

Meeting Minutes

Pre-Bid Conference


For the RFP **Development and Implementation of the Georgia's** Centralized Multi-Hazard Disaster Risk Information System (MHDRIS) under the GCF funded project „Scaling-up Multi-Hazard Early Warning System and the Use of Climate Information in Georgia” (Reannouncement)

Date, Time: August 9, June 2021, 15:00- 17:00h PM, Geo Time (GMT+04);

Venue: Zoom Application. Meeting ID: **889 2001 6290**

Attendees: UNDP Georgia represented by:

Nino Gvazava, Project component team leader 

Levan Gagua, Proc. & Contr. Assistant 

Eugeniu Platita, MHEWS Project System and Technology International Expert 

Representatives of the following national and international IT companies;

1. Orient Logic LLC (Georgia);
2. Softline IT (Ukraine);
3. FINA LLC (Georgia);
4. Antea Group (Belgium)

1. Announcements

The meeting was opened with introduction of the meeting objective followed with briefing on MHEWS project and the assignment and the main requirements under the announced Request for Proposals (RfP). More precisely, the participants were given insight on the, outline and duration of the assignment including expected timeframes for the deliverables, funding source, criteria of selection (minimum requirement, etc.), CV template and budget forms. Proposal submission deadline and method, including e-tendering general rules (Financial proposal submission with excepted file only) etc.

2. Discussion

Question N1 – Requirement for the Project Manager States, that similar experience of this staff member can be proved through reference from hiring company or a client. Please

clarify which hiring company is meant and client? If the bidder was previously hiring company of the PMP, would you accept a reference issued by the bidder?

Answer N1 – Project manager should have Proven experience in Management of ICT Projects through applying Internationally recognized project management methodologies such as PMP, PRINCE2, AGILE or equivalent.

To prove this experience one of the following should be submitted (Minimum Requirement):

1. A reference letter from a client or a hiring company issued on the name of proposed project manager, indicating project management methodology applied (PMP, PRINCE2, AGILE or equivalent).

or

2. Internationally recognized project management certificate such as PMP, PRINCE2, AGILE or equivalent held by the project manager.

Under hiring company is meant the company who hired this expert as a manager in the project. Under the client is meant the company where this project was implemented.

If the bidder was the hiring company of the PM the relevant experience of this staff member can be proved through reference letter issued by bidder as well.

Question N2 – Technical Specifications are very detailed. In terms of Methodology are we allowed to change the part of the technical requirements? Or should we strictly follow the existing technical part?

Answer N2 - Technical Specifications (ToR and Annex 1) were developed based on vision of the project and the requirements of our beneficiaries. So, this should be fully met by the bidder. However, while developing the methodology you may offer different software solutions and approaches, thus your Methodology and approach should specify used software solutions. If during the implementation period so part of the technical specifications should require revision, this should be negotiated and agreed with the beneficiary and UNDP and this could be considered as an amendment of ToR if deemed appropriate. The technical specification is developed with indication of neutral functional requirements of the beneficiary, so these functions can be achieved through different software solutions. These solutions and approaches should be in details explained in Methodology.

Herewith while developing the Methodologies the bidders should pay attention to the ToR 13.1.3. The following Checklist is provided to help the Bidder organize and consistently present its Technical Proposal. For each of the following Technical Requirements, the Bidder must describe how its Technical Proposal responds to each Requirement. In addition, the Bidder must provide cross references to the relevant supporting information, if any, included in the Proposal. The cross reference should identify the relevant document(s), page number(s), and paragraph(s). The Technical Responsiveness Checklist does not supersede the rest of the Technical Requirements (or any other part of the Proposal

Documents). If a requirement is not mentioned in the Checklist, that does not relieve the Bidder from the responsibility of including supporting evidence of compliance with that other requirement in its Technical Proposal. One- or two-word responses (e.g. "Yes," "No," "Will comply," etc.) are normally not sufficient to confirm technical responsiveness with Technical Requirements.

Question N3 – As we understood the current assignment envisages to use some data from other project namely, maps and other related data which should be later integrated to this system. What is the status of this data?

Answer N3 – in the system should be integrated the socio-economic data and hazard maps, which are part of Unified National Methodology. This methodology is already in place; however, GIS based socio-economic assessment and the model creation is in process, the project is selecting proper company to deliver this GIS based Socio-Economic data and it will be available at the project implementation stage. By the end of this year will be expecting to have this data, which is input data for the system.

Question N4 – Which agency will be hosting the system and which is the beneficiary of the system (final owner)?

Answer N4 – Hosting of the system is not precisely decided at this moment; After having the precise knowledge on the hardware technical specifications the decision will be made on hosting issues. Hence, the bidder will be informed at that stage, but before the start of software development stage. Beneficiary (final owner) of the system is Emergency Management Service, which is subordinate agency under the Ministry of Internal Affairs of Georgia.

Question N5. If some contradictions exist between technical specifications, who will make final decision? Please clarify following contradictions:

NFRQ004

The System uptime shall be at least 99.5%, with 8 hours Recovery Time Objective (RTO) and zero data loss Recovery Point Objective (RPO).

High Availability. According to principles 99.5% means 7 minutes downtime in a day.

TSR021

The Developer shall provide guidance and reasonable support to ensure at least 95% availability of MHDRIS in a standalone mode and at least 99.9% availability if any third-party mission critical systems would rely on its data.

Answer N5 – if some contradictions occur in technical specifications during the implementation stage, the final decision will be made based on consensus between UNDP-Beneficiary and with the company involvement.

As for the mentioned “**contradictions**” please find clarifications below:

The requirement TSR021 shall be read **as follows**: “**The Developer shall provide guidance and reasonable support to ensure at least 99.5% availability of MHDRIS in a standalone mode and at least 99.9% availability if any third-party mission critical systems would rely on its data.**”

Question N6. The project focusses on a web-based platform which provides MHRA-information. The modelling of any hazard/vulnerability/risk-info will be carried out during another project. The development of an Early-warning system is not included neither. And the entire SaaS will be implemented at the server of the national EWS. Correct?

Answer N6. Selected company is expected to develop a web-based platform (knowledge web portal) with GIS capabilities, which will provide multi-hazard and disaster risk information (including digital hazard maps) to its users in order to increase awareness, with integration of social media and possible mobile application to increase community engagement. The hazard maps and socio-economic vulnerability assessment information will be provided by other external software systems.

Development of the Early Warning System (EWS) is outside the scope of work. As for the Servers we must mention that UNDP is currently discussing the hosting of the MHDRIS with the identified owner of the System – Emergency Management Service.

Question N7 – Is there available any information about allocated budget for this project? And while we should work using Agile Methodology how we should calculate our costs? Because classical Agile Methodology envisages step by step development of the project and each stage has its own budget which is agreed to the client. Please clarify the period of implementation.

Answer N7 – Unfortunately we are not allowed to state located budget for this project. As for the budget development please refer to the Cost Breakdown Template of RFP were are given Installments per deliverables with specific percentages for each installment, so the total budget should be divided into installments and percentages. There also is give Cost of Personnel Services, where the bidder should allocate the working days, rates, and totals for each expert. Other costs Sections of the budget template also states expecting expenditure other than personnel costs. To summarize the budget is one of the important criteria for contract award, so the evaluation will be conducted based on submitted budget. We will pay attention how well the financial proposal is structured, and associated costs reasonably allocated. While developing your financial proposal please refer to the budget template

included in the RFP and duly follow the existing budget lines, unit of measures, amounts, definitions etc.

For the period of implementation, each installment has its maximum weeks of delivery, so the company should follow the deadlines, if the supplier fulfils any of the installments earlier, than deadline it is acceptable, and the payment will be processed after clearance and certification of the relevant deliverables per installment as stated in the RFP.

The Agile method will be used for the implementation to deliver the system module by module.

Question N8. There is requirement the budget should be submitted with encrypted file. Please clarify exactly, which part of the proposal should be encrypted.

Answer N8. The budget template of the project is given in RFP Sections D and E, so those parts should be encrypted, and the bidders should not indicate any budgetary figures in the proposal, rather than in encrypted file.

Question N9. It is mentioned in the RFP, that API will be used in the project. Can you clarify the size of data sets and which agencies are providing **API's to understand the scope of this service and value?**

Answer N9. At this stage we cannot **provide more details on API's, those are under** responsibility of state agencies and it will be delivered during the implementation (Analyzes and design stage). Already exists Excel file which includes preliminary data sets have been identified at earlier phase of the project and it can be share, but technical aspects and integration with any other systems will be disclosed to the selected company only.

Question N10. In the staff requirements there is requirement of education – Some degree in Computer Science, Information Technologies and/or related field. Please specify what is meant under related field.

Answer N10. As far in our country similar professions and specializations may have another definition, wording Related Field will make it possible to match the education to the RFP requirements. Also taking into account, the field of given expert the Related Field education will be assessed evaluated relevant to the field of expertise of this staff member.

To summarize the pre-bid meeting all participants were addressed to pay attention to the following issues:

1. Proposals should be submitted through UNDP electronic system using E-Tendering Module.
2. Project budget breakdown must be represented using the forms (-attention should be paid to the units of measures, other cost component etc.) provided in RFP;

3. CVs of proposed personnel should be represented according to provided forms and qualification and experience of proposed personnel should be clearly demonstrated with accordance to the RfP requirements, this is important for evaluation purposes.
4. Encrypt the Financial proposal and only after UNDP request disclose the password of the file. Also do not indicate any part financial proposal in the submitted files and electronic application. In the electronic application in budget line indicate number 1 instead of the offered budget.

All questions and remarks during the pre-bid conference were answered. No additional clarification was required.