

QUESTIONS AND ANSWERS 2

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

1. On page 13 of RFP Document, Section 3.1.2 it is stated that the Contractor should include current financial statement prepared by the Vendor's independent auditor or a financial statement issued by Serbian Tax Administration. Is it sufficient if to provide a profit and loss account accompanied with Auditors Report, or Solvency Report issued by Serbian Business Registers Agency?

Organization's income statement and balance sheet for 2011, certified by the Serbian Tax Administration, will be sufficient. Should you have an auditor's report for the previous financial year, you are welcome to submit it as well.
2. Does the Securities Commission already uses Windows server? If yes, what kind of license they are paying?

No, the Securities Commission does not have windows server license.
3. What is the exact amount of workflows? Do you expect from bidder to do workflow definition designing? If yes, what is the exact number of workflows?

The exact number and type of workflows will be done during the joint design phase. So far, the Securities Commission has around 10 workflows covering their everyday operations, but it will be further discussed during the joint design phase between the USAID Business Enabling Project, the Securities Commission and the awarded vendor.
4. Is it acceptable to have desktop solution as workflow definition designer, that runs on any platform and has XML file (workflow definition) as output, which would be manually uploaded and enabled in DMS?

Ideally, it would be good to have all parts of the system integrated into one web based solution. However, offers, having workflow definition designer running as desktop solution, will not be rejected. Please keep in mind that in that case the workflow definition designer must be able to be installed on multiple computers.
5. Whether all accompanying documents must be in English (confirmation and financial statement) or some of them can stay in Serbian?

Supporting documents (financial statement for 2011, i.e. income statement and balance sheet certified by the Serbian Tax Administration) can be submitted in original language (Serbian).
6. OCR indexing and archive of approx. 60 million pages is not within the scope of this bid?

No, indexing and archiving is not a part of the Request for Proposal's Scope of Work. In addition, after having conducted a more careful analysis, the total number of scanned pages will not exceed 2 million.
7. OCR functionality stated in 2.1.1.9 is, managed through the reputable OCR solution, licensed by the number of pages indexed. Please clarify which approximate number of pages per year is envisioned by the beneficiary during the maintenance and warranty period?

It is envisioned that the approximate number of scanned pages per year shall not be more than 300.000.
8. Under 6.3 of RFP "The Vendor must guarantee that it will in the period of two (2) years, following the expiry of warranty period, accept all kinds of system maintenance should it be so offered." - Could you elaborate this sentence?

Should the Securities Commission want any system modification, new functionality or module, the awarded vendor may not refuse to make these changes after the expiry of warranty and maintenance period, for the period of two years. However, the awarded vendor may negotiate desired price for that service with the Securities Commission.

9. Under 2.1.8.6 of Appendix A - Functional and Performance Specification “The system should support use of hyperlinks (references) within documents and objects.” – Could you provide more explanation?

Some documents may 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.

10. Under 2.1.11.5 of Appendix A - Functional and Performance Specification “It is highly recommended that the system has support for communication via e-mail within the system (e-mail with a link to a particular object within the system).” - Could you provide more explanation?

It is recommended for the system to support e-mail communication within the system, e.g. sending e-mail notification upon arrival of a new task with link to particular object / document that might be associated with that task.

11. In Section 3 of the RFP it is specified that the technical proposal must not be longer than 100 pages in length. Does it include the supporting documents, or not?

The required supporting documents, including CVs of the proposed staff, will not be counted towards the 100 pages limit, and can be submitted as attachments to the proposal.