MINISTRY OF AGRICULTURE AND LIVESTOCK DEVELOPMENT
STATE DEPARTMENT FOR LIVESTOCK DEVELOPMENT
KENYA LIVESTOCK COMMERCIALIZATION PROJECT (KeLCoP)

Date: 20th February 2024

CLARIFICATION NUMBER 2- SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF HUMAN RESOURCE PAYROLL SYSTEM

Ref: MOA&LD/SDLD/KELCOP/NCB/06/2023/2024

The following relates to the clarifications sought by the bidders:-

Sl. No.	Tender Document Reference(s) (Section & Page Number(s))	Content of Tender Requiring Clarification (s)	Points of Clarification	Clarification from KeLCoP
1.	Section VI. Technical Specifications, Page No. 61	1. Multiple users with separate roles	Please specify the number of users for the system.	5

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2.	Section VI. Technical Specifications, Page No. 61	2. Multi-user/concurrent users	Please specify expected maximum number of concurrent users accessing the system.	5
3.	Section VI. Technical Specifications, Page No. 61	3. Data storage on network drive	Please specify requirements or protocols for the network drive (e.g., NAS, SAN) and its security standards.	**Requirements for Network Drive** **Storage Capacity:** Determine the required storage capacity based on current data volume and anticipated growth. Consider factors such as the size of files, frequency of data access, and retention policies. **Scalability:** Choose a solution that offers scalability to accommodate future growth in storage needs. **Performance:** Assess performance requirements, including throughput, IOPS (Input/Output Operations Per Second), and latency. **Data Protection:** Implement data protection mechanisms such as to safeguard against

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				data loss due to hardware failures **Backup and Disaster Recovery**: Develop backup and disaster recovery strategies to protect data stored on the network drive. **Security:** Implement security measures to protect data confidentiality, integrity, and availability. **Compatibility:** Ensure compatibility with existing IT infrastructure, including networking equipment, operating systems, and applications. **Reliability and Availability:** Choose a solution that offers high reliability and availability to minimize downtime and ensure continuous access to data.

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				Security Standards **Access Control:** Implement strong access controls to restrict access to authorized users and prevent unauthorized access to sensitive data stored on the network drive. **Authentication:** Utilize strong authentication mechanisms such as multi-factor authentication (MFA) to verify the identity of users accessing the network drive. **Encryption:** Implement encryption protocols such as SSL/TLS for data transmission and encryption at rest to protect data stored on the network drive from unauthorized access. **Auditing and Logging:** Enable auditing and logging features to track and monitor access to the network drive, including file access, modifications, and user

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				activities, to detect and respond to security incidents.
4.	Section VI. Technical Specifications, Page No. 61	4. Backup and restore data	Please specify backup frequency, data retention periods, and restore time objectives.	Backups will be conducted weekly and retention period will be for one month. **Restore Time Objectives** **Identify Critical Systems and Processes:** Identify the systems, applications, and business processes critical to the organization's operations. **Assess Impact:** Determine the potential impact of downtime for each critical system or process. Consider financial loss, reputation damage, regulatory compliance, and customer satisfaction. **Prioritize:** Allocate resources and efforts accordingly to ensure that critical functions are restored within their specified timeframes.

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				Implement Resilience Measures: Implement resilience measures such as redundant systems, data backups, failover mechanisms, and disaster recovery plans to minimize downtime and meet RTOs effectively.
5.	Section VI. Technical Specifications, Page No. 62	Integration Module: Facilitates integration with other systems such as HR management software, accounting systems, time-tracking tools, and enterprise resource planning (ERP) software for seamless data flow	Please specify the integration method (APIs, webservices, etc.) for integration with different modules. Also, please mention the existing technological platform of modules. We also assume that client shall provide the required APIs/Web service for the successful integration	Integration will be use of APIs. We currently have Suns System ERP installed.
6.	GCC clause 16.1 – Incidental Services, Page No. 80	The supplier may be required to provide any or all of the following services, including additional services, installation, testing and commissioning of the system	Please mention the additional services required.	Maintenance of the system

The bid opening date still remains **7th March 2024, 1100 hours at Project Management and Coordination unit , Nakuru**
Yours sincerely,

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For: Principal Secretary, State Department for Livestock Development