ABACO
GROUP
abacogroup.eu

Phytosanitary Register in Georgia

Response to Section 9.5

Requirements catalogue – Tender proposal requirements – Cooperation requirements (PC)

Date: 22nd February 2021

Version 1.0

[redacted]

abacogroup.eu

Table of Contents

TABLE OF CONTENTS I
1. INTRODUCTION 1
2. PC001 – PROJECT MANAGEMENT 2
2.1 PROJECT MANAGER 2
2.2 PROJECT BOARD 2
3. PC002 – SYSTEM DESIGN, IMPLEMENTATION, TESTING AND ACCEPTANCE 4
3.1 SYSTEM DESIGN 4
3.2 IMPLEMENTATION PHASE (DEVELOPMENT) 4
3.3 TESTING PHASE (DEVELOPMENT) 5
3.4 USER ACCEPTANCE PHASE (DEVELOPMENT) 5
4. PC003 – PRODUCTION DEPLOY & OPERATION 6
4.1 PROJECT MANAGEMENT 6
4.2 SUPPORT SYSTEM 6
4.3 PROJECT BOARD 6
5. PC004 – RISKS 7
6. PC005 – OTHER COOPERATION 8

ABACO Spa Piazza Vilfredo Pareto, 9, 46100, Mantova, Italia

1. INTRODUCTION

This document is the response Section 9.5 of the "Technological Terms and Conditions" document, "Requirements catalogue – Tender proposal requirements – Cooperation requirements (PC)". This document will provide the detail on the cooperation expected from the contracting authority during the development, implementation, and warranty period of this project.

2. PC001 – Project Management

The cooperation requirements for the successful implementation of this project will differs depending on the project phase. The following is cooperation envisaged during the lifetime of this project that can be changing, with agreement of both parties when required:

2.1 Project Manager

During the lifetime of this project Abaco will assigned a Project Manager dedicated to this project. The main roles are the following:

- Planning, monitoring, and controlling of project tasks and activities (Implementation Plan) and Abaco resources
- Planning, monitoring, and controlling of activities during the maintenance (warranty) period
- Lead Abaco Team in working through the project milestones
- Reporting to the Client key stakeholders on activities and project status
- Risk Log Management
- Facilitate issues resolution
- Co-ordinate activities together with the client Project Manager

From the client side, a **Leading Person** must also be established. The main roles for will be the following:

- Co-ordinate the planning, monitoring of project tasks and activities (Implementation Plan) with Abaco Project Manager
- Co-ordinate the planning, monitoring, and activities during the maintenance (warranty) period
- Ensures that client resources are available when required during the lifetime of this project
- Together with Abaco Project Manager, will lead the client in working through the project milestones
- Together with Abaco Project Manager, report to the Client key stakeholders on activities and project status
- Risk Log Management
- Facilitate issues resolution
- Co-ordinate activities together with the Abaco Project Manager

2.2 Project Board

A project board must be established to ensure the success of this project. The project board must be composed from the following members:

- **Executive** – Client Project Owner that have the final word on decisions that needs to be taken
- **Senior Users** – Client senior users that represent departments and areas of the project

- Senior Supplier – Abaco account manager responsible from the project and the client relations

The main roles of this board are the following:

- To be accountable for the success or failure of the project
- To provide unified direction to the project and Abaco Project Manager and Client Leading Person
- To provide the resource and authorize the funds for the project
- To provide visible and sustain support for Abaco Project Manager and Client Leading Person
- To ensure effective communication with all stakeholders

The frequency the project will meet will depend on the project phase. It is expected in the initial implementation phase at least a meeting held once a month and once every 3 months during the maintenance (warranty) period.

3. PC002 – System design, implementation, testing and acceptance

From the initial stages of this project, **2 to 3 leading client users** that have the necessary knowledge in of a Phytosanitary Register to be implemented in Georgia and Person Registration (including the Justice Register). These leading users will be fundamental for the successful implementation of this project and after during the maintenance (warranty) period. These users will be under the responsibility and supervision of the **Client Leading Person** during this project activities. The purpose of the selection of these users is also for them to gain more experience in the implementation of a Phytosanitary Register. The following are the activities that they will participate and conduct:

3.1 System Design

This is the initial step in which after Abaco installed on a test environment the existent Siti Agri Phytosanitary Register and Passports Module, these **leading client users** together with **Abaco Business Analyst** will:

- Understand Siti Agri Phytosanitary Register
- Identify the Gaps between the Siti Agri Phytosanitary Register and the Register requirements for Georgia
- Define and agree on the list of enhancements and changes

The outcome of this phase, Analysis Document with all the enhancements and changes required to Siti Agri Phytosanitary Module will be presented to the Project Board by the Project Manager and Client Leading Person for endorsement.

3.2 Implementation Phase (Development)

During this phase, intermediary sessions will be held with leading client users in which the development progress is presented. These sessions will serve as early view on the development progression and will ensure that agreed enhancement and changes are being met. Any clarification required by the supplier will be raised during these sessions.

These sessions will be organised and conducted by **Abaco Business Analyst** together with the Client Lead Person. The frequency of these session will depend on the development progression and status.

The outcome of these session will be updates to the Analysis Document and reported to the Project Board.

3.3 Testing Phase (Development)

This phase will be performed by **Abaco Testers** base on the latest Analyses Document. When required Abaco Testers will consult with the **lead client users.**

The outcome of this activity will be the implementation of the Phytosanitary Register for Georgia on a pre-live server, ready for the user acceptance testing.

3.4 User Acceptance Phase (Development)

This phase will be performed by **lead client users**. Before starting this phase, **Abaco Business Analyst** will give the necessary training to the **lead client users** and will prepare them for the user acceptance testing on the system (already tested by Abaco, point 3.1.3). This session will be lead and controlled by the **Client Lead Person**.

Any issues raised during this phase will be mitigated, resolved and re-tested until all test cases are successfully accepted and closed by the **client lead users** and endorsed by the **Project Board**.

The outcome of this activity will be the implementation of the Phytosanitary Register for Georgia on a live server.

4. PC003 – Production deploy & operation

During this phase (warranty period) a number of new activities and roles will be enabled to monitor and control the project.

4.1 Project Management

During this phase, the **Abaco Project Manager** together with the **Client Leading Person** will continue to monitor and control the activities of the Project. Their main role will be to:

- Monitor the Support Tickets raised
- Monitor SLAs
- Risk Management
- Identify fixes and enhancements
- Plan releases (including analyses, development, testing and user acceptance testing)
- Provision of resources (Abaco and Client) to perform ad hoc tasks as required
- Report to the Project Board

4.2 Support System

Abaco will assign a Support Office to the project who will handle the first line of Support. All support requests will be recorded into a Support Ticketing System and monitored by the **Abaco Project Manager** and **Client Leading Person**.

SLAs will be monitored and reported using this system. All action\task conducted on each support ticket will be recorded. A monthly report on the support tickets raised and resolution will be presented to the **Project Board**.

4.3 Project Board

The Project Board as indicated in paragraph 2.2 will continue to meet during this period but with less frequency. The role of the board during this meeting will be to:

- Endorse the Support Report for a given period
- Endorse enhancements or changes to the project
- Provide direction to the project, Abaco Project Manager and Client Leading Person
- To provide the resource and authorize the funds for the enhancements/changes

5. PC004 – Risks

For this purpose, a Risk Log will be kept throughout the implementation of this project. This log will be maintained by the **Abaco Project Manager** together with the **Client Lead Person**. For each risk identified we will perform an impact assessment together with solutions.

The Risk Log will be presented by **Abaco Project Manager** to **Project Board** in every meeting. For each risk, the board will be presented with:

- Status of each risk identified
- Impact assessment for each risk identified
- Solutions to mitigate the risk

The **Project Board** will have the final say on the solution to be adapted\implemented for each risk identified.

The following is the content to be record against each list identified:

- Category – identification of the risk type
- Date raised
- Risk Description
- Probability
- Impact
- Severity
- Owner
- Mitigation
- Contingency
- Action By
- Action When

6. PC005 – Other Cooperation

The following is list of additional cooperation required during the implementation of this project that is not covered in the previous sections of this document:

- **Lead IT Administrator/Architect**
  The Siti Agri Phytosanitary Registry will be implemented in the existing environment of Siti Agri. This person will aid in the roll out of this module to the authorities and users on this module.
- **Lead IT Administrator/Architect for Justice Registry**
  This person is required to integrate the Justice Registry with the Person Registry in the Phytosanitary Register.

abacogroup.eu

Phytosanitary Register in Georgia

Response to Section 10

Requirements catalogue

Tender proposal requirements

Date: 22nd February 2021

Version 1.0

ABACO S.p.A.
C.F./P.Iva 01588630200
REA MN168716
Cap. Soc. 120.000€ i.v.
Abaco.mantova@pec.it
info@abacogroup.eu

Head Office:
Piazza Vilfredo Pareto, 9
46100 Mantova, Italy
Tel. +39 0376 222181

Branches:
Roma (IT) – Via A. Salandra, 18
Venezia (IT) – Via Miranese, 42
Reading (UK) – 3 Queens Road

Table of Contents

TABLE OF CONTENTS I
1. INTRODUCTION 1
2. TENDER001 PRELIMINARY ARCHITECTURE 2
3. TENDER002 PRELIMINARY DATA ARCHITECTURE 5
4. TENDER003 INTERFACES SCHEMES 6
4.1 CUSTOMER REGISTRY 6
4.2 REQUEST FOR PASSPORT APPLICATION 8
4.3 CONTROL SYSTEM 10
5. TENDER004 PROJECT MANAGEMENT AND TESTING 12
6. TENDER005 PATCHING COOPERATION 13
7. TENDER006 PROJECT PLAN 14
8. TENDER007 HW REQUIREMENTS 16
9. TENDER008 LICENSE PRICING AND MAINTENANCE/ASSURANCE 16
9.1 LICENCE PRICING 16
9.2 MAINTENANCE/ASSURANCE 16

Document Version 1.0
Dated 22nd February 2021

1. INTRODUCTION

This document is the response Section 10 of the "Technological Terms and Conditions" document, "Requirements catalogue – Tender proposal requirements". This document will provide the response for all the questions detailed in this section.

The "Phytosanitary Register" as referred to in the "Technological terms and conditions" document, is referred to as the "Plant Health" Module within Siti Agri Architecture and in this document. Therefore any reference to the "Plant Health" Module in this document must be taken as a reference to the Phytosanitary Register.

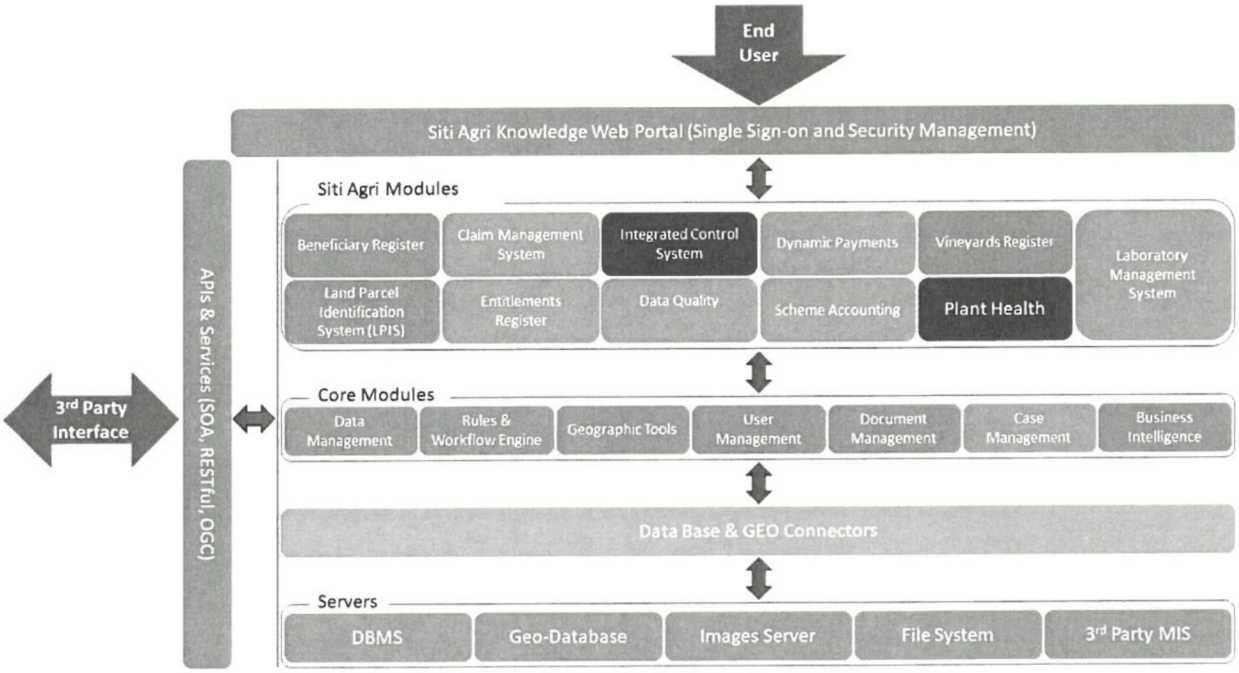
NOTE: **ABACO PROPOSAL IS TO ADD AN EXISTING PHYTOSANITYARY REGISTRY (SITI Agri PLANT HEALTH MODULE ALREADY UTILISED IN OTHER COUTRIES) IN THE CURRENT SITI AGRI ENVIRONMENT AS IMPLEMENTED FOR GEORGIA. THUS, ALL THE EXISTING ARCHITECTURE FOR GEORGIA WILL BE REUSED AND ENHANCED WHERE IS REQUIRED TO INCLUDE THIS MODULE.**

2. Tender001 Preliminary architecture

Abaco will implement its already proven module, Plant Health Module which is build based on European Commission (EU) Regulations and offers all the requirements details in this tender proposal requirements and other requirements regulated by the EU for Phytosanitary Registry.

The following diagram show all Siti Agri Architecture, highlighting:

- Siti Agri modules already implemented for Georgia (BLUE Border)
- Siti Agri Plant Health Module (Phytosanitary Register) to be implemented under this tender (RED Border)
- Additional Modules relate to Phytosanitary Register
- Additional Modules available in Siti Agri but not yet utilised or implemented in Georgia (GRAY)



The following is a high-level description of the content of the Phytosanitary Registry:

- **Customer Registry**
  This is an extension of the "Beneficiary Register" already implemented in Georgia. The users will have the ability to record all the detail specification for a customer requesting a passport, including customer type and location details. If requested, this registry can also be integrated with the existing "Beneficiary Register" to show additional data such as Parcel Information.

Customer Details registered in this module must be set as Verified before utilised in the other sections of this module or any other integration were required.

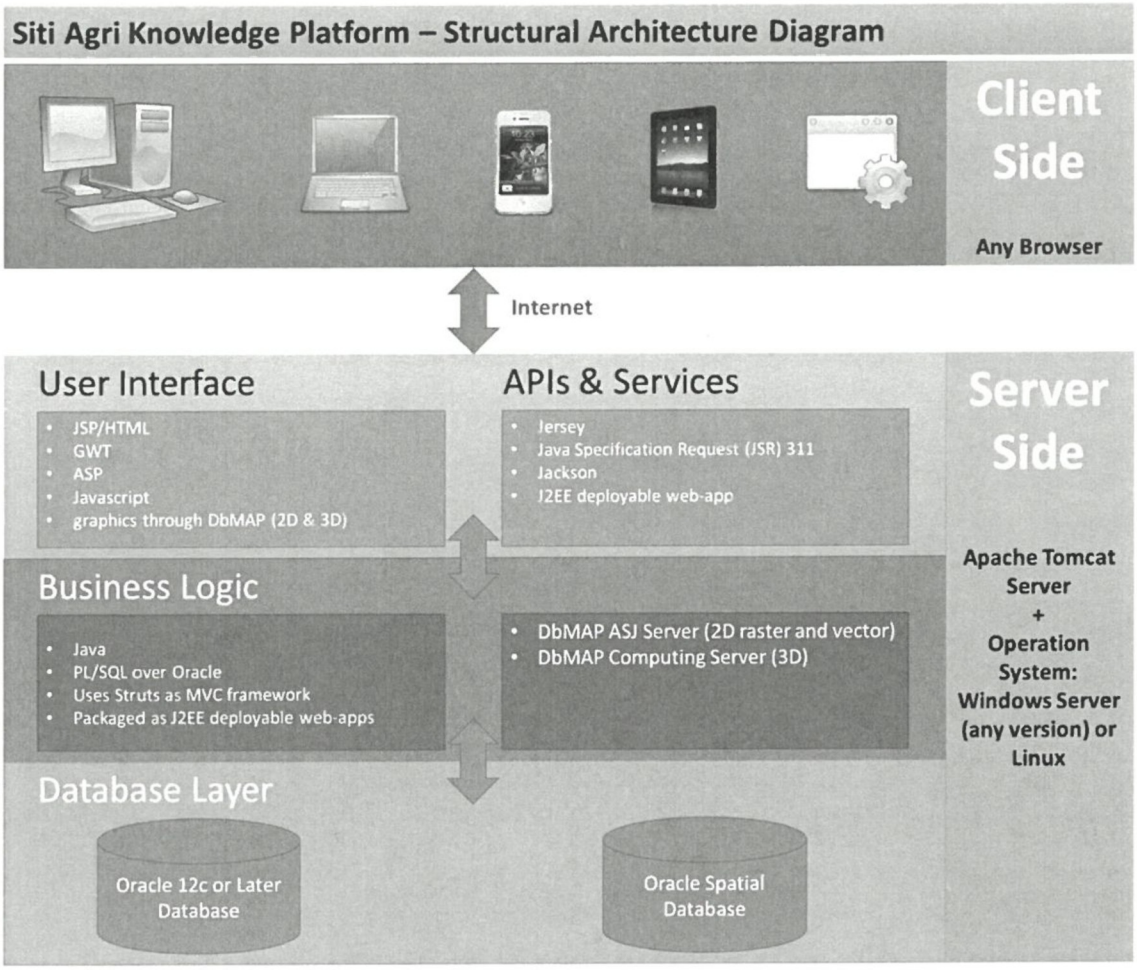
This module will be integrated with the Justice System through API. User will have the ability to search, import, add and update person detail in the Justice System (these requirements will be further clarified during the Business Analysis stage.

- **Request for Passport Application**
  After a customer is successfully registered and validated, he can submit one or more Passport Requests. This is an application workflow that uses Siti Agri Core Modules (Data Management, Rules & Workflow Engine, User Management and Document Management) that allows the customer to apply for a Passport, the internal users to verify the application and accept the request.
  Once the application is accepted, the request will move to the Control System (see below).
  This module includes the annual renewal of Passport Applications.

- **Control System – Issuing of Passports**
  This module caters for the issuing (including re-issue) of Passports and recording of physical inspections on sites covered by applications when required.

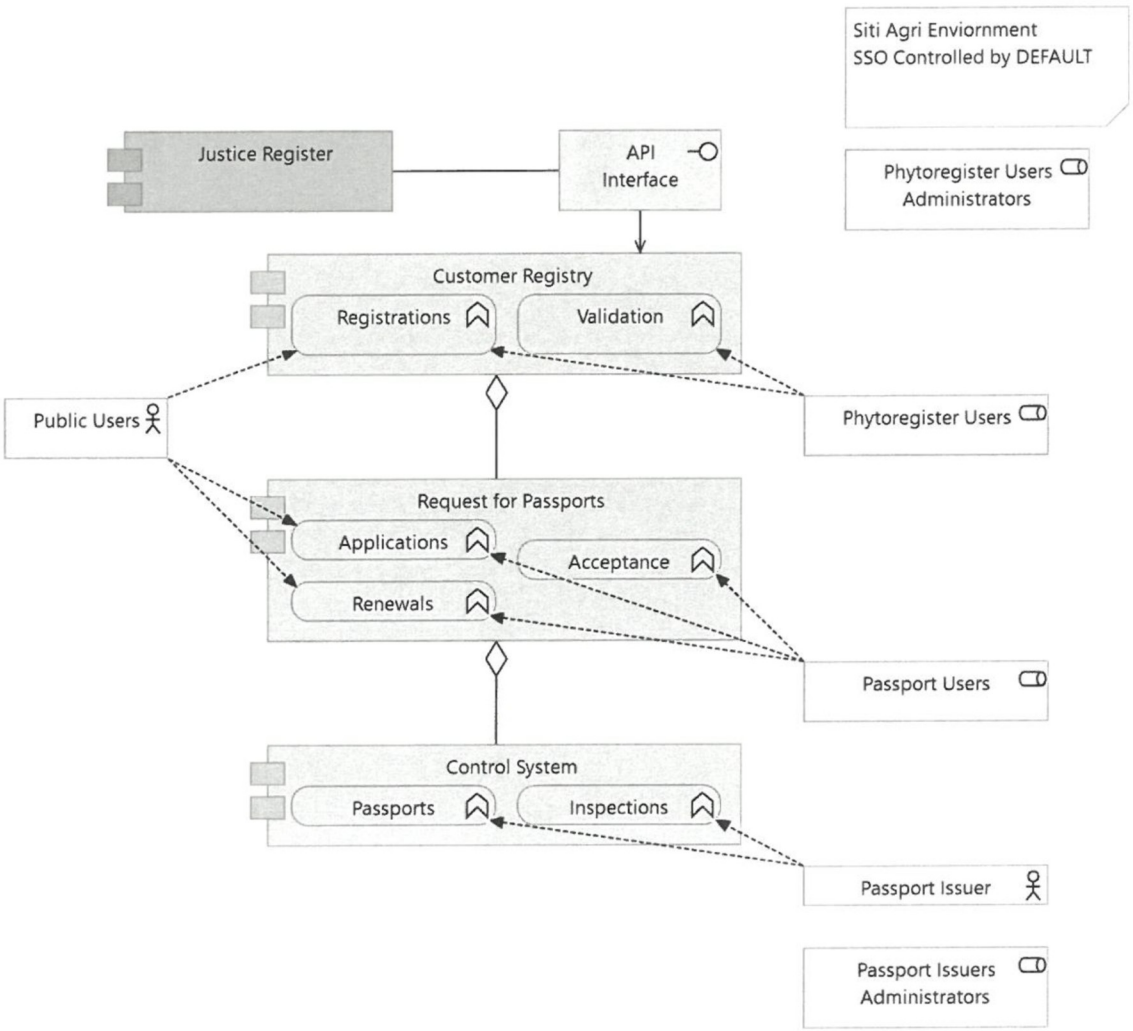
NOTE: SITI AGRI PLANTH HEALTH MODULE CONTAINS OTHER FUNCTIONALITY SUCH AS SEU PEST SURVEYS THAT CAN BE BASED ON SAMPLES, VISUAL (ON SITE), PASSPORT VISUAL INSPECTIONS AND IMPORTS INSPECTIONS. ALL OF THIS FUNCTIONALITY CAN BE BASED ON GEO GRAPHICAL DATA WHICH CAN LATER BY USED FOR BUSINESS INTELEGENCE. FOR THE PURPOSED OF THIS TENDER AND ITS REQUIREMENTS, THESE MODULES WILL BE SWITCHED OFF.

The following are the development software and tools utilised for Siti Agri:



3. Tender002 Preliminary data architecture

The following is a high level diagram of the components, main function of each component, roles of the Phytosanitary Registry Modules:



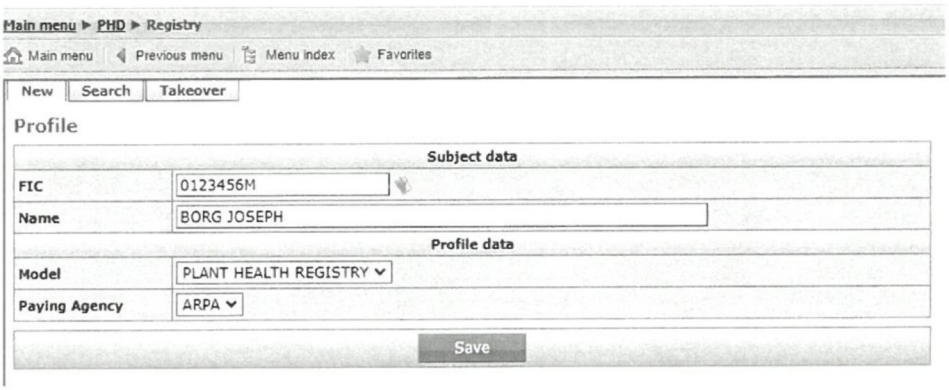
4. Tender003 Interfaces Schemes

Siti Agri allows customisation and configuration in most for most parts of interfaces, application workflows and modules. All form titles, labels, contents, procedures, reports and passports can be modified or translated as requested. The section contains the main interfaces utilised in Siti Agri Plant Health Module that will be implemented in the initial stages for this project. On this default module, a Discovery Sessions will be held to define the GAPS, enhancement and changes required.

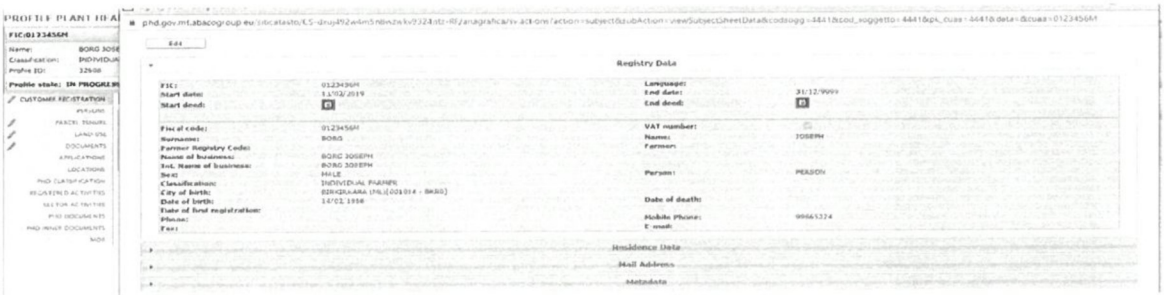
NOTE: ALL THE LABELS, MESSAGES, REPORTS WILL BE TRANSANSLATED TO GEOGRIAN LANUANGE AS WAS THE CASE VINEYARDS SYSTEM AND LOANS MODULE.

4.1 Customer Registry

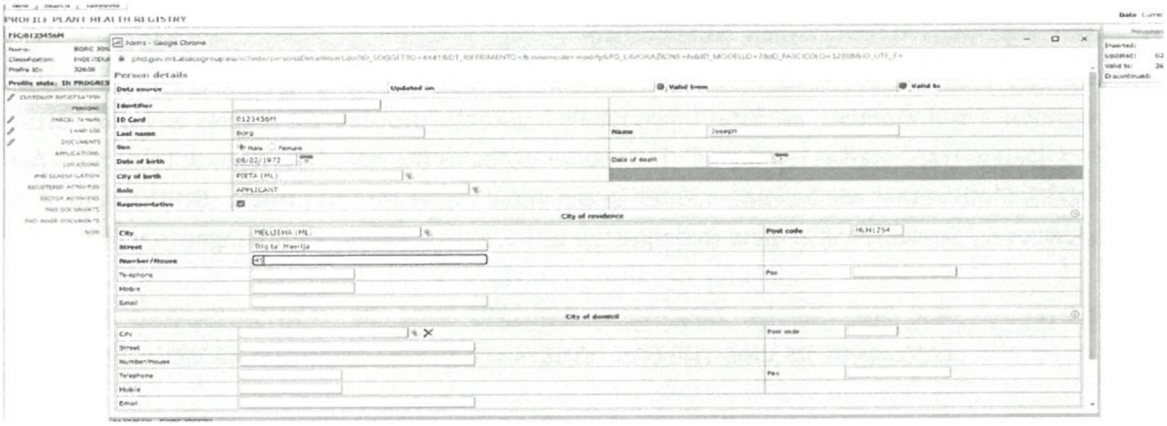
Initial Screen from which a user will search for a Customer. (Note that this screen, for Georgia, will automatically perform a search in the Justice Registry.)



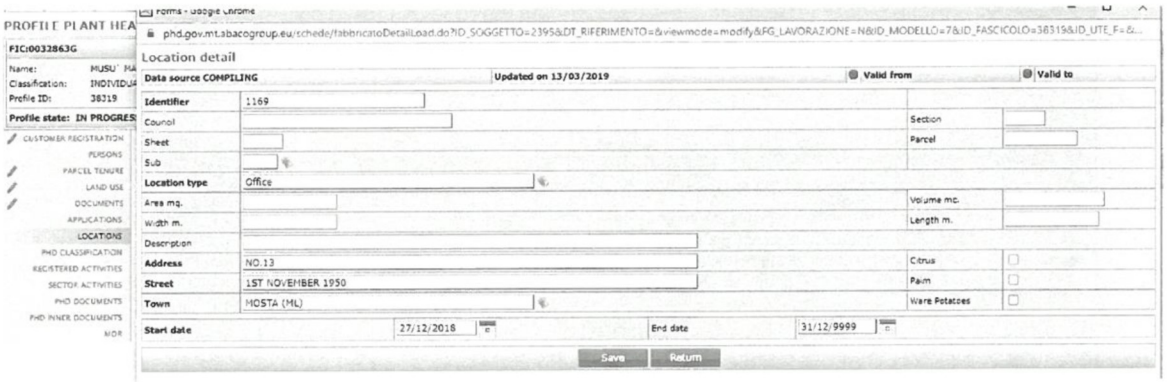
Once a customer is select, the user will be able to view and update his data.



For the selected, the user can insert/update customer attributes related to the Phytosanitary Registry.

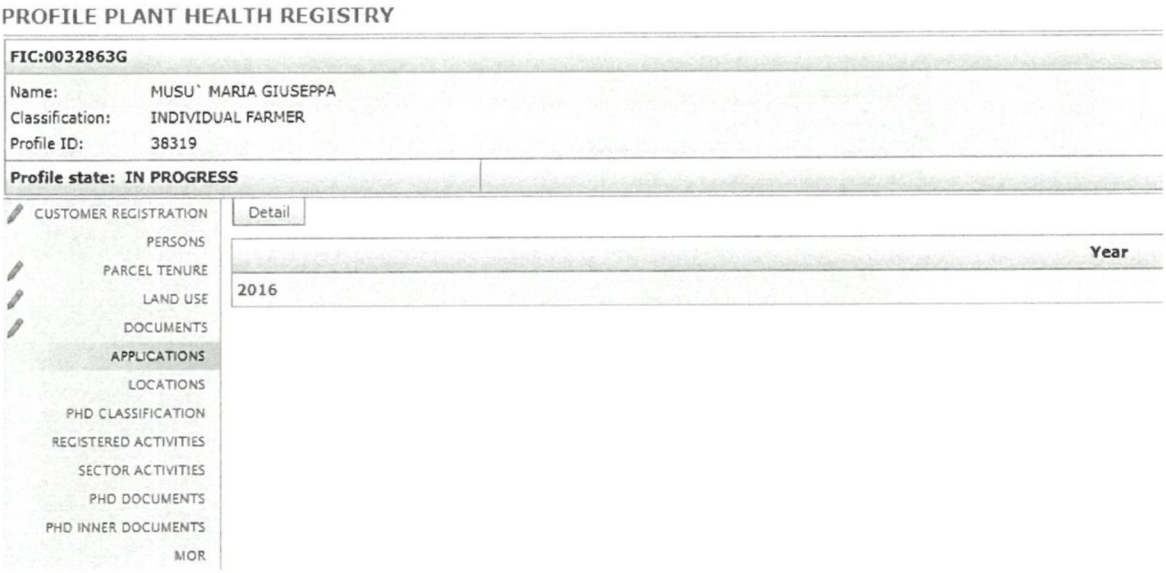


If for the selected customer, Siti Agri contains Parcel information, they will be viewed automatically in this registry. If Customer have only locations (such as stores, magazines etc.), the can be inserted and geo referenced:



If required additional documents related to the customer can be attached.

From the customer registry and the selected customer, users can view and access the Passport Applications.

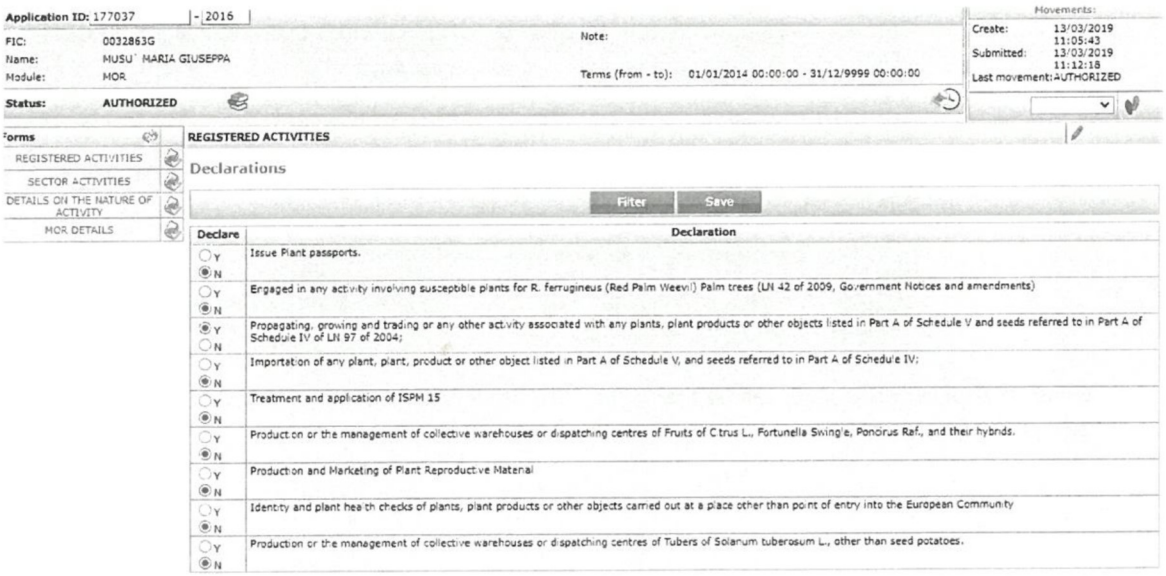


4.2 Request for Passport Application

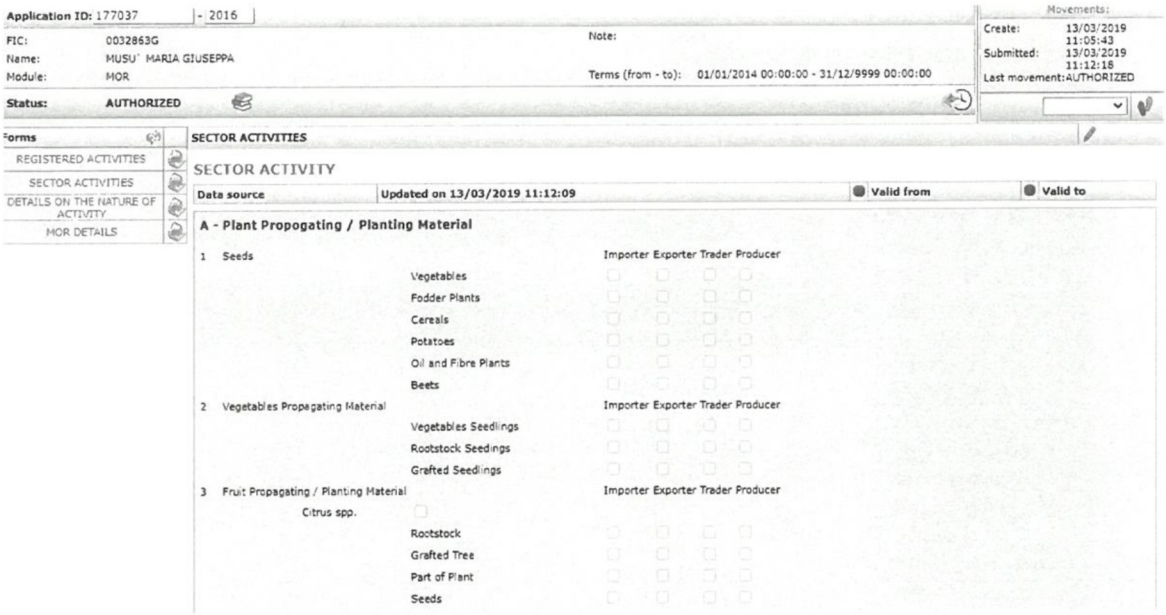
This is simple application workflow that allows either the internal user or the customer to submit a request for a Passport and for the internal user to verify, accept or reject the request.

The following are the main sections of this application:

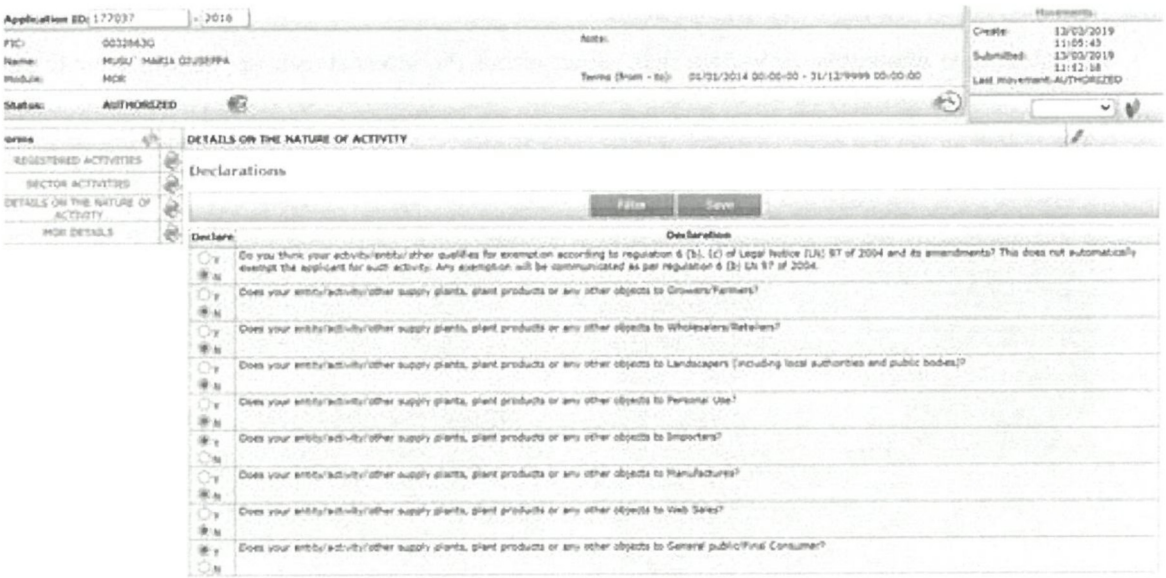
Declaration of the activities to be performed.



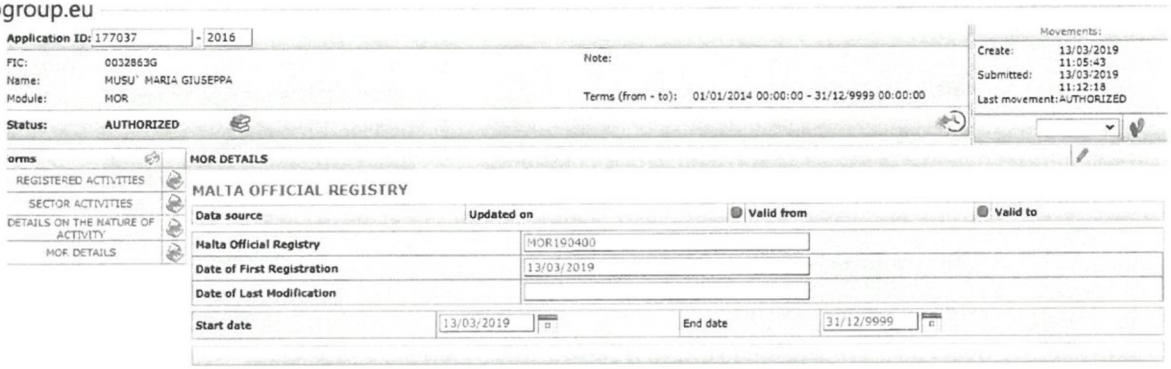
Declares the section the selected activities will be performed.



Declare the nature of activity:



Once an application is accepted by the users with the right authorisation, system will generate a unique passport number and a job will be sent to the Control System.

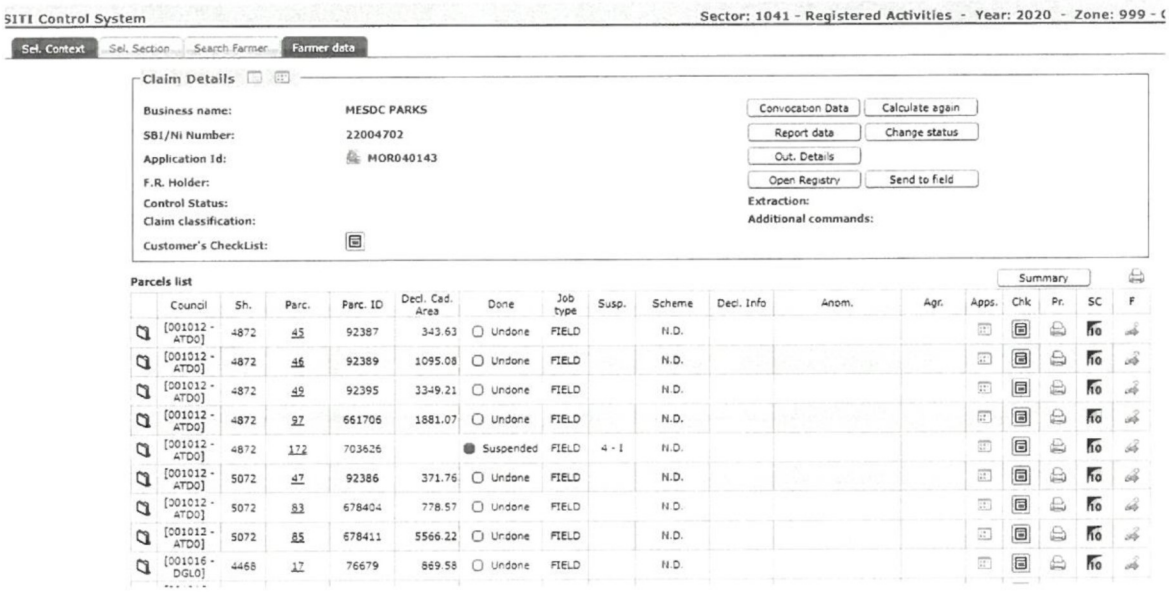


NOTE: THIS APPLICATION HAS THE FUNCTIONALITY THAT ALLOWS EITHER THE CUSTOMER OR THE INTERNAL USER TO RENEW THE PASSPORT.

4.3 Control System

The main functions of this module is for the internal user is to perform a site visits on an new or existent passports and to print the passports.

Once a Request for Passport Application is accepted, it will be displayed in the list below. From this list the user has the ability to view passport details, view geography the locations under the passport and print the passport.



The following is a sample of a passport (or a certificate) issues by the system:

MINISTERU GHALL-AMBJENT, ŻVILUPP SOSTENIBBLI U TIBDIL FIL-KLIMA

SEGRETARJAT PARLAMENTARI GHALL-BIEDJA, SAJD U DRITTIJIET TAL-ANNIMALI

MALTA

MINISTRY FOR THE ENVIRONMENT, SUSTAINABLE DEVELOPMENT AND CLIMATE CHANGE

PARLIAMENTARY SECRETARIAT FOR AGRICULTURE, FISHERIES AND ANIMAL RIGHTS

Diviżjoni għar-Regolazzjoni Veterinarja u Sanità tal-Pjanti

Direttorat għall-Ħarsien tal-Pjanti

Veterinary and Phytosanitary Regulation Division

Plant Protection Directorate

PLANT PROTECTION DIRECTORATE

This is to certify that:

XXXXXXXXX

MOR 190408

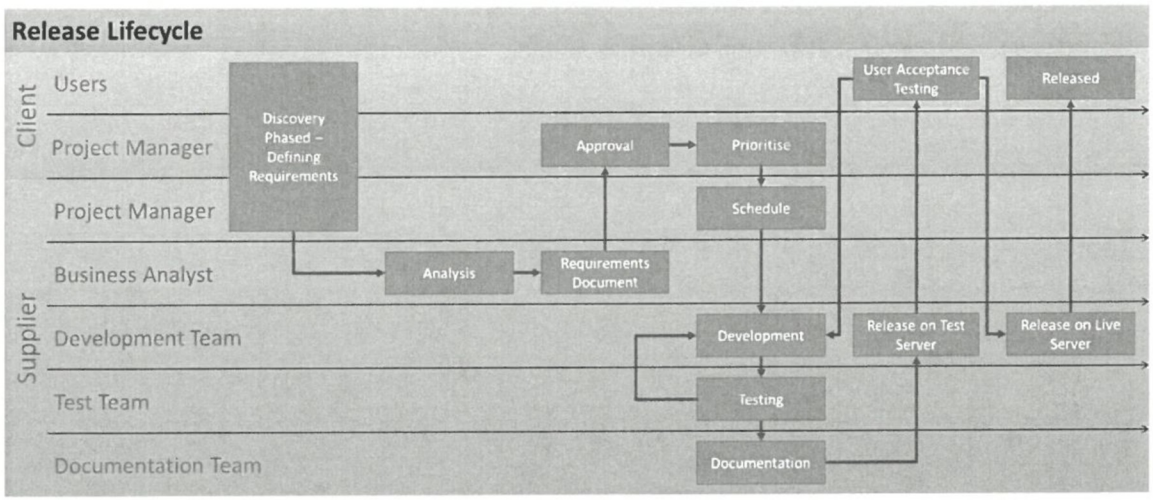
Is compliant to:

Issue Plant Passport	N/A
Engaged in any activity involving susceptible plants for R. ferrugineus (Red Palm Weevil) Palm trees (LN 42 of 2009, Government Notices and amendments)	N/A
Propagating, growing and trading or any other activity associated with any plants, plant products or other objects listed in Part A of Schedule V and seeds referred to in Part A of Schedule IV of LN 97 of 2004	Yes
Importation of any plant, plant, product or other object listed in Part A of Schedule V, and seeds referred to in Part A of Schedule IV	Yes
Treatment and application of ISPM 15	N/A
Production or the management of collective warehouses or dispatching centres of Fruits of Citrus L., Fortunella Swingle, Poncirus Raf., and their hybrids.	N/A
Identity and plant health checks of plants, plant products or other objects carried out at a place other than point of entry into the European Community	N/A
Production or the management of collective warehouses or dispatching centres of Tubers of Solanum tuberosum L., other than seed potatoes.	N/A

Production and Marketing of Plant Reproductive Material	Marketing	Propagation & Marketing
Reproductive material & trees of Fruits		
Ornamental plants		
Vegetable seedlings		
Vine reproductive material		

5. Tender004 Project management and testing

The following a Release life cycle that will be utilised during the implementation phase of this project. A Release is a collection of requirements that will developed, tested, documented, and implemented together:



6. Tender005 Patching cooperation

Abaco utilised GitLab (see for more information http://www.gitlab.com), together with DevOps (http://azure.microsoft.com/en-us/services/devops/) to control and manage the source code implementations and the collaboration between different teams of developers for building and managing the software.

Please refer to the links mention for further details.

7. Tender006 Project plan

Based on the requirement of the Tender Document, the Project Plan in this section covers milestone M1 and M2. M3 (warranty period) will commence immediately after the closure of M2.

The contents of M1 and M2 are based on the deliveries indicated in section 9.4.3. The timeframes indicated in this document are tentative and will be updated once the project commence and the phases are delivered. The duration of each activity will depend on the delivery and acceptance of the previous delivery. It is important to note that Abaco will implement an already proven Plant Health System (Phytosanitary Register) utilised in other countries, if the requirements for the Phytosanitary Register in Georgia are identical to those implemented in Abaco Module, the timeframes of this project can be shortened considerably.

The project plan to implement the Phytosanitary Register for Georgia per the requirements indicated in the Tender Document is for **19 MONTHS** (M1 7 months and M2 12 months) and M3 (warranty period) of **24 MONTHS**.

Activity	Task	Task Description	Sub Tasks	Year	2021									2022									
				Month	April	May	June	July	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October
				Phase	M1									M2									
1	Mobilisation and Initial Configuration	**Project Initiation Preparation**	Setup of Project Team Setup of Project Board Implementation of Siti Agri Plant Health Module in Georgia Siti Agri Configuration of Siti Agri Plant Heath Module for Georgia																				
2	Discover Phase	**Analysis, Requirements Gathering**	Gap Analysis Session Analysis Document System Design Document																				
3	Prototype Development	**Based on the Analysis and System Design Document - Development of Prototype**	Development of Prototype Prototype Translation Prototype Testing																				
4	Milestone M1	**Implementation of Prototype, presentation of final version Analysis and System Design Documents**	Implementation of Prototype Software on Test Environment Finalising Analyses Document Finalising System Design Document Training on Prototype Software																				
5	Gap Analyses	**Gap Analsyses based on Prototype and Phytosanitry Business Process for Georgia**	Gap Analysis Updating Analysis Documentation Updating System Design Document																				
6	Customer Registry (Phytosanatory Register)	**Development, Configuration, Testing, Implementation and Documentation**	Development of Customer Registry Internal Testing & Test Cases User Manual Software Translation User Manual Translation Analysis Document Update System Design Document Update Documents Translations Implementation on Pre-LIVE Customer Registry UAT																				
7	Passport Request Application	**Development, Configuration, Testing, Implementation and Documentation**	Development and Configuration of Passport Request Application Internal Testing & Test Cases User Manual Software Translation User Manual Translation Analysis Document Update System Design Document Update Documents Translations Implementation on Pre-LIVE Passport Request Application UAT																				
8	Siti Control (Passport Issuing and Inspections)	**Development, Configuration, Testing, Implementation and Documentation**	Development and Configuration of Siti Control for Passports Internal Testing & Test Cases User Manual Software Translation User Manual Translation Analysis Document Update System Design Document Update Documents Translations Implementation on Pre-LIVE Passport Request Application UAT																				
9	Milestone M2	**Software Implementation, End User Training and M2 Closure**	Implementatoin of Software On Live Server Presentation of Analysis Documents (both languages) Presentation of System Design Documents (both languages) Presentation of User Manuals (both languages) Presentation of Test Cases (both languages) End User Training																				

Legend			
Color	Description	Supplier Action	Client Action
	Generic Tasks	☑	☑
	Gap Analysis	☑	☑
	Development\Configuraton	☑	
	Test	☑	
	Documentation	☑	
	Training	☑	☑
	User Acceptance		☑
	Implementation	☑	

8. Tender007 HW requirements

This is to declare that no additional Hardware requirements are need. Abaco Plant Health Modules will be installed in the existent environments where current Siti Agri is implemented in Georgia.

9. Tender008 License pricing and maintenance/assurance

9.1 Licence Pricing

This is to declare that no additional software licencing is requirement from that already covered with Siti Agri as installed in Georgia.

9.2 Maintenance/Assurance

[needs more information what is required.