**Response to RFP for Developing the Concept of an Integrated Information System and Technical Specifications for an Information System for the MFAEI**

**BY GROUP D**

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Dear Sir/Madam

It is with great pleasure that I respond on behalf of our group to your Request for Proposal for the development of an integrated information system. Group D Technologies is excited about the opportunity to partner with UNDP to develop an integrated information system and transition from the old existing one to the new one that will be developed. Our group’s dedication to creating versatile, state-of-the-art and up-to-date systems that will see to it that your goal is completed to a satisfactory level.

As this response is reviewed, you will see that our records and skills will meet all your requirements to procure the desired system for your use. You will find that the system will lead to the easier entry of data, help in achieving strategic goals and combine information and data from across the organization into a single access point. We are eager to work on this project and take a step further into the modern world.

With the experience and expertise, we have in this field of developing and implementing systems, we believe that a partnership with us will meet all your goals if not exceed them. I would also be happy to connect you with a few of our past clients to hear their reviews firsthand. We look forward to hearing from you.

Sincerely,

Noah Williams.

**Executive Summary**

In the last decade there has been rapid development in Information Systems (IS), we as a system-based developer group have always been on our toes to keep up with the existing and upcoming competition and to prevail under the pressure of the market, we have always been versatile and strive to maintain robustness in this industry. Considering those two qualities, we believe we can help achieve:

* A centralized database made possible by the integrated system.
* Easier and faster data entry in the organization.
* Minimize the use of physical files.
* Reduce the use of paper.

It is our belief that our records and qualifications together with our background of working together with brands in related industries can allow us to help you achieve your goals.

**Scope of Project**

The integrated information system to be developed for the Ministry of Foreign Affairs and European Integration (MFAEI) under UNDP, will solve a couple of shortcomings and improve on some aspects. The problems addressed by the system will be easier and faster data entry, physical files can almost be gotten rid of, a reduction of the amount of paper required in the organization, centralized information and data in the system for easier access and an increase in information security and cutting down on operation cost.

The objectives or the quantifiable results to be achieved for this project are two:

* Concept of integrated information system for the Ministry of Foreign Affairs and  
  European Integration.
* Technical requirements for the integrated system of the Ministry of Foreign Affairs and  
  European Integration.

What needs to be done in this project as listed in Annex III in the RFP to ensure we develop the concept and technical requirements for the system are (but are not limited):

* Communication system (local area network, wide area network)
* Internet and intranet services system
* E-mail and document flow Management system
* Task Management System
* WEB portal of the Ministry
* Ministry Data Bases
* Digital Signature
* Infrastructure Security system (antivirus, anti-spam and etc.)
* System of Management of installed software license

The progress of the project can be quantified by checking on the progress of the coding part. It depends on whether it is the front-end user interface or the back-end support systems. The backend is usually coded with database-based languages such as SQL whereas the front end is coded with languages such as HTML, JavaScript, C++ and others. Thus the project’s progress can be measured by how much of the system has been coded.

The project will be said to be finished when each objective is realized and brought together to form the integrated system for the organization and realize the goal set in the RFP.

**Communication Plan**

As per the RFP under Annex III, during the span that the project will be in progress, there shall be reports. The stakeholder in a highlight here other than our group is Alexandru Pelivan the project manager in UNDP. From our side, it will be Noah Matthews.

We as the consulting group will prepare a commercial proposal with a detailed work plan and timeline. Since the contract lasts for 0nly three months, then the report shall be handed over on a monthly basis that is three reports in total. The reports must be in English.

Still, under Annex III, we as the consulting group shall carry out qualitative research, quantitative research and desk research for compilation and to be part of the monthly report. Noah Matthews from our group will be in charge of collecting the information compiled and verifying it before handing it forward. Should any matter arise regarding the reports from any stakeholder the one mentioned here or not, they should feel free to contact Noah Williams through electronic mail at [noahmatt-D@gmail.com](mailto:noahmatt-D@gmail.com) for clarification.

**Time**

Time is always of the essence which is why we as Group D Technologies have planned and fitted the project duration to fit the three (3) months period. The first two months shall be used for designing and programming the system and the last month shall be shared between testing and finalization where testing will take two (2) weeks and the last one (1) week for finalization.

This is further expounded below in the table:

|  |  |  |  |
| --- | --- | --- | --- |
| **Stage** | **Duration** | **Tasks** | **Deliverables** |
| System design and programming | 2 months | Build a database for TPS.  Build TPS connection and server.  Formulate C++, HTML 5, SQL and JavaScript | Database systems. |
| Testing | 2 weeks | Test functionality and compatibility of the system.  Meet the client. | Demonstration |
| Project Finalization | 1 week | Deliver final presentation | Oral presentation |

**Budget**

After careful planning and consideration with my team, we came up with the budget for the project we are undertaking. The prices are in dollars and exclusive of taxes as per Annex II section 18 in the RFP. The table below expounds on it:

|  |  |  |
| --- | --- | --- |
| **Budget Function** | **Time Needed** | **Amount Requested ($)** |
| Human Resources | 3 month contract | 300,000 |
| Enterprise and TPS Server | 4 month lease | 12,000 |
| Marketing and Promotion | Up to a month after project finalization | 4,000 |
|  |  | **Total:316,000** |

The following is cost justification:

1. Human resources: 2 programmers, 1 internet engineer, 1 hardware engineer and 1 marketer. One person is paid 5000$ per week \* 4 = 20,000$ per month \* 3months = 60,000$ per person) 60,000$\*5 = 300,000$ Total
2. Servers: Authorized subscription fee for x-power 12 intel server is 3000$ per month. The total lease for 4 months is 3000$\*4 = 12,000$
3. Marketing and Promotion: Total price for holding exhibitions and renting venues is 4000$

**Quality**

The new integrated information system will improve various things in the UNDP organization. The long-term possibilities for the project might include the following:

1. Totally secured information and data from unauthorized personnel as compared to the old system of paper.
2. Improving the compatibility of the system and promoting its use internationally.
3. Improved and conducive work environment since the hard labour of stacking and carrying around files is superseded by the new storage technology.
4. It will be easier to store, retrieve, update or delete data in this new integrated system.

**Risks**

Though shifting from the old system to the new integrated information system has a lot of advantages, there are still some disadvantages or risks we cannot overlook. This include:

* Lose of data may occur during the transition from one system to another and the data may be sensitive or crucial.
* The integrated information system will cause some of the people in the organization to be laid off since their duty or role is being played by the system now.
* Although gathering all data and information in a central area is convenient and effective, that does not mean it is not prone to get attacked through means such as hacking.
* Maintaining some of the services offered by the integrated system can be quite costly.

**Feasibility Studies**

1. **Schedule Feasibility**

* The project for the Integrated Information System for the UNDP is required within three months by the client. After careful planning by Group D Technologies, we came up with a timeframe to complete the project by splitting it into three major stages that are: Design and programming, Testing and Project finalization. The scope of the three will be as follows:

|  |  |
| --- | --- |
| **Stage** | **Duration** |
| Design & Programming | 2 months |
| Testing | 2 weeks |
| Project Finalization | 1 week |
|  |  |

* According to the schedule above, it is within the confines of the timeframe of the project and it can be completed in time.

1. **Financial Feasibility**

* There will be expenses that will be incurred to start the business. The expenses will be money used in purchasing of hardware, marketing and promotion of the project and finally finances that will be used in Human resources; 2 programmers, 1 internet engineer, 1 hardware engineer and 1 marketer. The costs of each of the experts according to their area of profession is as follows:
* **Human resources:** 2 programmers, 1 internet engineer, 1 hardware engineer and 1 marketer. One person is paid 5000$ per week \* 4 = 20,000$ per month \* 3months = 60,000$ per person) 60,000$\*5 = 300,000$ Total
* **Servers:** Authorized subscription fee for x-power 12 intel server is 3000$ per month. The total lease for 4 months is 3000$\*4 = 12,000$
* **Marketing and Promotion:** Total price for holding exhibitions and renting venues is 4000$

1. **Legal Feasibility**

United Nations Development Programme (UNDP) RFP has met the legal feasibility. One of the conditions to be met under legal feasibility is that there should be no nepotism and there should be utmost accountability. This is well demonstrated under the General Conditions of Contract in Annex II. Moreover, under number 11 of Annex II, the Copyright, Patents and other Proprietary Rights are well highlighted. That the UNDP shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this Contract. At the UNDP's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to UNDP in compliance with the requirements of the applicable law.

**Conclusion**

Despite there being some risks to transitioning to the new system, the merits outweigh the demerits which makes it a worthy move. Since change is always consistent we as Group D Technologies advise that you go through with this project and if you consider us to execute it will be much appreciated.