TERMO DE REFERÊNCIA

Processo nº 00002.003227/2020-49

REFERENCE TERM

CONSULTING CONTRACTING SPECIALIZED FOR SYSTEM CUSTOMIZATION

TERESINA

2020

Resume

Introduction

Currently, the management of public resources with regard to the execution of works, the acquisition of goods and the contracting of services from the State of Piauí does not have a system for management using IT tools. The contracts are made without any registration in an integrated system that unifies the information related to the processes of Purchases, Bids and Administrative Contracts.

Through a Cooperation Agreement, signed between the Government of the State of Maranhão and the Government of the State of Piauí, the source code of the SIGA System was donated, through the Term of Use Assignment No. 001/2019, of February 21, 2019, which includes in its scope a Government Procurement System, Supplier Module, Material Registration Module and a BI Results Panel. As a result, it is necessary to hire a specialized company for the implementation and customization of SIGA, changing its name to the Government of the State of Piauí as an Integrated Bid and Contract Management System - SIGLC.

Therefore, it lacks subsidies that guide planning actions as a way to anticipate bottlenecks in meeting management needs, which includes information quality, transparency, data security, integrity, reliability, demand monitoring, economics, asset control, in addition to swiftness in the Procurement Processes, Bids and Administrative Contracts, pertaining to goods, works, services, including advertising, purchases, disposals and leases within the State of Piauí, using administrative governance mechanisms (interactive chain with all agencies direct and indirect administration), in compliance with the provisions of Law 8,666 / 93 and 10,520 / 02.

Today, the current operating system for tenders in the State of Piauí, occurs in a mixed way, covering all bodies of the Direct Public Administration,

Foundations and Municipalities. Purchasing is centralized by the object in accordance with State Law No. 6,673 / 2015 and State Decree No. 11,319 / 2004. It has in its database, the Unified Registry of Suppliers (CADUF), according to the State Decree nº 11.320, of February 13, 2004, which does not effectively attend the processes of purchase requisitions, organization of bids, elaboration of invitations to bid and its annexes, among other procedures related to the bidding process.

In this scenario, some agencies have their Permanent Bidding Commission (CPL) internally, and they organize themselves administratively according to their own management model. It turns out that the difficulty for joint information, for decision-making by the Government, becomes unfeasible and demands a lot of time.

The guidelines described here define the main technical, functional and operational characteristics of the technological solution, services and management systems, aiming to incorporate tools with cutting edge technology for Public Procurement and provide gains in quality and modernization to the services provided to the population, also providing gains in productivity, advantage and efficiency to the Government of the State of Piauí.

The Contracting of a Specialized Company for Consulting Services for Customizing the System shall include the provision of the service for the implementation, parameterization and training of the computerized management system, aimed at meeting the activities performed by SEADPREV / PI and other public administration bodies, which do part of the organizational structure of the State Government of the State of Piauí.

Customization must take place according to parameters defined in this Term of Reference.

PROJECT IDENTIFICATION	
Government program name	Loan Agreement No. 8575-BR (Piauí - Pillars of Growth and Social Inclusion) signed between the International Bank for Reconstruction and Development and the State of Piauí.
Object name	Consulting Service for Customization of an Integrated Bid and Contract Management System - SIGLC
Reference Term Code	TR-SEADPREV-2020
Responsible agency / CLIENT	Secretaria de Administração e Previdência do Estado do Piauí – SEADPREVI/PI
	Unidade de Modernização Administrativa

Executing organ	– UMA Gerência de Gestão e Sistemas - GTI
Intervening body	Agência de Tecnologia da Informação - ATI

Background, Context and Objectives of Contracting Services

Brazilian states are subject to strong budgetary constraints that, added to the growing demand for more and better services, place the need to qualify public spending increasingly at the center of the agenda. Technology is increasingly present, offering a wider range of solutions and alternatives to support this government effort.

In this context, the project aims to qualify and modernize the management of current expenses with goods, services and works used in the public sector, necessarily arising from the Development of an Integrated Management System for Bidding and Contracts - SIGLC.

Based on the references set out above, it is essential to hire a specialized consulting company for the success of the project, and it must have proven know-how in the development, implementation, customization and training of the computer system, as well experience in systems aimed at bids and contracts.

The Information Technology Agency (ATI) of the State of Piauí, as the body responsible for and responsible for the development of the corporate systems of the State of Piauí, should be the integrating entity in the process of implementing the new Integrated Bid and Contract Management System - SIGLC . The parties interested in contracting the consultancy are: the State of Piauí, through the Secretariat of Administration and Welfare of the State of Piauí.

Based on the activities and goals to be achieved within the scope of the Piauí Project: Pillars of Growth and Social Inclusion by the State Secretariat of Administration and Welfare of the State of Piauí - SEADPREV, it is necessary to customize the SIGA System, acquired through the Term of Use Assignment signed with the State of Maranhão, with qualification and training of the employees of the State of Piauí, so that this Secretariat has the capacity to fulfill its activities in the project supported by the World Bank through the BIRD Loan Agreement 8575-BR .

SEADPREV, through the Bidding and Contracts Superintendence, is the body responsible for administering, controlling and executing public tenders and contracts within the scope of the State Public Administration, respecting the provisions of item II, of Article 151, of the State Constitution and by State law No. 6,673, of June 18, 2015.

SEADPREV, in accordance with Law 6,673, of June 18, 2015, centralizes the bids listed in said legislation. The other bodies and entities that make up the State Public Administration are authorized to carry out their own procedures. In this way, the entire Administration will be obliged to use the Integrated System of Bids and Contracts of the State.

Objective

Provide the Public Administration, through the hiring of consultancy for the customization, parameterization, implantation and training of the Government Procurement System, with a support tool for the management of procurement processes, bids, contracts, BI result panel, e-supplier, catalog of materials and services, terms of reference (request for purchases and services) and purchase plan, making modernization faster and more capable of monitoring and inspecting contracts signed with Legal Entities, who express an interest in cooperating with provision of public service to meet the needs of civil society.

Furthermore, it is important to note that the BI module is developed and integrated into the system, with the need for customization only.

The Procurement, Bidding and Contracts Management System for the State of Piauí should achieve the following items:

- Customization and Parameterization of the Purchasing, Bidding and Contracts Management System, according to the requirements detailed in this document;
- Installation of the system in the operational environment of the Information Technology Agency - ATI of the State of Piauí;
- Trainings;
- Implementation for Direct Administration, Foundations and Municipalities of the State of Piauí;
- Provide the technical and operational documentation of the system;
- Transfer the technology and tools used for the development, customization and parameterization of the Purchasing, Bids and Contracts Management System.

All source programs, utilities and development tools necessary and indispensable so that SEADPREV has the guarantee of maintenance on the referred system, regardless of Consulting, must be provided by the CONSULTANT, according to the Term of Assignment of the Government of the State of Maranhão and Letter Consent of the company AZ Tecnologia.

The system may also be implemented in Mixed Economy Societies, Public Enterprises and bodies from other branches of the State of Piauí, according to the interests of the State Government and institutions.

Existing SIGLC technological requirements

System developed entirely in a Web environment using Java and NodeJS, with HTTPS protocol;

Architecture in three layers of the MVC model, namely: presentation, control and model;

Uses Postgres or Oracle databases;

Authorization: Allows access control to data according to the permissions set for roles assigned to users, in a transparent, clean, and easy to manage manner.

Log: Allows detailed logging of any action / method invocation performed by any authenticated user.

Mandatory General Requirements:

Adaptability

All software components of the Computerized Information Management System

Purchases, Bids and Contracts must allow their adaptation to the needs of the State through parameterizations or customizations. They must have tools that make it possible to adapt the application system to the needs of Procurement, Bids and Contracts Management.

The system must have an adaptable and flexible graphical interface for input and output standard WEB data, to operate in an Internet environment.

Standardization of screens in all application modules, in order to facilitate their learning and operation.

Flexibility

All software components of the Purchasing, Bidding and Contracts Management System must allow the parameterization of menus, screens, reports and logical rules applicable to the business, allowing its adaptation to the needs of the State.

The system must be equipped with a flexible operating structure and adaptable to organizational formatting of State executive power contracts.

Safety

Access control

The system must be integrated with the application that controls security access to systems managed by ATI in the WEB architecture.

SOEWEB is the application that effectively controls the use of systems maintained by ATI, offering total security, against data breaches or improper access to information, through the use of encrypted passwords that restrict access levels, with registration of users enabled by organization and authentication in the system by user organization / registration.

Audit

The System must have audit mechanisms with the existence of record of all changes, inclusions, exclusions and queries, informing who did it (operator identification), when it did it (time and date) and what they did (function performed). Enabling the control and consultation of operations carried out in the application, with identification, date, time and performing operator. The system should have the concept of transactions, maintaining the integrity of the database in power outages and software / hardware failures.

Language

The user's communication interface with the Procurement, Bids and Contracts Management System - screens, operational and user manuals and help - must be written in Brazilian Portuguese.

The technical documentation for any software that integrates the system must be written in Brazilian Portuguese or English.

Non-functional requirements

The system should allow the use of ICP-Brasil Digital Certificates or generated by any Certification Authority compatible with ICP-Brasil;

Provide Help On-Line or user manual of all module and system features;

All system functionalities must have an Audit Log as the fields: date, responsible user, machine IP, changed fields in the data inclusion, alteration and exclusion transactions;

Use JAVA programming language, using JVM version 1.6, or higher versions;

Use Oracle 10.G Database Manager System or higher version or SQL Server 2008 or higher or Postgresql 9 or higher version.

Use Apache 2.2.9 or higher web server; web container application server - Jboss 5.1 or higher;

The application must support unified authentication (Single Sign-On);

Enable application performance monitoring in real time.

Allow user registration, and permissions with levels of access to certain system features.

Allow authorized users to assign permissions to other users.

Allow with the same user access to all system modules if applicable.

Allow to associate the registered user with one or more access units.

Restrict users' access to data relevant to the organizational unit of their capacity.

The application should work in a high availability environment with distribution both between processors on the same machine and between processors of different machines.

Allow working on a local (intranet) or remote (extranet / internet) network based on TCP / IP communication.

Run the system in a Web environment, compatible with the following browsers: - Mozilla Firefox version 3.30 and / or higher; - Internet Explorer version 10.0 and / or higher.

Provide a license for use, installation, configuration, administration and support for the approval and production environments.

The applications must be implemented with a web interface. "No need to install any software component on the system users' workstation"

The application must support WS-security standard, or HTTP security security when using web services at the data encryption, authentication and authorization levels.

The application should allow customizations made in one version to be transported to the next version of the software in an automated manner, preserving the investment made in adapting the current version and facilitating the version update process.

Provide an interface so that the Budget-Financial system - can read the supplier's situation to enable the generation of commitment and to describe the material items in the issue of the commitment note.

Make use of the Portuguese language in all functions.

Provide manual issuance, online, by module and by function.

Provide a way to print the operation manuals by module and function.

Allow the process phase to be closed only by the user who opened it

and by the manager indicated in the security module.

Maintain the history of the processes, by phase, their documents and all the data generated in the transaction.

Avoid retyping the data of the interfaces referenced in the proposed functionalities.

Any date reference in the system must present the year with four (4) digits and all numeric, alphanumeric, text, monetary and date data must be formatted according to the Brazilian standard.

All mandatory fields must be indicated on the screen, using a symbol.

Validate / confirm recordings through online information, with the display of messages in Portuguese, in all functions that fit.

Submit the following technical documentation: - User Manual, with description of all system functions or Help On-Line, on all system screens; - Installation Manual, containing hardware and software requirements compatible with the technical proposal; - System installation script; - Scripts for generating database tables; - Complete and detailed documentation of installation and configuration of operating environments and systems related to the system.

The application must allow the use of encryption between the Web Server and the Application Server.

Allow, in the user registration, to define access levels to the system:

Admin User

User Manager

Operational user

Allow the Administrator User to register one or more managing users.

Allow the Administrator User to define the access profile of the managing users.

Allow the Administrator User to register operational users.

Allow managing users to define the access profile of operational users

Allow the user to change their access password.

Allow to create the access profile by groups of users.

Allow to associate the access profile of the user and / or groups of users to one or more modules of the system.

Allow to associate the access profile to one or more features of the different modules of the system.

Make available a function that determines the form (s) of access for the user or groups of users, for each type of function, within the profile:

Reading

Inclusion

Exclusion

Change

Restrict users' access to data relevant to the organizational unit of their capacity when the system is operational.

Allow the application's LOG query, containing: user name, date and time and time of execution of the actions.

Allow to associate the registered user with one or more user units.

Force the user linked to more than one functional unit to select the desired unit, through a list, when logging in.

Detailing the service

The IT system consists of the following services:

Group	Item	Description
		System Deployment, Customization and Adaptation
01	1	System Deployment
	2	Public Procurement Plan Customization
	3	Purchase / Service Request Customization
	4	Public Procurement Management System Customization
	5	Supplier Registration Module Customization
	6	Customization and Procurement Module
	7	Direct Purchase Module Customization
	8	Price Registration Module Customization
	9	Price Bank Module Customization
	10	Results Panel Module Customization

	-	Training Hours	Training Hours	Qtd

2	1	System Administration and Operation	32 hours	2
	2	Purchasing Plan	8-Hour	3
	3	Purchase Order	8 hours	3
	4	Public Procurement Manager Systems	48 hours	3
	5	Supplier Management	12 hours	3
	6	module and results panel	8 hour	3
	7	Online Training Suppliers	4 hours	-

Description of services to be hired

The CONSULTING contracting service consists of three objects: implementation of the Government Procurement system, which is already running in the ATI Datacenter as a pilot; customization of the modules listed in the table in item 5.1 of group 1; and training mentioned in the table in item 5.1 of group 2.

The customization services to which the CONSULTANT will be responsible for the execution of items 2 to 12 of Group 1 include parameterization, adaptation to the process flow of the Government of the State of Piauí and updating of the modules according to new technologies in force, considering that the The application's source code was developed in old versions of programming languages and old versions of Database, meeting the functional requirements.

DETAILS OF GROUP 1 - DEPLOYMENT AND CUSTOMIZATION OF THE SYSTEM:

ITEM 1 - SYSTEM IMPLEMENTATION

It includes making the software / application available in its operational form, through installation and configuration activities in a homologation computational environment, so that the client can validate the use of the system.

The consultant must carry out the implementation activity in a coordinated manner, with very well defined steps, allowing the full success of interrelated activities. Thus, the products of these services must include:

Project Management: The consultant must present the implementation plan, as well as the execution schedule, which will be validated by the client for the execution of the service.

Survey of processes for Pre-Implementation Parameterization: The consultant must identify and / or survey, together with the client, the parameterization needs necessary for the contracted system, limited to the mandatory functional requirements specified in this Term of Reference. Such needs may include: Header and Footer Settings for Reports of the contracted system; Layout of the contracted system screens; Alteration of the standard flow of the contracted system; Defining user profiles and permissions on the system.

Installation: The client will provide remote access to the approval environment provided, so that the consultant proceeds with the environment validation, configuration and installation / publication of the contracted systems. After receiving the source codes and technical documentation, the consultant must make the contracted systems available in the approval environment, so that the client can carry out the functionality tests and validation of the installed applications. The consultant must provide a systems analyst to monitor the system tests, solving any doubts that may arise, for the period defined in the implementation schedule.

Parameterization: The information diagnosed by the Consulting team will be transferred to the configuration and parameterization team. The services include adaptation of the process flow, adaptation to state laws and adaptation to government business rules, many of which are determined by the client's management team and result of the diagnostic service performed by the consultant's specialists.

The flow of activities from the beginning to the end of the deployment services comprises:

Initial analysis of activities;

Tests of remote access to the client's environment;

Verification and testing of system installation media;

Preparation of the training, testing and homologation environment;

Tests of the environment to release the installation of the System;

Validation of available hardware;

Validation of Apache, JVM, Jboss and Redis servers;

Validation of Nginx, JVM, Redis and MongoDB servers;

Installation / Publication of systems in the approval environment;

Configuration of the system screens layout, report headers and footers;

Tests and approval of the system's functionalities.

ITEM 2 - PURCHASE PLAN:

Allow the centralized or decentralized planning of the Purchase Plan;

Allow the management body to define the Purchase Plan for materials and / or services;

Allow the management body to define the schedule with effective date, final date for response and date for review of the Purchase Plans;

Allow notify the agencies with the deadlines and the Purchase Plan manager regarding the responses of the purchasing units;

Allow the agencies to inform the purchase / service items, the quantity and the forecast for receiving the good / service;

Allow the managing body to follow up on the planning responses of the bodies;

Allow Consolidation and totalization of the quantities of the purchasing units;

Allow the purchase plan to be consolidated by global purchase unit;

Allow the search for items and purchasing units in the Material Catalog module;

Allow the management body to carry out the planning of the purchasing processes;

Printing the consolidation by organ;

Printing the consolidation by group and class;

Printing the consolidation by global;

Publish the Government Procurement Plan on the procurement portal that is part of the SIGLC system;

ITEM 3 - PURCHASE / SERVICE:

Allow a user unit to prepare a purchase request.

Allow the elaboration / opening of the purchase request, of the following types:

Of material (consumption or permanent)

Of service.

Activity report, with generation of history that allows identifying the activities in which the term passed, the time and the user who performed the activity;

Allow the size of the attachments to be inserted in the term to be configured in the system parameters;

Allow the definition of the flow of the term of reference, through visual dashboards, configured as needed by the administration;

Allow to have a bank with reference term models;

Allow the clauses of a given model to be inactive or inserted new clauses;

Allow automatic application of the key fields of the defined and selected model;

Allow the supplementation of the clauses of the selected model for use in the purchase request;

Allow the reference term to be consulted through configurable filters. The filters presented are: by object, by organ, by budgetary unit, by activity, by category, by items and by situation. The search can be performed using one or

more filters;

Allow inserting attachments in a purchase request;

Allow the inclusion, editing and exclusion of occurrences to the term. Occurrence is the way of recording information or any request for changes, or even corrections in the term of reference or in its documents;

Allow the inclusion of items that will compose the list of goods or services that will be purchased;

Allow the inclusion, amendment and exclusion of the budget allocation that is used to meet the payment, when purchasing or providing services;

Allow to Attest, Approve or Reject the information of the reference term, as configured in flow, as well as validate if the term is attested or approved to proceed to the next activity;

Allow the printing of a management report with information on the type of term, category, number, object, items, budget unit, situation, date and amount. The filters for issuing the report are configurable by object, agency, situation, type of term, category and budgetary unit. The search can be performed using one or more filters;

Allow the digital electronic signature of the term document. ICP Brasil certifier;

Allow to generate the term of reference in PDF with the information registered during the creation of the term, so that it can be signed;

Allow that after the approved and signed term, the items and information of the term can be sent to the Purchasing system;

Allow recording the start and end dates of each phase of the purchase request through history.

ITEM 4 - PUBLIC PURCHASING MANAGEMENT SYSTEM

MATERIALS AND SERVICES REGISTRATION MODULE

Allow registration in 4 levels, Group, Class, Material / Service and Material / Service Item;

Allow categorization according to the Federal Supply Classification;

Allow the use of PDM, Material Descriptive Standard, for the creation of the material and in this way the items are created in a standardized way;

Allow each PDM structure to be composed of a set of mandatory and complementary characteristics sufficient to describe / identify a material and individualize its items;

Allow the identification of material items through the set of predefined standard characteristics;

Allow the definition of additional characteristics such as storage conditions, disposal guidelines, inspection criteria, sustainability criteria, use restrictions, synonyms and similar items;

Allow the request for inclusion and alteration of materials and services with approval flow;

Allow accurate searches in the registration of classes, product, service,

product items and service items, through auto complete of the search arguments;

Allow to register the product and service items, informing characteristics that specify the items;

Allow to associate a material to several units of measure;

Allow the inclusion of an image in the item registration;

Allow the identification of sustainable items;

Allow the flow definition of the matter registration request, through a visual flow definition panel, configured according to the administration's need.

Allow items and information to be sent to the Purchasing system;

Allow to force association of the material item to a material group;

Allow to prevent the deletion of a material group when it is associated with an item;

Allow to maintain proper register of the expense element;

Allow the material item to be associated with a supply group / subgroup (Supplier Master Module).

Allow to maintain a single register of material and service.

Allow to keep the unit of measurement register (eg: envelope, liter, unit, kilo);

Allow to prevent the registration of units of measurement that have the same name and / or acronym;

Allow to complement the item description (free field).

Allow deactivation and reactivation of a material item;

Allow to maintain the Class of Service registers;

Allow maintaining the registration of Service Groups;

Allow to associate the Class of Service to a Service group;

Allow to associate several Services with Service Items;

Allow to prevent the exclusion of a Class of Service when it is associated with any Group.

Allow to prevent the deletion of a Service Item when it is associated with a Service.

Allow maintaining the registration of the contracting unit (service);

Allow to prevent the registration of contracting units that have the same name and / or acronym;

ITEM 5 - SUPPLIER REGISTRATION MODULE

Allow the supplier to register and keep their documentation up to date;

Allow supplier to update their data;

Allow the registration of suppliers of legal entities, individuals or foreigners;

Allow the maintenance of the supplier's industry;

Allow to maintain the register of documents necessary for qualification as control of deadlines;

Allow defining users with permission to represent the supplier and update their information;

Allow to keep the record of administrative sanctions:

Warning;

Traffic ticket;

Temporary suspension;

Declaration of unfairness;

Off-side.

Allow to associate the reasons that cause the sanction;

Allow to record the period of validity of each administrative sanction applied;

Allow automatic withdrawal when the sanction applied expires;

Allow the supplier's registration / registration to be considered inactive when the supplier is declared unsuitable.

Allow the registration of suppliers in a simplified or complete way;

Allow the issuance of CERCA - Cadastral registration certificate for complete registrations;

Allow to prevent the registration / registration of suppliers with the same CPF / CNPJ, or same corporate name.

Allow to always keep the same registration number for the same supplier, updating only your renewal and expiration date;

Allow to treat foreign suppliers according to their specificities;

Allow the supplier who has all the mandatory documents in force to be considered active in the complete registration register, according to the type of request or without impediment (sanction);

Allow to associate the documents (with their respective numbers, if any, and expiration dates) to the supplier registry;

Allow the distinction between active, inactive and suspended suppliers;

Allow the recording of the Balance Sheet and its financial values with calculation of the solvency index;

Allow to maintain a history of issuance of suppliers' registration records certificates (CERCA);

Allow to automatically change supplier registration from inactive to active when renewing expired documents;

Allow renewal of supplier documents even when suspended;

Allow only authorized representatives to renew the supplier's registration;

Allow the registration request via the Supplier's portal;

Allow to consult and print the registration status report for the supplier;

Allow to consult the numbers and expiration dates of a supplier's

documents through: his name, company name, CNPJ, Nature or Situation;

Allow the consultation of the lines of supply of materials or services related to a supplier through: Your name, corporate name, CNPJ, Nature or Situation;

Allow consultation of the balance sheet values of suppliers;

Allow to keep the register of types of legal nature (ex .: Limited Company, Limited Company, Autarchy, etc.).

Allow to associate the types of legal nature to the documents required for the complete registration;

Allow to register information about the partners and / or shareholders of the companies;

Allow any management unit to have access, for consultation, to the registers;

Allow the registered supplier to consult and issue their situation and the list of their documents and respective validity, through a unique password for the representative;

Allow the registered supplier to consult and issue the Registration Certificate;

Allow the registration performed by the supplier to be evaluated by the registration unit;

Allow the registration unit to grant or deny the registration;

Allow consultation of all rejected entries;

ITEM 6 - PURCHASING AND BIDDING MODULE

Allow to consult and select the items of material / material item and / or service, only from the single register of materials and services, to compose the purchase spreadsheet;

Allow to consult and select the items of material / material item and / or service, from the unique register of material and service through code, description or keyword;

Allow to include for each item of the purchase spreadsheet, the quantity to be purchased;

Do not allow inclusion of the same item of material or service, with the same batch, to be selected more than once in the purchase spreadsheet;

Allow viewing and selecting the current prices and their respective items, to include them in the market quotation and obtain the comparative price map;

Allow to change the data included in the purchase spreadsheet, as long as the bidding has not occurred;

Allow, based on the purchase spreadsheet created and the stipulated market price, to create a spreadsheet for the bidding in compliance with Law No. 147/2014;

Allow to display in the process the name, code and acronym of the

requesting organizational unit to which the user is assigned;

Allow the requesting user to select the organizational user unit, when it is linked to more than one;

Allow the displaying of the requesting organizational units, which the requesting user is full of, automatically.

Allow to include an unlimited number of material items / service items, as long as it does not occur in duplicate.

Allow to automatically recover the estimated price from the price bank, for each item included in the purchase request for material / service elaborated;

Allow direct access to the price bank module to prepare a budget;

Allow the estimated price of the material item to be one of the following prices - existing in the Price Bank:

Registered price

Reference Price

Allow to delete, consult, print a purchase request even with the 'elaboration' phase not closed.

Allow viewing of purchase order fields.

Allow items recorded in the minutes to only be inserted in a purchase spreadsheet with the manager's authorization;

Allow to automatically calculate the total value of each item estimated in the purchase spreadsheet;

Allow users to register their orders with items they wish to purchase both material and service, sorting them by lot or item;

Allow the formation of a price bank through the history of acquisitions, price surveys and price registration minutes;

Allow to generate the comparative map automatically from a Price Bank of the executed Bids or from the quotes of the price surveys and / or the price bank to obtain the reference value, which can be at average price or lower price ;

Allow to approve the process with the purchase spreadsheet created and with cost estimate;

Allow to make available a descriptive field, occurrences, to justify any change in the progress of the purchase process;

Allow viewing of reference term in the created process;

Allow to number the purchase process by calendar year and by purchasing unit.

Allow viewing of the purchase process fields;

Allow to include in the same purchase process: Consumables, Permanent material or service.

For the bidding process, allow the creation of the public notice and its attachments to be made available in the public area;

Allow, through the announcement, schedule the date of receipt of proposals by suppliers;

Allow, through direct purchase consultation, to schedule the date of receipt of proposals by suppliers;

Allow to register the values of the proposals received for bidding or for direct purchases.

Allow recording the end date and time for closing the receipt of proposals.

Allow to register for each supplier if it was enabled or not, justifying the reason for not enabling it.

Allow to register, by Supplier / item, the quoted items, registering the quoted brand and price;

Allow unqualified items to be automatically disqualified.

Allow the item delivery deadline to be posted by supplier.

Allow to classify the items, in ascending order of unit price, listing your supplier, in case the bidding is of the lowest unit price type.

Allow to classify the suppliers of the bidding, in ascending order of global price, listing the respective items and unit prices, in case the bidding is of the lowest global price type;

Allow the issue of the Comparative Price Map with the comparison with the market research carried out;

Allow to send to the Financial the data of the purchase process, after the bidding or direct purchase completed;

Allow recording the start and end dates of each phase of the purchasing process;

Allow bidding in the modalities of Price Registration, Price Bank, Electronic Auction and Bidding Waiver;

Allow to classify the bidding modalities: Invitation, Price taking, Competition, Electronic Auction or Shopping;

Allow to classify direct purchase modalities: Exemption from Bidding and Unenforceability;

Allow to monitor the status of the bidding phases as they are elaborated;

Allow to recover a purchase process available for bidding, through the process number;

Allow to make the purchase processes available for the electronic trading module, when applicable.

Allow to define the type of bidding (lowest price, best technique, technique and price, lowest administrative fee, highest discount) for each process;

Allow to cancel, revoke, cancel or suspend the bidding.

Allow justifying the cancellation, revocation, annulment, suspension or reopening of the bidding term.

Allow redefining a new date for reopening the bidding period that has been suspended;

Allow to register: The date, start time, the participants and the place of the trial;

Allow the registration of qualification for the selected and / or nominated suppliers that delivered documentation envelopes and that were considered qualified by the bidding commission;

Allow to record the total result of the technique or price score, separately by supplier or item, in the case of a bidding of the type 'technique and price' or 'best technique';

Allow to classify proposals automatically, in ascending order of the lot value or unit value;

Allow the generation of the comparative map of final prices with the result of the purchase;

Allow disqualification by item or lot price forcing the justification;

Allow to define the first classified when there is a tie or item batch situation;

Allow alteration of the bidding classification due to the judgment of the appeal;

Allow reissue comparative map;

To make available to each purchasing unit that requires the acquisition process, after the approval of the bidding process initiated, all the necessary information for the preparation of the minutes or contract and issue of commitment, with the supplier;

Allow control of the processing of the process, allowing the visualization of the progress, the situation, the department and the history of the process;

Allow the flow definition of the bidding process, through a visual flow definition panel, configured according to the administration's need;

Allow the drafting and publication of notices, sending e-mail notifications to suppliers belonging to the bidding industry, making the notice available to the public and registering objections online;

Allow the supplier to have an area to make direct purchase and bid proposals, answer price research quotes, challenge bidding notices, file appeals / counter-reasons and maintain registration data;

Allow automatic calculation of the result of public purchases;

Allow the authorization of the bidding process and the generation of the process authorization document;

Allow the management of suppliers, sending notification by e-mail and systemic alert of expiration of documents and penalties applied to the supplier and communication of the planned acquisitions and their results;

Allow the issuance of documents, such as: Purchase Request, Declaration of Standard Notice, Declaration of Fiscal Responsibility, Declaration of Common Goods and / or Services, among others;

Allow the generation of management reports, such as the consultation between what was planned and carried out in government purchases and the average consumption of the price record minutes;

Allow management of who downloaded the notice;

Allow the drafting of the contract draft, based on previously registered document templates, which may include keywords that are automatically replaced

by the system when the draft of the contract is printed;

Allow digital signature on the following documents: Acquisition Worksheet, Comparative Map, Pre-Authorization, Declaration of Fiscal Responsibility, Declaration of Common Goods and / or Services, Process Authorization Document, Result Calculation Map, Standard Notice Statement and Purchase Request, from Certifying, Caixa Econômica Federal or Serasa certifiers;

Allow to display for selection only the suppliers registered in the Supplier Registration Module;

Allow the selection of suppliers, by the supplier's corporate name, or by the CNPJ / CPF number (Supplier Registration Module);

Allow to disclose the budget request, automatically via e-mail, to all selected suppliers;

Allow the selected supplier to inform quotation prices through a link available on the Agency's website, using its unique password (Supplier Registration Module);

Allow the issuance of the Supplier Registration Status Document (Supplier Registration Module) to be made available;

Allow to consider as tied the items that are ranked first, according to the defined ranking order;

Allow to maintain, on-line, the results of each purchase, for a minimum period of 5 years;

Allow to maintain the bank of notices, allowing to consult all the documents used in its acquisition process;

Allow to consult the documents contained in the bank of public notices, according to the Type of: contracting, type, purchasing unit, period of occurrence of the process, or number of the public notice or number of the acquisition process.

Allow the purchasing unit to obtain a list of the procurement processes that are already classified as bidding and that are in the phase available for bidding on the purchasing module.

Allow any changes in the bidding data to be automatically communicated via email to interested parties who have withdrawn the notice;

Allow to generate electronic protocol in the sending of documents by the supplier to which it refers: Proposals, Challenges, Resources and Counter-reasons;

Allow the exclusion of the bidding process until there is no price survey.

ITEM 7 - DIRECT PURCHASE MODULE

Allow to make direct purchase consultation available for suppliers to register their proposals;

Allow sending e-mail to suppliers that have the industry related to the published consultation, inviting them to register their prices;

Allow the flow definition of the bidding waiver process, through a visual flow definition panel, configured according to the administration's need;

Allow to generate the report of notified suppliers, ensuring that the publicity of the consultation was carried out;

Allow to insert attachments in the consultation of the direct purchase;

Allow parameterization of the display or not, of the lowest price offered when another proposal is being made;

Allow the printing of all proposals launched;

Allow the generation of the electronic protocol in the sending of Direct Purchase proposals;

Allow automatic calculation of the result after the end of the proposal launch;

Allow electronic signature of the purchase result of ICP Brasil certifiers.

ITEM 8 - ELECTRONIC PRICE MODULE

Allow importing of the purchase process data to compose the electronic auction;

Allow participation in the trading session, using a password, only from a previously accredited supplier (Supplier Registration Module);

Allow the auctioneer to open the public session (dispute room), according to the date, time and place defined in the summoning instrument;

Allow the auctioneer to select the lot for dispute;

Allow the auctioneer to start the lot dispute;

Allow to register / make available the information regarding the bidder's participation in the bidding process: Value of each bid, Time of each bid, Date of each bid, Best bid of each bidder, Best bid dispute, Number of participants, Lot status, Situation of the bidder, visualization of messages that occurred in the public session, prohibit the identification of the bidder during the bidding dispute, creating an identifier, only known by the bidder;

Allow the auctioneer to manifest, by sending a message, during the bidding dispute;

Allow bidders to follow up on the bidding dispute;

Allow accredited suppliers to place their bids;

Allow the auctioneer to view / track the best bidding

each bidder and their respective values and schedules;

Allow to validate the bids of bidders whose values are lower than the last bid that was previously registered by him;

Allow the auctioneer to cancel a bid;

Allow notifying bidders, via screen messages, when a bid is canceled;

Allow to automatically inform bidders during the course of the public session, in real time, the lowest bid amount that has been submitted by other bidders, identification of the bid holder is prohibited;

As long as the system is accessible, allow bids to continue to be offered by bidders, even if the auctioneer is disconnected.

Allow to project the screens with the proposals and bids presented during the trading session;

Allow to register the sessions for greater legal security in relation to the acts performed during the trading session;

Allow notifying bidders through messages on the screen when the normal time for the dispute has ended.

Allow notifying bidders, via screen messages, when the random time starts.

Allow the auctioneer to activate the random time activation, per batch;

Allow notifying the bidders, via an intermittent message on the screen, that the dispute is in random time;

Allow to end the bidding stage of the public session automatically after the random time has ended;

Allow the bid to be classified as deserted if there is no participant;

Allow the bid to be classified as a failure if all bidders are disqualified / disabled;

Allow the registration of the qualification, for the best classified supplier, including:

Bidding number.

CGC supplier / legal person, CPF individual.

Enabled situation.

Qualification date.

Identification of the person responsible for registration.

Allow to record the disablement, for the disabled supplier, including:

Bidding number.

CGC supplier / legal person, CPF individual.

Disabled situation.

Date of disqualification.

Reason for disqualification.

Identification of the person responsible for registration.

Allow to go back to the negotiation / classification phase when disabling the best classified bidder's documentation;

Allow the auctioneer to declare the winning bidder and the respective value offered.

Allow the auctioneer to award the lot to the winning bidder, who has submitted the best bid or proposal or counter offer and has been qualified.

Allow the opening of a period for the manifestation / filing of an appeal, after declaring the winner.

Allow to register the manifestation of the intention to appeal, observing the legal deadline and the one established by the auctioneer, including:

Bidding number.

Company name.

CNPJ of the supplier.

Description of the grounds for appeal.

Date and time of receipt.

Identification document.

User responsible for registration.

Allow recording of result, deferral, rejection, of appeals and counter appeals.

Allow registering registered or disabled suppliers through resources:

Bidding number.

Date and reason for enabling / disabling.

User responsible for registration.

Allow approval of the items or lots of items awarded.

Allow partial homologation of the bid.

Allow to keep items or batches of items not approved open.

Allow consultation of bids by filtering the following information:

Bidding method

Provider

Status of proposals

Requesting unit

Period

Object.

Allow to record, in the dispute minutes, the procedures resulting from the bidding dispute.

Allow to systematize the differentiated treatment to ME / EPP / Cooperatives as provided in LC 123/06.

Allow to register the acts resulting from the judgment of the bids / proposals of the bidders, in the minutes of the judgment.

Allow the auctioneer to send a request to submit a counter price proposal directly to the bidder who has submitted the lowest bid or proposal.

Allow the bidder to present / forward the counter proposal.

Allow the auctioneer to examine subsequent bids, in order of classification, if the lowest bid or the new price offered in the counter offer is not acceptable.

Allow to call the remaining bidders, in the order of classification, when the lowest bid is not accepted.

Allow consultation of the supplier registry (Supplier Registration Module), for the best classified bidder with the option to issue the information consulted.

Allow to issue minutes with the phases that occurred during the trading session.

Allow to register / issue receipt of funds and against appeal including:

Bidding number.

Supplier's CNPJ, corporate name.

Description of the grounds for appeal.

Date and time of receipt.

Identification document.

User responsible for registration.

To make available to the requesting purchasing unit, through the bidding module, all the information necessary for the preparation of the minutes, the contract and the commitment.

Allow the consultation of all messages registered during the bidding process.

Allow consultation of all acts recorded in all minutes.

Make all records made during the process available for consultation.

Allow the registration of proposals with the respective technical files, catalogs and documents required in a public notice, keeping their confidentiality until the bid opening phase of the auction and in other phases of the auction where documents are required.

Allow in the same trading session the creation and execution of differentiated lots (micro and small companies are benefited), exclusive (only micro and small companies participate) and without differentiation (no beneficiary participant).

Allow the execution of several simultaneous auctions with visualization and automatic generation of the minutes and availability for public monitoring.

Allow visibility of the percentage of savings while bids are made, allowing the auctioneer to monitor the economy in real time at each bid and at each stage;

Allow the winner's proposal to be viewed with its documents according to the specific phase, avoiding sending physical documents to the conference;

Allow parameterization for the automatic control of the time for appeal interposition, where after the time, the auctioneer may accept or not the interposition made by the supplier.

Allow the supplier to register the appeal and counter-claim electronically.

Allow to approve several batches simultaneously.

Allow from an existing option in the opening screen of the trading session to change the members of the commission that will carry out the trading session.

Allow suppliers to adhere to the value of the winning bidder for the price registration session.

Allow to generate electronic protocol in the submission of Electronic Auction proposals, Electronic Auction resources and Electronic Auction Counter-reasons;

Electronic trading system must be approved by the International Bank for Reconstruction and Development (IBRD) to make purchases with amounts

financed by this institution.

ITEM 9 - PRICE REGISTRATION MODULE

Allow the management of the entire procedure related to the price registration since the consumption forecast, bidding and automatic generation of the items of the minutes;

Allow the selected agencies to be aware of the initial opening of the planning of the selected items and the deadline for them to send their estimates;

Allow the agencies to register and total their needs for goods and services, for planning and carrying out the bidding process for the composition of the minutes;

Allow all answered forecasts to be part of the generation of the estimation map;

Allow the automatic import of the items that will compose the purchase spreadsheet of the purchase process of the price register, avoiding rework and failures;

Allow the automatic classification of the suppliers that adhered to the price of the winning supplier of the event, allowing that in the management of the minutes if the holder supplier is unable to supply, the next classified can assume;

Allow each use of the item, automatically control the stock of the minutes and the body;

Allow chargebacks, transfer of stock between the participants of the minutes, ensuring transparency and reliability;

Allow the flow definition of the process of using the price record minutes, through a visual flow definition panel, configured according to the administration's need;

Allow the adhesion of any public administration body or entity not participating in the minutes, obeying the limit provided for in State Decree nº 11.319, of February 13, 2004;

Allow control in the addition of the items of the minutes pursuant to § 1 of article 65 of Law No. 8,666, realignment of prices and blocking of the items of the minutes when necessary;

Allow requests to use the minutes and online releases by issuing a digitally signed usage order;

Allow the generation of consumption management reports by minutes, product, item, source of funds, agency, supplier and economy of what was planned and accomplished;

Allow full or partial reversal of the order of use items;

Allow digital signature of the usage order, consumption forecast, quantitative research and usage order through the certifiers: ICP Brasil Certifier.

Allow reclassification in the Price Registration Act of suppliers that adhered to the price of the winning supplier of the event, if the holder supplier is unable to supply the item;

Allow the CNPJ to be changed from headquarters to branch or from branch to headquarters of the supplier holding the Price Record Minutes if

necessary, as permitted in item I of art. 58 of Law No. 8,666 / 93;

Allow the exclusion of the use process from the Price Record Minutes until there is no use order;

Allow to automatically control the balance of the minutes, based on the use of Complementary Law No. 147/2014.

ITEM 10 - PRICE BANK MODULE

Allow an updated price bank

Allow to keep a record of the price types (ex: Price of the last purchase, price record, price search).

Allow the preparation of a budget, identifying the organizational unit, the person in charge and the opening date.

Allow to retrieve from the Materials and Services Registration Module, when composing the budget, the description of the items of material or group of materials or services, by keyword search.

Allow to recover only material item with active status in the Materials and Services Registration Module.

Allow to consult the specification of the material / service item, of the Material and Services Registration Module.

Allow to include an unlimited number of material / service items, as long as it does not occur in duplicate.

Allow to change the item of material / service, as long as it does not occur in duplicate.

Allow deleting the material / service item.

Allow to inform / change the quantity to be budgeted for the material item.

Allow informing / changing the quantity to be budgeted for the service.

Allow the units of acquisition of the service item to be recovered from the Materials and Services Registration Module, to be included in the budget.

Allow to retrieve in the Supplier Registration Module the suppliers indicated for the budget, according to the supply lines associated with the selected material / service items.

Allow to open the price search with all material / service items of the budget, for all the indicated suppliers.

Allow to establish tolerance period for the supplier to answer the collection.

Allow to register and change, in the price bank, the information of the collections not elaborated via internet.

Allow to consolidate the sum of the values of the collection items with the total value of the collection.

Allow to set the final date for sending the budget.

Allow to define which 'types of prices' (eg: Price of the last purchase,

price register, price survey), which will participate in the automatic composition of prices, material and service items.

Allow the prices to be registered in the price bank, originating from the proposals presented in the bidding, to be registered only after the approval of the price proposals judgment phase.

Allow to consult the price map of a material / service item from the price bank.

Allow to inform the indicated suppliers for the budget, through email.

Allow deleting the budget only if there is no collection linked to it.

Allow to generate electronic protocol when sending price research quotations.

ITEM 11 - RESULTS PANEL MODULE - IT IS A MODULE THAT IS CONTEMPLATED IN SIGA, ONLY THE NEED FOR ITS CUSTOMIZATION.

Provide cube-based OLAP technology with automatic synchronization and advanced statistical analysis functions;

Allow the user to create and save their multidimensional analyzes, present the data in tables and graphs format, export the data and graphs in Excel and PDF format;

Allow multidimensional analysis with the following Cubes:

Shopping;

Acquisitions Cube;

With Dimensions: (Expense Item, Opening Date, Closing Date, Supplier, Expense Group, Purchase Item, Acquisition Modality, Municipality, Object, Bidding Status and Body);

With the Metrics: (Number of items, Number of Processes, Expected Value, Realized Value and Economics);

Cube trading sessions

With Dimensions: (Opening Date, Purchase Item, Lot, Modality, Auction, Proposal, Ranking, Lot Result, Auction and Body Situation); with the Metrics: (Lot Quantity, Participating Quantity, Winning Participants, Auction Quantity and Suspended Auction Quantity);

Cube Price Record

With Dimensions: (Expense Item, Authorization Date, Supplier, Expense Group, Purchase Item, Municipality, Object and Organ); with the Metrics: (Number of items, Number of Processes, Number of Authorizations and Acquired Value);

Notice Cube

With Dimensions: (Publication Date, Notice, Supplier, Modality, Municipality and Agency); with the Metrics: (Number of Challenges, Quantity Withdrawn);

Allow analysis with the following pre-defined Dashboards:

Main Panel: Present a graphical comparison of the value and quantity of purchases by modality of acquisitions, a graphical comparison of economic

value by modality of acquisitions, a graphical comparison of value and quantity by form of purchase in the current year, by form of acquisition in the last 6 years, comparative graph of value and quantity of purchases of Materials X Services and comparative graph of value and quantity of acquisitions by body and form of purchase;

Economics Dashboard allows you to graphically view the Economics values by mode, it also allows you to graphically view the Economics values by period, showing, according to the selection, the values by year or month;

Purchase Item Dashboard allows you to graphically display the total number of bids per Purchase Item, also allows you to view the Supplier Dashboard value graphically, displays the total number of bids per Supplier, also allows the graphic display of the total value bid by Supplier;

Total purchases per Purchase Item;

Organ Dashboard allows graphical display of the total number of bids per Organ, also allows the visualization, graphically, of the total amount bid by Organ;

Period Dashboard allows graphically displaying the total number of bids per Period, and also allows you to view, graphically, the amount made by Period. A table is presented containing the following information: Year, Month, Number of Processes, Expected Amount, Realized Amount and Economics ratio (value and percentage) between these two values;

Average Time Dashboard allows visualization, in graphical form, of the average time (in days) of bids by modality, also allowing the visualization, in graphical form, of the average time (in days) of bids, presenting, according to the selection, the values per year or month;

All dashboards allow visualization, in a graphical form, of the Economics values, presenting, according to the selection, the Total Number of Processes, the Total Estimated Value, the Total Realized Value and the Economics ratio (value and percentage) between these two values:

Contracts;

Cube Contracts;

With Dimensions: (Contract, Signature Date, Effective Date, Effective Date, Publication Date, Supplier, Municipality, Agency, Type / Subtype, Document Type); with the Metrics: (Initial Contract Amount, Contract Amount, Committed Amount, Certified Amount, Settled Amount, Amount Paid);

Financial Contracts Cube;

With Dimensions: (Year of Transaction, Contract, Budget Allocation, Commitment, Supplier; Month of Transaction, Organ, Type / Subtype); with the Metrics: Appropriation Value; Value Commitment; Attested Value; Settled Value; Amount paid.

Physical Contracts Cube;

With Dimensions: (Year End Measurement, Contract, Supplier, has Contract, Measurement, Month End Measurement, Contract Number, Agency, Type / Subtype); with Metrics: Quantity Executed; Planned Quantity; Executed Value; Planned Value; Percentage Right.

It allows analysis with the following pre-defined Dashboards:

Main Panel: Present the quantity and value of current contracts,

graphic comparison of the value and quantity of contracts signed in the last years, of contracts signed by type, graphic comparison of contract value, committed, settled and paid in the last 2 years and graphic comparison of value and quantity of contracts per agency;

Financial Dashboard allows filtering the information presented by: Agency, Installment Expiration Date (Year), Type of Acquisition and Contract Number, presenting them in the form of a graph;

Financial Dashboard allows visualization, in graphical form, of the values of endowment, commitments, attestations, settled and paid, per month;

Physical Dashboard allows filtering the information presented by: Agency, Final Measurement Period (Year), Type of Acquisition and Contract Number, presenting them in the form of a graph;

Physical Dashboard allows visualization, graphically, of the executed and planned values, per month;

Allow viewing the numerical value by clicking on the desired column and it is presented in a mobile text box by organ;

Depreciation by Accounting Account Panel: Present the quantity and value of all real estate in the state and third parties. Allow graphical display of the quantity and value of real estate by year, month of acquisition and book account;

Acquisition Modality Panel: Present the quantity and value of all real estate in the state and third parties. Allow the visualization in graphical form of the quantity and value of the real estate by Modality of Acquisition;

DETAILS OF GROUP 2 - TRAINING SERVICE

It consists of training the servers listed in this CLIENT's staff, who will carry out the operation of the contracted systems.

The CONSULTANT must have the on-site and online training modality for each module of the contracted system, as shown in the table in item 5.2.4.9.

The CONSULTANT must prepare, together with the CLIENT, the training schedule for each module of the contracted system, thus giving rise to the due planning for the formation of classes and the due call of the participants by the CLIENT.

The CONSULTANT must make available to the CLIENT all didactic material of the face-to-face training, in digital format, as well as the training plan that will be given.

The presential training should be carried out at the CLIENT's premises, which will be responsible for summoning the participants, in addition to providing all the infrastructure (location, computers and Internet access) necessary for the training.

The Service Order for the training will be opened 10 (ten) days before the scheduled date for its execution.

The CLIENT will provide the infrastructure (physical space, computers and Internet access) necessary for face-to-face training, and the CONSULTANT must specify in advance the minimum requirements for the equipment to be used and verify that the infrastructure provided is adequate;

All expenses with material, food, printing will be the responsibility of the CONSULTANT. The CLIENT will be responsible for the physical space where the face-to-face training will take place.

The trainings related to items 1 to 5 in Group 2 are described in the following table:

GROUP/ITEM	MODULE	MODALITY	WORKLOAD	PARTICIPANTS	CLASSES
Group 2 Item 1	System Administration and Operation	Presential	32 hours	5	2
Group 2 Item 2	Purchasing Plan	Presential	8 hours	20	3
Group 2 Item 3	Shopping request	Presential	8 hours	20	3
Group 2 Item 4	Public Procurement Manager Systems	Presential	48 hours	20	3
Group 2 Item 5	Supplier management	Presential	12 hours	20	3
Group 2 Item 6	BI Scoreboard Module	Presential	8 hours	20	3
Group 2 Item 8	Training Suppliers	On-line	4 hours	20	-

FORM OF REMUNERATION OF DEVELOPMENT UNDER DEMAND

The CONSULTANT's remuneration must occur at the end of each phase and according to the respective percentage, after the positive result of each approval, as follows:

Implementation of the System	18%

Customization of the Public Procurement Plan	09%
Customization of Purchase / Service Request	07%
Customization Public Procurement Management System	09%
Supplier Registration Module Customization	07%
Customization and Procurement Module	07%
Customization Direct Purchase Module	07%
Customization Price Registration Module	07%
Price Bank Module Customization	06%
Results Panel Module Customization	06%
Training	17%

WARRANTY FOR PRODUCTS DEVELOPED

Defects that occur during the normal operation of the product and behavior that are not in accordance with the established requirements or the specifications of the software are considered defects.

The CONSULTING company must present guarantees of operation of the products developed for a period of 6 (six) months, counting from the date of its definitive receipt, committing itself to make the necessary corrections, without additional burden to the CLIENT, during this period. This period will serve for the CLIENT's assessment of the artifacts received, when the adherence to the standards, consistency and stability of the delivered products will be verified.

During the 6 (six) month period mentioned above, any defect in the products or non-compliance with the specified requirements must be repaired at no cost to the CLIENT. The warranty must include all products developed and all tools used, whether free or licensed.

The CONSULTANT is not obliged to guarantee the products that are altered by the CLIENT during the validity of the warranty period.

DELIVERY TIMES

The beginning of the execution of the contracted objects will be carried out within the following deadlines:

DEADLINES	ACTIONS TO BE TAKEN	RESPONSIBLE
	Contract signature	CLIENT CONSULTANT
1st business day after the contract signature date	Convene Initial Meeting	CLIENT
Up to 10 working days from the date of signing the contract	Hold Initial Meeting	CLIENT CONSULTANT
	Formal presentation by the Contract Manager and the Representative	CLIENT CONSULTANT
	Delivery of the Execution Plan	CLIENT
	Delivery of the Term of Commitment and Term of Science	CLIENT CONSULTANT
Up to 10 working days from the date of signing the contract	Contractual Transition Team Allocation	CONSULTANT
Up to 10 calendar days from the date of signing the contract	Knowledge transfer and provision of information necessary for contractual performance	CLIENT
	Delivery of teams' implementation plan.	CONSULTANT
	Delivery of Technical Activity Report (RTA), on an experimental basis, with the result of indicators based on historical data on the	CONSULTANT

	provision of services, when feasible.	
Up to 10 calendar days, counted from the date of signature of the contract, and after completion of all previous steps	Routing of Service Orders (continued and specific)	CLIENT
	Approval of Service Orders	CONSULTANT
	Start of Service Delivery	CONSULTANT
	Constitution of Teams	CONSULTANT
Up to 100 days of contract, counted from the first measurement of the service	Period of stabilization and adjustments during which the indicators / targets may be made more flexible by the CLIENT	CONSULTANT

The delivery times of the products are the results in the physical-financial schedule of the project execution, as shown in the table below:

ITEM	SERVICE DESCRIPTION	MESES PARA EXECUÇÃO													
PRODUCT 01	System Deployment	X	X												
PRODUCT 02	Customization of the Purchase Plan	X	X												
PRODUCT 03	Purchase / Service Request Customization	X	X												
PRODUCT 04	Public Procurement Management System Customization	X	X												
PRODUCT 05	Supplier Registration Module Customization	X	X												
PRODUCT	Customization and	X	X												

06	Procurement Module	^	^									
PRODUCT 07	Customization and Procurement Module			X	X							
PRODUCT 08	Customization Direct Purchase Module.			X	X							
PRODUCT 09	Price Registration Module Customization			X	X							
PRODUCT 10	Price Bank Module Customization			X	X							
PRODUCT 11	Results Panel Module Customization				X	X	X					
PRODUCT 12	TRAINING - System Administration and Operation					X	X	X	X	X	X	X	X
PRODUCT 13	TRAINING - Purchasing Plan					X	X	X	X	X	X	X	X
PRODUCT 14	TRAINING - Purchase Request					X	X	X	X	X	X	X	X
PRODUCT 15	TRAINING - Public Procurement Management System					X	X	X	X	X	X	X	X
PRODUCT 16	TRAINING - Supplier Management System					X	X	X	X	X	X	X	X
PRODUCT 17	TRAINING - BI Results Panel System					X	X	X	X	X	X	X	X
PRODUCT 18	TRAINING - Suppliers Online Training					X	X	X	X	X	X	X	X

QUALIFICATION OF THE TECHNICAL TEAM

This item defines the profiles of the professionals of the CONSULTANT's teams who will maintain a direct relationship with the CLIENT. Other profiles may be added to the teams at the CONSULTANT's discretion.

In order to guarantee quality in the service performed and modernize the IT Management methodologies, the CONSULTANT must maintain qualified employees in the functional areas, so that the CLIENT can obtain the shortest response time for any requests.

It is the CONSULTANT's responsibility to dimension, manage and define its human resources to carry out the services specified in this Term of Reference, having mastery of the technologies used by the CLIENT.

For the qualification in knowledge required to perform the services, certificates of participation in courses and / or certifications issued by specialized certifying institutions will be required.

The CLIENT may, if it considers that the indicated professionals do not present a satisfactory technical level or even maintain inappropriate behavior in the work environment, at any time, request its replacement, which must occur within a maximum period of thirty consecutive days.

The professionals may be replaced at any time by the CONSULTANT, as long as the substitutes have the requirements established in this Term of Reference, and the supporting documentation of qualification must be forwarded to the Contract Inspector up to two working days before the date scheduled for commencing their activities.

Failure to prove the qualification of these professionals within the deadlines provided for in this Term of Reference may characterize, except for reasons of force majeure, partial non-performance of the contract.

Within up to 10 calendar days, counted from the date of signature of the contract, prior to the initiation of services, the CONSULTANT must present the implementation plan and the dimensioning of the teams that will be allocated to provide the services.

The replacement of the professionals indicated during the execution of the contract will only be allowed by others with qualifications equal to or greater than those required in this Term of Reference.

The CONSULTANT must maintain the minimum professional qualifications required, even though it is necessary to constantly renew those that have limited validity, during the entire term of the contract, without any additional burden for the CLIENT.

The "Minimum Dimensioning" required corresponds to the number of professionals that must be allocated by the CONSULTANT in the respective items of the IT system, to guarantee the execution of the contracted services, respecting the rules for sharing professionals established in this Term of Reference.

The CONSULTANT must have in its technical staff the following technicians, with the following necessary academic qualifications:

Profissional	Formation	Experience
	Higher level course, duly recognized by MEC, in at least	

Project manager	one of the following degrees: Systems Analysis, Data Processing, Computer Science or related areas in Information Technology or Higher level course, duly recognized by MEC, in any area , accompanied by a stricto and / or broad sense postgraduate course certificate in the Information Technology area of at least 360 hours, provided by an institution recognized by MEC.	Minimum experience of 3 years as a project manager, duly proven.
System analyst	Curso de nível superior, devidamente reconhecido pelo MEC, em pelo menos uma das seguintes graduações: Análise de Sistemas, Processamento de Dados, Ciência da Computação ou áreas afins a Tecnologia da Informação ou Curso de nível superior, devidamente reconhecido pelo MEC, em qualquer área, acompanhado de certificado de curso de pós-graduação stricto e/ou lato senso na área de Tecnologia da Informação de, no mínimo, 360 horas, fornecido por instituição reconhecida pelo MEC.	Minimum experience of 3 years as a systems analyst, duly proven.
Developers	Curso de nível superior, devidamente reconhecido pelo MEC, em pelo menos uma das seguintes graduações: Análise de Sistemas, Processamento de Dados, Ciência da Computação ou áreas afins a Tecnologia da Informação ou Curso de nível superior, devidamente reconhecido pelo MEC, em qualquer área, acompanhado de certificado de curso de pós-graduação stricto e/ou lato senso na área de Tecnologia da Informação de, no mínimo, 360 horas, fornecido por instituição reconhecida pelo MEC.	Minimum experience Minimum experience of 3 years as a Web Developer on Java and NodeJS platforms, duly proven.
	Higher education, undergraduate	Minimum proven

Database manager	or graduate, in Information Technology or related areas with a diploma provided by an institution recognized by the Ministry of Education (MEC);	experience of 03 (three) years in Data Administration Oracle, Postgres and Microsoft Sql Server.

All professionals on the CONSULTATOR's key team must be fluent in Portuguese.

The CONSULTANT's technical team that will maintain a direct relationship with the CLIENT must be formed by the profiles described in this section. Other profiles may be added to the team at the CONSULTANT's discretion.

INPUTS PROVIDED BY THE CUSTOMER

The following inputs will be made available:

Information existing in the Piauí State Secretariat for Administration and Welfare about the Diagnosis carried out within the scope of the Project;

Access to studies and documents related to the proposed activities;

Access to communication media and computer equipment;

Room for carrying out work with the equipment and materials necessary for the development of services.

Information from other bodies but pertinent to the Project and the execution of this Consultancy will be provided by the institution that holds the information.

All travel expenses, transportation for the consultant to travel to carry out his planned activities and linked to the contract, meals, training, didactic material and others, will be borne by the CONSULTANT.

KNOWLEDGE TRANSFER AND CONTRACTUAL TRANSITION

The transfer of knowledge, in the use of the solutions developed by the CONSULTANT, must be made possible, without additional costs for the CLIENT, according to the Knowledge Transfer Plan (which will be part of the System Implementation Plan) provided by the CONSULTANT during the Homologation Phase , in specific knowledge transfer events, preferably in an environment provided by the CONSULTANT, and based on technical documents and / or manuals specific to the system developed. The schedule and times of the events must be previously approved by the CLIENT.

The CONSULTANT must describe the methodology, according to the Knowledge Transfer Plan, which will be used to transfer knowledge to the CLIENT's technicians, who may be multipliers of the knowledge transferred to other technicians or to end users.

The transfer of knowledge, directed to the technicians indicated by the CLIENT, should be focused on the adopted system, so that there is a transfer of knowledge of the technology used in the entire process of development of the system. At the end of the transfer, CLIENT technicians must be trained to perform the installation, maintenance and evolution of the system's functionalities.

In the event of a new bidding process, with a change in the service provider, the CONSULTANT signatory of the contract in the expiration phase, thus considering the period of the last three months of validity, must pass on to the winner of the new event, through a formal event, the documents continuity in the provision of services is necessary, as well as clarifying doubts regarding procedures in the relationship between the CLIENT and the CONSULTANT.

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The CLIENT's development environment can be fully replicated in a CONSULTANT's safe environment, in homologation and production, and it is the responsibility of the CONSULTING company to bear all licensing and guarantee expenses in order to keep the environments identically replicated and legalized.

Make the CLIENT available at the end of the contract or as required, the documentation, source code and documentation listed below:

Business Rules Document;

Glossary;

Architecture document;

Data dictionary;

Logical Data Model;

Physical Data Model;

BASIC SAFETY PROCEDURES

The minimum basic security procedures required by the CONSULTANT are:

Accredit the CLIENT, its professionals authorized to retrieve and deliver documents, as well as those who may be designated to provide services on the CLIENT's premises;

Identify any company equipment that will be installed on the CLIENT's premises, using asset control plates, security seals, etc;

To ensure that its employees maintain absolute confidentiality regarding information, data and documents that are part of the services to be performed, including by signing a term of responsibility and maintaining their own confidentiality, similar to that available to the CLIENT;

Strictly observe all safety rules and procedures implemented in the CLIENT's Information Technology environment;

Adopt appropriate criteria for the selection process of professionals, with the purpose of avoiding the incorporation of people with characteristics and / or background that could compromise the security or credibility of the CLIENT;

Communicate to the CLIENT at least 3 (three) days in advance any occurrence of transfer, relocation or dismissal, in order to provide for the revocation of all privileges of access to the CLIENT's systems, information and resources, possibly made available for the performance of services contracted;

Maintain confidentiality on all CLIENT information and process assets; and the CONSULTANT that refer to the CLIENT.

The CONSULTANT must maintain absolute secrecy about any data, information, source codes, artifacts, contained in any documents and in any media, of which it becomes aware during the execution of the works, and cannot, under any pretext, disclose, reproduce or use , under penalty of law, regardless of the classification of confidentiality given by the CLIENT to such documents.

The CONSULTANT may not disclose any information to which it has access due to the work to be performed or which it has become aware of as a result of the execution of the object, without written authorization from the CLIENT, under penalty of applying the applicable sanctions, in addition to payment of damages.

Each professional must sign a term of responsibility and confidentiality, committing himself not to disclose any matter dealt with on the CLIENT's premises or at his service, unless expressly authorized.

Each CONSULTANT professional must sign a term of commitment declaring total compliance with the current safety standards, or that may be implemented, at any time, by the CLIENT.

CONFIDENTIALITY AND SECURITY OF INFORMATION

The CONSULTANT must maintain absolute confidentiality about any data and information contained in any documents and in any media, of which it becomes aware during the execution of the works, and cannot, under any pretext, disclose, reproduce or use, regardless of the classification of confidentiality conferred by the Maranhão State Government to such documents.

The CONSULTANT may not disclose any information to which they have access as a result of the work to be performed or which they have become aware of as a result of the execution of the object of the contract, without the written authorization of the Government of Maranhão, under penalty of sanctions being applied. applicable, in addition to the payment of compensation for losses and damages.

CONTRACTING

The CONSULTANT must present a proposal with the value of the services for each work process, including the implementation services, technical support and technology transfer of the work process.

The deadline for the opening meeting is estimated. The determination of the term will be established by the CLIENT on the date of signing the contract, respecting a minimum interval of five days after signing the contract.

The amounts to be paid to the CONSULTANT during the execution of the contracted services regarding the work processes will obey the following rules:

The contract will be valid for 12 (twelve) months and will be divided according to the characteristics of each service and deliveries made.

The CONSULTANT will provide services as described in this Term of Reference during the term of the contract.

The billing for this service will start from the delivery of work processes implemented in the bodies demanded by SEADPREV that are part of the direct and indirect public administration, according to Table 3: FINANCIAL SCHEDULE / DEVELOPMENT OF THE SERVICE / DEVELOPMENT, presented in this Term of

Reference .

The first version that will be customized and parameterized of the system must be installed and made available on the CLIENT's equipment, within a maximum period of 120 days, counted from the receipt of the service order. The version must be in the test phase, within 90 (ninety) days, counting from the delivery of each version, during which the CONSULTANT must make adjustments and / or corrections in the modules according to the CLIENT's need. Being available to start the implantation procedures according to the service execution schedule, presented in this Term of Reference, the CONSULTANT may, at its discretion, negotiate new terms as long as justified and agreed between the parties.

Payments will be made for the contracted service duly provided for in the physical / financial schedule of the project, according to percentages defined in Table 1: Budgeted Percentage for SOFTWARE WORK PROCESSES - PTS.

Payment for contracted services must be made after the technical assessment and certification carried out by the contract inspectors and representatives of the CONSULTING company.

If any non-conformity is identified in the execution of the service execution schedule, the CONSULTANT and CLIENT representatives may redefine new deadlines by mutual agreement, not exceeding the total limit of 12 (twelve) months for the completion of the services described in the execution of the service.

Payment will be made according to the physical / financial schedule of the project, through collection through invoices for products and services issued by the CONSULTANT and after the issuance of an acceptance and certification term issued by the contract inspectors appointed by the CLIENT.

The CONSULTANT must carry out the procedures presented by the CLIENT in the Project Execution Schedule that must be followed faithfully by the CONSULTANT, the deadlines are for the totality of the work processes, being able to be revised according to the need of each process of the implanted software, in this in case the CLIENT must be consulted and the CONSULTANT must deliver a new planning, done together with the CLIENT.

The project execution plan must have the software work processes customized, parameterized and implemented in 12 (twelve) months of contract according to the functional requirements described in this Term of Reference.

OTHER OBLIGATIONS OF THE CONSULTING COMPANY

FROM THE CONSULTANT:

Provide all the specialized labor necessary to complete the execution of the object;

Fully comply with the execution of the object, developing the services always under the understanding of the CLIENT;

Take responsibility for damages or losses caused during the execution of the object;

To assume full responsibility for the fulfillment of the object, responding to the CLIENT and third parties for covering risks and losses;

Respond to the CLIENT and third parties for covering the risks of accidents at work by their employees, appointed or contracted, for all charges, charges, losses and / or damages that may result from the execution of the object;

License fees for the performance of services, dependent on any federal, state and / or municipal authorities, will be at the CONSULTANT's risk and expense;

The CONSULTANT's technicians must have knowledge and support in monitoring compliance with the rules established in the CLIENT's Information Security Policy, in addition to technical information related to the Government Procurement System (information on the production environment described;

Provide, at the time of signing the contract, means of contacts for the registration of calls, keeping them duly updated during the contractual term;

Accept, under the same contractual conditions, the additions or deletions that are necessary in the services, up to 25% (twenty-five percent) of the updated value of the contract;

Maintain, throughout the execution of the contract, all the conditions of qualification and qualification required in the contracting;

Present, when signing the contract:

All documents that prove the hiring of the following professionals by the CONSULTANT: Project Manager, Systems Analyst, Software Architect, Implementer, Tester, Support Analyst and Database Administrator;

Designation of the employee / manager responsible for monitoring and controlling the activities to be developed for the appropriate provision of services;

Confidentiality Agreement, with notarized signature, of all those involved, directly or indirectly, in the Project, as well as in the case of replacement, during the term of the Contract;

Take responsibility for all human and physical resources related to the delivery of maintenance services;

Provide, within 5 (five) business days of signing the contract, a service management system, which allows the CLIENT to fully monitor requests for evolutionary and adaptive maintenance and support.

Accept the possibility that after implantation of the System, object of this Contract, the development of new functionalities will be added, considering the reference time / technique in the contract to be signed.

OF THE CUSTOMER

Make available to the CONSULTANT all the documentation and information inherent to the contracted object;

Pay the CONSULTANT the price established in the contract;

Notify the CONSULTANT, in writing, of any irregularities that may occur, due to the execution of the object;

Coordinate, through the contract inspector, the execution of the object by the CONSULTANT, making the necessary contacts.

The CUSTOMER may NOT sell, transfer, assign, rent, or in any other way make the Government Procurement Systems available, in source or compiled code, to third parties, to the bodies of the direct and indirect administration of the

State Government and bodies of the direct and indirect administration indirectly by City Halls and other State or Federal Powers without the consent of the MANUFACTURER who holds the Intellectual and commercial property.

PROPERTY

The intended contract authorizes the implantation of the SIGLC in all organs of the direct and indirect administration of the Government of the State of Piauí, without any additional burden beyond the remuneration provided for in this Term;

All information generated in the scope of the execution of the services, in addition to being confidential, is the exclusive property of the CLIENT, and may be disclosed only with their express authorization, for specific and previously declared purposes.

GENERAL CONSIDERATIONS

All parts, products and modules produced by the CONSULTANT, as a result of this Term of Reference, including originals and files in digital media, must be delivered before the end of the contract and will belong to the CLIENT. They may be used by the consulting company for other purposes with the express authorization of the CLIENT.

The CONSULTANT will not be allowed to assign any information and / or documents, objects of this Contract, without the CLIENT's previous authorization.

The CONSULTANT will be responsible for the payment of all tax, social and labor charges of its employees, referring to this contract, in accordance with the Brazilian laws that govern the hiring.

The work will be supervised by ATI, UMA and SLC, who may, at any time, request additional reports on the execution of activities.

The CONSULTANT must maintain confidentiality about its work, documents and information to which it has access in the fulfillment of its obligations. It must also maintain an adequate professional relationship with federal, state and municipal authorities, and with the technicians or people with whom it interacts, exercising its activities with zeal and dedication.

The Contractor shall perform the activities contained in this Term of Reference, in accordance with the highest standards of competence and professional and ethical integrity.

Teresina (PI), Brazil, October 14th, 2020.

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ANTÔNIO FERREIRA DE SOUSA FILHO
IT manager
State Secretariat of Administration
And social security - seadprev

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FRANCISCO JOSÉ ALVES DA SILVA
Secretary of Administration and Welfare of the State of Piauí
SEADPREV

Documento assinado eletronicamente por **Antonio Ferreira de Sousa Filho - Matr.03494985**, **Gerente de Gestão de Sistemas**, em 14/10/2020, às 14:41, conforme horário oficial de Brasília, com fundamento no Cap. III, Art. 14 do Decreto Estadual nº 18.142, de 28 de fevereiro de 2019.

Documento assinado eletronicamente por **FRANCISCO JOSÉ ALVES DA SILVA - Matr.0352088-9**, **Secretário de Administração e Previdência.**, em 14/10/2020, às 16:47, conforme horário oficial de Brasília, com fundamento no Cap. III, Art. 14 do Decreto Estadual nº 18.142, de 28 de fevereiro de 2019.

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