**Pre-proposal meeting – 22nd May 2015 at 10.30 – 11.20 am at RCSC Conference hall.**

Participants:

1. Mendrel Gyeltshen, eDruk consultancy
2. Babul Subba, eDruk consultancy
3. Narayan Khatiwara, iTechnologies
4. Phuntsho Dorji, SouthTech Bhutan Pvt. Ltd.
5. Om Bikaram, SouthTech Bhutan Pvt. Ltd.
6. Pradeep Limbu, Jigme Consultancy Services

MISD team:

1. Gaki Tshering, Offtg. Chief
2. Pelden Choeda, Sr. ICT Officer
3. Kuenga Zam, ICT Officer

MISD team thanked the participants for their interest and gave an overview of the RFP for CSIS Enhancement III, the rationale for open tender and participation. The team also went through the ITC and TOR sections of the RFP.

The queries received from Jigme Consultancy through email were shared with the participants (annexure I).

The participants sought clarifications on the following:

1. Financial forms: whether a lumpsum amount can be specified in FIN-1 and summary of costs in FIN-2. If FIN-3, 4 and 5 could be discarded.

It was clarified that the forms necessary for lumpsum contract as specified in the RFP needs to be submitted. The details are:

FIN-1 – Financial Proposal Submission Form

FIN-2 – Summary of costs

FIN-3 – Breakdown of costs by activity

FIN-4 – Breakdown of remuneration meant for lumpsum contract

FIN-5 - Breakdown of remuneration meant for lumpsum contract

**FIN-4 and FIN-5 shall be used to establish payments to Consultant for possible additional services requests.**

1. Duration of the work: In the TOR 228 man days was specified and in the duration it was specified as 6 months.

The man days specified entail one dedicated person working for about one year but the duration for the work was specified as 6 months as it is expected to be done by minimum of 2 dedicated persons. The start date by July 1, 2015 and end date by 31 December 2015. The key staff qualifications and competencies for the assignment as given in RFP were also highlighted.

1. Linkage to mobile phone/interface – An App or just messages?

The team expressed the need for mobile interface to pull information from CSIS in areas where internet may not be feasible for web-based CSIS. The team looked forward to proposal from consultants/firms on the possibility of linkage to mobile phones such as to view current employment information and current status of HR process in CSIS by individual civil servants.

1. Pop-ups – Is it within system or outside?

The pop-ups mentioned is within the system except for emails that need to be sent out of system. Detail of requirements specified under notifications in SRS section 7.2.

1. Explanation on Improve overall audit trail and performance

The team explained that the current audit trail only captures ‘created by’ and ‘updated by’ on the table but do not take care of multiple updates in the table. The variables that need to be trailed would be on important HR actions and specified in the course of time.

The overall performance of the system also needs to be improved through cleaning of sql queries and stored procedures.

1. Access to CSIS technical documentation and database structure

The MISD team agreed to share the latest technical documentation (2013) and database schema of CSIS to all the vendors through email. The consultants were also advised to seek appointment with MISD if they need to look into CSIS application codes and database structure to better understand the System.

The Offtg. Chief thanked everyone for coming and high expectation of their participation in the RFP for CSIS enhancement III.

She also informed that the minutes of the meeting would be circulated to all participants and also on website for information. Questions, clarifications and comments on RFP were invited from consultants no later than 3 days from the date of submission of proposal as specified in the RFP. The queries could also be emailed directly to gtshering@rcsc.gov.bt which would be shared to all the participants.