defined and will be included within Technical Specifications or they shall be defined from scratch within the current project.

Answer 3: *The functional requirements will have to be developed from the beginning. One of the deliverables in line with the TOR is the technical specification for the e-Parlament system, subsequently all the use cases, workflows, roles, functional and non-functional requirements have to be identified and included in the technical specification.*

Question 4:

Part I: According to the DATA SHEET, Management Structure and Key Personnel:

For the experts: Project Manager (PM), Expert in IS architecture (SE 1), Expert in Business Process Analysis (SE 2), Expert in technological architecture (SE 3), Expert in Information Security (SE 4) *is required a Bachelor degree in ICT, Master in ICT would be an advantage.*

The Romanian Nomenclature of areas and specializations / university study programs includes the profile of the University Remote Control, and Electronics in Transports in the field of ICT.

Please confirm that in your understanding an Engineer diploma specialized in Remote Control, and Electronics in Transports is assimilated also with the ITC fields.

Part II: *With regard to the request for bachelor degree in ICT, please clarify if The Faculty of Physics, University of Bucharest with the following specialties is considered ICT field:*

- *Electricity & Magnetism*
- *Electronic & Electric Measurements;*
- *Complementary Electronics*

Answer 4: *In regard to the nomenclature of specialisations and whether the diploma of Engineer specialized in Remote Control, and Electronics in Transports; specialisation in Electricity & Magnetism; Electronic & Electric Measurements; Complementary Electronics, can be assimilated to the ITC field, it is preferred that besides the diploma that certifies the studies, the annex to the diploma that describes the area of studies and prospect field of activity is attached to the application.*

Question 5:

According to the DATA SHEET - Expertise of Firm / Organization:

Point 1.2 General Organizational Capability which is likely to affect implementation: *loose consortium, holding company or one firm (consortium with local Moldovan firm or local branch in Republic of Moldova – 10 pts., subcontractor in Republic of Moldova – 5 pts., no representative in republic of Moldova – 0 pts.)*

Point 1.3 *Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills) – 20 pts.*

We would kindly ask for your confirmation regarding the evaluation process related to the above, as follows:

- ❖ *If the proposer is associated with a local Moldovan form or local branch in Republic of Moldova, it is awarded with 10 points;*
- ❖ *If the Proposer has a Subcontractor in Republic of Moldova, it is awarded with 5 points;*
- ❖ *If the Proposer has a Subcontractor a firm, independently from where the Subcontractor is located, including a subcontractor in Republic of Moldova), is it awarded with 20 points.*

Answer 5: *By the following we confirm that:*

Regarding point 1.2

If the proposer is in consortium with local Moldovan firm or has local branch in Republic of Moldova 10 points will be granted;

If the Proposer has a subcontractor in Republic of Moldova it gets 5 points.

If there is no representative in Republic of Moldova the company gets 0 pts.

Regarding point 1.3

Subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills, therefore a clear distribution of tasks, work schedule, CV of proposed personnel of the subcontracted company shall be included in the offer in order to clearly assess subcontractor's involvement. Maximum 20 points shall be granted under this criteria.

Question 6:

According to Section 2: Instruction to Proposers, Cap. B. CONTENTS OF PROPOSAL, Point 19. Joint Venture, Consortium or Association, the Proposer must present a duly notarized Agreement:

"If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal, they shall confirm in their Proposal that: (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Proposal;"

corroborated with,

Instruction to Proposers, DATA SHEET, namely:

"The following data for the services to be procured shall complement, supplement, or amend the provisions in the Instruction to Proposers. In the case of a conflict between the Instructions to Proposers, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall govern."

And
DS no. 26, Cross ref. to Instructions C. 15.1, Required Documents that must be submitted to Establish Qualification of Proposers, Requirements:

- ❖ Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues Portfolio of clients whom services similar to those requested under this RFP have been delivered to over the past 5 years
- ❖ Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation
- ❖ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country
- ❖ Quality Certificates and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any
- ❖ Statement of Satisfactory Performance or Letters of Recommendations from the Top three Clients or business partners obtained in the last three years
- ❖ All information regarding any past and current litigation during the last three (3) years, in which the Bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded
- ❖ Resumes of the Key Personnel comprising information requested in the Terms of Reference (ToR), Section 3 of RfP

And

27		Other documents that may be Submitted to Establish Eligibility	N/A
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Section 5: Documents Establishing the Eligibility and Qualifications of the Proposer, Proposer Information Form, is required only a copy of the Memorandum Agreement or Letter of Intent:

*"14. Attached are copies of original documents of:
 If Joint Venture/Consortium – copy of the Memorandum of Understanding/Agreement or Letter of Intent to form a JV/Consortium, or Registration of JV/Consortium, if registered"*

The above requirement is outlined also by the Section 6: Technical Proposal Form
2.8. Partnerships:
Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous projects is encouraged.

Considering all of the above requirements, mainly that the information within the DATA SHEET shall govern, we would kindly ask for your confirmation regarding the documents that must be submitted in case of Joint Venture / Consortium, namely, please confirm that for this stage we can present the Joint Venture/Consortium Agreement signed by the representatives off the entities along with the Memorandum of Understanding/Agreement or Letter of Intent to form a JV/Consortium (as stated in Section 5: Documents establishing the Eligibility and Qualifications of the Proposer, Proposer

Information Form), noting that in case of award, the Joint Venture / Consortium members undertakes to present the notarized Agreement among the legal entities.

Answer 6: *At the stage of submission, the proposer should submit a copy of one of the following documents: Memorandum of Understanding/ Agreement or Letter of Intent to form a JV/Consortium. Later, the proposer will be requested to present an official Agreement.*

Question 7: *In case of an expert having the certifications and necessary experience to comply with 2 roles (ex. Expert in IS architecture and Expert in technological architecture), please clarify if is allowed to propose the same person for both 2 roles. We mention that, in order to assure the satisfactory execution of the contract, the key expert will have proper support from non-key experts*

Answer 7: *If the expert is certified to apply for both positions and has the sufficient skills to fulfil the requirements, the company can propose the same person for 2 roles. Also, the company needs to analyse and present a clear distribution of tasks and time allocated so that is clear how the same person can combine the 2 tasks.*

Question 8: *In case of electronic submission, please clarify whether a hard copy is or is not necessary and if it's necessary, if we can send it later, after the submission date.*

Answer 8: *In case of electronic submission, there is no need to send also the hard copy.*