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**Minutes of the Pre-Bidding Conference for
RFP17/01629–Assessment of the ICT performance and capacity of MIA/IT Systems and drafting
of concepts for the Key MIA Information Systems - MIA Project**

16 January 2017, 14:30

"Le Roi" Business Centre, #29, Sfatul Tarii Street, 3rd floor, room 305, Chisinau, Moldova.

Ref. no: RFP17/01629

Agenda:

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

Presentation and description of procedures

The Pre-bidding conference was opened by Mr. Viorel Albu, MIA Project Manager, who welcomed the participants, introduced the members of UNDP project team, Mr. Iurie Tarcenco, Procurement Associate at UNDP CO, Mr. Ion Amarfii the ICT Expert of the project and Mr. Victor Morari, Head of Development and E-governance Unit of the Information Systems Service of the Ministry of Internal Affairs (MIA), present at the meeting and passed through the agenda of the event.

Further, he made a short presentation of the project "Strengthening capacities of the Ministry of Internal Affairs and its internal subdivisions for the effective implementation of the sector reform agenda" (MIA Project) and explained the connection of the present tender with the project objective. As part of MIA Project objective, UNDP intends to support the Information and Technology Service (ITS) of MIA in the modernization of MIA's key information systems mentioned in the Terms of Reference (ToR) of the given RfP.

Mr. Albu, emphasized on some important aspects related **to solicitation documents and procurement rules in UNDP.**

This is an **electronic tender**, therefore **the only way to submit a proposal is via the E-tendering platform <https://etendering.partneragencies.org>. If any offer is doubled by a hardcopy or other ways of sending a bid (e-mail), it will result into a rejected offer.** The guide for applicants is available on tender's page. **Companies can make changes to submitted offers. UNDP will consider the last submitted version.**

The Project Manager referred to several important details described in the RFP DATASHEET section and other relevant sections.

- Offers will be evaluated based on a **combined score** for their technical proposal (1st stage) and financial proposal (2nd stage), only after they pass the minimum qualification criteria.
- Mr. Albu, encouraged company representatives to pay much attention to the **score for the technical proposal**. The score depends on the quality of presented information. Thus, companies should provide detailed information that will help the evaluation team rate them objectively. **Minimum passing technical score – 750 points.**
- Though, formally MIA Project is operational by the end of June 2018, it has possibility of extension. Thus, the task of the winning company will be **to finalize all deliverables by the end of August 2018.**

Mr. Ion Amarfii explained that the Terms of Reference have been developed based on the recommendations of the Court of Accounts of the Republic of Moldova. Mr. Victor Morari added that according to audit recommendations, MIA and other law enforcement agencies (LEA) should operate their own information systems, but all of them should communicate via a government interoperability

platform. Based on further feasibility studies performed for MIA and other LEA (Prosecutor's Office, National Anticorruption Center, Customs Service, Ministry of Justice) there was proposed a **plan for the development of the LEA IT systems by 2020**.

Additionally, Mr. Victor Morari mentioned a series of relevant details in his presentation regarding MIA ITS structure, legal framework, audit recommendations and previous feasibility studies. The presentation is available on tender page.

Further, companies were encouraged to address questions/comments regarding procurement terms and conditions, document package and offer submission as well as to the required terms of reference.

Questions and answers:

Question 1: *The Information Security Expert is required to poses CISM /CISSP certificate. Is CISA certification accepted in this case (Certified Information Systems Auditor)?*

Answer: Yes, it is accepted.

Question 2: *Could you please explain the requirement stated in DATASHEET point 26.3 "Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country" considering the fact that this is an electronic tender? Suppose it is a consortium, where that the leader is a foreign company and the local company is its partner.*

Answer: In this case, the Official Letter of Appointment as local representative is applicable if the local company is the official branch of the foreign company. If it is a simple partnership between two companies, where the local company is not the leading one, then this letter is not needed.

Question 3: *As a continuation to Question 2, in the case of the mentioned consortium is it acceptable that the foreign leading company offers a letter of appointment right before a certain event where it needs representation, for example at public-bid opening?*

Answer: Yes, it is acceptable.

Question 4: *With reference to the Quality Management certificates required under DATASHEET point 26.7, is the absence of such certificates a criterium for disqualification of just an advantage?*

Answer: The absence of Quality Management certificates will not disqualify the company. The availability of such certificates allows the company to earn points under the Technical Proposal Evaluation stage, Form 1 - Expertise of the Firm/Organization.

Question 5: *With reference to DATASHEET point 26.8, can the Satisfactory performance letters refer to another contracts/projects rather than those we would list as per DATASHEET point 26.4?*

Answer: *The applicant is free to provide any reference from its clients.*

Question 6: *Please advise if under the DATASHEET point 26.9 an applicant should inform about "any past and current litigation during the last five (5) years" on the local market and/or financing environment like UNDP, World Bank, and/or EU market and/or other markets? Should the issue be reported even if the company is the victim in the litigation case?*

Answer: The company should inform UNDP about any litigation referring to any market. It should briefly describe the case as required in the DATASHEET point 26.9.

Question 7: *Could you please advise with reference to the qualification of specialists, where in pre-Bologna Bachelor degree diplomas it is not indicated exactly the ICT field, even if the study program was focused on ICT? Is there any way to prove that the specialist does have the required background?*

Answer: UNDP uses special tables to equal pre-bologna diplomas to current specialties. Companies may attach the annex to diplomas providing information on the study program. We encourage that the company makes a short comment to that diploma.

Question 8: *If a specialist does not know any of the languages mentioned at linguistic skills field, it is not disqualified, is it?*

Answer: In this case, no points will be assigned for the linguistic criterium referring to the given specialist.

Question 9: *How does the company understand the limit of its task for covering the interoperability aspect if the ToR refers to 4 key information systems of MIA, while we know there are much more systems of LEA that must be interoperable?*

Answer: The winning company will be offered all the materials referring to the detailed audit mission, so that the company is able to determine objectively to what extend the existing platforms align to the "To be" version of these systems, and further it can develop these deliverables accordingly.

Question 10: *How will MIA manage the implementation of these IT consulting services and organize the communication with the relevant subdivisions to which the 4 key systems refer to?*

Answer: The Information Technology Service of MIA is officially delegated to manage the projects designed for ITC development concepts, thus all targeted subdivisions must coordinate the final decisions with the ITS. Necessary supporting documents will be shared with the Contractor and concrete contact persons and specialists from relevant subdivision will be assigned.

Question 11: *At the stage of concept development, is the contractor supposed to coordinate any issues with other law enforcement agencies (besides MIA) which are also using these IT systems?*

Answer: It may only be necessary in the case of the interoperability platform to coordinate several aspects with the E-Governance Center. Though, changes are being made to the legal framework concerning these key systems (for example "Criminal and Forensic Information Register"), these should not affect the content or the information security of the future key concepts.

Question 12: *Which type of platforms are the targeted Key IT systems based on?*

Answer:

- **Criminal and Forensic Information Register** - Oracle Forms (Server – Solaris, DB - Oracle);
- **State Register of Road Accidents** - Dot.Net {MVC} (Server – Windows Server, DB - Microsoft SQL);
- **MIA Interoperability Platform** - Dot.Net {MVC} (Server – Windows Server, DB - Microsoft SQL);
- **Information System for record keeping of offences and penalization points** - Dot.Net {MVC} (Server – Windows Server, DB - Microsoft SQL).

Question 13: *Is the Consulting Company supposed to coordinate the approval of these concepts with targeted LEA?*

Answer: As per the ToR, the contractor must get MIA's approval for each key concept. The legal approval of this concepts will be the further managed by MIA, including passing the anticorruption expertise and legal expertise.