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**Minutes of the Pre-proposal conference  
for  
RfP-21/02203: Law Enforcement / Design, Development, and Implementation of MIA's Information  
System "Recruitment and Evaluation of Human Resources"**

**February 23, 2021, 10:00 am**

**Online Zoom Meeting**

Ref. no: RfP-21/02203

**Agenda:**

- I. Presentation and description of procurement procedures and technical requirements
  - i. General presentation and description of the project
  - ii. Presentation and description of procurement procedures
  - iii. Presentation and description of technical requirements
- II. Questions and answers

**I. Presentation and description of procurement procedures and technical requirements**  
**i. General presentation and description of the project**

The Pre-bidding conference was opened by Mr. Viorel Albu, Project Manager, who introduced the members of the UNDP team: Ms. Natalia Volcovschi, UNDP Project Associate; Mr. Darius Turc, UNDP Consultant; Mr. Ion Amarfii, UNDP Consultant; Ms. Cristina Gnaciuc, UNDP Moldova Country Office Procurement Associate; Ms. Vica Anton, Head of MIAs Recruiting and Evaluation Centre (REC), all present at the event.

Mr. Albu welcomed and thanked the representatives of the local companies who joined the meeting for their interest for the tender and presented the agenda of the event. The meeting proceeded.

Further, the Project Manager made a short presentation regarding the "Support to Law Enforcement Reform in Moldova Project" (Law Enforcement Project), which is supporting the current reform of the MIA system. Mr. Albu noted that the MIA system reform includes also the reform of the MIA's recruitment and evaluation system. MIA is the largest ministry within the Moldovan Government and in order to facilitate the recruitment and evaluation processes within the ministry, the Project is deploying efforts to create conditions for the operationalization and functioning of a new recruitment and evaluation center.

Mr. Albu continued with presenting the pillars in accordance with which the operationalization of the new recruitment center is being performed: mainly, he referred to the renovation of premises assigned to REC, provision of office equipment and furniture, elaboration of internal regulations and Standard Operating

Procedures (SOPs), and the provision of a software solution for organizing the recruitment and evaluation of MIA's staff.

The presentation emphasized that the provision of a software solution for organizing the recruitment and selection of MIA's staff, being the subject of the current competition, is a complex project that is described in details in the procurement package, mainly in Annex 1 – Terms of Reference, and will be also covered by Mr. Amarfii, UNDP Consultant's presentation on the technical requirements of the Request for Proposal no. RfP-21/02203: Law Enforcement / Design, Development, and Implementation of MIA's Information System "Recruitment and Evaluation of Human Resources".

## ii. Presentation and description of procurement procedures

The meeting proceeded with the presentation and description of the important aspects related to the solicitation documents and procurement rules in UNDP by Ms. Gnaciuc:

- The **procurement package** (solicitation documents, UNDP conditions of contract) and information regarding deadline, contact person for clarifications and inquiries as well as links to the resources available for Bidders on the submission of proposals can be found on the UNDP Moldova tender announcement page: <https://sc.undp.md/tnddetails2/2203/>
- **Allowable Manner of Submitting Bids** – electronic only, via the **e-tendering system** (<https://etendering.partneragencies.org>). After deadline expiry, the system will automatically close, and no more offers will be accepted (guide published). Please note that the time zone displayed in e-tendering is the New York time.
- **Bidders are encouraged to register and upload their offers one day before the deadline**, to avoid last moment technical problems that could impede them successfully submit their offers. For easy reference, on the UNDP Moldova tender announcement page, besides the PDF application guides, there are available videos in Russian and English to help bidders with the electronic submissions. Additional documents related to the eTendering module can be found on the page: e-Tendering Resources for Bidders <https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html> .
- **Bidders are encouraged to read through the Request for Proposal document** with emphasis on **Section 3. Bid Data Sheet** that includes main requirements and required documents related to proposal submission and **Section 4: Evaluation Criteria** that presented the main criteria against which the proposals shall be evaluated.
- **Bidders are requested to use the Returnable Bidding Forms included in Section 6** to the Request for Proposal **for the presentation of their proposals**. All proposals shall be signed and stamped.
- **A performance security is mandatory for the winning company** as a condition of contract validity (10% of contract value). The form of the performance security (bank guarantee or retention money) shall be agreed before contract award between UNDP and the Contractor.
- **Clarifications/questions regarding procurement and technical requirements**, may be addressed during the pre-proposal conference, as well as in written form to the e-mail of the UNDP focal point mentioned in the Request for Proposal document. If relevant, answers will be published on tender announcement pages and/or disseminated to interested companies via e-mail. Companies are encouraged to register and accept the invitation for this tender on e-tendering as soon as possible, to get notifications directly from the system.

### iii. Presentation and description of technical requirements

Mr. Amarfii continued the meeting with a detailed presentation of the concept of the MIA's Information System "Recruitment and Evaluation of Human Resources", including:

- Objectives of the Information System
- Functionalities of the Information System
- Architecture of the Information System
- Users and their role in the Information System
- Implementation Plan

The presentation incorporated data and information from Annex 1 – Terms of Reference to the Request for Proposal (that can be downloaded from the UNDP Moldova tender announcement page).

Further, companies were encouraged to address questions/comments regarding procurement procedure or technical aspects.

## II. Questions and answers / Întrebări și răspunsuri:

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<b>Question 1:</b> Is the Information System to be delivered in local language or in English?  <b>Answer:</b> The interface of the Information System has to be in Romanian with Russian being optional.	<b>Întrebarea 1:</b> Sistemul informațional va fi dezvoltat în limba țării sau în engleză?  <b>Răspuns:</b> Interfața sistemului informațional trebuie să fie în limba română, limba rusă fiind opțională.
<b>Question 2:</b> Is the tender open to local companies only or is it an international tender?  <b>Answer:</b> The tender is open to any company worldwide. International companies are advised to find local partners to assist with the translations related to the language of the Information System and cooperation with the Beneficiary - MIA.	<b>Întrebarea 2:</b> Licitația curentă este deschisă doar companiilor locale sau este o licitație internațională?  <b>Răspuns:</b> Licitația este deschisă tuturor companiilor din lume. Companiilor internaționale li se recomandă să găsească parteneri locali care să le ofere suport la traducerile legate de limba în care va fi dezvoltat sistemul informațional și la cooperarea cu beneficiarul - MAI.
<b>Question 3:</b> Could you please clarify if the required software solution should be exclusive for MIA or it can be a software solution that was previously developed and could be adapted for MIA.  <b>Answer:</b> A previously developed COTS software solution is welcomed as long as it corresponds to all technical requirements included in the procurement package and can be integrated with MIA existing	<b>Întrebarea 3:</b> Vă rugăm să clarificați dacă soluția software necesară trebuie să fie exclusivă pentru MAI sau poate fi o soluție software care a fost dezvoltată anterior și ar putea fi adaptată pentru MAI.  <b>Răspuns:</b> O soluție software COTS dezvoltată anterior este binevenită atâta timp cât corespunde tuturor cerințelor tehnice incluse în pachetul de achiziții și poate fi integrată cu software-ul existent

<p>software. It is understandable that such a solution will have a more advantageous price. However, the Bidder shall include any required recurrent fees for the COTS licenses in the financial proposal so that the total cost of ownership of the proposed software solution for at least 5 years could be calculated.</p>	<p>MAI. Este de înțeles că o astfel de soluție va avea un preț mai avantajos. Cu toate acestea, Ofertantul va include orice plăți recurente necesare utilizării licențelor COTS în propunerea financiară, astfel încât să poată fi calculat costul total de proprietate al soluției software propuse pentru cel puțin 5 ani.</p>
<p><b>Question 4:</b> The Terms of Reference describe the business analysis stage. Does this imply that the Terms of Reference are not final, and changes shall apply?</p> <p><b>Answer:</b> The Terms of Reference cannot include all the information pertaining to the Information System. The document lists the main requirements to project implementation; each Bidder shall deliver a technical project (SDD) which will present the proposed solution to implement the ToR requirements. No changes to the required functionalities shall be made from the part of UNDP or Beneficiary.</p>	<p><b>Întrebarea 4:</b> Termenii de referință descriu etapa de analiză a proceselor. Aceasta implică faptul că termenii de referință nu sunt definitivi și că vor urma modificări?</p> <p><b>Răspuns:</b> Termenii de referință nu pot include toate informațiile referitoare la sistemul informațional. Documentul enumeră principalele cerințe pentru implementarea proiectului; Ofertant trebuie să perfecțeze proiectul tehnic care va ilustra modalitatea în care Ofertantul va implementa cerințele caietului de sarcini. Nu se vor face modificări ale funcționalităților solicitate de către PNUD sau Beneficiar.</p>
<p><b>Question 5:</b> Cognitrom Assessment System is an offline application. It can be installed on a computer and is not server-based. How should the integration with the CAS be done in this case? Should the reports generated from CAS be uploaded in the new Information System?</p> <p><b>Answer:</b> Cognitrom Assessment System is a client-server application and can be installed on a computer, which later can be linked to other computers. The MIA team is open to work with the Contractor on the integration issues. However, if the integration shall not be possible, then the import-export of files shall be used.</p>	<p><b>Întrebarea 5:</b> Cognitrom Assessment System este o aplicație offline. Aceasta poate fi instalată pe un computer și nu este bazată pe server. Cum se va face integrarea cu CAS în acest caz?</p> <p><b>Răspuns:</b> Cognitrom Assessment System este o aplicație client-server și poate fi instalată pe un computer, care ulterior poate fi conectat la alte computere. Echipa MAI este deschisă să colaboreze cu contractantul în ceea ce ține de integrare. Totuși, dacă integrarea nu va fi posibilă, atunci se va utiliza modalitatea de import-export de fișiere.</p>
<p><b>Question 6:</b> In the architecture of the Information System is shown that the IS needs to be connected via MConnect to IS „CIPAP” (Integrity Record of the Public Agent), RICC (Criminal Record Registry) and IS „Collaborator”. What systems are currently connected to MConnect?</p>	<p><b>Întrebarea 6:</b> În arhitectura sistemului informațional este menționat că acesta trebuie să fie interconectat prin MConnect cu SI „CIPAP” (Cazierul de Integritate Profesională a Agentului Public, RICC (Registrul Informației Criminalistice și Criminologice) și SI „Colaborator”. Ce sisteme sunt momentan conectate la MConnect?</p>

<p><b>Answer:</b> Theoretically, all systems should be interoperable through MConnect. If the connection shall not be possible, the microservices can be used for data exchange. However, it is not the Contractor's responsibility to develop the interfaces provided by the external systems.</p>	<p><b>Răspuns:</b> Teoretic toate sistemele trebuie să se conecteze la MConnect. În caz că conexiunea nu o să fie posibilă, acesta se va face prin micro servicii. Totuși, nu este obligațiunea contractantului de a dezvolta interfețele expuse de sistemele externe.</p>
<p><b>Question 7:</b> Are there any specific requirements (certifications, physical environment for development etc.) from the Service and Intelligence Service of Moldova in place during the development of the Information System, taking into account that the Information System is being developed for MIA and developers will have access to secret information?</p> <p><b>Answer:</b> The current Information System is not related to special investigation and is not concealed completely. However, there might be specific parts of the system that will include secret information. Should the need be for the developer to have access to information that is secret, then a special request shall be sent to the Service and Intelligence Service and access shall be granted if the request is approved. At the proposal submission stage, no special certifications are necessary to be included by the Bidder.</p>	<p><b>Întrebarea 7:</b> Există cerințe specifice (certificări, mediul fizic de dezvoltare etc.) din partea Serviciului de Informații și Securitate al Republicii Moldova pentru dezvoltarea sistemului informațional, ținând cont că acesta va fi dezvoltat pentru MAI și dezvoltării vor avea acces la informații secrete?</p> <p><b>Răspuns:</b> Sistemul informațional curent nu are legătură cu investigațiile speciale și nu este secretizat complet. Totuși, ar putea exista părți specifice ale sistemului care vor include informații secrete. În caz de necesitate ca dezvoltatorul să aibă acces la informații secrete, atunci o cerere specială va fi transmisă Serviciului de Informații și Securitate și accesul va fi acordat dacă cererea este aprobată. La etapa de depunere a ofertei, nu sunt necesare certificări speciale pentru a fi prezentate de către Ofertant.</p>
<p><b>Question 8:</b> Will the Information System keep the personal data of applicants or will it transfer these data to third systems, like the IS „Collaborator”?</p> <p><b>Answer:</b> During the evaluation period, personal data shall be stored in the Information System. However, there are special automatic procedures related to data archiving and some data after a specific period shall be archived and excluded from the Information System and only historical data (general information about each applicant) related to applicants shall be stored that can later to linked the applicants profiles and their evaluation results. The IS „Collaborator” will receive meta data related to the results of the recruitment and evaluation results.</p>	<p><b>Întrebarea 8:</b> Va păstra sistemul informațional datele cu caracter personal al aplicanților sau va transfera aceste date către sisteme terțe ca SI „Colaborator”?</p> <p><b>Răspuns:</b> În timpul procesului de evaluare, datele cu caracter personal vor fi păstrate în sistemul informațional. Cu toate acestea, există proceduri automate de arhivare, prin care unele date vor fi excluse din sistemul informațional, rămânând a fi stocate doar datele istorice (informații generale despre fiecare aplicant) referitoare la aplicanți, care pot fi ulterior conectate la profilurile aplicanților și rezultatele evaluării acestora. SI „Colaborator” va primi metadata referitoare la rezultatele recrutării și evaluării aplicanților.</p>