

**Questions and Answers upon results on the Pre-Bidding Conference,  
which took place on March 19, 2020, 09:30**

**Skype meeting**

**Ref. 210-2020-UNDP-UKR-RFP-EUP**

**Provision of services to support Verkhovna Rada in Complex diagnostics of information systems of the  
Verkhovna Rada**

N	Question	Answer
1.	VAT status of the procurement action.	The requesting project is duly registered in international technical cooperation, the procurement concerning this tender opportunity will be exempt from VAT, which should be reflected in financial proposals. Registration card copy and procurement plan attached to it will be provided to the contract awarded company.
2.	What is the budget limitation for the current opportunity?	UNDP does not provide information about the budget available in order not to compromise open and transparent competition.
3.	Where General Terms and Conditions could be found?	GTCs are available following the link <a href="https://www.undp.org/content/dam/undp/libRARY/CORPORATE/PROCUREMENT/ENGLISH/3.%20UNDP%20GTCs%20FOR%20CONTRACTS%20(GOODS%20AND-OR%20SERVICES)%20-%20SEPT%202017.PDF">HTTPS://WWW.UNDP.ORG/CONTENT/DAM/UNDP/LIBRARY/CORPORATE/PROCUREMENT/ENGLISH/3.%20UNDP%20GTCs%20FOR%20CONTRACTS%20(GOODS%20AND-OR%20SERVICES)%20-%20SEPT%202017.PDF</a>
4.	Will experience of the expert involved be counted as the experience of the bidding company, in case this experience took place while working for another employer? Reference letter from the past employer can be provided.	This experience and reference will be valuable as part of the experience of the expert being a team member, which will be evaluated in Form 3 of evaluation grid. This experience can not be regarded as the experience of the bidding company.
5.	How the experience can be proofed? Will it be enough to make a self-declaration?	Company's experience may be proofed by provision of reference letters \ references of the clients, the list of the projects provided in the submission will be regarded as reliable with further check. It is highly recommended to include information about implemented projects only.
6.	In case the bidder represents multinational company in Ukraine, may the experience of the main company be regarded as the experience of the bidder, registered as a separate business entity in Ukraine?	Information about the main company experience in similar projects may be considered only if the expert team proposed for implementation of the project in Ukraine involves those experts which took part in the project implementation for the main company project. Information about the main company may be provided in the form for Consortium \ Joint venture, pointing out its role for the current project. For the cases of expert team exchange there is no need to provide information and supporting documents for the main company.
7.	Key experts' requirements include Master's degree. Will it be a reason for disqualification in case the expert has bachelor's degree supported by specialized trainings certificates?	Bachelor's degree with specific relevant certification will be considered sufficient for technical qualification.
8.	Will the timeline of the project be shifted because of the quarantine measures in force?	We assume that the quarantine measures will be held till 03.04.20. In case they will be prolonged and influence implementation, the deadline will be extended correspondingly, though in frames of the requesting UNDP project duration.
9.	Is it possible to add other experts to the team in addition to those requested by TOR?	Additional team members can be proposed, though only 3 members of the team will be evaluated during technical evaluation stage. Please indicate clearly the roles for each team member to be evaluated as core.
10.	What is meant by previous experience at least 10 years? How this experience may be demonstrated?	The company should be present in the market at least during 10 years, relevant projects will be considered as the part of evaluation disregarding the year of implementation, paying attention to the relevance and quantity of the projects

		implemented.
11.	During evaluation of the bidder experience will it be preferred that the company had experience in public sector, or the projects implemented for business\private sector will be regarded equally?	The experience will be regarded in terms of the scope and scale of implementation, disregarding public or private nature of the client. Though the experience in public sector will be useful, considering the end beneficiary nature and specific.
12.	Certification of IT Security expert. Will the certificate ISO 27001 Lead implementer be considered as sufficient?	Yes, this certificate may be provided as proving qualification of IT Security Expert.
13.	Is there detailed description of e-parliamentarism strategy and functional requirements to the system available for consideration during bid preparation?	The e-parliamentary strategy is available as an addition to Order № 278 from July 5, 2018: <a href="https://zakon.rada.gov.ua/laws/show/278/18-%D1%80%D0%B3">https://zakon.rada.gov.ua/laws/show/278/18-%D1%80%D0%B3</a> Also, some more detailed requirements are described in the accompanying technical documentation for the procurements of the development of the corresponding systems available through prozorro.gov.ua
14.	It is suggested that current IT systems in use of the VRU are going to be changed and updated. Is it reasonable to make assessment of the current systems in use?	It is expected that the analysis will help answering the question concerning which of the systems should be replaced in the first place, so their analysis still makes sense.
15.	Will a set of interviews with end-users be organized as part of the project implementation? Currently it is not foreseen in the methodology of the TOR.	Although the need for an interview is quite obvious, their number will be determined by the contract awarded service provider and will be part of his proposal.
16.	Is it possible to make changes to methodology of implementation of the stage 3?	A methodology for each stage may be subject to clarification in the process of signing a contract, provided that the deliverables are preserved.
17.	Functional gap assessment and Infrastructure sustainability and security review – how the implementation stages should be structured, considering intersection of the processes in different sections of the system.	Each assessment and review can be carried out by the contractor in a complex or separately, provided that the final deliverables will be preserved.
18.	Is it possible to re-structure deliverables to meet the needs of efficient implementation plan? Including changes in the structure of reporting.	The possibility of combining or splitting several deliverables may be subject to clarification at the stage of signing the contract. But results on Deliverable #2 should be provided not later than in 8 weeks upon signing the contract.
19.	Is the license of Derzhzv'yazok or SVU required to access the system for security review?	It was agreed with the VRU that in case certain aspects of diagnostics of IT systems of the VRU (for instance, analysis of information or cybersecurity) will require the permit from State Service of Special Communication and Information Protection of Ukraine, a representative of the Department of the Computerized Systems of the VRU will provide support with receiving all necessary permits.
20.	Implementation team in accordance with TOR does not involve specialists who can provide IT infrastructure assessment. Is it possible to add the expert – at least solution architect – to the team as per TOR requirements?	Infrastructure assessment is not a top priority. At the same time, a bidder may offer an expert in this area and this will be taken into account.
21.	Analysis of information security settings on equipment can only be carried out by an expert with the appropriate qualifications. No such experts have been announced. Will there be changes to the TOR?	At this stage, the TOR does not have a specific list of equipment. Therefore, there are no separate requirements to the equipment expert.