

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

ITE&C Department - Amendments to the G.O.Ms.No.6, IT,E&C Department, dated 27.03.2015, constituting EADG and EASG and Annexure IV of G.O.Ms.No.19, dated 28.09.2015, approving e-Pragati Program – Guidelines for functioning and timelines for various activities – Orders – issued.

INFORMATION TECHNOLOGY, ELECTRONICS & COMMUNICATIONS DEPARTMENT
(eGovernance Wing)

G.O.Ms.No.9

Dated: 17-05-2016

Read the following:

Ref: 1. G.O.Ms. No. 6, Dt. 27.03.2015 of ITE&C (Portal Wing) Department
2. G.O.Ms. No.19, Dt. 28.09.2015 of ITE&C (Portal Wing) Department

ORDER

In the Government Orders 1st cited, two Groups have been constituted, namely, the Enterprise Architecture Design Group (EADG) and the Enterprise Architecture Support Group (EASG), to be responsible for the design of the AP State Enterprise Architecture (APSEA). In the reference 2nd cited, the Government approved the e-Pragati Program to create a Statewide Enterprise Architecture for e-Governance. Annexure IV of the reference 2nd read above, specifies the roles and responsibilities of various stakeholders of e-Pragati, including the EADG and EASG.

During the implementation of the e-Pragati program, a need has been felt for fine-tuning the composition, roles and responsibilities of the EADG and EASG, to ensure that the design of e-Pragati Program and its implementation are made more efficient. Accordingly, the following modifications are hereby made in the 2 GOs.

Sl. No.	G.O. and para to be amended	Amendments
1	GOMs No 6 ITE&C Dept dated 27.3.15 Para 6(a)(1)	1. The Minister (IT) shall be the Chairman and the Advisor (e-Governance, Electronics &IT) shall be a member of the EADG. 2. Chief Secretary shall be added as a member of EADG
2	GOMs No 6 ITE&C Dept dated 27.3.15 Para 6(b)	The Advisor (e-Governance, Electronics &IT) shall be the Chairman and the Secretary ITE&C shall be a member of the EASG.
3	---- Ditto-----	Shri A Veera Reddy, Program Manager, SeMT may be included in place of Shri Balasubrahmanyam (SI No8)
4	---- Ditto-----	MD APTS and ED/GM APTS may be added in place of Shri K Shyam Sunder (SI No 6)
5	---- Ditto-----	Representative (s) of departments with primary/supporting responsibility may be invited as co opted members
6	GO Ms No 19, ITE&C (Portal Wing) Dept	The item (2) in the responsibilities of EADG, namely "Approval of e-Pragati Requirement

	dated 28.9.15, Annexure IV	Specification Documents" may be omitted and the succeeding items renumbered accordingly.
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e-Pragati is an important and time-bound program of the Government. All the stakeholders are required to function effectively and in line with the prescribed timelines. Accordingly, a set of guidelines is provided in Annexure I. The timelines for completion of procurement-related activities are specified in Annexure II. All the members of the various Stakeholder Groups, Committees and Consultants may follow these guidelines and timelines strictly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**PRADYUMNA P.S
SECRETARY TO GOVERNMENT (FAC)**

To

All the Members of the Groups

Copy to:

OSD to Minister, IT
PS to Chief Secretary
PS to Advisor, IT
PS to Secretary, ITE&C

// FORWARDED:: BY ORDER //

JOINT SECRETARY (HRD)

Annexure I

Roles & Responsibilities under ePragati Program

I. M/s Wipro Technologies, the e-Pragati consultants:

1. Design and develop e-Pragati Architectures
2. Preparation of ePRS document, conforming to the standards for functional and technical conformance
3. Specify the Deployment model and prepare an indicative Bill of Material for each Package/ Project. This shall be done after thorough analysis what application has to be freshly developed and what application can be customized.
4. Guide the line departments in bid process management and in implementation.
5. Prepare the e PRS after studying the legacy systems.
6. Modify the ePRS as per the suggestions/ recommendations of the EASG
7. Support EADG and EASG.

II. e-Pragati Package consultants, appointed by APTS

1. Prepare the RFP for selection of System Integrator (SI), basing on the ePRS prepared by M/s Wipro and their own studies and interaction with the line department(s).
2. Preparation of the RFP includes the following responsibilities
 - a. Design Pre-qualification & Technical qualification criteria
 - b. Define Deliverables and milestones with timelines
 - c. Define External Interfaces
 - d. Design Forms for submission of the Bid
 - e. Design the Technology Deployment Model
 - f. Design the draft Agreement and SLA
 - g. Ensure conformance of the architecture to the technology standards
3. Evaluate the ePRS document to identify any gaps in the requirements, discuss with the e-Pragati Consultant and fill the gaps.
4. Validate the Bill of Material (BoM).
5. Calculate Internal Bench Mark (IBM) cost of the package/project, both in terms of CapEx and OpEx during the project period.
6. Design the Business Model for the Package in the RFP
7. Support APTS in preparation of the pre-bid clarifications.
8. Help APTS in evaluation and of the Pre-qualification, technical and commercial bids.
9. Draft the Award Notification and final Contract

III. Line Departments (with Primary Responsibility as per GO 19 ITE&C Dept dated 28.9-15)

1. Implement the e-Pragati Package/ projects as per the scope and requirements specified by the EADG and EASG, with suitable customizations/ enhancements
2. Undertake Bid Process Management in conformance with the Procurement Policy for e-Governance, notified through GOMS 12 ITE&C (Infra) Department dated 8.6.15. The following guidelines shall apply to the conduct

of the Bid Process Management by the Procurement Committees, constituted for each Package/ Project-

a. Ensure that that the Bid Process Management and the implementation of the project are completed within the timelines specified in Annexure II.

- b. The members of the procurement committee (PC) shall attend the meetings of the PC personally. In case a member is not able to attend the meeting of the PC, prior permission of the Chairman of the PC may be obtained. Deputing a representative of the department in the absence of the designated member may be avoided.
- c. In case the GO constituting a PC specifies "Representative of a Department, the Secretary/ HoD of the Department shall designate such representative by name and the same person shall attend all the meetings of the PC.
- d. The Convenor of the PC may communicate the agenda and notes for each meeting, preferably 3 days in advance of the meeting.

3. Undertake BPR as specified in the RFP in association with the SI selected.
4. Conduct Capacity Building within the Department, in association with the SI and with the e-Pragati Academy (proposed)
5. Coordinate with the remaining departments of the Package for successful implementation of the Package.
6. Participate in the UAT of the respective Package sector package application and provide inputs for enhancements with PMU.
7. Ensuring that all the legal amendments and processes are carried out where occasioned by the re-designed processes.
8. Facilitate the communication program for popularizing the new services of respective Sector Package under e-Pragati system and for encouraging public to access Modules of respective Sector Package under e-Pragati portal for availing various services.

IV. Line Departments (with supporting responsibility)

1. Nominate one officer to the PMU
2. Assist PMU & Coordinate with the System Integrator to finalize the updated functional requirements (FRS) of the respective Package sector departments.
3. Assist PMU & Provide the system integrator all available documentation on business processes and forms that are used by the department.
4. Participate in the UAT of the Package sector package application and provide inputs for enhancements with PMU.

Annexure II : Timelines for important responsibilities of Stakeholders

The following timelines shall be strictly observed by all the Stakeholders. Specific reasons shall be reported to the respective controlling authorities in case of any deviations from the defined timelines.

Sl. No.	Nature of Responsibility	Stakeholder	Timeline to be adhered to
1	Preparation of ePRS Document	Wipro	4 weeks from commencement of work on the Package/ Project
2	Preparation of RFP	Package Consultant	2 weeks from receipt of ePRS document
3	Approval of RFP	Procurement Committee	1 week from receipt of draft RFP
4	Notification of RFP	APTS	3 days of approval of RFP by Procurement Committee
5	Holding pre-bid meeting	APTS, Package Consultant	Within 10 days of tender notification
6	Time for submission of bids	APTS	45 days from tender notification.***
7	Evaluation of pre-qualified bids	Procurement Committee	5 days from receipt of bids
8	Evaluation of Technical bids, presentation by bidders	Procurement Committee	10 days from evaluation of pre-qual bids
10	Evaluation of Commercial Bids	Procurement Committee	Within 5 days of technical evaluation.
11	Award	Primary Department	1 week of 10 above
12	Signing of Contract	SI	10 days of 11 above.

***** The last date for bid submission shall not be extended except under extraordinary circumstances to be recorded in writing, and with the specific approval of the Chairman of the procurement Committee.**

**PRADYUMNA P.S
SECRETARY TO GOVERNMENT (FAC)**