

## QUERIES

In RFP para 3.1, page 11 it is mentioned the **vendor will digitized the manuals and forms.**

Question 1): What is the volume of such manuals and forms? What type of digitization is required?

Answer: The manuals and forms are mostly in MS Word, MS Excel etc. and hence don't comprise large size of memory. The forms comprise of templates and working papers. The manuals will be uploaded in system for reference purpose whereas, forms and working papers will be configured in the system so that auditors could enter data in templates and view working papers.

In RFP para 4.3, line 4, page 15 **Display them as graphical heat map.**

Question 2): What will be the basis of graphical representation? To which extent it is required.

Answer: The Risk Assessment Templates / Forms of audit manuals will form the basis of graphical representation from where the auditor could categorize the audit entity as high, medium or low risk areas.

Question: In RFP para 4.8, page 17 it is mentioned **user should be able to develop customized reports templates that make use of any data fields within AMIS.**

Is it like drag and drop functionality within application?

Answer: The software will have the facility of developing customized templates as per user need. The functionality could include the option of checkboxes for selection of data fields

**Question: What will be the mechanism of change if there need some amendment in the TO BE document. Will addendum be issued?**

Answer: In case of any change, the addendum will be issued to the vendor.

**Question: As per the time lines mentioned in para 3.3 of RFP, these are not realistic keeping in view the requirements.**

Answer: The timelines have been revised where felt necessary.

**Question: As per milestones of project kindly define required outcomes of "development of prototype" and "Development & Testing of software". If the expectations from both are similar timelines are not realistic.**

Answer: The vendor will design the architecture of software during development of prototype phase which will address the requirements in Functional Specifications and To-Be Report documents. With DAGP interaction, the detailed development of software will be done in the

development and testing phase. The time duration of the two phases has been increased from 07 months to 10 months.

Question: Is there possibility that source code may not be shared?

Answer: The vendor will have to share the source code with DAGP which will become DAGP's property

## QUERIES

**1. The current submission timeline for Proposals under the subject RFP is 31<sup>st</sup> October 2019. Given the scope and magnitude of the project, it requires extensive working with the Principal in order to formulate a comprehensive, technically compliant and price competitive solution in all respects. In order to propose a comprehensive response to the RFP we would require additional time. You are therefore requested to extend the last date of submission by at-least 4 to 6 weeks beyond the current submission date.**

The timeline for submission of bids has been extended upto 14<sup>th</sup> November 2019.

**2. With reference to the Payment Milestones laid down in Section 6.9.4 – Page 24 of the RFP document, the Payment Milestones may please be revised as follows: -**

- a. Mobilization Advance (20% to 30%) of the Project Value may be released to the successful vendor at the time of Contract signing.**
- b. Payment against submission of Prototype and SRS document may please be revised to 50% of the Project Value.**

The mobilization advance has been decided @ 10% of project value. Fifty percent of payment has been incorporated in revised payment schedule upon development of software prototype.

**3. As discussed in the pre-bid meeting, please confirm that only uploading functionality for archived/old data is to be provided by the system. The actual manual work, for scanning/uploading the documents and data entry is to be done by AGP staff. However, the vendor may like to train/supervise their staff to be ensure quality.**

The bidder will develop functionality as well as upload the record into the AMIS. Soft copies of old reports will be made available to the developer while they will engage their own resources for scanning the relevant evidence and uploading them to the AMIS for each audit observation.

**4. As discussed in the pre-bid meeting, please confirm that only the last 5 years old data will be scanned and uploaded only.**

Yes. It can be confirmed that upon the date of completion, five most recent audit year reports along with data files will be uploaded. The reports will be made available in soft form while the

corresponding evidence will have to be scanned and uploaded, while linking them to the audit paras to which they pertain.

**5. As discussed in the pre-bid meeting, please confirm that Business Process Analysis and Gap Analysis need not be done from scratch by the vendor. The application and prototype will be developed based on TO-BE Document shared by DAGP with the RFP and no Additional Study or Document (AS-IS) will be produced. The To-Be document will serve as the baseline for the functionality of the AMIS and the AGP office will direct its efforts towards adoption of Business Processes as outlined in the TO-BE Document. Addition or deletion of functionality may be done by the AGP office in consultation with the vendor, which will not be binding on the selected vendor and to which the vendor may or may not agree to commit.**

The bidder does not need to confirm the business process analysis and gap analysis. The To-Be report is final for business processes while the functional specifications document lays out the functions the AMIS should be able to perform.

**6. As discussed in the pre-bid meeting, please confirm that Working Toolkit for FAM is available with AGP Office and will be provided to the selected vendor.**

The FAM working paper toolkit is an approved document and will be made available to the selected vendor in hard or soft form.

**7. Please specify the essential features of the required Android application. The current scope and expectation from the Android App is very open. The expectation from the app to encompass the whole functionality (even read-only functionality) is to expect too much. Thus the essential requirements for the app may please be separately outlined.**

The Android app should be able to give read-only access to at least the following: -

1. List of audit paras by PAO
2. List of upcoming DAC/PAC meetings
3. Status of each audit report/para by PAO
  - a. Report laid before Parliament or not
  - b. Report discussed in PAC or not

- c. Decision taken by PAC for each para
- 4. Progress monitoring at various levels of management
- 5. List of recoveries initiated, completed and remaining by each PAO/cost center on the instance of audit.
- 6. Scanning option so that evidence can be attached to a para if a scanner hardware is not available.

**8. The proposed timeline for the delivery of the solution is too stringent and unrealistic. The vendor may please be allowed to submit an amended/revised timeline for the project. It also may be clarified if the vendor can propose a lengthier timeline and/or a timeline with Phase wise delivery approach.**

The timelines are very critical to the AMIS project. If the vendors are allowed to give their own timelines, it may bring much subjectivity into the evaluation process. However, the timelines have been revised and project completion date has been extended upto 30<sup>th</sup> September 2021.

Any bidder not committing to completing the project by September 2021 will not be considered.

**9. As discussed in the pre-bid meeting, please confirm that no BPR document will be produced by the vendor.**

No BPR document needs to be produced by the vendor.

**10. As discussed in the pre-bid meeting, please confirm if extension in the timeline for submitting the SRS is possible.**

The timeline for submitting of SRS has been extended in revised project timelines.

**11. The definition of prototype may please be elaborated. The timelines for submission of a working prototype within 3 months are too unrealistic. These may please be reconsidered and extended.**

The vendor will design the architecture of software during development of prototype phase which will address the requirements in Functional Specifications and To-Be Report documents. With DAGP interaction, the detailed development of software will be done in the development and testing phase. The time duration of the two phases has been increased from 07 months to 10 months.

**12. As discussed in the pre-bid meeting, changes may please be made in Deliverable timelines up-to Dec-2020 for Development / Testing of Software with 3 pilot sites whereas replication will be done on 12 Per-site in each quarter starting from Jan-2021.**

The timelines have been revised where felt necessary.

**13. As discussed in the pre-bid meeting, regarding the offline functionality, it is our understanding that offline sync will be expected from between the field offices and the central office only with no tiers in between. Any other form of offline-sync expected may please be elaborated.**

By offline-sync, it is means that if the user loses internet access, he/she should still be able to continue working in the system. As and when the access to internet is restored and connectivity with the server is regained, the user data will be synced with the main server.

**14. Clarifications made to all vendors be forwarded to all bid participants to enable them to be on the same page while submitting their proposals.**

All clarifications made to any vendor will be circulated to all other vendors so that they are on same page while preparing their bids.

Sr. No.	RFP Ref	RFP Clause	Query	AGP Response
1.	3.4	<p>Data Migration</p> <p>The vendor will upload/scan audit related documents such as audit reports, annual audit plans and other materials for each FAO for the last 5 years in the system.</p>	<p>Is scanning of last 5 years is part of this RFP and to be performed by the vendor?</p> <p>If AGP will provide the scanned documents then what metadata they will provide with the documents?</p> <p>Vendor will not be responsible of OCR.</p>	<p>The AGP will provide soft copies of the audit reports along with defining characteristics for each para such as PAO/DDAO, nature of para etc.</p> <p>The supporting evidence will be provided in form of hard copies which will be uploaded by the vendor.</p> <p>OCR on the scanned documents will not be required. The paras should be searchable through their parameters.</p>
2.	Page 6, 1.7	<p>The system should have standard document management capabilities (e.g. Facility to create, store, retrieve, recognize, process, and archive content from documents) Ability to view documents related to a particular para through a single click Memory compression of the documents, pictures etc.</p>	<p>Document Management scope, meta data of searchable fields should be provided</p>	<p>The searchable fields will be identified during the SRS development phase.</p> <p>Some <b>indicative</b> fields are: -</p> <ul style="list-style-type: none"> <li>• Unique Observation number</li> <li>• FAO Name</li> <li>• Nature of audit observation</li> <li>• Year of audit</li> <li>• Principal Accounting officer the para related to</li> <li>• Cost center/DDO the para relates to</li> <li>• The functional area, such as education, health, infrastructure the para relates to etc.</li> </ul>
3.			<p>What is expected volume of documents in numbers and size, what is data retention</p>	<p>There would be approximately 10000 documents created in the</p>

			policy?	system every year. These documents would comprise description of audit observations in text form and supporting evidence mostly in scanned form.
4.	Page 12 - 2.1	Capability to support '1 000' concurrent users application login	Do AGP have literally 1000 concurrent user or these are active user only.	<p>AGP sends almost 600 audit teams each year and there are supervisory officers in offices as well.</p> <p>Therefore, 1000 concurrent users should be possible. Although, the possibility of 1,000 users actually logging into the AMIS at any given time is remote.</p>
5.	Page 12 - 2.1	Support electronic interactions with external sources (e.g. AGPR and other government entities for communicating)	What type of integrations with other departments required, how many integrations required.	<p>Ability to export data to ACL (Audit Command Language) server should be incorporated.</p> <p>Interfaces will be developed for other departments to access their relevant data.</p>
6.	Page 12 - 2.1	Ability to handle/verify digital signatures	Which Digital signature authority need to be verified, any Digital Service will be provided by AGP.	Any digital authentication service approved by regulatory authorities in Pakistan, such as ECAC
7.	Page 12 - 2.1	Software should support a Built-in Report Writer with the following: Easy to customize Reports	Do you require a reporting engine against this requirement?	The reporting engine will not be required. The AMIS should be able to aggregate the audit observations/paras on the basis of selected parameters from database.

				<p>For example, the AMIS should be able to aggregate list of all paras related to misuse of official resources in the Federal Government for the year 2018-19.</p> <p>For generating such a report, the user will select the year and government from a drop down list, while keywords or tags might be entered manually (auto-completed from a list of available tags and keywords).</p>
8.	Page 12 - 2.1	Support Message-Based Client-Server communication (e.g. ISO 8583)	ISO 8583 is financial transaction EDI standard, what type of financial data will be transferred?	Financial data will not be transferred. However, the server should be able to send messages to different FAOs etc. For example, a message to complete all audits by 30 <sup>th</sup> November instead of 15 <sup>th</sup> December should be able to be sent from server to all users.
9.	Page 12 - last line	Search based on attributes of documents	Search on attributes will be limited to meta-data of historical & scanned documents.	<p>The search will be based on parameters and will not require OCR of the scanned documents. The search would be on basis of attributes/parameters such as year of audit, PAO, DDO etc.</p> <p>The total number of such attributes will be ascertained during SRS finalization.</p>

<b>10.</b>		System should allow import/export of data between the application and MS Office files.	Please elaborate this requirement, we can achieve this using predefined templates.	The AMIS solution should allow export of contents of its data between application and MS Office files with facility of using predefined templates.
<b>11.</b>		Should have all standard document processing features of creating, editing and formatting of documents, comparable with any reputable word processing software.	MS-Office applications will be used for updating data. These files will be linked with AMIS system entities, please confirm?	Some of the examples of this requirement as that the text editor of the AMIS should be able to allow bold, italic, underline etc. It should also allow addition of table for tabulating data etc. Addition of a picture is also desirable.
<b>12.</b>	FSD page 13, 2.2	System should allow import/export of data between the application and MS Office files.	Data import will be from predefined templates and AMIS generated MS office file only, please confirm!	Data/contents of audit reports should be able to be exported to word, pdf or any other appropriate format etc.
<b>13.</b>	FSD page 13, 2.2	System based help-desk.	Can we recommend JIRA as part of solution for this?	Any third-party solution recommended should not entail any financial implications for the DAGP. No annual fee during or after development will be borne by DAGP.
<b>14.</b>	2.4	Access to audits and related data when disconnected from the master database (fieldwork)	Only previously loaded data in application will be available to use, when user is offline. Only data related to a single auditor can be made available. Please confirm.	Only data related to a single auditor is required i.e. an auditor should be able to work on his audit assignment even if internet access is unavailable.
<b>15.</b>	2.4	Ability to download subset of data when internet is available, work offline on it and uploading it when access to internet is available	This requirement is against best security practices. Offline requirements to be discussed.	It is means that if the user is expected to lose internet access, he/she should still be able to continue working in the system by downloading a

		again.		local snapshot of the audit activity. As and when the access to internet is restored and connectivity with the server is regained, the user data will be synced with the main server.
16.	2.4	Automatic reconciliation of changes to audit data by multiple auditors at multiple locations	This requirement might create data conflicts and inconsistencies in multi-user environment when user will try to save the data, please clarify?	<p>The basic unit of the AMIS will be an audit observation, which may ultimately may or may not become part of the audit report.</p> <p>A finalized audit report will consist of different paras initiated by different auditors.</p> <p>Multiple users will not be working on same area of report or section of the report. However, different auditors may be working on different paras of the audit report simultaneously.</p>
17.	2.5	Able to invoke other MS Windows and other common applications from within product	Application links will be available in application, please confirm!	Application links will be available through which documents could be opened from within the application. AMIS should allow export to MS Word/Excel or any other appropriate form and saving as pdf.
18.	2.6	System-based email to be available	Is this means Exchange server integration to send emails. Or installation of Email server.	It just means that system should allow to send messages to each other.

19.	2.7	Support for database clustering and replication in a high availability environment	We assume that AGP needs High Availability as well DR solution	<p>Clustering at application as well as database levels will be needed to ensure high availability. A DR plan would be submitted by the vendor. The operationalization of DR site is not a requirement of this RFP.</p> <p>However, the AMIS software should have the ability to back-up its data on real time basis as an when a DR site is established.</p>
20.	Page 16, 3.1	AMIS should be able to capture details of trainings provided / received by the auditor and import data from HRMIS already being used in DAGP	Is this import one time or periodic or real-time integration?	<p>The availability of HRMIS APIs is being explored.</p> <p>If such APIs are found to be available, real-time fetching of HR data should be possible.</p> <p>Too early to give a definitive answer.</p>
21.	Page 17 3.3.2	Consolidated MIS and Statistical Analysis Reports	AGP needs a BI & Data warehouse solution, please confirm?	At this point in time, reports based on parameters defined within the system would be required.
22.	5.1.7	The system should provide the facility to capture accounting records by the entity	What level of accounting recording required? Please clarify!	This requirement may be treated as withdrawn.
23.	Page 15, 3.3	AMIS should conform to the latest ISSAI Auditing Standards	As per RFP page 10 Section 3.1, the audit process as mapped put in the To-Be Report will be designed and implemented. So it is	The AMIS should only automate the business processes of the DAGP and does not need to go into

			assumed that the AGP manual and methodologies are compliant with ISSAIs and vendor will not give any kind of GAP analysis.	details of ISSAIs.
<b>24.</b>	Page 16	Audit reports	All Audit Reports Formats/ templates will be signed off and provided by AGP to the vendor as defined in RFP page 11 "the vendor shall digitize existing manuals & forms".	All Audit Reports Formats/ templates will be signed off and provided by AGP to the vendor as defined in RFP.
<b>25.</b>	5.4.12	Audit Completion Please refer to Audit Working Paper Kit for details Checklist	The functional document refers to Audit working paper kit? Please clarify what is working paper kit and if it's part of RFP than share a sample.	Working paper kit is a collection of various forms which are filled before or during the audit. The forms will need to be built into the AMIS so that they can be filled electronically.  Working paper kit will be provided to the successful bidder.
<b>26.</b>	RFP page 12	3.3 Completion and Milestones Timelines	What is scope of Prototype, is this limited to wire-frames of key features?	The vendor will design the architecture of software during development of prototype phase which will address the requirements in Functional Specifications and To-Be Report documents. With DAGP interaction, the detailed development of software will be done in the development and testing phase.

27.	RFP page 12	3.3 Completion and Milestones Timelines	As per milestone table there 3 months for the prototype and only 4 months for development and testing, these timelines are not practical for customized software development. Please reconsider increasing the timelines and favor phases based development approach.	The time duration of the two phases has been increased from 07 months to 10 months.
28.	4.8	Audit Reporting AMIS should provide comprehensive reporting capability and the users should be able to develop customized report templates that make use of any data fields within AMIS.	What type of reports are required to be generate, are these limited to tabular reports?	The major reports will be text based encompassing audit findings as per certain format. However, tabular reports will also be required for progress and situation analysis.
29.	FSD, page 12	Support electronic interactions with external sources (e.g. AGPR and other government entities for communicating data	We are assuming that this an APIs based integration and AGP will provide these APIs.	Ability to export data to ACL (Audit Command Language) server should be incorporated.
30.	Page 31	5.3 The system should provide the facility to extract staff profile data (Interface with HRMIS, or a built-in similar facility) 5.4 The system should provide the facility to extract staff training data (Interface with HRMIS, or a built-in similar facility)	We are assuming that it's a one way integration and APIs will provided by the HRMIS system, please confirm.	The availability of HRMIS APIs is being explored.  If such APIs are found to be available, real-time fetching of HR data should be possible.  Too early to give a definitive answer.
31.		5.5 The system should	We are assuming that it's a	This requirement may be

		provide the facility to extract basic financial data (Interface with financial system, or a built-in similar facility)	one way integration and APIs will provided by the financial system, please confirm.	treated as withdrawn.
<b>32.</b>		5.5 The system should provide the facility to extract basic financial data (Interface with financial system, or a built-in similar facility)	What is meant by built-in similar facility in AMIS?	This requirement may be treated as withdrawn.
<b>33.</b>	7.3.4.1	The system should be user friendly in terms of filling in exported Data from the permanent files and other related documents	Which documents we need to import, the ones scanned in migration phase?	The documents will be soft copies of working paper kit.
<b>34.</b>	FSD, 10.1	Time management	Time recording requirement, leave management, travel activities recording are overlapping with HRMIS system. Do you need this in AMIS or it is an integration with HR system.	<p>The HRMIS of DAGP has the data related to employment history and trainings received.</p> <p>The time management of AMIS is different. It must be able to quantify the total time (months, days etc.) spent on each audit, the total time spent logged in to the system, number of working days during the audit assignment, number of holidays during the assignment etc.</p> <p>It is not an integration with HRMIS.</p>

35.	4.1	<p>Concurrent Users</p> <ul style="list-style-type: none"> <li>• It is envisaged that total users for AMIS will be 1500 and about 1 000 users will require access to the system concurrently.</li> </ul>	<p>Please confirm concurrent users, 1000 out 1500 are simultaneous or concurrent users?</p>	<p>The use of AMIS is expected to be rolled out to line ministries and departments in future so that they can have read-only access to their audit observations. Hence, a figure of 1500 has been chosen.</p> <p>However, it is also estimated that at any time, only 1000 users at most could be logged in to the system.</p>
36.	FSD page 16	<p>AMIS should be able to capture details of trainings provided / received by the auditor and import data from HRMIS already being used in DAGP</p>	<p>Training related data import from HR system is one time activity please confirm?</p>	<p>The possibility of APIs of HRMIS is being explored so that AMIS can handshake with HRMIS.</p> <p>The ideal case would be to fetch real-time list from HRMIS if any APIs are available.</p> <p>The AMIS should however have provision to generate a list of all the audits performed by an auditor (either as tem-head or member) since the operationalization of AMIS.</p>
37.	RFP page 8	<p>The complete process mapping has been done and is available in As-Is Report developed in year 2008</p>	<p>The AS-IS and To-BE reports were developed in 2008 which looks pretty old, we are assuming these processes and practices are still valid for the automation of Audit processes, please confirm.</p>	<p>The processes as defined in As-Is and To-Be reports are still operative and do not need to be changed.</p>

38.	RFP page 8, 2.1	AGP-Issues: Differences in business processes/ workflows in field audit offices	As per objective of AGP all the business processes and workflows will be same at all FAOs without any exception, please confirm?	As per objectives of DAGP's AMIS solution, all the business processes and workflows will be same at all FAOs without any exception.
39.	RFP page 9	Provide technical support and help to audit teams, wherever they are conducting their audits	Technical support onsite is on part of vendor or AGP, please clarify?	<p>Technical support in this context means help from a repository of manuals and rules.</p> <p>Such manuals will be provided in soft copy and will be uploaded into AMIS by the vendor for ready reference.</p>
40.	RFP page 11	An android app, providing at least read only access to the AMIS data, and capability (so that audit evidence can be uploaded through mobile scanning apps where a scanner is not available), will also be developed	Please clarify scope of Android, what are the features required as read only in the App, in addition to document scanning.	<p>The Android app should be able to give read-only access to at least the following: -</p> <ol style="list-style-type: none"> <li>7. List of audit paras by PAO</li> <li>8. List of upcoming DAC/PAC meetings</li> <li>9. Status of each audit report/para by PAO <ol style="list-style-type: none"> <li>a. Report laid before Parliament or not</li> <li>b. Report discussed in PAC or not</li> <li>c. Decision taken by PAC for each para</li> </ol> </li> <li>10. Progress monitoring at various levels of management</li> <li>11. List of recoveries initiated, completed and remaining by each PAO/cost center on the instance of audit.</li> <li>12. Scanning option so that evidence can be attached to a para if a scanner hardware is not available.</li> </ol>
41.	FSD page 7, 1.1	Generation of report of all paras of fraud in a particular	How we will integrate fraud paras from scanned data of	Each para will be identified on basis of one or more

		FAO from years 2014-201 8 etc.	previous 5 years, please clarify?	<p>keywords, to be input at time of its inception, whether it pertains to procurement, misuse of assets, overpayment, weak financial management, fraud etc.</p> <p>This classification will be developed at the time of SRS.</p>
<b>42.</b>	FSD page 34	8. Issues highlighted in previous years audit (The system should provide the facility to extract this information from the planning file	How we will integrate previous year audit issues from scanned data of previous 5 years, please clarify? This will be a data entry level work for old data.	<p>It can be confirmed that upon the date of completion, five most recent audit year reports available will be uploaded. The reports will be made available in soft form while the corresponding evidence will have to be scanned and uploaded, while linking them to the audit paras to which they pertain.</p> <p>OCR on scanned documents will not be necessary.</p>
<b>43.</b>	FSD page 9	User should be able to place a restriction on the printing of any document. User should be able to do this by assigning or setting levels of confidentiality for different documents.	These printing restrictions will limited to AMIS application level, please clarify!	<p>The basic purpose of this requirement is that head of FAO should disable printing of report/extract of reports in AMIS to ensure secrecy.</p> <p>Hence, the printing restrictions apply only to AMIS application.</p>
<b>44.</b>	FSD page 46	8. The system should have the ability for multiple auditors to work on the same audit at the same time	We assuming that multiple auditors will not be working on same area of report or section of the report.	The basic unit of the AMIS will be an audit observation, which may ultimately may or may not become part of the audit report.

				<p>A finalized audit report will consist of different paras initiated by different auditors.</p> <p>Multiple users will not be working on same area of report or section of the report. However, different auditors may be working on different paras of the audit report simultaneously.</p>
<b>45.</b>	To-BE page 14	Applicable themes	Please elaborate applicable themes while defining business plans?	<p>Audit theme is a broad category of audit effort, such as a procurement theme would encourage detailed audit of procurements in government entities.</p> <p>For the purpose of AMIS, it will only be a data field for each audit where the auditor can enter it or select it from a pull-down menu.</p>
<b>46.</b>		RFP submission date	Please extend RFP submission date, since there will very less time after queries clarification.	The submission date of bids is being extended to 14 <sup>th</sup> November 2019
<b>47.</b>		RFP Timelines	As requirement is to develop custom web based solutions, so please reconsider timelines of 4 <sup>th</sup> phase of Software Development & Testing so vendor could deliver high quality and fully	The time duration for development of prototype and software has been extended from 07 months to 10 months in total

			<p>tested software.</p> <p>Phased delivery model for the 4<sup>th</sup> phase may considered to divide the scope to increase success factor.</p>	
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