

COMBINED SYNOPSIS & SOLICITATION



United States Consulate General Frankfurt

**Supply and Installation of Integral Data System on behalf of the Bureau of International
Narcotics and Law Enforcement Affairs (INL) office of
US Embassy Podgorica, Montenegro**

SOLICITATION NO. 19GE5020R0099

**Issued by:
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Combined Synopsis and Solicitation
Solicitation Number 19GE5020R0099

The American Consulate General Frankfurt hereby provides the following Combined Synopsis and Solicitation for:

Supply and Installation of an Integral Data System for the Centre for Training in Judiciary and State Prosecution (COSDT), on behalf of the Bureau of International Narcotics and Law Enforcement Affairs (INL) Office at the U.S. Embassy Podgorica, Montenegro.

Synopsis:

This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in FAR Subpart 12.6, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; offers are being requested and a written solicitation will not be issued. The solicitation number is 19GE5020R0099 and is issued as a Request for Proposal (RFP), unless otherwise indicated herein.

The solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular FAC 2020-07, effective August 31, 2020.

Contract Type:

The Government intends to award a single, firm fixed-price contract to the responsible offeror whose offer is evaluated as the lowest-priced and technically acceptable. The total price shall include all labor, equipment, delivery charges, materials, overhead, profit, insurance, and all other expenses necessary to deliver the required equipment. No additional sums will be payable on account of any escalations in the cost of materials, equipment, or labor, or because of the Contractor's failure to properly estimate or accurately predict the cost or difficulty of achieving the results required by this contract. Nor will the contract price be adjusted on account of fluctuations in currency exchange rates. Any costs not priced will be considered to be included in the overhead and other indirect costs.

Term of Contract:

The ensuing contract shall be effective from the date of the Contracting Officer's signature and shall remain valid until all items/services have been received/accepted and until the warranty period expires.

DEFENSE BASE ACT (DBA) INSURANCE

DBA insurance is required for all United States citizens or residents and individuals hired in the United States, regardless of citizenship for any construction and services for U. S. overseas contracts over US\$10,000.00. Only the countries listed currently on the Department of Labor's (DOL) Active DBA Waivers are not required to have DBA insurance for Host Country Nationals (HCNs) and Third Country Nationals (TCNs) working overseas. (See website for country waivers: <https://www.dol.gov/owcp/dlhwc/dbawaivers/dbawaivers.htm>).

The DBA insurance may be obtained from any authorized DBA insurance broker, see FAR 52.228-3 WORKER'S COMPENSATION INSURANCE (DEFENSE BASE ACT) (APR 1984). New DBA insurances policies can be purchased directly from any DOL (Department of Labor) approved insurance carrier. A list of DOL approved carriers may be found at <http://www.dol.gov/owcp/dlhwc/lscarrier.htm>.

The Contractor will be reimbursed for DBA only to the extent the contractor provides documentary proof that DBA has been paid and only to the extent quoted in CLIN 0005 below.

NOTE: Montenegro is not listed on the DOL Active DBA Waivers, and therefore the Contractor is required to have DBA insurance for Host Country Nationals (HCNs) and Third Country Nationals (TCNs) working under this contract.

Warranty:

One year from the date of installation and final acceptance of the software.

Delivery:

The timeframe for Phase 1: Development, testing and data ingesting of documentation is six (6) months from the date of award. Phase 2: Implementation with data import is three (3) months, starting after the final software version has been accepted.

Place of Performance:

Installation and training may be performed remotely. **Note:** One of the main requirements in documentation is to have at least one meeting (virtual) per week to discuss and to brief development status with developers. This is crucial to maintain control and monitor progress of project scopes.

Project Name: Integral data system COSDT

(COSDT: Center for Training in Judiciary and State Prosecution
Local name: Centar za obuku u sudstvu i drzavnom tuzilastvu)

Project description

The Judicial Training Center and the State Prosecutor's Office (legal successor of the Judicial Training Center) organizes and conducts training of judges and state prosecutors as well as other judicial professions in accordance with special training programs, train lecturers and mentors as well as counselors, officers and trainees in courts and state prosecutors' offices, establishes

international cooperation with domestic and international organizations and institutions and performs other tasks prescribed by the Law on the Judicial Training Center and the State Prosecutor's Office. COSDT as the main obligations has the preparation of plans and programs and the implementation of the annual plan and programs of training and seminars for judges and state prosecutors, as well as for candidates for judges and state prosecutors, trainees, advisers, lawyers, as well as holding mandatory annual initial and continuous training for pre-appointed and selected participants. The trainings and seminars are carried out through the annual plan and in advance define the terms and topics of the seminar and training, as well as to which the number is intended, the number of participants and the name of the lecturer and mentor for selected topics. During the year, COSDT organizes in its own premises or in other locations, over 140 seminars and trainings for more than 3,000 participants. COSDT has 15 permanent employees, and cooperates with more than 50 Montenegrin institutions, NGOs (non-Governmental), international organizations in Montenegro and embassies in Montenegro.

Due to the large number of seminars and trainings that COSDT has to organize and monitor during the year, there is a need for the creation of an Information System (IS), in the form of a Closed-type Online Portal, for registered users.

The Integral data system COSDT should provide:

- Transparent and accurate plan of execution of training programs and seminars,
- Reasons for maintenance and deadlines for applications for seminars and trainings,
- Provide information on the topics of the seminar,
- Applying the supporting materials necessary for the holding of seminars and trainings,
- Provide information on participants and lecturers at seminars, through different levels of access to information, depending on the access rights that the registered user has assigned, such as: User type: Internal (COSDT users and admins), External (registered participant, lecturer, expert (MNE and foreign)); User categories: Judge, Prosecutor, Consumer, Trainee, NGO, Attorney, Chief...
- Generate reports and confirmations
- Online training through the E-learning platform
- Follow the work, plan and program of Initial Candidates

Current state description

COSDT currently does not use IS and bases its archive of documents on a simple archiving of a large number of .doc and .pdf files.

Project main goals

The main objective of the project are the construction and implementation of robust IS, through which users and employees of COSDT, as well as external users, could exchange information that is important for the organization of seminars and training in a very light and fast way. Also important are the monitoring of the costs of holding seminars and trainings, as well as the allocation of tasks to employees and the allocation of resources necessary for the maintenance of these seminars and trainings.

The E-learning system should provide a reduction in the number of seminars held, thus reducing the overall operational costs of COSDT.

Finally, a very important goal is also to digitize existing information on COSDT activities in the past period and to perform precise generation of activity reports and related information.

Project key results

The key result of this project is the Information System, which should facilitate and speed up the work processes of COSDT employees, and to external users of the system to facilitate information about the issues that are important for them. This IS should consist of multiple modules that should function in parallel and exchange and store data on a shared database.

Platform for development and project requirements

Company chosen on bid procedure must provide:

Development platform, testing, implementation and data ingesting for previous period of 5 years (paper documentation and digital documents, .doc. pdf formats)

Agile methodology development with at least weekly meetings/reporting (virtual), defining details in our premises, on local language

Https, ssl web portal

User manual (video or paper), documentation and training for personnel

Included 1 year of technical support and warranty, with possibility for minor modifications during implementation period

Single-Sign On - Login once to multiple applications

LDAP and Active Directory - Connect to existing user directories

Clustering - For scalability and availability

Standard Protocols - OpenID Connect, OAuth 2.0 and SAML 2.0

Social Login - Easily enable social login

Identity Brokering - OpenID Connect or SAML 2.0 IdPs

Password Policies - Customize password policies

Data storage need to support:

- Amazon S3 compatible Object storage
- server-side encryption of data
- support WORM (write once read many)
- Continuous Replication
- Erasure Coding
- Bitrot Protection

Solution need to be horizontally and vertically scalable, vendor should provide docker images and support Kubernetes/OpenShift deployment

Development + testing + data ingesting of documentation: 6 months after signage of contract

Implementation with data import: 3 months, starting after accepting final version

1. Software description

Software solution must be developed with Agile software development methodology, with weekly reports, and with on place meetings with represents of COSDT.

Software must consist of different software modules (web based applications), which represents different areas of interest and definitions of job. These modules must interoperability use same database.

Main modules are:

- Administrator tool
- Internal portal COSDT

- Informational portal for external users
- E-learning platform
- The Journal of Initial candidates

It needs to be developed as a web portal and as an Android OS app. The Android OS app must have the following modules and forms:

1.2 COSDT Internal Portal; 1.2.1 Calendar, 1.2.2 Seminars

Administrator tool

The admin module can be accessed by logging in with the credentials of the admin account at the address where the login page is located. The tool administrator must provide administration functions for user groups, user categories, user accounts, user profiles, user activity logging system, as well as manually assigning access rights to individual software modules and their forms, defining allowed actions, as well as administration rights of individual modules. It must also include backup tools, both manual and scheduling cyclical backup of data and database.

User categories in the default environment should contain the following:

- Administrator - has all rights of access to all modules and all forms, as well as all administrative forms within the module, as well as all rights over data changes (add, edit, delete)
- COSuser - has access rights to the Internal Portal module, the Initial Log module and all forms within the same including the admin forms within the same portal, with the rights add, edit, delete
- External user - has the right to access the Info portal and the E-learning platform
- Lecturer - has the right to access the Info Portal, and the Initialist's Log. In Initial log has the right to edit data (add, edit, delete)
- Initials - have the right to access the Info Portal and the E-learning Platform and the Initials Log

The form for defining a new category or editing an existing user category must contain fields for entering Category names, as well as a list of all forms within each module that can be selected manually and thus manually defined for each category of access rights to forms, as well as within those forms that are allowed (add, edit, delete) within the defined category.

The ability to manually move users from one user category to another, according to their professional advancement, is required, but each change remains recorded in their profile, with the categorization history as well as the dates of category changes and current categorization.

User groups define what information a particular user can view within modules and forms that he or she is allowed to access. When defining and entering content, seminars, trainings, events that should be visible on the Internal and External portal, E-learning platform, Initial log, it is mandatory to select to which user groups it becomes visible.

The form for entering, editing and deleting a user group should contain a field for entering the group name. Default user groups should have the following groups:

- Judges
- Prosecutors

- Counselors
- Trainees
- Lawyers
- Initials
- Lecturers (domestic, foreign)

Multiple user groups can be selected when defining a user profile.

There should be a form for entering, editing and deleting institutions, which defines the name of the institution.

It must contain a form for entering the names of the institutions from which the users are coming from (add, edit, delete, search).

There needs to be a form for entering, editing and deleting functions, within which a function name is defined.

There should be a form for entering, editing, and deleting seminar areas and their sub-categories.

The form for entering, editing and deleting user accounts (profiles) must contain the following fields:

- Password auto-generate and manual input - changes, required field
- E-mail address
- Phone number
- Enter an image
- Gender of the user
- User group (dropdown list, multi-selection), required field
- User category (dropdown list, multi-selection), required field
- Institution of employment (dropdown list), required field
- Function (dropdown list), a required field
- History of previous institutions of employment
- List of seminars and trainings attended (name and date of the seminar, status of seminars (in announcement, in progress, completed)), with the possibility of dynamic search within that list
- A list of ELearning exams (name, exam status (announced, pending, completed) and date taken), with the ability of dynamic search within that list
- List of seminars attended in the capacity of lecturers, with an individual list of topics discussed at each of the seminars
- Automatically generates an account creation date as well as an account edit date display
- Selecting whether the profile is a lecturer and selecting a lecturer category (domestic, foreign)

This form must also have a tabular view of the entered accounts, with the ability to enter search terms in the following fields: Name, email, telephone number, user group (dropdown list selection), user category (dropdown list selection), institution (dropdown list selection), list of attended seminars, list of e-learning exams, search by order creation date, functions. The search must be performed dynamically and that multiple fields can be searched simultaneously. It must

also contain an activation-deactivation action on each of the accounts. This form must be able to display and sort the results by field in ascending or descending selection.

The organizer entry form must be able to be displayed in a tabular view of all entered organizers with the name of the organizer, select whether it is a foreign or domestic organizer and whether it is a co-organizer. The options for editing, adding and deleting an organizer must be enabled under this form. It must be possible to enter keywords in the name of the organizer, which would filter the views in the table.

It is necessary to develop a Data vault form in which all uploaded attached documents within the seminar will be displayed. Display them in a tabular view, showing the file name, file format, date of upload, name of the seminar to which the file belongs, display of the seminar area, date of the seminar. It is necessary to allow dynamic search within this form in all fields.

The database backup form must be able to start manual data backup by selecting whether the backup should contain only the database backup or the backup of all the files required by the function of all modules and forms in the same structure as the servers already on functional state. Files can be automatically packed into .zip or .rar files, and the user can download these files from a local computer. It is also necessary to define the date and time cyclical automatic backup of the database and forms, with the definition of the repetition interval.

There must be links within the admin module to links to modules and forms where there are admin options within the other modules. Below, each module will define which administrative elements and forms are required.

The admin module should be presented in tab form and display all other modules, with all functions.

The admin module must have a function of logging user activities within which will be logged the user name, date and time, and the action then they performed.

Within the form, it is necessary to be able to perform a dynamic search by name, by time interval, and by the name of the action (add, edit, delete) that it performed. Also need to be able to sort these results by all the fields that appear in the results, in ascending and descending order.

1.1. Internal portal COSDT

The Internal portal should be a central tool for the needs of internal users of COSDT, and as such should have the following basic functionality:

- Frontend Calendar of events (seminars and trainings) as well as the administrative part through which the data is entered and changed,
- Administration of the seminar - (add, edit, delete)
- Generate and send invitations to participate in a seminar for selected participants with a confirmation link (administration of call content) -
- Automatic procedure for selecting participants and lecturers at seminars according to the pre-defined policy -
- Automatic reminder with pre-defined time before the beginning of the seminar, for registered participants in the seminar or training via email, viber and sms (administration of the content of the notification)

- Administration of users (add, edit, delete, enable, disable, user type, user categories, system access details - external, internal)
- Administration of access rights and visibility of the module
- Generate certificates of participation according to a predefined form of the document
- Generating dynamic reports (an interactive user friendly tool through which a user can define information or queries that will generate reports and visualize it)
- Seminar Evaluation + Evaluation Forms Management + enable disable evaluation forms for users at seminars + Generating Seminar Evaluation Reports
- Seminar Evaluation Form by Participants - Ability to send an email note to evaluate
- Dynamic field search for seminars, lecturers, participants

The internal portal should serve as a tool for COSDT employees, and the COSuser category should have a default login to that site.

The internal portal should consist of several forms, which must be interconnected, namely: Calendar, Seminars, Profiles, Calls, Autoselection, Notifications, Manual Evaluation, Certificates, Reports, Price List, Search, Administration.

1.2.1 Calendar - The Calendar view should contain a weekly, monthly and annual tabular view. It must be possible to view Weeks, Months, Years in advance for a given period and backwards by entering a date range or actions that allow you to move through the weeks, months, years (depending on the type of view selected) forward or backward, or manually enter a time interval for which the calendar should be displayed.

After selecting a day, the calendar shows a list of events that have been entered for that day, and the month view shows the events entered for the total duration for all days.

The calendar must contain a search box and the search must be performed by the name of the event entered, by keywords, by event type, as well as by the time interval within which the search is performed.

An application developed for Android OS, must have a default enabled option to notify all changes that have been made to the calendar, showing basic details (event name, date and time of event), and with a sound notification. The user must be able to turn off these notifications on their device.

The calendar entry form must contain the following options:

- Enter event name -
- Select event type - Seminar, meeting, note. To select seminars it is necessary to give an overview and search of the entered seminars by keywords and the possibility of selecting of the already entered seminars, and if there is no seminar then the possibility to go to the form for defining and entering a new seminar, after which it is possible to continue with other data defining in the calendar
- Event time selection - Define the start and end of an event to be entered by manually entering a date or selection within the calendar view. Within the date definition, the type of event, ie, whether it is All-day, or whether it is necessary to define the exact time (hour) of beginning and end, should be selected.
- Notification - an option to define whether you want the notification to appear (for all newly entered events, as well as for all changes and deletions from the calendar) to

COSuser users who are selected to see that entered event, and by defining what time period before a notification should appear on the start (selectable 15 minutes before start, 30 minutes before start, 1 hour before start, 1 day before start, default selection 15 minutes before start)

- Selecting COSusers that are visible the event and will receive notifications if activated, by selecting through the user list
- Enter a location, enter the address manually, or select it on Google maps
- Enter url link
- Enter an additional note

The user who entered the event in the calendar has the right to edit and delete the event of which he is the author, while other users have the right to view it. Each event you enter must have an information of who is the author of the information entered. After each change, all users who have a calendar view must receive a notification that the user has made changes to the event.

Calendar Administration - An administrator user has the right to add, modify, and delete all events from all other users who have access to the calendar. An admin profile has an option within the Calendar form, a special tab where it has the right to define a color for a specific profile that has access to the calendar. This color is related to the display of the events entered on the calendar view, the color of the text font that is entered for all fields within the definition of an event, as well as the color of the box within which the name of the entered event is in the table view of the calendar (week, month, year) as well as in search results.

1.2.2 Seminars – The seminar presentation form should contain primarily a tabular overview of the seminars already entered, which should be held in the future (up to 10 seminars on one page), with information on the name of the seminar, start and end dates, time and location, with the possibility of sorting views in any field from descending or ascending views, or alphabetically. By double-clicking on one of the entered seminars from the list, a page for a detailed description of the selected seminar should be opened. The detailed seminar page must contain the following fields for displaying and entering information:

- Name of the seminar
- Event date and time (manual date and time entry or calendar selection)
- Event locations, with the ability to select and display locations on google maps
- Seminar text description
- Selection of seminar area (dropdown list)
- Seminar agenda with schedule
- Upload more supporting files that users can download (.doc, .docx, .xls, .xlsx, .pdf, .jpeg, .png, .mp4, .wav, .mp3)
- Selection of seminar organizers from the list of organizers, with the possibility of adding a new organizer with defining the name of the organizer (possibility of selecting more organizers)
- Selection and adding of seminar participants by searching from the list of profiles with the possibility of searching by keywords and categorization by institutions from which they are coming from, or groups of users (judge, prosecutor ...) (possibility of editing the list before the beginning and during the seminar, locking change options after ending of the seminar)
- Selection and adding of lecturers in the seminar by searching from the list of lecturers, with the possibility of searching by key words and categorizing by institutions they come from, or groups of users (expert, foreign expert)

- Entry of topics to be discussed by lecturers, for each additional lecturer separately
- Upload document of contract, with contract name defining, and description field

The detailed seminar page must have the option of generating a document showing all the entered and saved seminar data, and exporting it in .doc, .docx, .pdf format, with the ability to print after being generated from the same form.

Cost sheet - A form defined by a pre-made excel file that lists the costs for different items for each individual seminar. When entering data, the functionality of selecting and searching seminars already entered into the system is required, and by selecting and adding them to the cost sheet, all data that were entered in the definition of the seminars, which we have displayed in the cost sheet, are transferred (for example: number of participants, sorted by institution, duration, date ...). COSuser have the right to enter, edit and delete data for the seminars they authored. Admin has the right of access to all costs for each of the seminars with the right to add, delete, modify. Attached is an example of a cost sheet in excel file – Attachment A.

Seminar Administration - A user from the COSuser user category has the ability to enter a new seminar, as well as edit and delete seminar data defined by the same user. Admin user has the ability to add, delete and modify all entered data on all seminars. Admin and COSuser user has the ability to define a new organizer, a new trainer, a new profile, a new institution. Admin user is the only one that has the ability to delete already defined organizers, trainers, profiles and institutions.

Generating invitations - after defining a new seminar, it must be possible to generate a letter of invitation for participation in the seminar, the content of which can be defined through a wysiwyg editor, within which the name of the seminar, the name of the organizer, the name of the participant to be sent, location and time of the event are automatically added, as well as a link where he can confirm participation. The format of this file must be .pdf and .doc, and can be downloaded after generation. After generating the invitation, it should be possible to send that invitation to all profiles or selected profiles that have been added to the list of seminar participants, to their already defined e-mails, from a generic email address. If the profile does not have an email address entered, or the mail cannot be sent to their address, there should be a notification to the user with a list of all undelivered emails with profile names. (admin and COSuser have the right to access)

Autoselection - Auto Participant Selection Procedure (admin and cosuser have the right to access) - Participant Selection Algorithm must be defined according to the already defined Participant Selection Rulebook (attached)

Auto Reminder and Notification to Users - An option that the seminar author chooses whether to activate and send automatic reminders on email addresses to profiles added as participants of the seminar, with information on the date and venue of the seminar, at a predefined submission date (3 days before start, 1 day before start, 12 hours before start,) (admin and cosuser have access rights). Administration of Notification Content (admin access rights) - a wysiwyg editor that defines text content through the wysiwyg editor, within which the name of the seminar, the name of the organizer, the name of the participant to be sent, the location and time of the event are automatically added. After the completion date of the seminar, by activating the notification option, the system sends an automatic reminder if the user has not completed the seminar evaluation, that he / she needs to complete it with a link to which he / she can access the evaluation page. Notification Content Administration (admin access rights) - wysiwyg editor that

defines text content through wysiwyg editor. In a separate form it is necessary to present a list of seminars(names of seminars are linkable to seminars page) where there are incomplete evaluations, as well as the possibility of manual activation and sending reminders to profiles who did not do so by email with a link to which they can evaluate for a given seminar, with notification of successful / unsuccessful email delivery.

Manual Evaluation + Excel Clickpad file import - a form for manually evaluating completed seminars with already defined questionnaires, as many times as the number of participants added to seminar to attend. It is necessary to show the number of evaluations done out of the total number of evaluations required, without linking to the profile of seminar participants (respecting anonymity). The COSuser who defined the seminar has the right to access only the evaluation forms of those seminars. Admin has the right to access all the evaluations for all seminars, with the ability to edit and delete the data entered. Admin has the ability to upload a report export from the Clickpad voting system, which would allow data entry for all seminar evaluations. An example of this excel file is attached.

It should be possible to generate a web form on a specific website that participants can access and do the evaluation after the seminar, either through a web browser or through the android app. This site will only be visible until an evaluation is required, or until admin puts it into offline mode. For each seminar it is necessary to define a separate address (ssl encrypt), and to be able to enter multiple answers in parallel from several locations, until the number of evaluations is filled with the number of participants.

Evaluation Form Administration (admin) - The administrator has the right to define the number of questions that will appear in the evaluation form, as well as their content, the type of answer (scaling, scoring, selecting the offered answer, entering the text answer), as well as the number of offered answers.

In a separate form it is necessary to present a list of seminars where there are incomplete evaluations, as well as the possibility of manual activation and sending reminders to profiles who did not do so by email with a link to which they can evaluate for a given seminar, with notification of successful / unsuccessful delivery.

After a successful evaluation of the seminar, a report on that seminar should be generated. Report generation has COSUser capability for the seminars it has entered, or Admin for all seminars. The document should include the name of the seminar, the location and date of the meeting, a short description, the agenda, the schedule, the list of participants, the list of lecturers, as well as the results of their evaluation, summarized for all the answers individually with the average shown, and listed for all lecturers. Ensure the ability to separately export the text responses and comments provided by the participants during the evaluation. The predefined export layout can be edited through the wysiwyg editor within the export form, as well as manually selecting information from which fields to display information. Export to be done in .pdf, .doc format. An example of the layout of the evaluation document is attached.

Participation Certificate Generating (Seminars, Elearning, Lecturers, Initial Candidates) - COSuser, which defined the seminar as well as the elearning course, which was held, and at which the participants did an evaluation, can perform the generation at the request of the participant (although the participant did not evaluate) and export of the certificate of participation. Confirmation content is defined through the wysiwyg editor and predefined, and changes to the layout and content of the document can be made by Admin. The document automatically inserts the participant's name, seminar name, topic, date and venue, as well as the text accompanying section when generating. Export is done in .pdf format with ability to print the exported file within the generation form. It is necessary to develop a form within which it is

possible to define for which user and for which seminars and for which time interval the certificate is generated, so that with one certificate several successful seminars, trainings, e-learning tests can be combined. It is required to display all generated certificates for the seminar, per seminar, with the names of participants and the date of creation of the certificate. After successful creation of the certificate, the possibility of sending the certificate to the email address of the user for whom the certificate has been defined. An example of the layout of the certificate document is attached.

Datavault - form in which all uploaded supporting documents within the seminar will be displayed. Display them in a tabular view, showing the file name, file format, date of upload, name of the seminar to which the file belongs, display of the seminar area, date of the seminar. Dynamic search within this form in all fields should be allowed.

Generate dynamic reports with bars and pies - refers to a form within which text reports can be defined, as well as numerical reports with bars (pies) generated from various parameters that are defined, selected before generating reports and defining them the time interval for which the data is to be displayed. The parameters to be selected are (with single / multi selection):

- Participant name (single / multi selection) - search and manual entry
- Seminar name (single / multi selection) - search and manual entry
- Name of eLearning training (single / multi selection) - search and manual entry
- Organizer name (single / multi selection) - search and manual entry
- Participant category (single / multi selection) - search and manual entry
- User group (single / multi selection) - search and manual entry
- Gender of the user
- Single / multi selection location - city, local / foreign, hotel name
- Number of days seminar lasted
- Display of COSDT cost sheets individually by seminar or by total for a period defined or with multiple selection of multiple seminars, with the possibility of selecting different cost items defined and entered per seminar individually or by several selected ones
- Presentation of foreign donation individually per seminar or total by period defined or with multiple selection of multiple seminars, with the possibility of selecting different cost items defined and entered per seminar individually or through several selected ones

In the case of multi-selection of display data, it is necessary to be able to generate graphical representations of comparative data (bars, pies,) These reports must be able to be exported to a .pdf format document, with print option within form.

Dynamic Search - A form within which dynamic search of seminars, profiles, e-learning courses can be carried out in separate tabs, with the possibility of entering keywords and values in all fields that have the ability to enter data. The search should be performed for all entered data. The results in the presentation must be linked to the pages of seminars, e-learning courses, and profiles. Ability to print results is required. COSUSer user categories as well as Admin have the right of access.

1.2.3 External user profiles - It is necessary to develop a form, in which it will be possible to display all entered profiles of external users, in a tabular view with the possibility of dynamic search in all text fields that can be entered when creating user profiles. In the results, user names must be linked to their profile page where their information can be displayed as well as deleted

or modified. The profile data display page, as well as the new profile entry page, must contain the fields for data entry defined in the same way as in 1.1 Administration tool.

The form for entering, editing and deleting user accounts (profiles) must contain the following fields:

- Name and surname (username generated from the name), a required field
- Password autogenerate and manual input - changes, required field
- E-mail address
- Phone number
- Enter an image
- Gender of the user
- User group (dropdown list, multi-selection), required field
- User category (dropdown list, multi-selection), required field
- Dropdown list, a required field
- Institution of employment (dropdown list), required field
- History of the institutions in which he was employed
- List of attended seminars and trainings (name and date of the seminar, status of seminars (in the announcement, in progress, completed)), with the possibility of dynamic search within that list
- List of seminars where he / she was in capacity of lecturers, with an individual list of topics he / she talked about in each of the seminars - only if he / she is a profile and a lecturer
- A list of E-learning exams (name, exam status (in announcement, in progress, completed) and passing date), with the ability to search dynamically within that list
- Automatically generates an account creation date as well as an account edit date display
- Selecting whether the profile is a lecturer and selecting a lecturer category (domestic, foreign)
- Upload document of contract, with contract name defining, and description field (.doc, .pdf, .jpg)

This form must also have a tabular view of the entered profiles, with the ability to enter search keywords by the following fields: Name, Email, Phone Number, user group (dropdown list selection), User category (dropdown list selection), Institution (dropdown list selection), list of attended seminars, list of e-learning exams, search by order creation date, contract name. The search must be performed dynamically and multiple fields can be searched simultaneously. It must also contain an activation-deactivation action on each of the accounts. This form must be able to display and sort the results by field in ascending or descending selection.

A form that displays search results must be able to print those results, as well as export the results to .doc, .xls, .pdf files.

Admin users (add, edit, delete), and COSuser categories (add, edit) have access to this form.

1.2.4 E-learning platform - It is necessary to develop a form in which users from the Admin and COSuser categories will be able to generate new e-learning tests, as well as search for existing active or completed ones.

The display of active or completed tests should be in a tabular view in which a dynamic search can be performed by fields of test name, by the start date and duration of the test, by test status (active / completed). Test titles are links to the test homepage.

Customers from the Admin and COSuser categories can define new tests and edit existing completed tests. The form under which the new test is defined should operate on the wizard

principle, in which through the steps define the types of questions and answers, the texts of the questions and answers, the choice of the correct answer or more, the types of scoring (positive / negative points), the number points per answer, time for reading questions and supporting material, or time for giving or choosing answers.

When defining a test, the user is required to define test pages that the participant will have to go through when testing or training.

The test author should be able to define the following types of pages:

Info page - a page where the author informs users by text content, presents video / audio material, presents a picture or document.

Question page - author defines question type: text question, audio question, video question, document question, choice of answer type (text answer, multi choice of offered answers, single answer of offered options), defines scoring (number of points that each answer carries - positive or negative), defines on each question whether there is a timer for how long it takes to enter a response with the ability to manually define a response time in seconds, and whether it has the option to pause the timer, or pause test.

End page - notification of the end of the test, with a description of the objectives of the test and the results.

The test author must be able to select a test type category, as well as add a new category.

At the beginning of defining a new test, the author must choose which category of test that test will belong to.

The author of the test, has the ability to submit multiple pages of Info and Question, without rules in arranging them.

The author of the test, has the ability to define the total duration of the test from the moment of starting the test, expressed in minutes. The author of the test, has the ability to define the option, whether the user has the ability to pause the test, as well as navigate through the test back and forth or must comply with the procedural attendance of the test.

The author of the test, when making the test, must define the date and time of beginning and end of the test. The start of the test cannot be defined in the expired date and time.

The test author, when creating the test, selects the group / groups of users for whom the test is intended.

The author of the test has the ability to manually select users who will have the right to access the test, by searching users by keywords. If individual selection of test participants is made, after selecting all participants, the author must have an option that can notify users via email that they have been added to the participant list with information about the topic of the test, deadlines for beginning and end, as well as a link to which users can access the test homepage (after logging with credentials).

A special form is required in which active tests are displayed, which by clicking on the title opens an info page about that test, showing the progress of the active test, with the number and list of active users, their current progress, and the results of their attendance on that test. Within

this form, the author of the test or Admin has the ability to activate / deactivate the active test. Admin and COSuser users have access to this form.

The special form shows all completed tests, and it is possible to perform a dynamic search by their names or by the start or end date of the tests. Clicking on the name of the test opens a page with a report on that test, which contains the results cumulative with the average total and individual on each question and the results individually of each student within which the results of the cumulative test with the average total and individual on each question. These reports can be printed as well as exported to a .pdf file.

Within this form, it is possible to copy completed tests, with the ability to edit their content and participants, as well as to reactivate and define a new start for that test.

The system must have protection from the user in the sense of preventing the user from repeatedly performing the test, or changing the answers after completing the test.

The permitted formats that the test author can attach within the Info page or Question page are: .pdf, .xls, .doc, .png, .jpg, .gif, .mp4, .avi, .mov, .wav, .mp3, .ppt. These files must be presented in the form as well as downloadable.

Author and Admin have the option to manually activate sending notice to deadline users who have not finalized the test, at the email addresses of those users, with notification of the success of the sent message. A form is required to edit the contents of that message. It is necessary to define at what time interval this message will be automatically sent before the termination of the test (24h, 48h, 72h).

Admin and COSuser users should have the option to automatically generate a test attendance certificate to all or selected participants of the selected test. In the form user defines the appearance of the certificate as well as its contents - the appearance and content of the document with the memorandum and signature of the responsible person.

The author of the test has the ability to edit only the tests that he defined. Admin users can take action on all tests.

The E-learning platform should meet the following basic requirements:

- Portal closed type
- Log and by invitation link sent to email or credentials on the login page (refer to the Info Portal for users)
- Administrative part of the Internal Portal COSDT with the following functionalities:
- Defining the exam category (depending on the topic)
- Defining the groups that are following the test
- Definition of tests (test procedure - input of learning materials - text, document, video, audio, definition of questions and types of questions, question timers, test dates, test time, activation, deactivation of the test)
- Select participants (related to external users)
- Send email automatic notification to participants (after generating a test and activating or deactivating it) with an access link and credentials?
- Generate dynamic test reports
- Generate dynamic reports on participation and user results
- Generating participation certificates and results

- Removing the car reminder to registered users on tests for progressive email, test time and expiration warning for the test
- Review of tests, with details

1.2. The Journal of Initial candidates

The Journal of Initial Candidates should replace the paper version of the journal through which the attendance register is conducted, and as such must meet the following requirements:

- Develop it according to the already defined paper, which is used as a mandatory tool in the training of initial candidates
- Be part of the administrative section of the Internal Portal with the definition of user access rights (administrator, cosdt user, lecturer - mentor)
- Be able to generate dynamic reports (about mentors, candidates, groups)
- Have the ability to generate certificates for candidates (about participation and transitions, as well as topics treated with a mentor list)

The Journal of Initial Candidates shall enable for defining of generation of participants. A group name is defined and participation commencement date, followed by selection of candidates out of the list of profiles already entered into the system. (if when defining a profile it is not specified it is an initial candidate, after this selection, such categorization will be added automatically to the profile). Upon candidate selection and adding into category, it is necessary to add the following data for each participant:

- Basic information on participant
- Full name (the predefined data is drawn)
- Father's name
- Unique Master Citizen Number
- Address and place of residence
- Reference number and date of the Decision on selection of candidates for a judge or state prosecutor made by the Judicial Council or Prosecutorial Council respectively
- Reference number and date of the Decision on allocation for initial training for specific court or State Prosecutor's Office made by the Judicial Council or Prosecutorial Council respectively
- Information on mentor
- Reference number and date on Decision of appointing a mentor to a candidate

These data are defined and displayed in Journal for theoretical and practical part.

Generations are defined out of the order of prosecutor candidates and judge candidates from the profiles already entered into the system.

Upon defining of group and candidates, the lecturers are to be defined, in particular, lecturers and topics for theoretical parts and defining of mentors and allocation of mentors to individual candidates. Concerning theoretical part, one lecturer gives lectures to a single group, while in case of the practical part one mentor is allocated to one or more candidates from different groups. There should be a possibility for a mentor change over the course of the initial training.

In calendar it is necessary to insert the schedule of theoretical part with the names of lecturers and topics scheduled for particular dates, and also to enable for the upload of the accompanying material for lecture (.doc, .pdf, .jpg, .avi, .mpg).

The accompanying material for lecture shall be visibly displayed and available for download by candidates on their pages within the scope of 1.4. Informational portal for external users. This whole part (calendar, contents, dates, lecturers) shall enable for changes.

Upon completion of the theoretical part, the lecturer shall insert the following data in the form:
Data on outline and contents of the training course:

- Date of the training course (automatically generated data at the moment of entry)
- Title and number of module (predefined data is drawn)
- Lecturer (predefined data is drawn)
- Learning material
- Methodology
- Data on register of attendance
- Comment
- Involvement in discussion and interactive approach
- Presented knowledge and skills from specific areas
- Deductive reasoning skills
- Understanding the role of a judge/state prosecutor in a democratic society
- Motivation to improve theoretical knowledge
- Comment

Upon final completion of the training, the lecturers will assess each candidate's knowledge of their pertaining topic and will insert data in the following fields:

Lecturer's report on the completed training

- Lecturer (predefined data is drawn)
- Module and training duration (predefined data is drawn)
- Full name of candidate (selection from the list of candidates added to the generation)
- Assessment
- Explanation for an assessment

An example of the Journal of theoretical part is attached hereto.

The Journal of practical part is to be completed by a mentor. Each judge candidate has two mentors, for criminal and civil law respectively. A candidate is obliged to work with these mentors for a period of 9 months per mentor. Each prosecutor candidate has one mentor. The mentors shall insert the following data weekly:

Data on outline and contents of the mentorship:

- Date of the training course (automatically generated data at the moment of entry)
- Mentor (predefined data is drawn)
- Period of practical training (weekly report)
- Activities under the scope of the practical training
- Data on register of attendance
- Learning material
- Methodology
- Interest in developing practical judge/prosecutor skills
- Sense of responsibility
- Sense of ethics
- Ability to conduct proceedings
- Ability for decision making and decision reasoning
- Comment

Upon final completion of the training, the mentors will assess each candidate insert data in the following fields:

Mentor's report assessment of achievement for the completed practical training:

- Mentor (predefined data is drawn)
- Duration of practical training
- Full name of candidate (selection from the list of the allocated candidates)
- Assessment of achievement
- Explanation for an assessment of achievement

An example of the Journal of theoretical part is attached hereto.

For the purposes of the theoretical part, upon module completion, the candidates perform evaluation and make assessment based on the predefined evaluation document. The list of completed modules should be displayed in a separate tab on the profile page of a candidate. It is necessary to allow for dynamic search using keywords of the module title, module topic, training date (fixed date or in intervals).

Evaluation form for completed modules should be displayed in a separate tab, which also shows the modules that a candidate attended. For each module there should be an indicator if the evaluation has been carried out and a link to the page where the evaluation can be performed. The evaluation shall be based on the policy of anonymity with such policy being indicated to a person performing the evaluation.

1.3.1 Journal administration

Administrator has a possibility to define a new generation as well as to add candidates to the generation.

Administrator's rights can be also granted to the users from the COSuser category, within the administrator's part of the user defining.

When inserting any data into the journal, it is necessary to show the author of such changes or entry, independently from the logging system of the user's activities within the whole system (defined here above).

In a separate form, it is necessary to display list of modules with uncompleted evaluations, as well as the possibility of manual activation and sending reminders to candidates to their emails, including the link they can use to perform evaluation for the seminar concerned with the successful/failed delivery notification.

Administration of the evaluation form (admin) — Administrator has a possibility and form to define fields for entry into journals for theoretical and practical parts, in particular: number and type of questions to be contained in the form, with a possibility to make changes, amendments, supplements. It is not necessary to allow for changes in an active journals for active generations of the initial candidates.

Report generation - Upon successfully completed module evaluation, it is necessary to generate a report on such module. Report generation has a COSUser possibility with the added right for journal administration or Admin for all journals and modules. Evaluation export document should contain the module title, lecturer's name and training period, aggregatedly for all answers individually with presentation of an average. Possibility for a separate export of textual answers

and comments the participants inserted during evaluation. Possibility of a predefined outlook of the export to be edited through wysiwyg editor within the export form, as well as by manual selection of information from which fields the information should be presented. Export should be in .pdf, .doc format. An example of the evaluation document is attached hereto.

Upon final completion of training, both theoretical and practical, it is necessary to export the report in a .pdf document format. The report is to be generated for each lecturer, containing an explanation (inserted via wysiwyg editor), lecturer's name, topic, training period, names of candidates and their assessments. These reports are generated for each candidate individually and for all candidates cumulatively in one document.

It is necessary to develop a form under which the reports on lecturers and mentors are also generated, enabling for display of all trainings they have conducted for the initial candidates. A selection is made of a lecturer or mentor for whom the report is necessary, selecting then for which generation or which time interval it is necessary to show data, with the list of modules and topics of the trainings and pertaining dates. It is necessary to enable for printing option from the form as well as for the saving of the document as a .pdf file.

It is necessary to develop a form under which the reports on candidates are also generated, enabling for display of all trainings they have completed at the level of initial candidates. A selection is made of a generation for which the report is necessary, selecting then for which lecturer or which time interval it is necessary to show data, with the list of modules and topics of the trainings and pertaining dates. It is necessary to enable for printing option from the form as well as for the saving of the document as a .pdf file.

It is necessary to develop a form under which the reports on generations are also generated, enabling for display of all trainings they have completed at the level of initial candidates. A selection is made of a candidate for whom the report is necessary, selecting then for which lecturer or which time interval it is necessary to show data, with the list of modules and topics of the trainings and pertaining dates. It is necessary to enable for printing option from the form as well as for the saving of the document as a .pdf file.

Note: Lecturers and mentors for the initial training does not refer to the lecturers and experts within the scope of the continuous training, yet their engagement for the initial training are added under their profile and list of trainings they have performed, with an indication stating these are initial trainings.

1.3. Informational portal for external users

Informational portal should meet the following basic requirements:

- Certified type access (login credentials) - opening an account by the administrator, sending a link after registration and credentials to the email (entering a new password at the first log)
- Current event calendar (possible to view events defined by user categories, or by topic)
- Possibility to apply for a seminar that has the ability to register through the portal
- Demands to generate a certificate of participation in seminars and trainings and tests (individually through selecting from the list it has attended, or a cumulative selection of more than one) - sending to email (to design the process of issuing digital certificates)
- A review of available E-learning tests, history and tracking results

- Notification within the portal about the term of the next seminar where the user is logged in
- Evaluation form for seminars to which the user was (condition for the ability to send requests for generating certificates of participation, the ability to send an email note to make an evaluation)

Informational portal for users from the external users group (profiles), should have a single point for acquiring information on relevant events within their respective user groups. The users can access only after a successful login using the credentials they have received in their e-mail after registration and user account activation by the administrator. There must be a protected page where users can register on their own, where the administrator can activate their user account only after their registration. It is necessary to include protection mechanisms against spam registrations, as well as the user verification method, anti-bot protection, with sending of a verification link to the e-mail address of the user.

Upon successful login, the external user should have access to the following system elements, limited only to data within a defined user group of such user.

Displayed elements and forms:

1.4.1 Calendar- Calendar display form should contain a weekly, monthly and annual table view. It should enable for a display of weeks, months, years in advance and backwards for the specified period, with insert of date range or with actions that enable forwards/backward moving through weeks, months, years (depending on the selected display view) or with a manual entry of the time interval for which the calendar is needed.

Upon selection of a day, the calendar shows list of inserted events for that day, while if choosing month view, the calendar shows the inserted events in the total duration for all corresponding days.

The calendar must contain a search field, and the search is based on the event name, using keywords as well as on the time interval within which the search is performed.

The calendar will display contents as defined at entry, such contents being visible only for a defined category and user group.

The application developed for Android OS, must have a default enabled option for notification of all changes inserted in the calendar, with display of basic details (event name, date and time), this being a sound notification. The user must be given an option to disable such notifications on his/her device. The user must insert his/her credentials in the Android Android app.

By clicking on the calendar event, the page will be opened containing data on the particular event -Seminar. Where the conditions have been met and a possibility exists, the user can manually register for such event. On that occasion, an automatic notification is generated and sent to the user's email, while the administrator receives a notification within the administrator part. The user can define to receive the notification (in app notification, email) in the time interval (24h, 48h) before the start of an event for which he/she successfully registered. The user must have an overview of seminars for which he/she registered and received a confirmation of registration as well as the possibility to cancel the registration not later than two day before the start of the seminar. This is the same action as the one on the page for display of events within the Seminar.

Initial users must have a separate display in a separate tab for the initial candidates calendar view. By clicking on the scheduled lecture, they can open a page containing details and data about such lecture as well as the display of the accompanying material which has been uploaded and is available for download. The initial candidates have no possibility to register for the lecture as their attendance is mandatory.

1.4.2 Seminars - Seminar display form should primarily contain a table view of already inserted seminars which are to take place in the forthcoming period (showing up to 10 seminars per page), showing the information about the seminar name, commencement and completion times and venue, with a possibility of view sorting per each given field by ascending/descending order, alphabetically or by date interval.

Double-clicking any of the inserted seminars from the list enables opening a page with a detailed description of the selected seminar. The detailed seminar page must contain the following information fields:

- Seminar name
- Date and time
- Venue, with the possibility of selection and display of location in Google maps
- Textual description of the seminar
- Agenda and schedule of the seminar
- Accompanying files available for download to users (.doc, .docx, .xls, .xlsx, .pdf, .jpeg, .png, .mp4, .wav, .mp3)
- View of the seminar organiser
- View of the registered attendees of the seminar
- View of the lecturers for the seminar
- Notes to users

It is necessary to enable a dynamic search per all fields available in the table view.

The detailed seminar page must have an option to generate a document which shows all the inserted and saved data about the seminar, and to export such document in the .pdf format, with a print option after the document generation from the same form.

The detailed seminar page must contain an action for registration for the seminar concerned. By clicking, a page is opened containing data on such Seminar. Where the conditions have been met and a possibility exists, the user can manually register for such event. On that occasion, an automatic notification is generated and sent to the user's email, while the administrator receives a notification within the administrator part. The user can define to receive the notification (in app notification, email) in the time interval (24h, 48h) before the start of an event for which he/she successfully registered. The user must have an overview of seminars for which he/she registered and received a confirmation of registration as well as the possibility to cancel the registration not later than two day before the start of the seminar. This is the same action as the one on the page for display of events within the Calendar.

The list of attended seminars should be displayed in the separate tab. It is necessary to allow for a dynamic search using keywords such as name of seminar, seminar topic, seminar date (fixed date or in intervals).

Evaluation form for attended seminars should be displayed in a separate tab, which also shows the seminars that a candidate attended. For each seminar there should be an indicator if the

evaluation has been carried out and a link to the page where the evaluation can be performed. The evaluation shall be based on the policy of anonymity with such policy being indicated to a person performing the evaluation.

Request for certificate (seminars, E-learning tests) – separate tab under which the user is given a table view of all generated certificates of attending seminars and taking E-learning tests, with a link for download of a specific document in the .pdf format, as well as the view of seminars the user attended but for which a certificate has not been generated. There should be a multi-selection option for more seminars and E-learning tests and actions for generating a single certificate that lists all the selected seminars and E-learning tests.

1.4.3 Profile - Profile display form refers to the view of data of the user logged in with corresponding credentials. Under this form, all registration data inserted for such profile are displayed, in particular:

- Full name (username generated from name), required field
- Password auto-generate and manual input - changes, required field
- Email address, required field
- Phone number
- Insert photo
- Gender of the user
- User group (dropdown list), locked field - no edit option, information view only
- Function, required fields
- Institution of employment (dropdown list), required field, edit option available
- History of previous institutions of employment, view only
- List of seminars and trainings attended (name and date of the seminar, status of seminars (in announcement, in progress, completed)), with the possibility of dynamic search within that list
- List of E-learning exams (name, exam status (announced, pending, completed) and date taken), with the ability of dynamic search within that list
- List of all uploaded contracts for that specific, tabelar view, with file download option

Edit of personal data (certain fields) is allowed, with a notification in case of a change of the last name, password, email address, phone number, photo, user group, institution. The notification is being sent to the email of the profile user as well as to the administrator.

1.4.4 E-learning - E-learning tab should display all active tests for the user group which the user belongs to, containing the test name, test topic, test start and end dates, test progress view in percent. It is necessary to enable a dynamic search by all fields available in the table view (test name, test start date, test end date, test topic) On each active test an action should be added, a button, allowing a user to register for the active test concerned.

The test names are linked to the test home page or to the last page on which the user remained if the test is still active. On each test home page, Info Page, there should be a test start button for starting a test by clicking. This means a user can visit and read the Info page without an immediate start of the particular test.

All completed tests remain in the view of the completed tests list, with an option to view results and answers to any test question by clicking on the name of the completed test.

Request for certificate (seminars, E-learning tests) – separate tab under which the user is given a table view of all generated certificates of attending seminars and taking E-learning tests, with a link for download of a specific document in the .pdf format, as well as the view of seminars the user attended but for which a certificate has not been generated. There should be a multi-selection option for more seminars and E-learning tests and actions for generating a single certificate that lists all the selected seminars and E-learning tests. The same action as the one within the Seminar display form.

Project scope

The success of this project and its successful implementation will affect the accuracy of events organized by COSDT, accelerate business information between COSDT employees, reduce COSDT operational costs, and ultimately ensure the accuracy of all data and reports in COSDT.

Please see also Attachments A, B, C, D, E, F, G and H.

Basis of Price:

The price of all services shall include, equipment, insurances, materials and all other expenses necessary to provide the services at diverse locations.

Note: See also the provision at DOSAR 652.228-70, “WORKERS COMPENSATION INSURANCE (DEFENSE BASE ACT – SERVICES (Feb 2015))”.

Other Specific Requirements:

- All user manuals and literature shall be in English **and** in local language. Project documentation papers need to be provided as follows: User manual and documentation and training for personnel (video or paper).

APPLICABLE CLAUSES AND PROVISIONS

FAR 52.252-2 Clauses Incorporated by Reference (Feb 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<https://www.acquisition.gov/far/> or <http://farsite.hill.af.mil/vffara.htm> or <https://www.acquisition.gov/browse/index/far> respectively.

(End of clause)

The selected Offeror must comply with the following commercial item terms and conditions, which are incorporated herein by reference:

- FAR 52.204-7, System for Award Management (Oct 2018)
- FAR 52.204-9, Personal Identity Verification of Contractor Personnel (Jan 2011)
- FAR 52.204-13, System for Award Management Maintenance (Oct 2018)
- FAR 52.204-16, Commercial and Government Entity Code Reporting (Jul 2016)

FAR 52.204-18, Commercial and Government Entity Code Maintenance (Jul 2016)
FAR 52.204-24, Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment (Dec 2019)) – **to be completed with other certifications and submitted with the offer;**
FAR 52.212-1, Instructions to Offerors - Commercial Items, applies to this acquisition (Jun 2020)
FAR 52.212-3), Offeror Representations and Certifications - Commercial Items (Aug 2020) – **to be completed with other certifications and submitted with the offer;**
FAR 52.212-4, Contract Terms and Conditions - Commercial Items (Oct 2018),

Addendum to FAR 52.212-4 Contract Terms and Conditions – Commercial Items (Deviation 2017-02)

The whistleblower protection of 41 U.S.C 4712 has been removed from paragraph (r) of FAR clause 52.212-4. The following revised paragraph applies:

(r) Compliance with laws unique to Government contracts. The Contractor agrees to comply with 31 U.S.C. 1352 relating to limitations on the use of appropriated funds to influence certain Federal contracts; 18 U.S.C. 431 relating to officials not to benefit; 40 U.S.C. chapter 37, Contract Work Hours and Safety Standards; 41 U.S.C. chapter 87, Kickbacks; 10 U.S.C. 2409 relating to whistleblower protections; 49 U.S.C. 40118, Fly American; and 41 U.S.C. chapter 21 relating to procurement integrity.

(End of Clause)

FAR 52.212-5, Contract Terms and Conditions Required to Implement Statutes or Executive Orders-Commercial Items (Aug 2020) - the applicable clauses under paragraph (b) are: 52.204-10, 52.209-6, [52.222-21, 52.222-26, 52.222-36, 52.222-29], 52.222-50, 52.223-18, 52.225-13 and 52.232-33.

52.204-25 Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment (Aug 2020)

(a) *Definitions.* As used in this clause—

Backhaul means intermediate links between the core network, or backbone network, and the small subnetworks at the edge of the network (*e.g.*, connecting cell phones/towers to the core telephone network). Backhaul can be wireless (*e.g.*, microwave) or wired (*e.g.*, fiber optic, coaxial cable, Ethernet).

Covered foreign country means The People’s Republic of China.

Covered telecommunications equipment or services means—

(1) Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities);

(2) For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);

(3) Telecommunications or video surveillance services provided by such entities or using such equipment; or

(4) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

Critical technology means—

(1) Defense articles or defense services included on the United States Munitions List set forth in the International Traffic in Arms Regulations under subchapter M of chapter I of title 22, Code of Federal Regulations;

(2) Items included on the Commerce Control List set forth in Supplement No. 1 to part 774 of the Export Administration Regulations under subchapter C of chapter VII of title 15, Code of Federal Regulations, and controlled-

(i) Pursuant to multilateral regimes, including for reasons relating to national security, chemical and biological weapons proliferation, nuclear nonproliferation, or missile technology; or

(ii) For reasons relating to regional stability or surreptitious listening;

(3) Specially designed and prepared nuclear equipment, parts and components, materials, software, and technology covered by part 810 of title 10, Code of Federal Regulations (relating to assistance to foreign atomic energy activities);

(4) Nuclear facilities, equipment, and material covered by part 110 of title 10, Code of Federal Regulations (relating to export and import of nuclear equipment and material);

(5) Select agents and toxins covered by part 331 of title 7, Code of Federal Regulations, part 121 of title 9 of such Code, or part 73 of title 42 of such Code; or

(6) Emerging and foundational technologies controlled pursuant to section 1758 of the Export Control Reform Act of 2018 (50 U.S.C. 4817).

Interconnection arrangements means arrangements governing the physical connection of two or more networks to allow the use of another's network to hand off traffic where it is ultimately delivered (*e.g.*, connection of a customer of telephone provider A to a customer of telephone company B) or sharing data and other information resources.

Reasonable inquiry means an inquiry designed to uncover any information in the entity's possession about the identity of the producer or provider of covered telecommunications equipment or services used by the entity that excludes the need to include an internal or third-party audit.

Roaming means cellular communications services (*e.g.*, voice, video, data) received from a visited network when unable to connect to the facilities of the home network either because signal coverage is too weak or because traffic is too high.

Substantial or essential component means any component necessary for the proper function or performance of a piece of equipment, system, or service.

(b) *Prohibition.*

(1) Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. The Contractor is prohibited from providing to the Government any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at

paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in FAR [4.2104](#).

(2) Section 889(a)(1)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2020, from entering into a contract, or extending or renewing a contract, with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in FAR [4.2104](#). This prohibition applies to the use of covered telecommunications equipment or services, regardless of whether that use is in performance of work under a Federal contract.

(c) *Exceptions.* This clause does not prohibit contractors from providing—

(1) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(2) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(d) Reporting requirement.

(1) In the event the Contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the Contractor is notified of such by a subcontractor at any tier or by any other source, the Contractor shall report the information in paragraph (d)(2) of this clause to the Contracting Officer, unless elsewhere in this contract are established procedures for reporting the information; in the case of the Department of Defense, the Contractor shall report to the website at <https://dibnet.dod.mil>. For indefinite delivery contracts, the Contractor shall report to the Contracting Officer for the indefinite delivery contract and the Contracting Officer(s) for any affected order or, in the case of the Department of Defense, identify both the indefinite delivery contract and any affected orders in the report provided at <https://dibnet.dod.mil>.

(2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause

(i) Within one business day from the date of such identification or notification: the contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

(ii) Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: any further available information about mitigation actions undertaken or recommended. In addition, the Contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

(e) *Subcontracts*. The Contractor shall insert the substance of this clause, including this paragraph (e) and excluding paragraph (b)(2), in all subcontracts and other contractual instruments, including subcontracts for the acquisition of commercial items.

(End of clause)

FAR 52.217-8 -- Option to Extend Services (Nov 1999)

FAR 52.227-17 -- Rights in Data-Special Works (Dec 2007)

FAR 52.225-14 -- Inconsistency between English Version and Translation of Contract (FEB 2000)

FAR 52.228-3 -- Workers' Compensation Insurance (Defense Base Act) (July 2014)

FAR 52.228-4 -- Workers' Compensation and War-Hazard Insurance Overseas (April 1984)

FAR 52.232-40 -- Providing Accelerated Payments to Small Business Subcontractors (Dec 2013)

DOSAR 652.229-70 -- Excise Tax Exemption Statement for Contractors Within the United States (Jul 1988)

DOSAR 652.232-70 -- Payment Schedule and Invoice submission (Fixed/Price) (Aug 1999)

DOSAR 652.237-72 -- Observance of Legal Holidays and Administrative Leave (Feb 2015)

DOSAR 652.242-70 -- Contracting Officer's Representative (Aug 1999)

DOSAR 652.243-70 -- Notices (Aug 1999)

The full text of the referenced FAR and DOSAR clauses may be accessed electronically at <https://www.acquisition.gov/far/> and <http://farsite.hill.af.mil/vfdosara.htm>, respectively.

The following provision(s) are provided in full text:

FAR 52.212-2 Evaluation – Commercial Items (Oct 2014)

BASIS OF AWARD

The Government intends to award a contract resulting from this solicitation to the responsible offeror (as determined within the meaning of FAR Part 9, paragraph 9.104), whose offer conforms to the solicitation and is determined to be the lowest priced, technically acceptable offer, including all options. Evaluation will be based on offeror's submission in Volumes I and II and the provision at FAR 52.212-2, as provided in this solicitation.

(a) The following factors shall be used to evaluate offerors:

1. Price
2. Technical acceptability
3. Past Performance Information.

Technical capability, when combined with Past Performance, is equal to price.

(b) A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

(End of provision)

FAR 52.214-34 Submission of Offers in the English Language (Apr 1991)

Offers submitted in response to this solicitation shall be in the English language. Offers received in other than English shall be rejected.

(End of Provision)

FAR 52.225-17 Evaluation of Foreign Currency Offers (Feb 2000)

If the Government receives offers in more than one currency, the Government will evaluate offers by converting the foreign currency to United States currency using <http://ice.cgfs.state.sbu/> in effect as follows:

- (1) On the date specified for receipt of offers, if award is based on initial offers; otherwise
- (2) On the date specified for receipt of proposal revisions.

(End of provision)

Addendum to FAR 52.212-1 Instruction to Offerors – Commercial Items (Jun 2020)

Pursuant to FAR 12.302(d), the provision at FAR 52.212-1, Instruction to Offerors – Commercial Items (Jun 2020) is augmented as follows: Preparation of Offers - Offerors shall prepare and submit its offer in two (2) volumes as set forth below.

VOLUME I

- 1. PRICING – Offer must be valid for 30 days from the date of the due date of submission. Note to Montenegro-based firms: The U.S. Embassy Podgorica is exempt from Value Added Tax (VAT) for goods and services for this requirement.**

Defense Base Act Insurance (DBA) shall be specified and included as separate line items. Any costs not priced will be considered to be included in the overhead and other indirect costs.

The offeror shall complete the table below (including installation, delivery and training, estimated costs for virtual weekly meetings):

CLIN No:	Description/Specifications:	Unit of Issue	Quantity	Unit Cost	Total Cost
0001	Integral data system	Lot	1		
0002	Training for 15 – 20 persons	Lot	1		
0003	Delivery, if applicable	Lot	1		

0004	Defense Base Act Insurance (DBA), if applicable		Lot	1		
GRAND TOTAL – CLIN 0001 – CLIN 0004, if applicable:						

Indicate currency: _____

In addition, offerors shall complete and submit the following representations and certifications in this Volume:

2. REPRESENTATIONS AND CERTIFICATIONS

52.212-3 OFFEROR REPRESENTATIONS AND CERTIFICATIONS – COMMERCIAL ITEMS (AUG 2020)

Offeror Representations and Certifications - Commercial Items - the selected offeror must submit a completed copy of the listed representations and certifications. If the Offeror has completed the annual representations and certifications electronically, the Offeror shall complete only paragraphs (c) through (v) of this provision.

Also, if applicable-- depending on the representation in 52.212-3(v)--, complete:

52.204-24 REPRESENTATION REGARDING CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (AUG 2020)

652.228-70 - DEFENSE BASE ACT - COVERED CONTRACTOR EMPLOYEES (FEB 2015)(DEVIATION)

(a) Bidders/offerors shall indicate below whether or not any of the following categories of employees will be employed on the resultant contract, and, if so, the number of such employees:

Category	Yes/No	Number
(1) United States citizens or residents		
(2) Individuals hired in the United States, regardless of citizenship		
(3) Local nationals or third country nationals where contract performance takes place in a country where there are no local worker's compensation laws		Local Nationals: Third Country Nationals:
(4) Local nationals or third country nationals where performance takes place in a		Local Nationals: Third Country Nationals:

Category	Yes/No	Number
county where there are local worker's compensation laws		

(b) *The Contracting Officer has determined that for performance in the country of **Montenegro**:*

___ Worker's compensation laws exist that will cover local nationals and third country nationals.

X Worker's compensation laws do not exist that will cover local nationals and third country nationals.

(c) If the bidder/offeror has indicated "yes" in block (a)(4) of this provision, the bidder/offeror shall not purchase Defense Base Act insurance for those employees. However, the bidder/offeror shall assume liability toward the employees and their beneficiaries for war-hazard injury, death, capture, or detention, in accordance with the clause at FAR 52.228-4.

(End of provision)

ADDENDUM to 652.228-70 - DEFENSE BASE ACT - COVERED CONTRACTOR EMPLOYEES (FEB 2015)(DEVIATION):

Country of Performance: Offerors are required to specify the place of performance to determine applicability of DBA insurance. If work will be performed from other than the United States and the contractor's country of performance is not on the DoL Waiver list at <https://www.dol.gov/owcp/dlhwc/dbawaivers/dbawaivers.htm>, DBA insurance shall be required for the ensuing contract.

Country of Performance

(End of Addendum)

ADDENDUM TO DOSAR 652.242-73 AUTHORIZATION AND PERFORMANCE

CERTIFICATION: I, as duly authorized representative of the offeror hereby certify that the Contractor I am representing has obtained or will prior to providing services in the country covered by this contract obtain all necessary licenses and permits and authorization to operate and do business in that country as required by the clause at DOSAR 652.242-73. Furthermore, the Contactor will comply with all laws, decrees and regulations of said country.

Signature

Name

Title

(End of Addendum)

(End of Volume I)

VOLUME II – TECHNICAL CAPABILITY

The proposed software shall meet all of the required technical specifications and the delivery terms contained herein. In addition, the offeror shall provide:

- (A) **Delivery:** After completion of the project (after 9 months in total), and after project acceptance signage, delivery of hard copies or physical drives or via download link, including complete source code, and documentation within 15 days is required.
A plan of action for the period of performance shall be submitted with the offer.
- (B) Warranty provisions as described under Warranty in this solicitation document
Warranty terms: 12 months.

The Contractor agrees that the Integral data system furnished under this contract shall be covered by the most favorable manufacturer's commercial warranty the Contractor gives to any customer for such equipment and that the rights and remedies provided herein are in addition to and do not limit any rights afforded to the Government by any other clause of this contract.

The Contractor shall provide a copy in English of the applicable commercial warranty with each equipment covered by such a warranty at no additional cost to the Government.

(C) Key Personnel - STAFFING - EXPERTS PROFILE or EXPERTISE REQUIRED

Required staff of three (3) developers with a minimum of 5 years of experience in Java or .net programming; outsourcing is not acceptable. Resumes shall be included.

Position/Function	Name

(D) Offeror's Past Performance Information as a business concern on similar projects. Limit your response to not more than three project.

(End of Volume II)

Deadline for Submission of Questions: Interested offerors may submit any questions concerning the solicitation as soon as possible but not later than **Wednesday, September 16, 2020** to Hannelore Godecki at GodeckiH@state.gov and FrankfurtRPSO@state.gov.

SUBMISSION OF OFFERS:

Preparation of Offers - Offerors shall prepare and submit offers to Hannelore Godecki, via email to: GodeckiH@state.gov and FrankfurtRPSO@state.gov. The subject line shall read "Proposal 19GE5020R0099 – Company Name". **The size shall not exceed 45MB.**

OFFER DUE DATE

Offers shall be submitted as soon as possible but not later than **1500hrs Central European Summer Time (CEST) on Tuesday, September 22, 2020**. Late offers will not be considered.

ADDITIONAL INFORMATION

Applicable laws and regulations: Solicitation and award will be subject to laws and regulations of the United States of America. This requirement is being fulfilled using Simplified Acquisition Procedures. Competition is full and open.

{End of Solicitation}