

QUESTIONS AND ANSWERS

IN RESPONSE TO THE REQUEST FOR PROPOSALS (RFP) FOR DOCUMENT MANAGEMENT SYSTEM AND PUBLIC REGISTER

1. FS / 2.1.1.26 “System must enable automatic synchronization of files used by remote users.” – Could you define remote users?

Remote users are members of the Securities Commission that will occasionally have the need to access the Document Management and Public Register System outside of the Securities Commission internal network. That is why the Document Management and Public Register system should work as a web application. The prerequisite is that these users are already registered in the system with corresponding roles.

2. FS / 2.1.3.1 “The system must allow the user to undo/redo current actions of the current user session up to the point of the last save.” – What are the exact actions that need to be undo/redo (editing, deleting,...?)

Any action, modification, deletion or editing of content within the Document Management and Public Register system should have the option of rolling back to previous state up to the point of last save. Having in mind that this will be a web application, and that different scripting technologies will be suggested, the number of possible undo steps will vary. Proposed optimum of undo steps should be at least 7.

3. FS / 2.1.4.7 “The system should allow display of links to other documents that are the result of search.” – What does it mean to display links to other documents?

Some documents may in reality consist of a set of documents. When searching, by locating one document, the Document Management and Public Register system should display links / references to location to all other documents that are in the set with the located (main) document.

4. FS / 2.1.10.6 “The system must allow users to replay to a received notification as well as remove unwanted notifications.” – Could you please explain the replying to notification?

It is anticipated that the Document and Management and Public Register System shall have two kinds of notifications.

First: notifications sent by the system (regarding tasks in the workflow, alerts, reminders, etc.). Users must be able to read these notifications and remove them if not needed anymore.

Second: notifications / messages sent to users by other users within the Document Management and Public Register System. Users shall have the ability to remove notifications, as well as reply to them (send back message / notification to sender / user). Messages will be visible on user’s dashboard within the Document Management and Public Register System.

5. FS / 2.1.14 “Reporting Module.” – What is expected number of different reports?

Exact number and type of reports will be discussed during the joint design phase, but it is anticipated that total number of reports will not be more than 10.

6. FS / 3.1.1.2 “The ease of navigation through the Public Register is of particular importance – it should be more efficient, intuitive and searchable than is the case with the existing portal (www.sec.gov.rs) making the Securities Commission more transparent.” – What would you like to change on the existing portal (prioritized)? Are there any specific requirements that need to be taken into account when creating new portal? Do you have any design example?

There are no specific design examples, but potential vendors should keep in mind that the website's visual style must be professional and appropriate for the institution it represents, but at the same time modern and attractive to visitors with clear emphasis on relevant, brief, and easy to access information with strong search function, so that visitors can easily find necessary information. Also keep in mind that the portal should not require any plug-ins on the client side (e.g., Adobe Flash, Microsoft Silverlight) in order to properly display content.

7. Could you please provide additional information regarding scanning hardware already in use?

The Securities Commission is currently in process of purchasing large production scanners. But it is expected from the Document Management and Public Register System to be compatible with any scanner from reputable hardware vendors (HP, Dell, IBM, etc.), as long as a scanner is recognized by the operating system with drivers correctly installed.

8. Regarding existing Document Archive, please provide us with the following information:

a. If the documents (pages) mentioned in the tender documentation are already scanned?

No, the document archive is in process of being scanned and archived and will be finished during the implementation phase of the Document Management and Public Register system project.

b. If not, can you confirm that scanning services are not subject to this tender?

No, scanning services are not a subject to this tender.

c. If yes, please provide the format in which they are scanned, the archiving system in which they are kept if any, the database used for current archiving, the size of current electronic archive?

All documents will be scanned in PDF format. The database, size of current archives, and the archiving system in which they are kept are still unknown until the Securities Commission finishes with the scanning process.

9. Please provide us with additional information regarding the necessities of integration with existing software applications.

The Document Management and Public Register system will serve as the main system for the Securities Commission. All new functionalities and needs that the Commission might encounter in the future shall be tailored within this system. API will serve for data exchange in the event that new requirements cannot be implemented within the Document Management and Public Register System, or if there is a need for data exchange with some other system, for example, the data exchange with some other Government Institution software. For now, the Commission does not have any other system from which data exchange is necessary.

10. Regarding your request, that the Public Register must be treated and understood as a subsystem of the Document Management System, working under the same platform and resources, and not as a separate system, please send us the following information :

Does this mean that there cannot be proposed an integrated solution of two different software solutions? Two different systems: Document Management System and Content Management System, integrated through Web APIS, working on the same database, with the same files, credentials, user rights and so on?

Proposals with integrated solution of two different software solutions working on the same database, with the same files, credentials, user rights and so on, will not be rejected. However, we strongly encourage the usage of one software solution.