



Ministry of Finance
Republic of Maldives

INVITATION FOR BIDS
PROCUREMENT OF CONTRACT MANAGEMENT SYSTEM AND ESIGNATURE SERVICE PROVIDER
INTERNATIONAL

1. Background

The Government of Maldives (GoM) has been undertaking several initiatives to reforming the public financial management in order to enhance budget credibility, transparency, financial reporting and controls of central government finances. As such, the Ministry of Finance (MoF) has been working towards strengthening the IT infrastructure to meet the demands of the increasing modernization of public financial management.

2. Objective:

The objective of this assignment is to obtain a contract management system and eSignature solution to the Government of Maldives (GoM) and acquire support and maintenance services to the solutions provided under this contract.

3. Scope of work:

The hired firm will be required to carry out the following tasks:

No	Tasks
1	Requirement analysis for both the Contract management system and eSignature solution
2	Develop a migration and roll out plan
3	Implementation and configuration of eSignature service
4	Implementation and configuration of Contract Management System
5	Integration of contract management system with public accounting system (SAP ECC)
6	Carry out User Acceptance Testing
7	Conduct End user training sessions
8	Preparation of documentation (End user manuals, configuration documentation etc)
9	5-year maintenance and support services



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4. Deliverables / Payment schedule:

No	Deliverable	Payment Schedule %
1	Complete report on requirement analysis	5%
2	Migration and system roll out plan	5%
3	Implementation and configuration of eSignature service	10%
4	Implementation and configuration of Contract Management System	15%
5	Integration of Contract Management System with the government Public Accounting System (SAP ECC)	15%
6	Complete User Acceptance Testing, End User Training, completion of documentation and system hand over.	20%
7	After completion of 1 st year of service	6%
8	After completion of 2 nd year of service	6%
9	After completion of 3 rd year of service	6%
10	After completion of 4 th year of service	6%
11	After completion of 5 th year of service	6%

5. General Requirements:

1. Arrange a demo session of the proposed solutions (Contract Management and eSignature).
2. Provide detailed information regarding the licensing of the proposed solutions (Contract Management and eSignature).
3. Develop a plan to migrate existing contracts (active and expired) from a given cut-off date.
4. Provide training and user manuals on how to use and maintain the system.
5. Carry out a thorough requirement analysis to determine the functional and technical requirements for the system.
6. Develop and provide a plan on how the system will be implemented and rolled out.
7. Provide details of licensing model with details of any additional fee / charges required with an estimated Total Cost of Ownership (TCO) for the proposed system. (After completion of 5th Year)
8. Provide an eSignature solution from a reliable enterprise level eSignature provider that can be integrated with the contract management system which is proposed.

6. Base requirements for the contract management system:

1. User Interface should be in English and also, will be an added advantage if it supports Dhivehi.
2. Generate contracts and reports in English / Dhivehi.
3. The system should have a version control mechanism that would allow the users to access older versions of the contract.
4. The system should support Contract amendments / variations.



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5. The system should support multiple types of contracts. Including but not limited to:
 - a. Lump sum contracts
 - b. Time based contracts
 - c. International contracts
 - d. Individual contracts
 - e. Firm contracts
 - f. Service Contracts
 - g. Memorandum of understanding
6. List of things the system should be able to track, including but not limited to:
 - a. Contract balance
 - b. Variations
 - c. Due dates
 - d. Liabilities Payments
 - e. Payment Triggers
 - f. Milestones schedule
 - g. Interim Payments
 - h. Signing Dates
 - i. Renewal Dates
 - j. Payment Status
 - k. Baseline vs Real schedule tracking
 - l. Non-financial obligations
7. The system should have a central repository with advanced search functions that could be used to search contracts based on their metadata. Example: Being able to easily search all contracts related to a certain island, funding, project, year, name of consultant / firm etc.
8. The system should be a role-based system with different levels of access.
9. The system should have view restrictions based on different levels of access.
10. The system should have customizable workflow settings that could easily be changed by authorized users based on their assigned roles.
11. Have eSignature integration with a reliable enterprise level eSignature provider.
12. The system should have the capability to draft, approve, sign etc the contracts without the need of a physical document.
13. System should have the capability to integrate with Microsoft Office 365 applications (Word / Excel / Teams / Outlook) to easily carry out collaboration tasks and manage contracts.
14. The system needs to have a customizable dashboard where the user can easily keep track of the contracts. Example information on active contracts, contracts that are expiring soon, the total value of active contracts, etc.
15. The system should have customizable reporting and analytics feature where the end users can easily generate custom reports.
16. The system should provide integration options to existing systems. Example API, webhooks etc.



17. The system should have built-in OCR capabilities that would allow to easy converting of scanned documents to editable text.
18. The system should be able to send notification alerts via Email, Calendar and web push notifications.
19. Users should be able to easily generate contracts from pre-approved contract templates.
20. The system should support multi-tenancy.
21. The system should have a mobile app / mobile friendly view.
22. The system should follow international security standards (ISO /IEC 27001:2013).
23. The system should give the option to allow users to upload additional documents related to the contract.

7. Base Requirement of e-Signature Service:

1. Easy Microsoft office and PDF integration feature
2. With SDK/API options for custom integration
3. Strong authentication mechanism and built on technology that is based on established cryptography/security standards.
4. Detailed Audit Trail feature
5. Tamper Evidence feature
6. Validation of documents without the need of accessing the system
7. Must be mobile friendly

8. Required expertise by the firm / vendor:

- Minimum 5 years of experience providing contract management solutions to enterprise level organizations.
- Should be an authorized service partner to provide maintenance and support for the proposed system
- Provide references for 3 enterprise level clients currently using their system to manage contracts / eSignature.
- The vendor is expected to provide references for related work undertaken recently as supporting material.

9. Required expertise by the project team:

- The team must include a team leader with the experience and technical knowhow to carry out such an assignment.
- It is expected that the following team composition would be required to deliver the desirable deliverables;
 - Team leader must have a postgraduate qualification and demonstrate minimum of five (5) years overall experience, including experience in a supervisory or managerial capacity on at least 3 similar assignments as team lead.
 - All members involved in the team should be certified engineers / experts in their respective area with minimum of five (5) years' experience.
 - The firm shall provide detailed CV's of all the team members who will participate in the project.
 - All team members should be Fluent in English (written and spoken).



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10. Reporting Requirements

- The firm / vendor will work in coordination with Public Finance Modernization Section and report to the Chief Information Officer.
- The firm / vendor will be required to work both off-site and on-site during the period of this contract.
- Documentation should be prepared for all work carried under this project.

11. Duration and commencement of contract

- The services under this contract are expected to commence in November / December 2021.
- The firm is expected to complete the implementation within 6 months of signing the contract. In addition to this, the firm is expected to provide 5 years of support and maintenance services to the solutions provided under this contract.



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