

All software developers interested in the tender announced for the design of the e-session SW application were invited to a Q&A meeting held on Tuesday 17th January 2006 in the premises of the e-Government Project/ USAID, Macedonia.

Representatives from the General Secretariat as well as the e-Government/USAID Project were present to answer questions related to the tender. Following Q&A resulted from that meeting:

1. Should the system be in compliance with the Law on Classified Information and with MoReq Specifications (Model requirements for the management of electronic records) of the European Commission?

Both documents should be followed since the tendency of the Government of RoM is to become compliant with MoReq.

2. Is there any additional information on the IT infrastructure of the General Secretariat available? Which SW programs have been used for the development of the current applications, which are in use by the GS?

The System Description provides information on the ICT structure of the General Secretariat.

Department of the General Secretariat provided two documents which include general information on the current applications used by the General Secretariat of the Republic of Macedonia. These documents were copied and distributed to the participants at the meeting and can be downloaded on this page.

3. Should there be a module for publishing of the documents?

The answer is given in the System description document.

Only information selected and approved for publishing by the authorised Government's officials will be published on the web site of the Government.

4. Would the Reception desk at the General Secretariat be the central place for reception of all documents?

Yes.

5. Could any physical person or legal entity submit document through the system?

This module must be developed with a feature, which will provide for entities other than the line Ministries and state Agencies to submit documents to the General Secretariat.

The General Secretariat will decide when will this feature be launched in practice. Each user of this feature must be identifiable.

The SW application must be flexible enough to allow adjustments to the (legal) changes in the procedure.

6. When does the warranty period start from?

It is specified in the Invitation to submit bids (9.7: Warranty Obligations) and the draft Contract (Article 7) that the warranty period starts from the date of the final acceptance of the SW application by e-Gov Project.

7. Will the present HW deployed by the GS be used for the SW application?

Yes.

8. Should the bidder use existing platform or there is flexibility for other platform to be offered?

It is not required that the existing platform should be exclusively used for the development of the SW application, but the acceptance of any other offered solution will depend on the financial sustainability of that platform for the GS.

9. What is the price limit for the development of this application?

That information is not available.

10. How many people should be trained? Should all the ministries be trained and whether having their presence on the training will be responsibility of the GS?

Around 80 persons should be trained. All Ministers are planned for the training and it is GS responsibility to organize their presence during the training. Developers are encouraged to specify number of persons they will train for the offered price. The training offer could be subject of additional negotiations with the selected Contractor.

11. How many people will use the system?

Around 80 persons (same persons that will be trained). All trained persons will have access to the system.

12. Are all users IT literate?

Yes.

13. Is there a need of follow-up training if there are significant SW modifications made after the testing phase?

The training should be organized on the basis of the latest version of the application. It would be useful if the training starts during the testing phase. The Contract will be more precise in regards to the training specifics, including the dates and the manner of organization. If meantime e-Gov Project requests additional functionalities to the SW application or additional training requirements the Project is prepared to compensate that to the Contractor.

14. What is the unique number of the document if the same document comes twice or more times at the Reception desk of GS?

Same number stays (it follows the document all the time), but new number in chronological order is being added after the slash.

15. Who should provide/pay license for the SW tools used to develop the SW application?

Article 6 of the draft Contract precisely regulates this issue. The use of any license for SW tools should be reflected and clearly specified in the price offered by the bidder.

16. Is there Document Management System (DMS) that is used by GS?

The Intranet application is based on the existing MS Share Point Portal that is considered to be DMS of the Government at the moment.

17. How many IT specialists will have to be trained as system administrators?

All IT specialists employed within the General Secretariat shall be trained as system administrators. Currently there are nine (9) IT specialists employed. Further employments can be expected.

18. Where should the training take place?

The Government premises could be possibly used for the training.

However, the bidder should specify in the offer if its own or someone else's premises and facilities could be used for the training purposes, hence reflect that in the price offered for the training. (as already requested in the Invitation to bid).