



MINUTES OF MEETING

Project: 00094503 Enhancing democracy in Moldova through inclusive and transparent elections

Activity: Development of the IT Subsystem "Civil Status Acts" under the AIS "State Register of Population"

Venue:

UN House, 131, 31 August 1989 str.

Chisinau, MD-2012, Republic of Moldova

Date: 04 December 2018, 10:00 – 11:00

Agenda:

- Brief introduction of the Project and the Request for Proposal documents
- Q&A Session

Participants

UNDP and Beneficiaries:

1. Eva Bounegru, Project Manager, EDMITE Project
2. Dorin Toma, Senior Project Officer, EDMITE Project
3. Ion Amarfii, National IT consultant, EDMITE Project
4. Iurie Tarcenco, Procurement Officer, UNDP Moldova
5. Iurie Goluş, IT Department, Public Services Agency

Bidders:

Alfasoft SRL

Soft Tehnica SRL

Daac System Integrator SRL

Opening Presentations

Ms. Eva Bounegru welcomed the participants of the conference and expressed its pleasure regarding the interest of the attendees. Further, Ms Eva Bounegru gave a short presentation of the project, its main objectives and timeframes. In addition, the speaker referred to the outputs enlisted in the Terms of Reference and expressed the availability to answer all the related questions.

Questions raised during the Pre-bidding conference:

Q) The solicitation documents state the users will have to be trained in using the system, what is the number of end users and how many of them need to be trained

A) The training methodology shall be proposed by the bidders. The beneficiary would prefer a training of trainers' approach, since the max numbers of users will be up to 1500. It is proposed to train at least 30 future trainers. The financial proposal should include all related expenses from this exercise including logistics and venue.

Q) There will be only one linguistic interface for the system - Romanian?

A) Yes, only Romanian is envisaged as the language of the system

Q) The beneficiary (Agency for Public Services) has its own infrastructure for the deployment of the system?

A) Yes, the Agency will offer the production and testing environments for the deployment of the system.

Q) What will happen with the existing IT system and is the migration of data envisaged by the ToR?

A) The current system will be replaced by the Civil Status Acts Sub-system. The migration of data is not envisaged. All existing data, including the Archive of Digitized Acts should be accessed during the registration of new civil status event via web-services.

Q) Can you enlist the existing beneficiary IT products licences? Will bidders have access to them?

A) EDMITE project representatives have made an inquiry regarding the available licenses (Operating System: MS Windows Server; DBMS: MS SQL Server, Oracle, IBM Informix; DMS: EMC Documentum, ELO, MS Sharepoint, Bizagi Studio, SAP; Reporting and BI: Business Objects, Crystal Reports, IBM Cognos). The response was that no available licenses, which can be re-used by the developers, are held by the Agency for Public Services.

The bidders will have to include the cost for any commercial licences required for the project implementation in their financial proposal.

The Agency for Public Services suggested that preferably the operating system should be Linux-based and PostgreSQL or IBM Informix to be used as DBMS.

Q) The reporting component of the system, can we find out what system is used at the moment so that we offer a solution for easy integration and usage?

A) At the moment the reporting system used is based on Crystal reports. No additional licenses for Crystal reports, which can be re-used, are available.

Q) According to the solicitation documents the proposed IT solution should be based on a Workflow Engine (Business process workflow management platform). Can a State Machine be used for this project, since the cost for development may vary?

A) The solicitation document indicates that in case of a change in workflow the system needs to have the capability to be adjusted to the new workflow, at the same time though, if a state machine can be configured for the same functionality that will work as well (including transition through all possible states, definition of possible roles, etc.)

Q) In the solicitation documents we encounter two terms that seem to be carrying the same meaning? Civil Status Case and Civil Status Event

A) Yes, they carry the same meaning, the term was changed to "Event" due to later adjustments (meaning accumulating entity that groups multiple civil status events).

Q) Terms of reference note some objects that will have to be dynamic in the configuration of templates, electronic reports and other documentation section

A) In certain business processes the current templates might have to be changed either in text field content or headers, logos, etc. – so the system needs to be able to provide that functionality, if the institution changes its name for example.

Q) Timeline for development?

A) The current project deadline is set for deployment by the end of 2019.