

Questions and answers following the results of a Pre-Bidding Conference held for participants of tender on “Development of Software of Electronic Asset Declaration System of Ukraine” in the UNDP office on 5 October 2015

- 1) ***Is it allowed to submit proposals from several companies? Also, can a team of developers (e.g. all Private Entrepreneurs not incorporated as a company) participate in the tender?***
– Yes. It is possible to submit proposals from several bidders registered at the moment of submittal as Joint Ventures, Consortia and Associations. This also applies to Private Entrepreneurs, who can submit proposals individually or team in a Joint Venture or Consortium by signing a respective memorandum or cooperation agreement. Herewith, it is important to indicate the lead company and fill out Table A of Annex 2 (Qualifications of the Service Provider) for every participant of the Consortium or Joint Venture.
- 2) ***May a non-resident be a software developer? – Development of Software by non-resident developer is possible.*** At the same time, it should be taken into account that the Terms of Reference request cooperation with state authorities and the customer in Ukraine. It is particularly important as regards cooperation with the customer during the implementation of Phase 2 of the project.
- 3) ***Is it possible to submit a proposal in a format of .rar archive due to the fact that .zip archives are easily opened?*** – The Request for Proposal favours .zip format. However, if a proposal is submitted in .rar format, it will be accepted, too.
- 4) ***How will software-hardware platform be assessed? Software can be operated on either expensive commercial or free software-hardware platforms. Given that preference will be given to Open Source solutions, how will this criterion be evaluated during a proposal assessment?*** – This parameter will be addressed during technical assessment that makes up 70% of the general score. Licenses should be submitted together with developed system, their price should be included into a bidding proposal. A Bidder may include the price of the lease of web-servers into the price. At the same time, the Request for Proposal specifies that bidders are invited to propose the use of open data solutions and the use of such solutions will be considered as advantage.
- 5) ***Does the price of software development include the price of licenses and hardware?*** Only that hardware that a developer needs for project implementation (lease of web-servers for a period of software development in a case when a developing company does not have its own technical means). The hardware needed for a system will be acquired by a user of the system separately. A provider will provide licenses to software (if needed).
- 6) ***What are the system performance requirements? It influences the sizing of a system. What capacity should it have?*** As explained on page 26 of the Terms of Reference, “The E-declaration system shall allow for the management of about 1,000,000 submissions per year. The E-declaration system support at least 5,000 concurrent sessions.” The top load is

expected to be in late March when the declarations for a previous year are submitted. "System should scale well in both directions." It is desirable that an option of auto-scaling is provided so that there is no need to maintain a range of servers for a whole year. Also, the top load is expected during elections, both local and parliamentary. Given the number of public servants and the necessity to submit declaration by all deputy candidates, it is hard to predict when such top load occurs.

- 7) ***Do all candidates, irrespective of whether they are public servants, have to submit their declarations prior to elections?*** – Yes. The candidates willing to become public servants must submit declarations. As for the time being, it is unclear how long the declarations of unsuccessful candidates should be preserved (this issue will be finally settled after the National Agency on Corruption Prevention is established).
- 8) ***Does a developer retain respective copyright?*** – No, the copyright is transferred to the UNDP in full.
- 9) ***Is it allowed to provide feedback of customers that are available in the media or other open sources?*** – Yes, the UNDP may verify such feedback based on the information provided.
- 10) ***Is it allowed to provide feedback of foreign customers?*** – Yes, the feedback of previous work executed for foreign customers are admissible.
- 11) ***What template of the declaration will be accepted as a basic: a declaration that was officially approved in 2011 or a new one?*** – A new draft declaration has already been developed, as well as a draft notification on considerable changes in economic conditions of a subject submitting declaration. Both drafts were made available on the UNDP page when the bidding was announced. Draft templates have not been legally formalized yet, they should be approved when the National Agency on Corruption Prevention (NACP) starts working. However, it is expected that the templates will mostly correspond the provided samples. In future, a template may be supplemented and made more detailed according to respective amendments in legislation. The Terms of Reference also specify the requirements for templates. It is desirable that an electronic template be developed with a designer. It will provide a more flexible option given that a template will continue changing in future.
- 12) ***Is it expected that a winner of the bid will provide support to further use?*** – A system of E-declaration should be transferred in such a way to ensure that further support and possible upgrade of the system can be made by any other IT developers or IT support of the NACP. This bid does not concern the support of the Unified State Registry of Declarations of Persons Entitled to Perform the Functions of State or of Local Self-Government Bodies.
- 13) ***Does an instruction on the use of software of an E-declaration system have to take into account only future IT developers or administrators of the NACP, too?*** – The development of guidelines on the software of an E-declaration system will be also taken into account when assessing a bidding proposal. The form and creativeness of such materials will be assessed. This bidding does not include / demand constant system support. However, the NACP may conclude a separate contract on technical support of the system. An E-

declaration system should not be exclusively connected with its developer, it should be handy in use. Also, on its page 24 the Terms of Reference provide for the “Preparation and delivery of system installation and configuration guidelines (to include at least how to compile a code and install application, what the hardware and software requirements are, platform description and configuration, application configuration, disaster recovery procedures) in Ukrainian”.

- 14) ***Is the amount of potential advance payment “limited only up to 20% of the total price quoted” or \$30,000 anticipating the potential value of the bid?*** – No. It is a standard UNDP requirement and it does not affect the value of the bid.
- 15) ***This question concerns the second phase of the project, namely the verification with the registers. Some of such registers are empty, some of them do not operate. Will the preparedness of registers be secured by the start of implementation of the second phase of the project? Their unpreparedness will affect the period of implementation.*** – The preparedness of registers cannot be secured because UNDP may not influence this process. It is important to have a module of an E-declaration system that will be ready for further integration with the registries. A developer must implement a module for integration with external registries. Such module should make it possible to send single inquiries, combined inquiries, include various combinations of lines to inquiries, process answers from registers and adopt it to a format that can be recorded onto a database of the system. The integration with specific registries during implementation of this project as prescribed by this bid is not necessary.
- 16) ***Are there any requirements as regards the number of staff and financial turnover of a bidding company?*** – They are indicated in the Request for Proposal. 7 qualification profiles should be indicated. The minimum number of employees that will have such profiles is 4. These can be both full-time employees and staff outsourced for implementation of this specific project. The minimum professional experience of a company in the field of the development of software should be 3 years.
- 17) ***There is technical mistake on page 11 of the Terms of Reference. No trainings are needed, this information will be removed from the text.***
- 18) ***Agile Software Development methodology is referred to on page 34 of the Terms of Reference. What does that mean? How can this be combined with the government standards?***
On its page 25, the Terms of Reference provide that “The iterative methodology or other methodologies from the Agile Software Development group based on interactions and increments shall be used to develop the E-Declaration system.” As regards GOSTs (government standards), it is a formal requirement that aims to make it impossible to doubt the legitimacy of the system in future and to secure the customers and contractors against possible threats.
- 19) ***As regards an approach to accepting the work. How is testing conducted and within what period is it done after the first phase of the project?*** – It is indicated on page 27 of the Terms of Reference that quality control group will conduct all necessary testing and will

provide a conclusion as to compliance / non-compliance with the requirements of the Terms of Reference. It is indicated on pages 13-14 of the Terms of Reference that “The new system has to be developed and undergo appropriate tests, e.g. stress, volume, acceptance, accessibility, compatibility, GUI and security tests, by the end of January 2016.” At the same time, it should be taken into account that testing the system and correcting the flaws will take place throughout January 2016. The main task as of the moment of launching the system is to verify that the system meets the expected requirements, is protected against invasion, bears stress and can scale in a horizontal way.

- 20) ***How soon after signing a contract will a working group be established?*** – The group has already been established under the Cabinet of Ministers of Ukraine. It deals with various issues concerning the support of the launch of the National Agency on Corruption Prevention and cooperates with the representatives of the Ministry of Justice, UNDP, World Bank. Setting up the quality control group is pending. During the implementation of the project, it will provide support, supervise the process of software development, accept interim / final reports and provide recommendations to UNDP regarding the acceptance of works / making payment prescribed by the contract.
- 21) ***Is it possible to propose ready technical solutions?*** – Yes, if they meet the requirements of the Terms of Reference and can stand the top load.
- 22) ***Will training on an E-declaration system be provided to administrative IT support staff?*** – A contractor must provide all reference codes and passwords so that IT support of the NACP or other developers could upgrade the system. It is provided on page 16 of the Terms of Reference that developers of the system should provide a “user manual, i.e., the document that will be broken down by user categories (as explained in the ToR section on user roles) and enable effective operation of the system. This manual alone shall be enough for any untrained user to access and operate the system.” An E-declaration system must be completely independent of a company that developed it.
- 23) ***What equipment will be used to test software? Will it be the equipment of a customer or of a contractor?*** – This issue will be decided upon during project implementation.
- 24) ***Access to registries will be needed during the second stage (verification). Will such access be provided?*** – Both the administrators of the project and the Ministry of Justice will provide all possible support to make the process go faster, to provide access to state registries (Registry of Real Estate, Registry of Legal Entities and Private Entrepreneurs, etc.). However, a number of legal problems make it impossible to provide such guaranties. There is no need to indicate connection to the registries in the budget because a contractor is only required to grant technical capacity and connection if state registries are open at the moment of implementation of the second phase of the project.
- 25) ***How will the software and module of the registry interact? Will the work of a contractor be accepted if there is no possibility to check it during the integration stage due to some issues with the registries?*** – It is important to develop a universal declarations verification module with an option of interface connection to state registries and precise methodology of integration with state registries (on tax payers, real estate, private entrepreneurs and

legal entities, etc.). The integration with registries will be taking place as a matter of routine procedure. The main task is, after testing the system, to ensure the possibility to submit and publish E-declarations by the end of January 2016. When the heavy load of declarations is expected (March 2016), the following components should be in place – authentication, template of declarations and a public web-site. Even during the development stage, a contractor should familiarize itself with the registries that will be involved in integration during the second phase of the project – establishment of a mechanism of checking declarations.

- 26) ***Is it allowed to submit a proposal with description of several approaches with separate financial proposals? For example, a solution with using DBMS 1 and a solution with usage of DBMS 2?*** – Yes. It is allowed and should be submitted as separate Options, both for technical and financial proposal.