



**International Foundation
for Electoral Systems**

INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS

(IFES)

**Request for Quotation (RFQ) for modernizing the software of the existing
Information and Analytical System "Vybory" (IAS) of the CEC Ukraine**

Solicitation # RFQ-25-003

December 26, 2024

1 INTRODUCTION

1.1 Purpose

The purpose of this Request for Quotation (RFQ) is to invite prospective contractors (“Bidders”) to submit a written response (“Response”) for the procurement of services on modernizing the software of the existing Information and Analytical System “Vybory” (IAS) of the Central Election Commission of Ukraine (“CEC” or “Commission”) in accordance with the requirements of the Election Code of Ukraine. The solicitation provides Bidders with the relevant operational and performance requirements.

1.2 Coverage & Participation

IFES reserves the right to reject any and all offers, to add, delete or modify any element of the solicitation at any time without prior notification and without any liability or obligation of any kind. This RFQ does not obligate IFES to enter into a contract nor does it obligate IFES to pay any costs incurred in the preparation of submission of any Response.

1.3 Zero Tolerance for Fraud

IFES has zero tolerance for fraud. Fraud is any act or omission that intentionally misleads, or attempts to mislead, to obtain a benefit or to avoid an obligation. If you have concerns about potential fraud in any way related to IFES projects, contracts, or activities, please contact IFES’ Compliance Hotline at compliance@ifes.org or at +1 202-350-6791.

2 GENERAL INFORMATION

2.1 The Organization

IFES is an independent, non-governmental organization providing professional support to electoral democracy. IFES supports citizens’ rights to participate in free and fair elections. Our independent expertise strengthens electoral systems and builds local capacity to deliver sustainable solutions.

As the global leader in democracy promotion, we advance good governance and democratic rights by:

- Providing technical assistance to election officials
- Empowering the underrepresented to participate in the political process
- Applying field-based research to improve the electoral cycle

Since 1987, IFES has worked in over 145 countries – from developing democracies, to mature democracies.

2.2 Schedule of Events

The following, tentative schedule will apply to this solicitation. The dates may change in accordance with IFES’ needs or unforeseen circumstances. IFES will communicate changes to the schedule.

- | | |
|-------------------------------------|---|
| • Issuance of RFQ | December 26, 2024 |
| • Technical Questions/Inquiries Due | January 6, 2025 |
| • Answers/Addenda from IFES | January 13, 2025 |
| • RFQ Closes | January 22, 2025 by 4:00 PM Kyiv local time |

3 PROPOSAL PREPARATION INSTRUCTIONS

3.1 Bidders' Understanding of the Solicitation

Bidders are responsible for understanding the solicitation in its entirety and each of its elements, and should make inquiries to IFES as necessary to ensure such understanding. IFES reserves the right to disqualify any Bidder that it determines, at its sole discretion, does not understand the solicitation or any of its elements. Such disqualification shall be at no fault, cost, or liability whatsoever to IFES.

3.2 Information from IFES

All information provided by IFES in this solicitation is subject to change at any time. IFES makes no certification as to the accuracy of any item, and is not responsible or liable for any use of or reliance on the information or for any claims asserted therefrom.

3.3 Communication

All communications related to the RFQ must be in writing. Verbal communication shall not be effective unless formally confirmed in writing by the procurement official listed in 3.3.1. In no case shall verbal communication govern over written communication.

3.3.1 Point of Contact: The sole point of contact for all communication related to this solicitation is listed below.

Marlaine Tocatlian
mtocatlian@ifes.org

and

Maryam Raufi
mraufi@ifes.org

3.3.2 Formal Communications shall include, but are not limited to the following:

- Questions concerning this solicitation must be submitted in writing to the point of contact identified in 3.3.1.
- Errors and omissions in this solicitation, as well as enhancements. Bidders should notify IFES of any discrepancies, errors, or omissions that may exist within this solicitation. Bidders should recommend to IFES any enhancements to the work described in the solicitation which might be in IFES' best interests.
- Inquiries about technical interpretations must be submitted in writing to the point of contact identified in 3.3.1.

3.3.3 Addenda: IFES will make a good-faith effort to provide a written response to the questions or requests for clarifications in the form of written responses or addenda in accordance with the *Schedule of Events*.

3.3.4 Posting Online: Copy of this solicitation, Amendments and or Q&A will be available online at: www.ifes.org/procurement-notice.

3.4 Submission

It is mandatory for Bidders to send proposals in electronic copy via e-mail to the point of contact identified in 3.3.1 on or prior to the closing date and time shown in the *Schedule of Events*.

3.5 Criteria for Selection

The evaluation of each Response to this solicitation will be based on the criteria outlined below. The purpose of this solicitation is to identify responsible Bidders that have the interest, capability, and financial strength to supply IFES with the product and/or service identified in the Scope of Work.

Evaluation Criteria:

IFES will evaluate responsive offers based on the following criteria:

- 1. COST 25 points**
Total cost of development, ownership, including initial costs and long-term maintenance.
- 2. TECHNICAL CAPABILITY 20 points**
Clear and detailed implementation plan. The technical solution proposed and the configuration of the team should meet the requirements of delivered services.
- 3. EXPERIENCE AND PAST PERFORMANCE 20 points**
Past experience of providing similar services to governmental institutions in Ukraine within the last five years. Can be proved by written positive feedback from at least two public institutions in Ukraine about the services provided.
- 4. TIMELINE 20 points**
Feasibility of the proposed implementation schedule. Preference to the shortest delivery time.
- 5. SUPPORT AND MAINTANANCE 15 points**
Quality and availability of support services and maintenance plans.

3.6 Selection and Notification

IFES will evaluate Responses to identify responsible Bidders and responsive offers. Finalists will be selected to move into the negotiation phase of this process. Written notification will be sent to finalists via email.

4 SCOPE OF WORK/GOODS/SERVICES

The tasks to be performed by the contractor include:

- Updating and modifying the existing software for the Commission in line with the requirements of the Election Code, Commission acts, and this specification.
- Deploying, initializing, and re-initializing databases used for testing and verifying tasks at all stages and levels of IAS "Vybory" implementation.
- Updating and modifying the software for District Electoral Commissions (DEC) based on the same requirements.
- Making necessary changes to the data model and updating functions and procedures in the Oracle DBMS.
- Updating the system for web display on the Commission's official website.
- Implementing the updated version of IAS "Vybory" on the Commission's server infrastructure, with involvement from the relevant staff of the Commission's Secretariat.

During deployment, the contractor must provide the following services:

- Configuring system software, communication tools, and information protection at the Commission's site.
- Deploying IAS "Vybory" on the Commission's hardware and software complex.
- Initializing the IAS "Vybory" database with the required directories.
- Conducting comprehensive testing of all IAS "Vybory" components and functions, including stress testing, checking calculations, and generating reports for the website.
- Updating project and operational documentation, user and administrator instructions at both the Commission and DEC levels.
- Training users and administrators at both the Commission and DEC levels.
- Configuring web servers/exchange servers for installation in data centers or with internet providers (if applicable).

To support the operation of IAS "Vybory" the Commission will provide the necessary technical resources, software, and assist with Secretariat staff and access rights for system users.

Deliverables

The following deliverables are required to ensure the successful implementation of the project:

- List of Upgraded Functional Modules A comprehensive list of all functional modules (as specified in Section 3.1) that have been upgraded as part of this project, including details of the enhancements made.
- Testing Results (Report): A detailed report outlining the results of system testing, including performance benchmarks, functionality checks, identified issues, and their resolutions.
- Training for Administrators: Delivery of training sessions for system administrators to ensure they have the necessary knowledge and skills to manage and operate the updated IAS.
- Technical Documentation: Comprehensive technical documentation for the updated IAS, including system architecture, configuration details, user manuals, and any other relevant technical resources.
- Maintenance and Support: Ongoing maintenance and support services through December 12, 2025. This includes:
 - Identification and documentation of bugs.
 - Timely resolution and fixing of identified issues.
 - General support to ensure the system remains operational and functional.

5 FUNCTIONAL REQUIREMENTS

The primary requirements for updating the IAS "Vybory" software include:

- Ensuring that the system operates in full compliance with the Electoral Code and the Commission's regulations. This includes implementing and verifying changes to entities, attributes, algorithms, functions, user interfaces, and the web display on the Commission's official website based on functionality requirements approved by the CEC.
- Updating the functionality and interfaces of the "Financing" software module.
- Optimizing the system to handle high workloads, ensuring uninterrupted and reliable operation in 24/7 mode.

Recent changes to electoral legislation since the last modification of IAS "Vybory" primarily involve transitioning from a mixed proportional-majority electoral system to a fully proportional system. This system uses unified lists of candidates for People's Deputies of Ukraine in a single nationwide multi-

mandate electoral district. These unified lists also form regional election lists for candidates representing parties (as outlined in Part 1, Article 133 of the Electoral Code).

Per the Electoral Code (Articles 25–28, 138), the territorial organization of elections for People's Deputies of Ukraine consists of:

1. A single nationwide multi-mandate electoral district.
2. Electoral regions.
3. Territorial electoral districts (TEDs).
4. Polling stations.

Currently, the IAS "Vybory" does not track information about election regions where, according to the Code, regional electoral lists are formed. Additionally, there are no user interfaces for identifying the affiliation of territorial electoral districts (TEDs) to electoral regions.

Changes are required to the data model, procedures, and software at both system layers regarding the territorial organization of elections for People's Deputies of Ukraine. Furthermore, the system must include a list of TED information, which should be displayed on the Commission's official website in accordance with the current regulations.

Additionally, modifications must be made to the data model and software at all levels of the IAS "Elections of the People's Deputies" and the web display system, including:

- Recording political parties' announcements about the time and location of congresses (meetings, conferences) for nominating candidates, the accreditation procedure for media representatives, and posting these announcements on the Commission's official website as per Article 154 of the Code.
- Updating the data model to define the "regional lists" entity and establishing links between candidates for People's Deputies of Ukraine in regional electoral lists and the relevant electoral regions.
- Adjusting relevant database tables, screen forms, and procedures in the web display system to include fields for electoral region names and numbers, candidate serial numbers, and whether a candidate holds a representative mandate.
- Ensuring the ability to display each regional electoral list on the screen form and website under the web display section.
- Modifying the import procedures for national and regional electoral lists from political parties into the IAS "Elections of the People's Deputies".
- Implementing automated checks for candidate information on regional electoral lists to ensure consistency with their nationwide electoral list and displaying the results on the Commission's internal network.
- Enabling automated verification of compliance with gender quotas on national and regional electoral lists, ensuring the completeness and accuracy of information in these lists according to the Code, and publishing the verification results on the Commission's website and internal network.
- Updating procedures for submitting candidacies for membership in the DEC, including verification of proposed candidacies against the Code's requirements.
- Revising procedures for forming election commissions and assigning leadership positions in line with the Code and Commission resolutions.
- Calculating the number of ballots required for each foreign polling station and generating order calculations for the production company based on these figures within the IAS "Elections of the People's Deputies".

- Facilitating the creation of mock-ups of election ballots for each election region and foreign electoral district, along with documents related to the transfer process of ballots by the production company and further transfers by the Commission and the Ministry of Foreign Affairs of Ukraine.
- Generating and publishing open data in accordance with the Code, the Cabinet of Ministers' Resolution No. 835 (of October 21, 2015), and the List of data sets approved by the Decision of the Chairman of the Central Election Commission No. 42 (of June 27, 2024).
- Modifying screen forms and reports for receiving and processing notifications about voter vote counting at polling stations and the voting results within territorial electoral districts.

The introduction of the proportional electoral system, as outlined in the Code, using unified lists of candidates for People's Deputies of Ukraine in the single nationwide multi-mandate electoral district—where regional election lists are formed—has resulted in changes to various forms. These include the PEC protocols for vote counting at polling stations, protocols from the CEC on vote recounts at polling stations, and protocols from the CEC on voting results within territorial electoral districts. Additionally, protocols from the Commission on voting results in foreign electoral districts and for the election of People's Deputies of Ukraine are also affected.

As a result, the number of sections in these protocols has significantly increased, and their structure has become more complex. To comply with the Code and the Commission's regulations, changes must be made to the data model, procedures, functions, screen forms, reports, and the web display sections on the Commission's official website. These changes should address the voting process, vote counting, and the summarization and presentation of election results for People's Deputies of Ukraine.

In order to provide information on the progress of the preparation and conduct of the election on the Commission's official website and internal network, modifications to the web display procedures of the IAS "Elections of the People's Deputies" system are required.

Additionally, adjustments must be made to the procedures for importing data from file submissions, particularly those forms that have either been updated or were not previously supported in the existing IAS "Elections of the People's Deputies" system. This includes data such as candidate lists from political parties and nominations for district election commissions, among others.

Requirements for Updating Functional Task Sets in the IAS "Vybory" Software at the Commission layer **Modifications and Additions to the IAS "Vybory" Database:**

- Introduce new entities such as "Electoral regions" and "Regional electoral lists of candidates for People's Deputies of Ukraine from political parties," along with other necessary tables, based on the functional requirements for the software.
- Enhance existing database tables (e.g., territorial electoral districts, candidates for People's Deputies of Ukraine) with links to these new entities.
- Revise current tables, procedures, and functions, and develop new ones to be executed on the database server in compliance with the Code and relevant Commission regulations.

FM "Political Parties and Parliamentary Factions in National Elections for People's Deputies of Ukraine":

- Modify user interfaces and functions to align with the Code's requirements (Article 154, Part 4) concerning political parties' announcements about the time and location of congresses (meetings, conferences) for nominating candidates and the accreditation procedure for media representatives, ensuring these messages are posted on the Commission's official website.
- Update the web display to show consolidated information for each political party, including:
 - The number of individuals nominated by the party and listed on regional electoral lists.

- The candidates for deputies registered by the Commission, included in the party's national and regional electoral lists.
- The candidates who were removed from the registration on these lists.
- Modify procedures for conducting the lottery process to assign numbers to political parties for ballot placement in People's Deputies of Ukraine elections, ensuring flexibility based on the number of political parties involved.
- Ensure the publication of pre-election programs and election fund reports of political parties as open data on the Commission's official website.
- Update procedures, tables, screen forms, and reports for uploading information about political party representatives and authorized persons to the Commission's database, including details like email addresses, criminal record status, and a module for downloading information about representatives and authorized persons in both national and territorial electoral districts.

FM "Candidates for People's Deputies of Ukraine":

- Ensure the system can upload unified political party lists (up to 450 candidates) and regional election lists (5 to 18 candidates) for each electoral region. Modify relevant database tables, forms, and web display procedures to include fields such as the electoral region, candidate's position in the regional list, and whether the candidate holds a representative mandate.
- Enable the display of each regional list in the screen form and on the Commission's official website.
- Add a "Name Change Date" field in the tables and forms to track all previous names of candidates, including dates of changes, and allow searching by current and past names.
- Modify procedures for verifying political party compliance with the Code for compiling unified and regional electoral lists, and add a function for displaying the verification results on the Commission's internal website.
- Implement monitoring procedures for gender quota compliance in both regional and nationwide electoral lists.
- Modify reports related to the formation of annexes for candidate registration resolutions and certificate production files, ensuring they align with new forms.
- Develop procedures for publishing registered candidates and their nominators on the Commission's official website, including cancellation of registration.
- Create reports to generate regional electoral list data, including candidate information such as serial numbers, names, birthdates, education, occupation, party affiliation, and residence. Also, include procedures for uploading photos of candidates for informational posters.
- Create a report for generating national and regional electoral lists, including candidates' photos and pre-election programs, for the production of informational booklets.
- Modify reports, tables, forms, and procedures to upload data on candidates' authorized representatives, including their email addresses and criminal record status.
- Create a procedure for publishing data on authorized political party representatives and candidate proxies on the Commission's official website in the system's web display section.

FM "Territorial Electoral Districts":

- Adjust user interfaces, replacing "single-mandate districts" with "territorial electoral districts."
- Develop additional functions and user interfaces for maintaining directories of electoral regions and assigning territorial electoral districts to these regions. Make changes to relevant reports and web procedures.

- Modify procedures for publishing information about territorial electoral districts on the Commission's websites as open data, including details on electoral regions and the number of polling stations in each district.

FM "Electoral Ballots":

- Develop a report to generate ballot models for each electoral region and foreign electoral district, specifying the appropriate sample and content.
- Modify procedures for determining and recording the quantity of ballots required at each polling station. Based on these calculations, generate an order for the manufacturing company to produce the necessary number of ballots for each polling station within territorial or foreign electoral districts.
- Create new reports or update existing ones to analyze ballot availability at polling stations and assess the need for additional ballots. This also includes creating acts, protocols, and registers to manage the transfer of ballots from the manufacturing company to the Central Election Commission, and their subsequent distribution to district election commissions, the Ministry of Foreign Affairs, or destruction by the manufacturer.

FM "District Election Commissions":

- Revise procedures for uploading applications regarding candidacies for district election commissions, including replacements of members, in line with Commission requirements.
- Modify procedures for verifying proposed candidacies to ensure compliance with the Code.
- Update procedures for conducting draws to select members of district election commissions, ensuring they meet Code requirements. Implement a presentation for the draw process to be displayed on screens in Commission meeting rooms.
- Adjust the procedure for distributing management positions among candidates in district election commissions in accordance with the Code and the Commission's approved guidelines.
- Update the report used to prepare annexes to resolutions on the formation of district election commissions according to the prescribed format by the Commission.
- Make changes to reports for generating files for the production of certificates for district election commission members.

FM "Precinct Election Commissions":

- Modify the procedures for displaying decisions made by precinct election commissions on the web.
- Develop a procedure for uploading submissions regarding candidacies for PECs at special polling stations established by the Commission in exceptional cases, as well as for replacing PEC members at these stations.
- Revise algorithms for generating reports to ensure the minimum required number of PEC candidates is met in accordance with the Code, and update web display procedures for PEC formation.
- Create a procedure to monitor and record the results of the draw for including candidates in PECs at foreign polling stations in compliance with the Code and approved procedures.
- Develop a procedure for simultaneously assigning all candidates (or candidate groups) to PEC positions at foreign polling stations and special polling stations, as determined by the Commission in exceptional cases.
- Modify algorithms for determining management position allocations among PEC candidates for foreign polling stations, according to the Code and Commission procedures.
- Revise the report used to prepare annexes to resolutions on the formation of PECs at foreign and special polling stations, following the prescribed format.

- Update the report for generating files for the production of certificates for PEC members at foreign and special polling stations established by the Commission in exceptional circumstances.

FM "Financing of Elections": The FM must ensure the performance of functions related to the preparation, editing (modifying), and review of the consolidated and individual budget estimates for the Commission during the presidential and parliamentary elections of Ukraine. This includes calculations for each economic expenditure classification code or budget credit classification, broken down by goods, works, or services, specifying unit costs, budget estimates, unified estimates, and the funding plans of lower-level budget managers (DECs) according to the budget classification codes for income and expenditures, as well as limit statements based on average expenditure norms.

The following functions and interfaces should be implemented:

- Develop limit statements for budget allocations and credits separately for each DEC, including expenditures for PECs based on average expenditure norms, and considering the monthly distribution of the Ukrainian State Budget.
- Utilize budget program directories, economic expenditure classification codes, expenditure directions, approved average expenditure norms, and their corresponding classification codes, which will be included in the estimates for the budget.
- Generate calculations for planning expenses related to the Commission's responsibilities and those of lower-level budget managers (DECs) throughout the election process.
- Create draft estimates for the Commission's budget, a unified budget estimate (excluding the Commission), and the funding plans for the general fund budget for the Commission and lower-level budget managers (DECs).
- Create the finalized budget estimate, unified budget estimate (excluding the Commission), and funding plans for the general fund budget for the Commission and lower-level budget managers (DECs) based on the draft budget and funding plans.
- Create budget distribution for the consolidated estimates and consolidated funding plans for each budget manager of a lower level (DEC) based on territorial coverage, in accordance with the network of institutions and organizations receiving funds from the Ukrainian State Budget.
- Regularly (daily) generate new estimates, unified estimates, and funding plans whenever there is a change in polling station types (large, medium, or small, according to voter numbers).
- Generate statements on changes to estimates and funding plans (excluding state budget loans), with the ability to export them in *.dbf format (file structure should meet the State Treasury Service of Ukraine (STSU) requirements for import files, submitted electronically to STSU) for further processing by the STSU for general and special funds, and changes in expenditure calculations for the estimates.
- Generate consolidated estimates.
- Generate consolidated estimate distributions, consolidated general fund budget allocations (excluding state budget loans), and registers of changes, with the ability to export them in *.dbf format (structure to meet the STSU's requirements) for further processing by the STSU.
- Create distributions of open allocations and corrective distributions with the ability to export them in *.dbf format (structure to meet the STSU's requirements) for further processing by the STSU.
- Generate analytical tables detailing the budget's economic classification and crediting classification, and expenditure directions with calculations for the estimates, such as: approved by the estimate, changes, approved with changes, financed, obligations taken, cash expenditures, and corresponding balances.
- Provide the DEC with information on the execution of the unified budget estimate for the preparation and conduct of the respective elections.

- Grant system users appropriate permissions for certain actions within the system, and differentiate rights according to the tasks and responsibilities defined by guiding documents (roles within the system).
- Enable the transfer of data from the Treasury program "Merezha" to the subsystem of regional budget managers (DECs).

FM "Official Observers":

- Develop procedures for uploading data on official observers from candidates, political parties, and public organizations for registration in the foreign electoral district, as well as for organizations seeking registration in the unified national electoral district, and for verifying the registration submissions according to the Code.
- Modify reports used to form annexes for the draft resolutions of the Commission regarding the registration of official observers in the foreign electoral district, as well as reports for generating files for the issuance of official observer certificates for those registered in the foreign district.
- Modify reports for creating annexes to draft resolutions on the registration of official observers from foreign countries and international organizations, and for generating files for the issuance of certificates to those observers as per the Commission's approved form.
- Develop procedures for publishing data on observers from foreign countries and international organizations as open data on the official website of the Commission.

FM "Voting":

- Modify procedures for web display of information transmitted by district election commissions according to the Order for the Commission's daily updates on the voting process during nationwide elections.
- Revise procedures, forms, and reports for real-time analysis of incoming and processed reports on voter turnout and vote counts at polling stations, as well as for voting results within territorial electoral districts.
- Modify procedures for entering protocols of precinct election commissions regarding vote counting at foreign polling stations, and for conducting verification and analysis of these protocols.
- Update relevant tables, screen forms, and reports due to changes in the structure of PEC protocols related to vote counting and the substantial increase in data fields as a result of implementing a proportional voting system with open lists.
- Modify procedures, screen forms, and reports for recording and controlling district election commission protocols on voting results within the territorial electoral district, including the quantitative values required by the Code for acts submitted by DECs.
- Modify procedures for generating the DEC protocol on voting results based on PEC protocols and those of the DEC regarding the recount of votes, and creating a draft protocol in MS Word format (if the Commission performs the duties of a DEC).
- Modify procedures and forms for creating the Commission's draft protocol on voting results within the foreign electoral district, also in MS Word format.
- Modify web display procedures for publishing information on vote counts at polling stations, as well as voting results within territorial or foreign electoral districts, on the Commission's website.
- Update procedures for creating the draft protocol in MS Word format regarding the results of parliamentary elections, based on DECs (including "revised" versions) and the Commission's protocol for foreign districts.

- Modify procedures for web display and publication of official results of parliamentary elections on the Commission's website in open data format, detailing the content of the Commission's protocol on election results.

FM "Members of Parliament"

Amend the procedures for recording information about the members of the Verkhovna Rada of Ukraine registered by the Commission, including adding to the relevant forms and reports the regional list number and name, to which the elected deputy was assigned; the number on the regional list based on the election results; and the list from which the deputy was elected (either the single nationwide list or the regional list).

FM "Presentation"

In accordance with the requirements of the Code:

Ensure the real-time dynamic display on the Commission's meeting hall screens of information on the voting process and the count of votes at election precincts during the elections for members of the Verkhovna Rada of Ukraine.

Visualize the election results during the final session of the Commission.

FM "Election Funds of Political Parties and Candidates for the Verkhovna Rada of Ukraine"

Verify and, if necessary, amend the procedures for recording information related to opening accumulated and current accounts for political party election funds—subjects of the election process, current accounts for the personal election funds of candidates for parliament included in party lists, as well as tracking the movement of funds in these accounts. Also, ensure the formation of relevant reports and their analysis according to the requirements of the Code.

Ensure the upload of financial reports from the Unified State Register of Political Party Reports on assets, income, expenditures, and financial liabilities into open data formats via an application programming interface (API) (Commission resolutions from 12.08.2022 No. 90, and 20.10.2023 No. 66).

Requirements for Updating the Software of District Election Commissions

Eight sections of the Main Menu of the Software at the District Election Commissions Level:

- Reports
- District Election Commissions (DEC)
- Lot Drawing
- Authorized Representatives
- Official Observers
- Ballot Papers
- Voting
- Report Monitoring
- General Recommendations for All Menu Sections:

The IAS requires updates regarding the determination of territorial election districts.

Presently, according to Articles 138 (Parts 2 and 3) and 144 (Part 1) of the Election Code of Ukraine (ECU), adopted in 2020, elections of people's deputies take place in a unified nationwide multi-member district that includes the entirety of Ukraine and an overseas district. For this, permanent territorial districts, formed by the CEC per the ECU, are utilized.

The CEC has adopted a procedure for forming, modifying the boundaries, and determining the centers of such permanent territorial districts. However, new territorial districts aligned with the requirements of the ECU have not yet been established.

Recommendations for Software Development and Updates:

To ensure the IAS software aligns with current legislation:

- The formation of new territorial election districts on a permanent basis per the requirements of the ECU should be prioritized.
- These updates will facilitate the organization and conduct of nationwide elections and reflect the changes in district organization mandated by the current legal framework.

Requirements for Updating the Software of the Web Display System on the Commission's Official Website

It is necessary to modify the procedures for web display of information on the preparation and conduct of elections for members of the Verkhovna Rada of Ukraine in accordance with the Code's requirements, as well as configure the system to accommodate changes in the Commission's information and communication infrastructure. Additionally, optimize the system for transferring the generated static web pages to external server sites (in data centers and/or secure internet provider nodes) that host the mirrored versions of the Commission's official website during peak loads.

Software Requirements

The contractor responsible for enhancing the IAS "Vybory" must use the same development tools as those used in the current version of the system. The system must be compatible with the existing versions of the database management systems (DBMS) and operating systems. Alternative versions of tools, DBMS, and operating systems can be used, provided they maintain backward compatibility.

The system should operate on the Oracle Database Enterprise Edition platform, version 11.2.0.4 or higher. The web application for the IAS "Vybory" should work with popular web browsers, such as Google Chrome and Mozilla Firefox, in their latest versions.

Documentation Requirements

The contractor must make updates to the existing operational documentation and create additional documents specifically for the IAS "Vybory", including:

- Software specifications
- Changes to the data model
- Program texts
- Test plan and protocol for the updated software
- Explanatory notes
- System administrator guides for both the Commission and the DEC levels
- User manuals for both the Commission and the DEC levels

The contractor will develop test cases for comprehensive testing of the enhanced IAS version. This includes generating reports, output documents, testing forms, data import procedures, calculation procedures, and user interface functions at all stages of the electoral process.

All documents will be prepared by the contractor and provided to the recipient in both electronic and paper formats. Program texts with appropriate comments will only be provided in electronic format. Documents should adhere to the regulatory guidelines for preparing documentation for automated systems. The contractor must prepare two paper copies of each document, which the client will approve. One copy will be designated as the control copy for permanent storage.

Security and Reliability Requirements

The improved IAS "Vybory" and all of its components must operate 24/7 (around the clock, seven days a week). Changes must retain existing procedures and, if necessary, develop new procedures for

monitoring, preserving, and restoring data integrity, data backup, system component redundancy, recovery from emergency situations, and information protection.

To ensure data security, a comprehensive information protection system (CIPS) for the IAS "Vybory" was implemented by the Commission in 2019. The contractor must ensure compliance with information protection requirements when updating the system as part of system improvements.

The key principles for protecting information during the enhancement of IAS "Vybory" are:

- Continuity of Protection: Ensuring information security against unauthorized access throughout the system's operation.
- Manageability of Protection: Enabling real-time monitoring of access control rules and decision-making in case of violations.
- Comprehensive Protection: Utilizing a mix of technical, software, organizational measures to secure information and establish appropriate access rules.
- The information security system must fulfill the following functions:
 - User identification and securing authentication parameters and user privileges based on security policies and access rules.
 - Implementing access control for system resources and processes.
 - Ensuring the integrity, availability, and confidentiality of information resources.
 - Administering the security system for unauthorized access.
 - Protection from malicious software.

5.1 Timeline

Bidders must submit a timeline in the Response showing the time required to produce and consolidate the products and/or deliver services.

5.2 Geographic Code (applicable to USAID funding only)

IFES' project in Ukraine is funded by United States Agency for International Development (USAID) under Source and Nationality (S/N) Geographic Code 937 (please refer to [22 CFR 228.03](#) for more information). A waiver request may apply to certain offers. If IFES determines a waiver would be necessary, the estimated time required to obtain the waiver will be considered within the "Timeline" in the Evaluation Criteria. IFES encourages all Bidders to consider products that fall under S/N Geographic Code 937 whenever possible.

5.3 License, Clearance and Approvals

The Bidders will include in the timeline any time needed to obtain any licenses, clearances, and/or approvals required under local legal requirements to produce or deliver the products and/or services described in the Scope of Work.

6 QUALIFICATIONS & REFERENCES

To be considered, Bidders should meet the following criteria and provide the following information:

6.1 Cost:

- The implementation plan should include a detailed cost description for each phase of the project implementation
- Indirect costs for project implementation should not exceed 10-12% of all project costs
- Cost of post-project maintenance

6.2 Technical Capability:

- Provide a detailed implementation plan, clearly outlined, and demonstrating the capability to deliver the requested services
- Provide a feasible and clear timeline for project completion, including milestones and deadlines
- The proposed configuration team must have relevant ICT background and experience in implementing at least one project of similar scope and be fluent in Ukrainian

6.3 Experience and Past Performance:

- Evidence of successful development and implementation of systems of a similar scale, meeting the following criteria:
 - Use of an Oracle database.
 - Support for no fewer than 500 users.

6.4 Support and Maintenance:

- Support and Maintenance at least till December 12, 2025
- Have at least one service point in Ukraine to address issues related to the post-project support and maintenance

6.5 The application package should include the following:

- Descriptive summary of the bidder's professional capacity and experience, including a detailed list of projects relevant to the subject of this solicitation that were provided to other clients within the last five years
- at least one (1) reference letter with names and contact details, including addresses and telephone numbers of previous clients who can attest to the bidder's experience and capability
- implementation plan that takes into consideration the requirements of this solicitation, description of the timeframe, and concrete deadlines
- composition of the project implementation team with a clear description of the individual roles and Curriculum Vitae (CV) of the team members, describing their relevant experience and qualifications for the project implementation
- detailed cost estimation of the project implementation, including further support and maintenance services
- service point contacts for post-project support and maintenance

7 PRICING

Bidders must complete the following cost breakdown for the implementation of their solution for IFES' project as described in this solicitation. Bidders must agree to keep these prices valid for a minimum of 180 calendar days.

Pricing must be in US Dollars (USD). Unit prices are required and in the case of discrepancies between unit prices and the total price, the unit price will be taken as reference basis in the evaluation. Technical specifications must be shown for each item.

N o.	Service Description	Technical Specifications	QTY	Unit	Unit Price USD	Total Price USD
Group 1						
1.	CEC layer functionality updates	Modifying and updating the IAS's "Vybory" software functionality at the CEC's layer in compliance with the Election Code, the Commission's regulations, this TOR, and CEC's requirements for web-forms and reports templates.				
2.	DEC Level functionality updates	Updating the functionality of the IAS's "Vybory" software used at the layer of District Election Commission (DEC) level to align with the Election Code, the Commission's regulations, this TOR, and CEC's requirements for web-forms and report templates.				
3.	Database Updates	Providing necessary changes to the database model, its functions, and procedures within the Oracle DBMS.				
4.	Web Display System Updates	Updating the web display system on the Commission's official website by modifying relevant web-forms and templates.				
5.	System Optimization	Optimizing the performance of the IAS "Vybory" based on updates implemented.				
6.	Comprehensive Testing	Conducting thorough testing of all updated components and functions of the IAS to ensure system operability and integrity, which includes: <ul style="list-style-type: none"> ▪ Stress testing ▪ Validation of calculations ▪ Verification of functional tasks across all stages of election processes in accordance with the testing methodology approved by the CEC ▪ Testing of reporting and information display on the Commission's official website 				

7.	Documentation and Training	Documenting all changes made, creating updated operational documentation in cooperation with the CEC, and providing training to users and system administrators as specified in this TOR.				
Total					USD	
Taxes (if applicable)					USD	
Shipping/Freight/Delivery Costs					USD	
Grand Total					USD	

8 ADDITIONAL TERMS & CONDITIONS

8.1 Non-Disclosure Agreement

IFES reserves the right to require the Bidder to enter into a non-disclosure agreement.

8.2 No Collusion

Collusion is strictly prohibited. Collusion is defined as an agreement or compact, written or oral, between two or more parties with the goal of limiting fair and open competition by deceiving, misleading, or defrauding a third party.

8.3 Companies Owned or Controlled by Government

The Bidder must disclose in writing with its Response if a government, its agents, or agencies, have an ownership or managerial interest in the company. Failure to disclose a government ownership or managerial interest in the company will result in the Bidder's offer being removed from consideration.

8.4 Subcontracting

The Bidder must disclose in writing with its Response if a government, its agents, or agencies, have an ownership or managerial interest in the company. Failure to disclose a government ownership or managerial interest in the company will result in the Bidder's offer being removed from consideration.

8.5 Costs

The solicitation does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by a Bidder or third parties, in connection with the Response.

8.6 Intellectual Property

Bidders may not use any intellectual property of IFES including, but not limited to, all logos, trademarks, or trade names of IFES, at any time without the prior written approval of IFES.

8.7 Bidders' Responses

All accepted Responses and supporting documentation shall become the property of IFES, subject to claims of confidentiality in respect of the Response and supporting documentation.

8.8 Partial Awarding

IFES reserves the right to accept all or part of the Response when awarding a contract.

8.9 No Liability

IFES reserve the right to accept or reject any Response or to stop the procurement process at any time, without assigning any reason or liability. IFES shall not be liable to any Bidder, person, or entity for any losses, expenses, costs, claims, or damages of any kind.

8.10 Entire Solicitation

This solicitation, any addenda to it, and any attached schedules, constitute the entire solicitation.

[End of Solicitation]