**Questions and Answers on RFP 30-NJ-11-2020**

«Analysis of business processes of courts and preparing recommendations on their improvements»

**1. What are the expected project delivery deadlines?**

Up to 4 months after signing of the subcontract, but in any case, no later than June 30, 2021.

**2. Is it expected to propose/ develop draft amendments to the current Ukrainian laws or to prepare draft sub-laws in the course of the project delivery?**

No, however, should “to be” recommended processes warrant respective amendments, the nature of these should be reflected in the project interim and final report.

**3. What types of court cases should be considered within the business processes analysis work?**

All case types, but it should be noted that differences between procedures are minimal, so only differences need to be addressed.

**4. Please clarify whether there is any stipulated procedure for working under quarantine conditions, as well as considering the current workload of the courts?**

No, except that teleworking should be used as much as possible.

**5. Please clarify whether the target modelling and development of internal regulatory documentation are envisaged only for the sample set of business processes agreed with the Customer or for all the business processes of courts related to the organization of court proceedings, as well as processes that ensure the organization of administrative work (including but not limited to those outlined in the RFP)?**

Target modelling and development of internal regulatory documentation is expected for those processes, to which changes will be suggested. Processes that remain unchanged only need “as is” descriptions.  Administrative processes will need to be described only to a level sufficient to provide for consideration of cases, as was indicated in the RFP.

**6. In the course of the project implementation, is it expected to conduct analysis of existing relevant automation aspects within the courts?**

We do not expect the subcontractor to conduct a detailed analysis of existing systems, since we believe them to be largely inadequate. However, their existence should be taken into account.

**7. In the course of the project implementation, is it expected to design / implement any new automated processes in the courts?**

No, however, the outcomes of the BPA will serve to inform the efforts of Ukrainian authorities to develop the Unified Court Case Management system, thus, recommendations for “to be” processes should aim to address this need.

**8. As we understand from the RFP, the language of all the project deliverables should be Ukrainian. Do you expect the Contractor also to provide English translation of all such deliverables?**

All project deliverables should be provided in Ukrainian language.

**9. Does the project scope envisages only development of Terms of reference for Reporting Scripts from the Aris system or also the Scripts themselves?**

We do not expect the Contractor to develop the scripts themselves, only ToR.  
  
**10. Are there any specialists at the State Judicial Administration who have experience in Aris and thus can be co-performers for the development of the Reporting Scripts from the Aris system (as stipulated in the para 2.8.3.II)?**

As previously stated, we do not expect the contractor to develop the reporting scripts. We do expect, however, that the ToR will be developed in close cooperation with relevant SJA staff. The State Judicial Administration is unlikely to have Aris-experienced personnel in its main staff, however, the State Enterprise “Information Court Systems” currently responsible for development of case management solutions for the courts does. The State Judicial Administration will organize meetings between the contractor and SE ICS representatives as needed.  
  
**11. Is it necessary to use Aris for modelling "as is" and "to be" business processes? Or can the Contractor use any other applicable tool (i.e.: Visio)?**

Any applicable tool may be used.