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# **TECHNOLOGY SOLUTIONS FOR JUDICIAL MISCONDUCT PETITIONS**

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## **1. Introduction**

Establishing a simplified, efficient, and more organized approach to the overall handling of Petitions of Judicial Misconduct must first employ extensive process engineering, then complete all possible legislative, procedural, public informational and staff training efforts to prepare potential submitters and handlers of Judicial Misconduct Petitions. Once clearly stated policies, rules, standards, guidelines, and well-designed, concise, self-instructional forms are in place, tested, and validated, only then can technology be successfully applied to the Judicial Misconduct Petition process. This is why the application of technology is appropriate only after the much more difficult tasks just noted are completed, and offered as an ancillary effort to the main objective of the Project.

Simply stated, technology is not a tool to fix bad process and procedures. When the wrong data is collected, no amount of technology can make it better. The investment for applying technology to a process or task returns the greatest value when technology is expected to significantly enhance the collection, processing and subsequent availability of meaningful data to those who can best use the data, or to provide the public with information about the intuitions that are supposed to serve them. It does little good to connect an efficient distribution system to a bakery that produces bad bread. All you get are a much greater number of unhappy customers with a product they do not like. The same applies to technology. The efficiency with which modern technology can collect, process, and disseminate information has little value if the ingredients are low quality, improperly harvested, poorly stored, badly mixed, or wrapped ineffectively.

Continuing the “bakery” analogy, this Report presents a top-level “recipe” (the Executive Summary) for applying technology to Judicial Misconduct Petitions, and then details the application of technology via a graphical flowchart of Petition processing utilizing technology.

Top-level graphics are also employed for database design, with details as to structure and required content provided in the Appendix. Information on required computer equipment is also located in the Appendix.

## 2. Technology Solution – Executive Summary

The technology challenge presented by the requirement to automate processing judicial misconduct Petitions is simple and direct.

There is no requirement indicated to implement a solution supporting “critical mission” processing on a 24/7 basis, nor is such a demand anticipated over the next several years. There is no demonstrated justification either for the public, or for involved Authorized Persons (or their staff), to have access to on-line judicial misconduct Petition processing on a 24/7 basis, and the associated hardware, support, and maintenance expense that accompanies such access and support.

There is no requirement indicated for a highly sophisticated complex data structure to support the automated processing of judicial misconduct Petitions. Judicial Petitions require only an undemanding relational structure that will employ only modest storage requirements for the near future.

There is no requirement indicated for “leading edge” technology in the computer and networking hardware and operating system software to support automated processing of judicial misconduct Petitions. Indeed, the entire process of handling judicial misconduct Petitions could easily be handed by a secure hosted server operated and maintained by a third party, either public or private.

While the technology challenge is simple and direct, *implementing* the solution is not so simple, or so direct. Often “information and communications technology” (ICT) is perceived to encompass only computer hardware or software of one kind or another. *Effective* technology solutions involve much more. In the case of the Judicial Misconduct Petition application, the general, uninitiated public will have access to the initial Petition processing application, as well as involved Authorized Persons and/or their staff. It is probable that many of these application users will not have intimate knowledge of the procedures involved in the handling of judicial misconduct Petitions, be they manual or technology-facilitated.

In order to have a successful technology-based implementation, a significant effort must be made to effectively process engineer the entire application suite, from initial Petition entry, through the Petition evaluation and adjudication process, beginning to end. In addition, there should be a significant effort to design and implement clear, concise, and user-friendly modules (data entry and display screens and associated processing) within the application software to insure that all potential users are able to enter effectively and process judicial misconduct Petitions based on their roles within the process.

While perhaps not strictly within the license of this Report, there are nevertheless several factors outside the scope of the automation of processing judicial misconduct Petitions that must be resolved before automation can proceed in any meaningful way, or will be successful:

There are many procedural and “territorial” issues existing today as to how misconduct Petitions are initiated and processed, and who is responsible for performing what functions within the process. Resolving these issues to eliminate duplication of effort and to establish clear and distinct authority and responsibility is

essential to being able to implement a workable solution, and to design a technology solution that supports the defined processes.

It should be determined who “owns” the computer hardware, operating system software, communications equipment, application software, and the data created by and supporting judicial misconduct Petitions. This is critical and must be resolved prior to release of an RFP for development of the software.

There should be provisions for a six-month and one-year review modification of the process engineering associated with the judicial misconduct Petition processing application, and there must be provisions for modifications to the application software over the first year of operations to reflect the process engineering reviews.

There should be clear determinations made as to the extent to which judicial misconduct Petitions, their status at any given time, and final disposition will be made available to the complainant, the public, at what stages in the process, and by what mechanisms.

In summary, the automated processing of judicial misconduct Petitions is functionally a small cog in the overall effort to strengthen the Rule of Law in Ukraine. However, it is unique in that the public has the power to initiate Petitions, and that automation of the Petition process will be a direct and profound indicator to the citizens of Ukraine that a real and tangible effort underway to improve the judiciary. To place a cumbersome, unfriendly application into the hands of the public risks a poor outcome, and thus cannot achieve the desired goal. If automation of the judicial misconduct Petition process cannot be done properly, and simply implements a replication of a convoluted manual system, then it is recommended that it not be done at all.

### 3. Graphic Workflow of Judicial Misconduct Petition Processing

The following five pages each contain top-level graphical flowcharts presenting how technology could be applied to the major workflows of processing Judicial Misconduct Petitions.

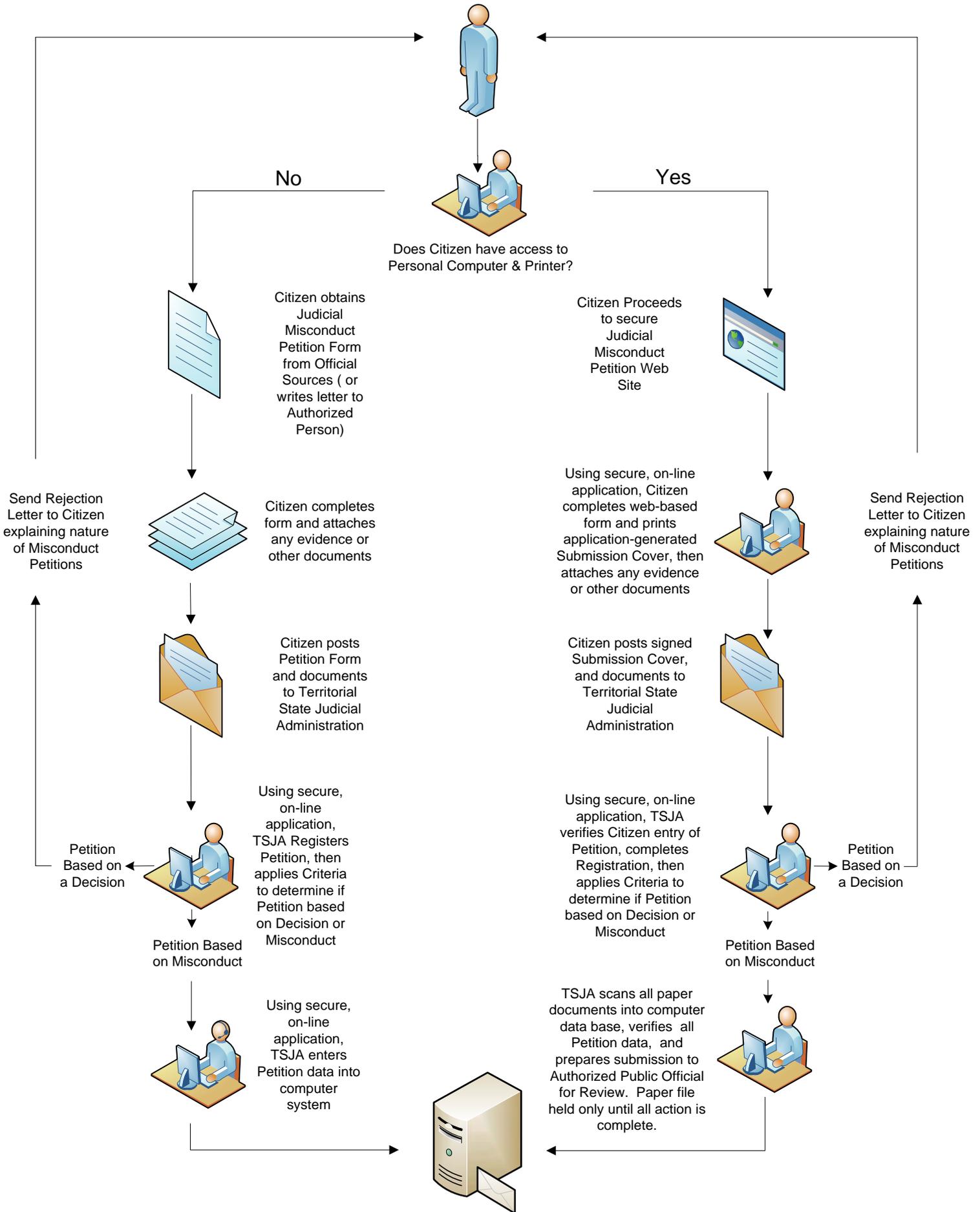
The Technology Solution utilizes the *Revised Guidelines on Processing of Judicial Misconduct Petitions for Pilot Project in Kyiv Oblast (General Jurisdiction Judges)* as a foundation for how Petitions would be processed via a technology solution. Understandably, there could be many changes to the *Revised Guidelines* before a technology solution might be implemented, and the information presented here is meant to convey a top-level understanding, not an all-encompassing, detailed pictorial.

Please take note of the repeated employment of the “secure, on-line facility” to displace hand-written, dictated, or typewritten support of the procedures involved in processing Petitions. A significant amount of the efficiency improvement comes from elimination of the unnecessary duplication of work created when one person manually records produced work, then someone else “enters” the work in a computer application. It is acknowledged that not all duplication of work can be eliminated, but maximizing the benefit of the application should be a major goal for training and implementation.

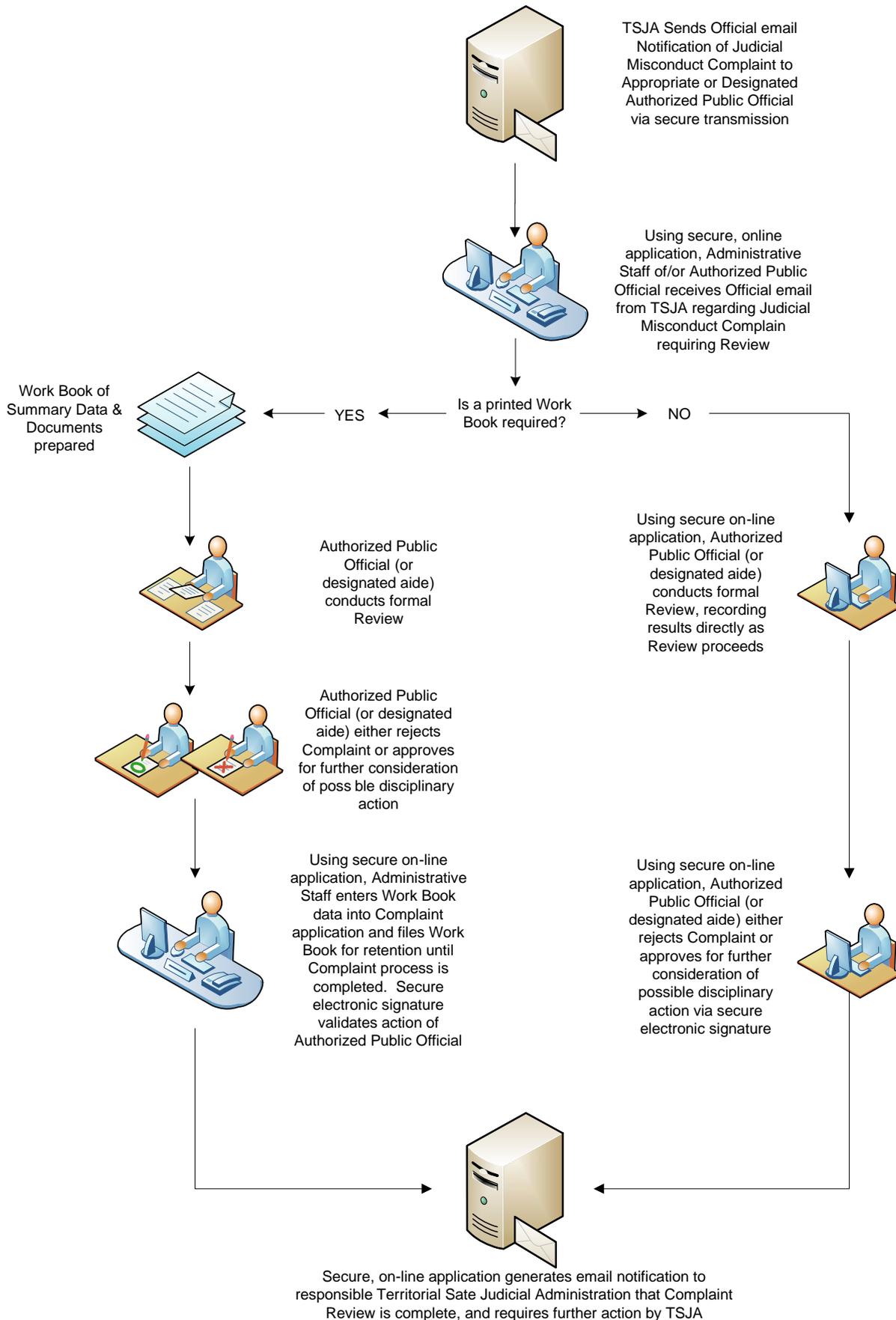
“Electronic signatures” are called for within the work processes. Without the ability to use electronic signatures that carry the full authority of a written signature, the review processes, especially those involving several officials, remain cumbersome. “Virtual Meetings” without everyone being physically in the same room are envisioned as part of the review processes, but again, electronic signatures are probably required for such meetings to be legally valid.

Of special note is that a citizen is *not required* to have a computer, or access to a computer to initiate a Petition. He or she is not even required to use any special form to initiate a Petition, thus the technology solution respects the rights of citizens that have little access to or knowledge of technology. The *requirement* for using technology only comes into play when the institutions of government begin the processing of the Petition.

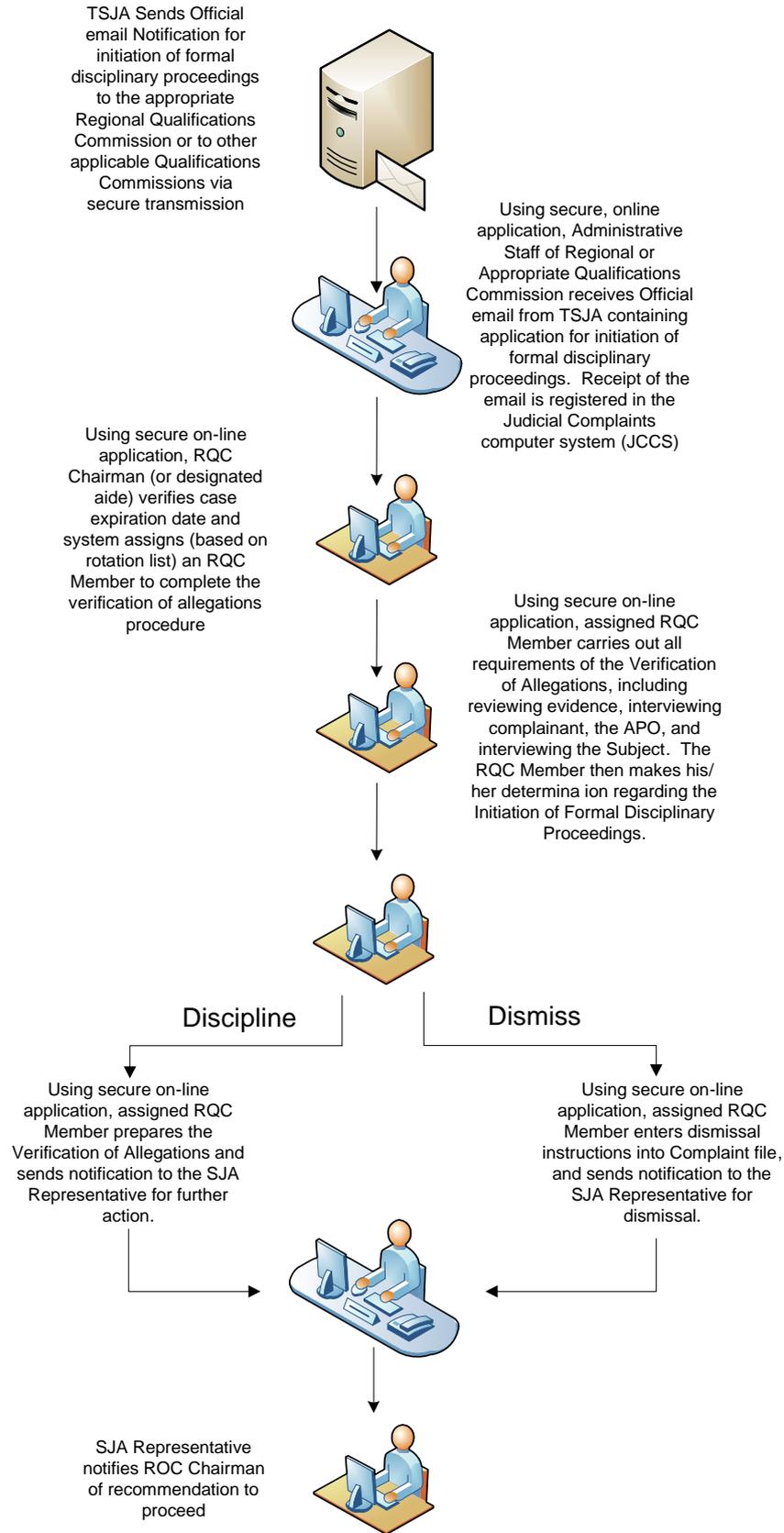
### 3.1 Citizen with Judicial Misconduct Petition



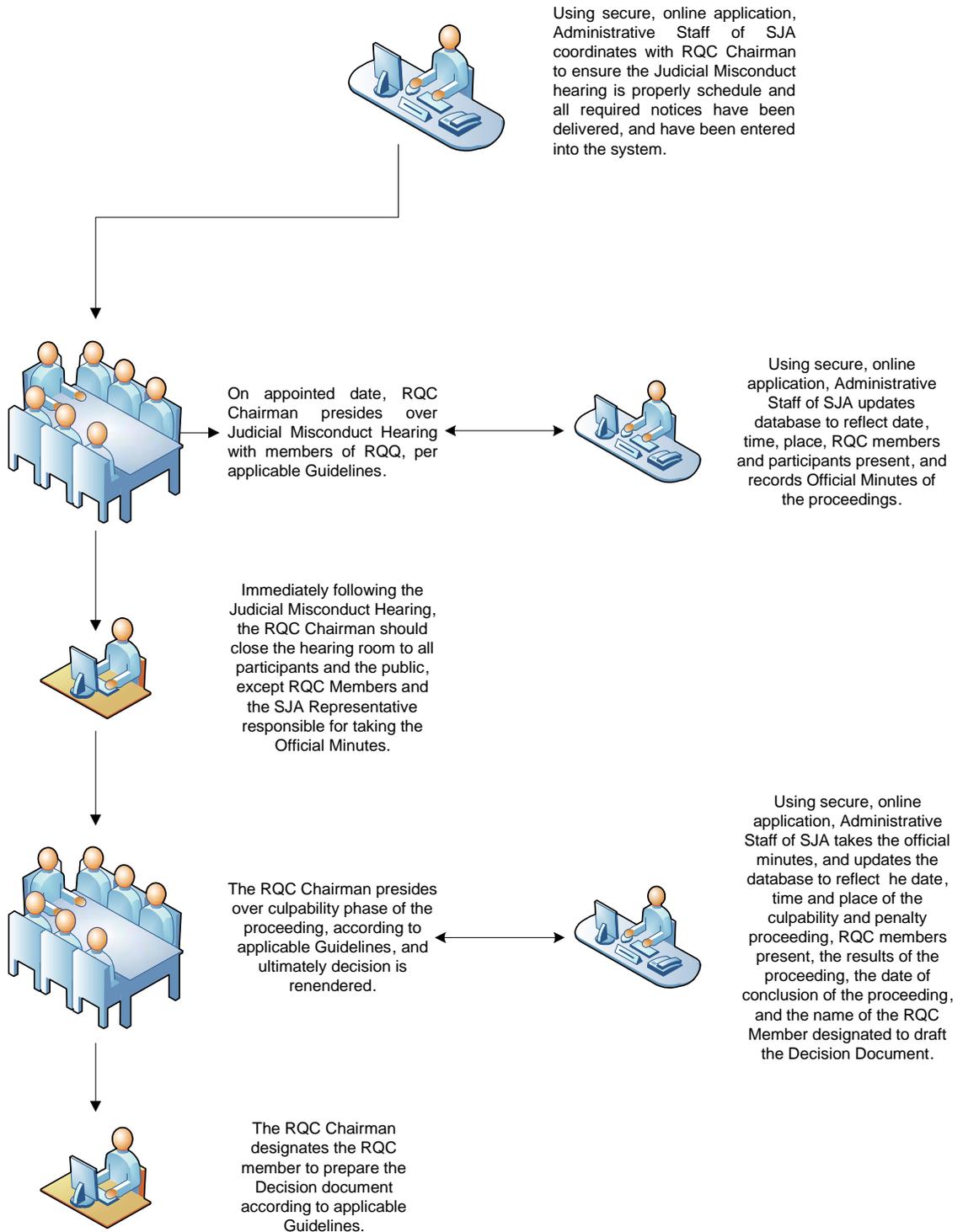
## 3.2 Formal Review by Authorized Public Official



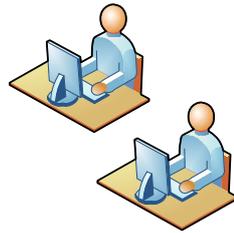
### 3.3 Regional Qualifications Commission - Action for Judicial Misconduct



### 3.4 Regional Qualifications Commission – Formal Disciplinary Proceedings



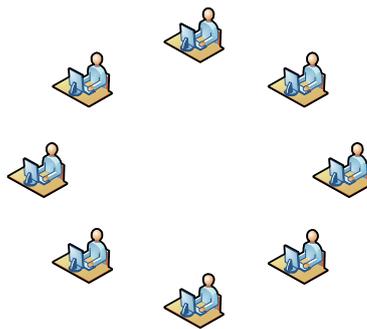
### 3.5 Regional Qualifications Commission – Decision Document



Using the secure, online application, the SJA Representative and the designated RQC Member must review and certify the completed Official Minutes, prepare and certify the RQC Decision Document, and transmit the certified RQC Decision Document and Official Minutes to the RQC Chairman for his/her review in accordance with the applicable Guidelines.



Using the secure, online application, the RQC Chairman reviews the Decision Document and Official Minutes in accordance with the applicable Guidelines. The Decision and Minutes are then electronically transmitted to all Members of the RQC present at the hearing for their electronic signature.



Using the secure, online application, the RQC Members electronically sign the Decision Document.



Using the secure, online application, once electronic notification of attending RQC Members and the RQC Chairman's signatures is complete for the Decision Document and Official Minutes, prepare and deliver electronically and/or a hard copy of the signed and certified RQC Decision Document to the complainant, the APO, and the subject. Notify the complainant, the APO, and the subject that the Official Minutes are available for review on-line.

For all cases resulting in application of one of the disciplinary penalty options, prepare the documents and materials necessary to execute the applied disciplinary penalty, in accordance with the applicable Guidelines.

#### **4. Judicial Misconduct Petition Server – Overview Graphic**

Presented on the following page is a graphic representation of how the Judicial Misconduct Petition Server “looks” in relation to the various components of the potential user community, any existing judicial intranet that now (or in the future) exists, and the internet.

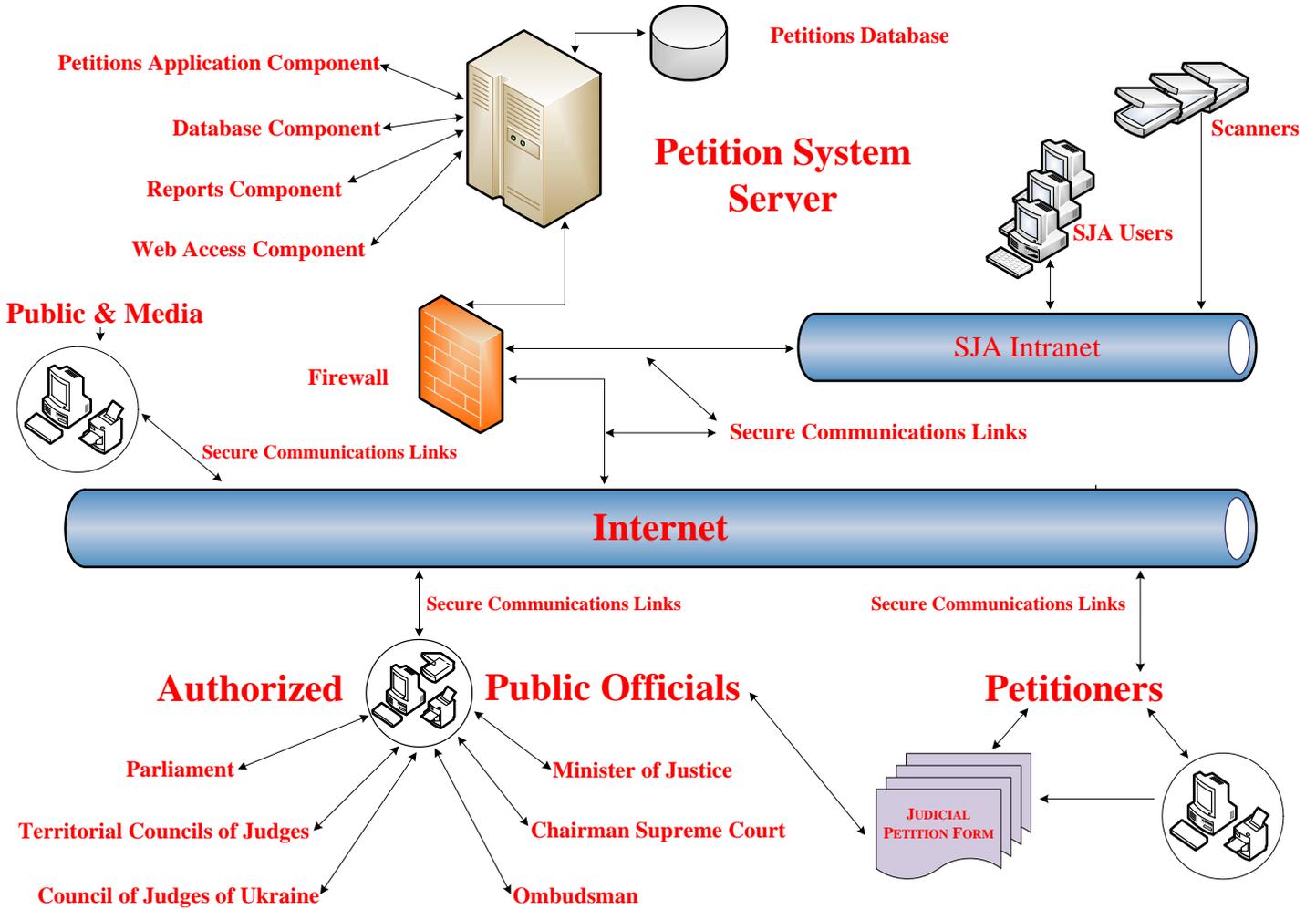
The overall concept at play in developing this recommended technology solution generally follows the advice given in the Ukrainian proverb – “He who licks knives will soon cut his tongue.” The Judicial Misconduct Petition application is a simple one. There is no need for “bleeding edge” technology, nor is there any need for massive capacity to process the work at hand. The data storage requirements are modest. There is no requirement for “24/7” processing or support, given the nature of the application. It is of little importance if a transaction takes 100 milliseconds, or if the server takes 200 milliseconds to process the transaction. The user at the keyboard cannot tell the difference, and it will be intranet/internet communications that determines the speed of how quickly information appears on the user workstation, not the server.

Based on the number of petitions filed annually (and adjusted for duplications) it is unlikely the Judicial Misconduct Petition server will have to process more than a few hundred queries or transactions per day, on the average. This includes the probable activity from the general public and the media accessing public data relating to Petitions. The data storage requirements ensuing from the processing of each Petition, from initiation to final adjudication will probably generate less than ten million bytes of data, unless there are a large number of supporting documents to be scanned into the database. The hardware recommended will support tens of thousands of Petitions.

*This excess capacity is the result of recommending hardware that is most popular in the marketplace, and is thus produced in the largest quantity, and at the lowest price.*

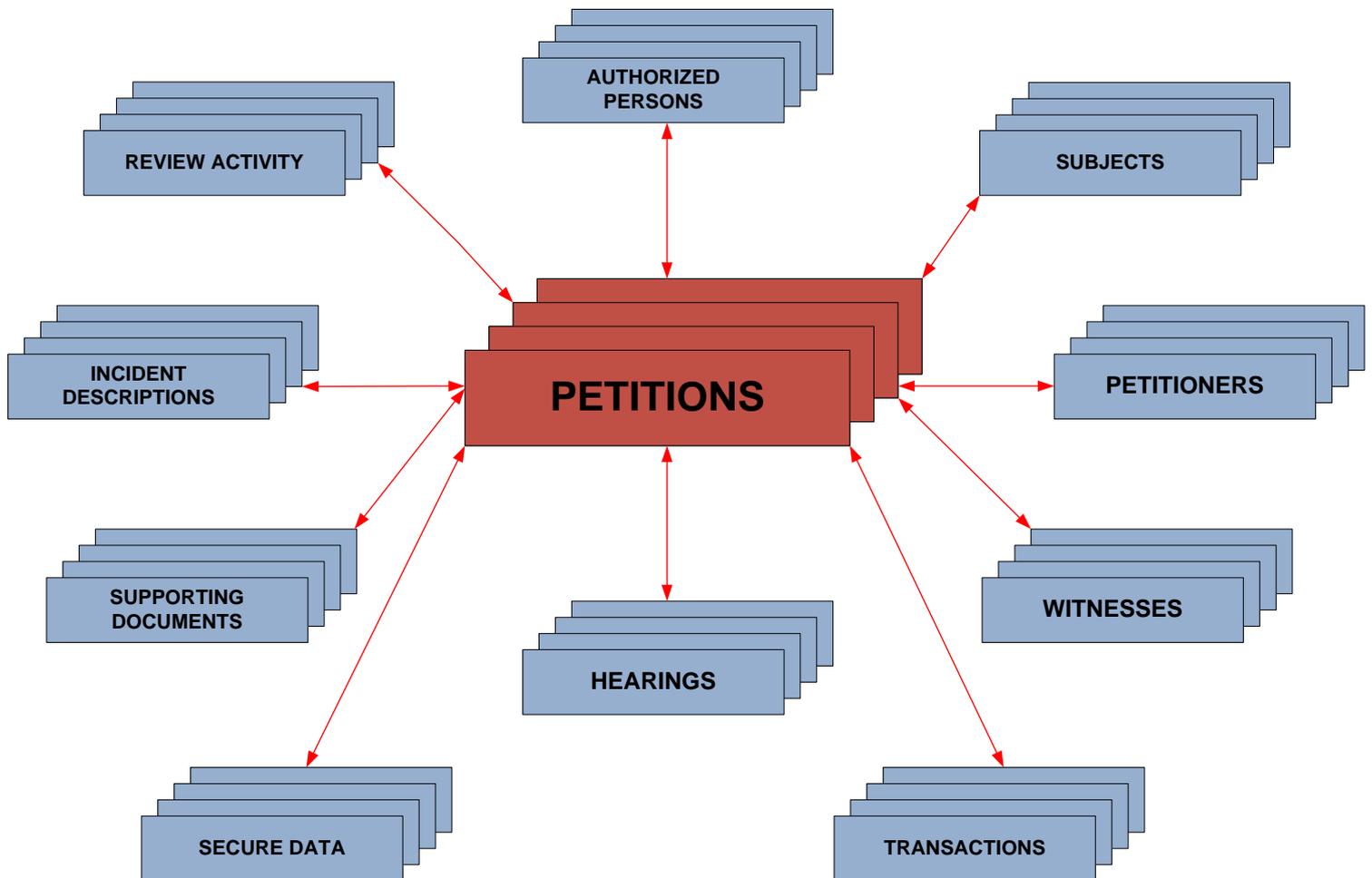
Avoiding the “...licking of knives” results in lower prices, greater reliability, and cheaper maintenance. An additional benefit from the recommended equipment is that the excess capacity could be used for other modest applications within the judiciary, or the testing of newly developed or purchased applications before committing to acquiring additional hardware.

# Judicial Misconduct Petition Server



## 5. Judicial Misconduct Petition Database – Overview Presentation

Presented below is a simple graphic depicting the various tables of a basic relational database to implement the data storage and management requirements of the petition application. Key is the concept of “transactions” applying to different activities within the application and data tables that permit an efficient and simple implementation of the application. Also critical is the organization of tables based on how the data is used, rather than just an arbitrary structure based on data association. Such a structure also enables securing restricted data at the table level, thus eliminating the requirement securing data at the element level, a data base technology that is expensive to acquire, and expensive to update and maintain over time. Detailed database structure information can be found in the Appendix.



## 6. Equipment Requirements

As noted in the Executive Summary, the equipment requirements to support the complete suite of software and database modules for the on-line Judicial Misconduct Petition Application is relatively modest. Detailed information on equipment requirements can be found in the Appendix. Several assumptions are made in putting forth equipment requirements:

1. The application is not mission-critical, and 24/7 access is not required.
2. Full redundancy in computer equipment is not required – downtime of up to twenty-four hours is acceptable should there be a major component failure.
3. The computer equipment is providing only application and database server functions – all intranet and internet user management functions are performed by resources external to the recommended equipment.
4. The equipment recommended is not for application development. It is only for application and database support.
5. Day-to-day maintenance and support is provided by resources outside the scope of this recommended equipment.
6. Hardware installation and setup is provided by resources outside the scope of this recommended equipment.
7. Shipping, customs, and any import duties or taxes are not included in the pricing of the required equipment.
8. All application support, database, and utility software are provided as part of the application software package.

### Required Equipment

- |  |                              |
|--|------------------------------|
| 1. One vertical equipment rack, with power distribution, cooling, and UPS supporting orderly shut-down in time of power failure. | Approximate cost: \$4,000.00 |
| 2. One application/database server   | Approximate cost: \$9,000.00 |
| 3. Three workstations for accessing application  | Approximate cost: \$3,000.00 |
| 4. One network printer   | Approximate cost: \$1,000.00 |
| 5. Laser scanner/printer/fax   | Approximate cost: \$ 375.00  |

Total approximate cost: \$17, 375.00

### Alternate Equipment Requirements

Should there be a need for equipment redundancy to support 24/7 operations, the equipment required is modified to call for a second application/database server and any necessary interconnection cables and/or controllers, for an additional approximate cost of \$11,000. The total approximate cost would then be \$28,000.00

### Territorial State Judicial Administration Offices

The cost to equip each Territorial State Judicial Administration Office with one computer workstation, UPS, and a multi-purpose scanner/printer/copier/fax machine is approximately \$1500. If twenty-eight offices are to be ultimately equipped, then the total cost is approximately \$42,000. The scanner is intended only for use supporting the Judicial Misconduct Petition application.

### Note on Equipment Requirements

Dell computer equipment was used for producing representative equipment specifications and approximate pricing. The equipment of any competitive computer manufacturer could be utilized in this application, so long as the general specifications of the equipment listed in the Appendix are met.

## 7. Appendices

### 7.1 Hardware Configurations Recommendations

#### **Vertical Short Equipment Rack Price \$4,000.00**

Keyboard & Console Options: 1U KMM Console with Touchpad, Keyboard and 17" LCD, Rapid Rails

Hardware Support Services: 3Yr Parts Delivery

Installation Support Services: No Installation

Option 1: 2 Port SNMP Management Card for UPS

UPS - Battery Back-Up Power: 3000VA UPS 208 Volt, Battery Backup and protection , 2U Rack Mount

PDU's & Power Strips (Power Distribution Units): 16Amp, 208 Volt, Power Distribution Unit (PDU)

Misc Rack Components: Fixed Rack Equipment Shelf SHELFB24

Closeout Filler Panels: 1U Closeout Filler Panel – Quantity 6

#### **Application / Database Server - Price \$9,000.00**

Server: Quad Core Intel® Xeon® L5420, 2x6MB Cache, 2.5GHz, 1333MHz Additional Processor: Quad Core Intel® Xeon® L5420, 2x6MB Cache, 2.5GHz, 1333MHz

Operating System: Windows Server® 2008, Standard Edition, Includes 5 CALs

Optional Virtualization Offerings: Embedded VMware ESXi v3.5 with VI3 Enterprise Trial, USB

Memory: 8GB 667MHz (4x2GB), Dual Ranked DIMMs, Energy Smart 8G4E6D Riser Card: Riser with 3

Chassis Configuration: Rack Chassis w/Sliding Rapid/Versa Rails and Cable Management Arm

Power Supply: Energy Smart Redundant Power Supply with No Cord ESRPSN

Hard Drive Configuration: Integrated SAS/SATA, SAS 6/iR Integrated, No RAID

Backplane: 1x8 Backplane for 2.5-inch Hard Drives 1X8253

Primary Controller: SAS 6/iR Integrated, x8 Backplane S6IX8

Primary Hard Drive: 73GB 10K RPM Serial -Attach SCSI 3Gbps 2.5-in HotPlug Hard Drive

2nd Hard Drive: 73GB 15K RPM Serial -Attach SCSI 3Gbps 2.5-in HotPlug Hard Drive

3rd Hard Drive: 73GB 10K RPM Serial -Attach SCSI 3Gbps 2.5-in HotPlug Hard Drive

4th Hard Drive: 73GB 10K RPM Serial -Attach SCSI 3Gbps 2.5-in HotPlug Hard Drive

2nd Controller: Dell single-channel Ultra -320 SCSI PCIe Host Adapter

Removable Disk and Tape Drives: RD1000, Internal SATA Drive Bay

Media for Removable Disk (RD1000) and Tape Backup: QTY 3, Internal Removable Hard Disk for RD1000, 320GB Native/ 640GB

Network Adapter: Dual Embedded Broadcom® NetXtreme II 5708 Gigabit Ethernet NIC OBNIC

Optional Feature Upgrades for Integrated NIC Ports: LOM NICs are TOE Ready

Remote Management: 5<sup>th</sup> Generation for Remote Management DRAC5

Documentation: Electronic Documentation and OpenManage DVD Kit EDOCS

Bezel: Rack Bezel BEZEL 1

CD/DVD Drive: 24X IDE CD- RW/DVD ROM Drive

Floppy Drive: 1.44MB Floppy Drive, Internal, Black FD

Power Cords: Power Cord, 220 volt, C13 to C14, PDU Style, 10 amps, 13 feet / 4 meters PD13FT

Hardware Support Services: 3 Year

Installation Services: No Installation Assessment

### **Desktop Workstation - Price \$1,000.00**

Intel® Pentium®, Dual Core Processor E2180 (2.00GHz, 1M, 800MHz FS 3320DG 1 [223-3373] 1

Operating System: Genuine Windows Vista® Ultimate Service Pack 1, No media

File System: NTFS File System for all Operating Systems NTFS 1

Memory: 2.0GB DDR2 Non- ECC SDRAM, 800MHz, (1DIMM)

Video Card: Integrated Video, Intel® GMA3100

Monitors: 19 inch Flat Panel, Adjustable Stand, VGA/DVI

Keyboard: Ukraine USB Keyboard, No Hot Keys

Mouse: USB Optical Mouse with Scroll, All Black Design

Boot Hard Drives: 80GB SATA 3.0Gb/s and 8MB DataBurst Cache™

Floppy Drive and Media Reader: 1.44MB 3.5 Inch Floppy Drive FD

Resource CD and DVD: Resource CD and DVD contains Diagnostics and Drivers

Speakers: Internal Audio Speaker

Removable Media Storage Devices: 48X32 CDRW/DVD Combo, Cyberlink Power COMBO 1

Hardware Support Services: 3 Year Basic Limited Warranty

Installation Support Services: No Installation NOINSTL

### **Laser Printer - Price \$1,000.00**

Laser Printer: Workgroup Laser Printer – Non color – 50 pages per minute output

Hardware Support Services: 3 Year Limited Warranty

### **Laser Printer/Scanner/Copier/Fax – Price \$350.00**

Print and copy speed: 5 Up to 19 ppm, letter

Resolution: Up to 1200 by 1200 dpi; ret, HP FastRes 1200

Copying Resolution: up to 600 by 600 dpi, 24 bit depth; settings: contrast (lighter/darker), resolution copy quality, reduce/enlarge 25 to 400 percent, copy collation, number of copies, paper size

Faxing V34 fax modem: 3 seconds per page, fax speed: up to 33.6 kbps; resolution best mode: 300 by 300 dpi; digital storage for up to 500 pages, fax forwarding, delayed sending, ring detection, fax polling, broadcasting to up to 119 locations, speed-dial to up to 120 numbers, auto fax reduction, junk barrier, PC interface, auto redialing supported; integrated handset

Scanning Resolution: up to 600 by 600 dpi, 24 bit (up to 19,200 dpi enhanced); interfaces: walk-up scanning via front control panel with Copy or Fax buttons, remote scanning via Scan To software supported file types: JPEG, TIF, BMP, GIF, PDF, PNG

Processor: 240 MHz

Memory: 32 MB

Durability ratings Recommended monthly volume: 500 to 2,000 pages 7 ; Duty cycle: 8,000 pages 8

Paper: Input 30-sheet automatic document feeder (ADF), 10-sheet priority slot, 250-sheet input tray  
Output 100-sheet face-down output bin  
Two-sided printing: Manual  
Types Paper: (plain, preprinted, pre-punched, bond, color, letterhead, light, heavy, recycled, rough), envelopes, transparencies, labels, cardstock  
Connectivity: Interfaces Hi-Speed USB 2.0 port, RJ-11 fax port, RJ-11 line-out telephone port  
Languages: Host-based printing  
Client operating systems: Windows® 2000, Windows XP® Home, Windows Server 2003, Certified for Windows Vista; Mac OS X v10.3.9, v10.4, and higher  
Security: Security-lock slot for securing the MFP with a cable lock (available for purchase via a third-party vendor)  
Dimensions: (w by d by h) 18.4 by 17.3 by 18.1 in  
Weight: (includes print cartridge) 22 lb  
Warranty: One-year limited warranty  
Safety: IEC 60950-1 (International), IEC 60825-1+A1+A2, UL/cUL Listed (US/Canada), EN 60825-1+A1+A2 (Class 1 Laser/LED Device) GB4943-2001  
Power specifications: EMC CISPR 22: 2005/EN 55022: 2006 Class B, EN 61000-3-2: 2000+A2, EN 61000-3-3: 1995+A1, EN 55024: 1998+A1+A2, FCC Title 47 CFR, Part 15 Class B (USA), ICES-003, Issue 4, (Canada), GB9254-1998 Required input voltage 110 to 127 V ( $\pm 10$  percent), 60 Hz ( $\pm 2$  Hz) 220 to 240 V ( $\pm 10$  percent), 50 Hz ( $\pm 2$  Hz)

## 7.2 Sample Database Tables

### SAMPLE TABLE STRUCTURE FOR JUDICIAL MISCONDUCT PETITION MANAGEMENT SYSTEM

Table: PETITION\_DATA

<b>FIELD NAME (Eng)</b>	<b>DATA TYPE</b>	<b>Size of Field</b>	<b>Required Field</b>
<b>PARTY_ID (FK)</b>	VARCHAR	20 Char	Automatic/Yes
<b>PETITION NUMBER (FK)</b>	VARCHAR	20 Char	Automatic/Yes
<b>WITNESS ID (FK)</b>	VARCHAR	20 Char	Automatic/Yes
<b>JUDGE_ID (FK)</b>	VARCHAR	20 Char	Automatic/Yes
PETITION DATE	DATETIME	10 char.	Yes
DATE OF INCIDENT	DATETIME	10 Char	Yes
RELATED CASE	CHECK BOX VALUE		No
RELATED_CASE_NAME	ALPHA-NUMERIC	50 Char	Yes
PARTY ROLE	TEXT	50 Char	Yes
EVENT TIME	TIME	15 Char	No
EVENT_LOCATION	TEXT	50 Char	No
INCIDENT DISCOVERY	DATETIME	20 Char	Yes
DIRECT INVOLVEMENT	TEXT	5 Char	Yes
RELATION_TO_INCIDENT	TEXT	20 Char	Yes
INCIDENT DESCRIPTION	TEXT	Unlimited	Yes
SUPPORTING_DOCUMENTS	ALPHA-NUMERIC	500 Char	Yes
VIOLATION_OF_LAW_CODE	CHECKBOX		Yes
VIOLATION_DESCRIPTION	TEXT	5000 Char	Yes
AUTHORIZATION_OF_REVIEW	TEXT	500 Char	Yes
OFFICIAL_NAME	TEXT	50 Char	Yes
OFFICIAL_TITLE	TEXT	50 Char	Yes

Table: WITNESS\_DATA

<b>PETITION NUMBER (FK)</b>	VARCHAR	20 Char	Automatic/Yes
<b>WITNESS ID (FK)</b>	VARCHAR	20 Char	Automatic/Yes
WITNESS_FIRST_NAME	TEXT	20 Char	No
WITNESS_LAST_NAME	TEXT	20 Char	No
WITNESS_ADDRESS	ALPHA-NUMERIC	50 Char	No
WITNESS_CITY	TEXT	50 Char	No
WITNESS_OBLAST	TEXT	50 Char	No

WITNESS PHONE	TEXT	15 Char	No
WITNESS EMAIL	ALPHA-NUMERIC	50 Char	No

Table: PERSON\_PARTY\_DATA

FIELD NAME (Eng)	DATA TYPE	Size of Field	Required Field
<b>PARTY_ID (FK)</b>	VARCHAR	20 Char	Automatic/Yes
LAST NAME	TEXT	20 Char	Yes
FIRST NAME	TEXT	20 Char	Yes
ENTITY TYPE	TEXT	30 Char	Yes
ADDRESS	ALPHA-NUMERIC	50 Char	Yes
OBLAST	TEXT	50 Char	Yes
COURT	TEXT	50 Char	No
PHONE	NUMERIC	15 Char	Yes
EMAIL	ALPHA-NUMERIC	50 Char	No
ROLE	TEXT	20 Char	Yes
ASSOCIATED_CASE	ALPHA-NUMERIC	20 Char	Yes
COMPANY NAME	TEXT	50 Char	No

Table: JUDGE\_JUSTICE\_DATA

FIELD NAME (Eng)	DATA TYPE	Size of Field	Required Field
<b>JUDGE_ID (FK)</b>	VARCHAR	20 Char	Automatic/Yes
JUDGE_JUSTICE_LAST_NAME	TEXT	50 Char	Yes
JUDGE_JUSTICE_FIRST_NAME	TEXT	20 Char	Yes
JUDGE_JUSTICE_COURT	TEXT	50 Char	Yes
JUDGE_JUSTICE_TOWN	TEXT	50 Char	Yes
JUDGE_JUSTICE_OBLAST	TEXT	50 Char	Yes
JUDGE_JUSTICE_EMAIL	TEXT	50 Char	Yes

Table: HEARING\_MANAGEMENT\_DATA

FIELD NAME (Eng)	DATA TYPE	Size of Field	Required Fields
<b>PARTY_ID (FK)</b>	VARCHAR	20 Char	Automatic/Yes
<b>PETITION_NUMBER (FK)</b>	VARCHAR	20 Char	Automatic/Yes
<b>WITNESS_ID (FK)</b>	VARCHAR	20 Char	Automatic/Yes
<b>JUDGE_ID (FK)</b>	VARCHAR	20 Char	Automatic/Yes
<b>WITNESS_ID (FK)</b>	VARCHAR	20 Char	Automatic/Yes
TIME	DATETIME	15 Char	Yes
DATE	DATETIME	15 Char	Yes
INVOLVED PARTIES	SELECTION BOX	100 Char	Yes
LOCATION	TEXT	50 Char	Yes
NOTIFY_PARTICIPANTS_PARTIES	TEXT	5 Char	Yes
HEARING_NOTES	TEXT	5000 Char	Yes

HEARING RESULTS	TEXT	5000 Char	Yes
RQC DRAFT	TEXT	5000 Char	Yes
ADDITIONAL NOTES	TEXT	5000 Char	Yes

Table: RQC\_REVIEW\_DATA

FIELD NAME (Eng)	DATA TYPE	Size of Field	Required Fields
<b>PARTY ID (FK)</b>	VARCHAR	20 Char	Automatic/Yes
<b>PETITION NUMBER (FK)</b>	VARCHAR	20 Char	Automatic/Yes
<b>WITNESS ID (FK)</b>	VARCHAR	20 Char	Automatic/Yes
<b>JUDGE ID (FK)</b>	VARCHAR	20 Char	Automatic/Yes
<b>WITNESS ID (FK)</b>	VARCHAR	20 Char	Automatic/Yes
RQC DRAFT	TEXT	5000 Char	Yes
ADDITIONAL_NOTES	TEXT	5000 Char	Yes
PRINT COPY	CHECKBOX		No
RQC DATE RECEIVED	DATETIME	15 Char	Yes
RQC RECEIVED BY	TEXT	50 Char	Yes
RQC_RECIPIENT	TEXT	50 Char	Yes
RQC INTERVIEW DATE	DATETIME	15 Char	No
RQC INTERVIEWER	TEXT	50 Char	No
RQC_INTERVIEW_RESULTS	TEXT	5000 Char	No
RQC_JMCF_REVIEW	TEXT	5 Char	Yes
RQC_JMCF_JUDGE_INVOLVED	TEXT	50 Char	Yes
RQC_PETITIONER_INTERVIEW	TEXT	5 Char	Yes
RQC_WITNESS_INTERVIEW	TEXT	5 Char	Yes
FURTHER_REVIEW_PROCEDINGS	TEXT	5 Char	No
AUTHORIZED OFFICIAL	TEXT	50 Char	No
TITLE	VARCHAR	50 Char	No
REVIEW DATE	DATETIME	15 Char	No
DISCIPLINARY_ACTION_REQUIRED	TEXT	5 Char	Yes
ACTION_TYPE	TEXT	50 Char	Yes if FURTHER_ACTION_REQUIRED IS CHECKED
ACTION_DESCRIPTION	TEXT	50 Char	Yes if FURTHER_ACTION_REQUIRED IS CHECKED

Table: TSJA\_REVIEW\_DATA

FIELD NAME (Eng)	DATA TYPE	Size of Field	Required Field
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<b>FILING NUMBER (FK)</b>	VARCHAR	20 Char	Automatic/Yes
<b>PETITION NUMBER (FK)</b>	VARCHAR	20 Char	Automatic/Yes
<b>WITNESS ID (FK)</b>	VARCHAR	20 Char	Automatic/Yes
<b>JUDGE ID (FK)</b>	VARCHAR	20 Char	Automatic/Yes
<b>WITNESS ID (FK)</b>	VARCHAR	20 Char	Automatic/Yes
INITIATE_PROCEEDINGS	CHECKBOX		Yes if DISMISS_COMPLAINT not checked
DISMISS_PETITION	CHECKBOX		Yes if INITIATE_PROCEEDINGS not checked
FORWARD TO	TEXT	50 Char	Yes
TRANSMISSION DATE	DATETIME	15 Char	Yes
DATE_RECEIVED	DATETIME	15 Char	Yes
RECEIVED BY	TEXT	50 Char	Yes
INTERVIEW DATE	DATETIME	15 Char	No
INTERVIEWER	TEXT	50 Char	No
INTERVIEW RESULTS	TEXT	5000 Char	No
JMCF REVIEW	TEXT	5 Char	Yes
PETITIONER INTERVIEW	TEXT	5 Char	Yes
WITNESS_INTERVIEW	TEXT	5 Char	Yes
ADDITIONAL EVIDENCE	TEXT	5 Char	Yes
ADDITIONAL_EVIDENCE_DESCRIPTION	TEXT	5000 Char	Yes
FURTHER_REVIEW_PROC EEDINGS	TEXT	5 Char	No
AUTHORIZED_OFFICIAL	TEXT	50 Char	No
TITLE	VARCHAR	50 Char	No
REVIEW DATE	DATETIME	15 Char	No
WORKBOOK REQUIRED	CHECKBOX	5 Char	No
FURTHER_ACTION_REQU IRED	TEXT	5 Char	Yes
ACTION_TYPE	TEXT	50 Char	Yes if FURTHER_ACTION_REQUIRED IS CHECKED
ACTION_DESCRIPTION	TEXT	1000 Char	Yes if FURTHER_ACTION_REQUIRED IS CHECKED

### 7.3 Sample Request for Proposals

## REQUEST FOR PROPOSALS

**TO DEVELOP OPEN SOURCE MODULES TO SUPPORT JUDICIAL MISCONDUCT PETITION MANAGEMENT REVIEW PROCESSING**  
*(FOCT) 34.602-89, and (FOCT) 19.201-78*

**No. MCC-ROL-08-XX**

**Release Date:** (insert correct time and date)

**Due Date:** (insert correct time and date)

**For:** USAID/MCC Ukraine Rule of Law Project (MCC UROL)

**Contractor:** Chemonics International Inc.

**Funded by:** United States Agency for International Development (USAID) / Millennium Challenge Corporation (MCC)

**Contract Number:** DFD-I-05-4-00171-XX

### 1.0 INTRODUCTION

Chemonics International Inc. (“Chemonics”) a legal entity incorporated under the laws of the United States of America and acting in Ukraine on the basis of Accreditation Certificate # 78 of December 26, 2001 (with changes and addendums of May 16, 2003, September 20, 2003, May 28, 2004, March 04, 2005, September 14, 2005, December 21, 2005, March 15, 2006, October 11, 2006) issued by Ministry of Economy of Ukraine, and having in Ukraine a status of an organization implementing the Ukraine Rule of Law technical assistance project, with funding from the Millennium Challenge Corporation (MCC) and oversight from the U.S. Agency for International Development (USAID), Contract: DFD-I-05-4-00171-XX, Registration card # 2088, issued by Ministry of Economy of Ukraine, date of registration: October 15, 2007 implemented under the Agreement between the Government of the United States of America and the Government of Ukraine regarding Humanitarian and Technical Economic Cooperation dated May 7, 1992, operating at: 36 Ivana Franka St., Kyiv, 01030 is **seeking proposals from qualified firms to develop the Terms of Reference for and complete development of two SOAP enabled computer modules that provide automation for the filing of judicial misconduct petitions, and the processing of these petitions to a Central**

**Registry in accordance with the Government of Ukraine *State Industrial Standards (GOCT) 34.602-89, and (GOCT) 19.201-78.***

Companies are invited to submit offers in response to this Request for Proposals (RFP) in accordance with the instructions below. These instructions shall not form part of the Subcontract. They are intended to assist companies in the preparation of their proposals.

**2.0 SPECIAL PROVISIONS**

- 2.1** Companies must be ready and willing to undergo the VAT exemption procedure in accordance with Article 3.1 of Agreement #41/654 signed on December 29, 1998 by DEDEI and the State Tax Administration of Ukraine on VAT exemption of organizations that carry out international technical assistance programs and projects in Ukraine in accordance with the Agreement between the Government of Ukraine and the Government of the United States of America about Humanitarian and Economic Cooperation of May 7, 1992. Alternatively but less preferably, companies may provide their services through a private entrepreneur who is a certified single tax payer and can provide a copy of the certificate of the state registration and a copy of the certificate of the single tax payer for 2008.
- 2.2** To be eligible for consideration, a company must be a legal entity organized and operating under the laws of Ukraine. No services shall be eligible for USAID/MCC financing if offered by a firm included on any list of suspended, debarred, or ineligible bidders used by USAID/MCC.
- 2.3** Issuance of this solicitation does not in any way obligate Chemonics or USAID/MCC to award a Subcontract. Chemonics reserves the right to reject any and all the proposals, if such action is considered in the best interest of Chemonics. All proposals submitted in response to this RFP become the property of Chemonics. Company expenses relating to preparation and submission of proposals shall not be reimbursed.
- 2.4** Please note that in submitting a response to this solicitation, the bidding company understands that USAID/MCC is not a party to this solicitation and agrees that any protest hereunder must be presented—in writing with full explanations—to Chemonics International for consideration, as USAID/MCC will not consider protests made to it under USAID/MCC-financed subcontracts. Chemonics, at its sole discretion, will make a final decision on the protest at a level above the contracting officer for this procurement.
- 2.5** Any attempt by bidding companies to obtain confidential information, enter into unlawful agreements with competitors, or influence the selection team in the process of examination, clarification, evaluation and comparison of proposals, to obtain information on how the procedure is progressing or to influence the selection team in its decision concerning the award of the subcontract will result in the immediate disqualification of the offer.

## **3.0 SCOPE OF WORK**

### **3.1 Background**

The Combating Corruption and Strengthening Rule of Law in Ukraine (UROL) project under the U.S. Agency for International Development (USAID) and the Millennium Challenge Corporation (MCC) Threshold Country Program (TCP) is designed to assist the Government of Ukraine in its effort to combat corruption and strengthen the rule of law. One of the project's main tasks is to provide computer automation to support judicial misconduct petition filing by citizens, to support the electronic uploading of misconduct petitions into a central repository managed by the State Judicial Administration (SJA), and to support the review and processing of these petitions.

The first step in development of these modules will be to work with the appropriate staff within the SJA and the UROL Project Team to create terms of reference defining the functionality of each of the three modules. Upon approval of the Terms of Reference the vendor will be asked to create the modules utilizing the architecture and development environment identified in their proposal, test those modules to provide proof of concept, and support their implementation into the pilot locations identified by Chemonics as participants of the UROL Project.

Respondents should be aware that all rights to the software to be developed under this RFP will become jointly the property of Chemonics and the United States Agency for International Development (USAID), transferable to the State Judicial Administration of Ukraine, with each holding an unlimited license to all products developed under this RFP. Winning company will retain no rights to the end product and will have no responsibility for its maintenance or enhancement unless contracted directly by the SJA to do so.

The proposed solution recommended by the vendor must adhere to two developmental guidelines:

1. Modules must support web-based interface for users
2. Modules must be able to operate as stand-alone software in a real-time server environment, utilizing its own database and code
3. Modules must support Simple Object Access Protocol (SOAP) or an equivalent acceptable open source interface with applications currently being used for case management activities within the courts of Ukraine including software developed and implemented by the State Judicial Administration (SJA).

### **3.2 Tasks**

The winning company shall work with the SJA and MCC UROL Staff to develop the Terms of Reference that defines the functional and operational requirements of each

module. Upon approval by Chemonics of the Terms of Reference, the winning company will design and develop each module, complete system testing and, upon approval by Chemonics, may be asked to install and provide training on the use of the modules in the five pilot locations as determined by the MCC UROL Staffs.

### **3.3 Deliverables**

The main deliverable shall be the Terms of Reference, implementable code modules (computer programs) and system documentation (including training materials) that define and support judicial misconduct petition management and the electronic uploading and processing of decisions on these petitions to the SJA central repository. The Terms of Reference must clearly define each of the following characteristics:

- Functional definition of each module
  - a. Input data entry
  - b. Output definitions
  - c. Use of electronic signature standards for electronic upload of petitions as defined by the SJA Guidelines
  - d. Parameter management (table of judges, decision processing, hearing management, etc)
  - e. Reporting (petition, decision, and hearing summaries)
  - f. Security modules utilized to ensure data integrity and security for multiple user levels
  
- Application development
  - a. Design
  - b. End user verification of functionality
  - c. Prototype approval
  - d. Coding
  - e. System Testing
  - f. End-user testing
  
- Implementation of modules
  - a. Installation
  - b. End-User training
  - c. Performance Testing
  
- System requirements
  - a. SOAP or equivalent open source connectivity
  - b. Database requirement
  - c. Applicable operating environments
  - d. Definition of minimum hardware requirements
  
- Procedure for the implementation of the system
  - a. Implementation plan for deployment
  - b. Provisions for support/training

### **3.4 Period of Performance**

The tasks described in this solicitation will be carried completed not later than XX days from contract approval.

## **4.0 PROPOSAL INSTRUCTIONS**

### **4.1 Technical Proposal**

#### **4.1.1 Technical Approach (Maximum 3 pages)**

Companies responding to the RFP should provide detailed descriptions of their approach supporting the requirement outlined in Paragraph 3.3. Companies should review the “TECHNOLOGY SOLUTION FOR JUDICIAL MISCONDUCT PETITIONS” report include as an attachment to this RFP. as a source of input. Companies are not required to replicate the technology referenced in this report and should feel free to provide what in their opinion is the best technical solution. Companies should provide details on how information related to requirements in Paragraph 3.3 will be assembled and present to Chemonics for evaluation. Companies should pay particular attention to documenting their technical approach to development of the modules and their chosen development environment.

#### **4.1.2 Management Approach (Maximum 3 pages not including CVs)**

The management approach must detail a management plan and resources that the company would utilize to complete the scope of work of this solicitation. Most notably, the management approach must address the quality and experience of proposed personnel. The approach should include a description of the Terms of Reference development team outlining functions and roles of each member. A brief CV for each specialist on the team should be presented in a separate attachment to the proposal. The proposal must clearly document the management plan for the tasks described in this solicitation including the level of effort and duration of activities defined in the plan.

#### **4.1.3 Corporate Capability and Past Performance (Maximum 2 pages)**

The corporate capability and past performance section must provide information regarding the company’s relevant technical expertise, qualifications, and successful track record in implementing similar tasks to those outlined in the Scope of Work.

The corporate capability narrative must address the company’s institutional knowledge of technical licensing requirements for software application development projects. In the past performance narrative, the company should provide a brief description of relevant complex systems it has conceived, developed, implemented, and maintained in the recent past for the Ukrainian government and private enterprises. The company should provide at least three references for similar work completed with the past 24 months.

## 4.2 Cost Proposal

The cost proposal are for a fixed price effort and must include a detailed budget for implementing the scope of work, broken down by major types of costs, such as gross salary for employees involved in the project, communication and transportation costs (if any), overhead costs etc. The overall price of the submission should be clearly stated in the cost proposal and should reflect the cost associated with each deliverable. Cost notes are not required but accepted.

## 5.0 SUBMISSION REQUIREMENTS

### 5.1 Submission Deadline

Completed proposals shall be submitted no later than **(insert correct time and date)**. Proposals received after the stated deadline will not be accepted and be disqualified from consideration.

### 5.2 Submission Details

All offers must be submitted with both **ENGLISH LANGUAGE AND LOCAL LANUGUAGE** versions. The technical proposal must be submitted in Microsoft Word 97-2003 format and the cost proposal must be submitted as a separate file in Microsoft Excel format. Offers can be submitted in electronic copy to [tender@ukrainerol.org.ua](mailto:tender@ukrainerol.org.ua) with reference to RFP MCC-ROL-08-XX in the subject line or in hard copy to the UROL MCC office 36 Ivana Franka St., 3<sup>rd</sup> floor, Kyiv.

### 5.3 Questions and Answers

All questions and/or clarifications regarding this RFP must be submitted in writing in English by e-mail to [tender@ukrainerol.org.ua](mailto:tender@ukrainerol.org.ua) no later than **(insert correct time and date)**. Please reference the RFP number in the subject line. Chemonics will respond to all questions by **(insert correct time and date)** at the latest. Only written answers will be considered official and carry any weight in the RFP process and subsequent evaluation. Project staff will not respond to verbal inquiries.

UROL will hold a general question and answer session in the UROL offices on **(insert correct time and date)**. Companies wishing to attend this session must register by sending an email stating intention to attend and the name of attendees to [tender@ukrainerol.org.ua](mailto:tender@ukrainerol.org.ua) no later than **(insert correct time and date)**. Due to space limitations companies are limited to no more than 2 representative present during the question and answer session. Persons not registered by **(insert correct time and date)** will not be allowed to attend.

## 6.0 EVALUATION

### 6.1 Selection Process

Each proposal submitted in compliance with the terms of this RFP will be reviewed by a Selection Committee of the UROL project. The Selection Committee shall determine which company shall be awarded the contract within approximately 20 work days of the submission deadline. Estimated dates may be changed at any time at the discretion of Chemonics. No representative of the Selection Team shall have any financial interest, direct or indirect, in the selection and award of the proposal or contract. The award will be announced to participants by email and/or certified mail.

## 6.2 Selection Criteria

The award will be made to a reputable and responsible company whose proposal meets all basic requirements of the RFP (Section 2 of this document), most completely responds to the scope of work, and is judged to be the most advantageous to Chemonics. In judging the offers, the following criteria will be used with weights applied accordingly. Further detail on technical requirements of the application can be found in the section 8.0 Technical Specifications:

<b>Criteria</b>	<b>Maximum Points</b>
Technical Approach to defining: <ul style="list-style-type: none"> <li>- Architecture of software</li> <li>- Definition of IT infrastructure</li> <li>- Operational requirements of system</li> <li>- Implementation strategy</li> </ul>	10 points
Functional Definition: <ul style="list-style-type: none"> <li>- Electronic access to and submission of judicial misconduct petitions</li> <li>- Electronic processing of judicial misconduct petitions</li> <li>- Scheduling and processing judicial misconduct petition hearings in an automated environment</li> <li>- Provision of electronic reporting capabilities for judicial misconduct petition hearings</li> <li>- Provision of security protocols to maintain data security and integrity</li> </ul>	40 points
Management Approach <ul style="list-style-type: none"> <li>- Management plan for completion of Terms of Reference</li> <li>- Personnel qualifications (academic and technical background and qualification relevant to this Scope of Work)</li> </ul>	10 points
Corporate Capability and Past	10 points

<b>Criteria</b>	<b>Maximum Points</b>
Performance - Successful relevant experience in the substantive areas of this Scope of Work	
Cost of Services	30 points
Total	100 points

### 6.3 Negotiations

Best offer price quotations are requested. It is anticipated that award will be made solely on the basis of the original offer. However, Chemonics International Inc. reserves the right to conduct negotiations and/or request clarifications prior to award. Chemonics also reserves the right to request Best and Final Offers (BAFOs) to create an efficient competition among the most highly-rated proposals. Highest-rated companies, as determined by the selection team, may be allowed to submit their best prices and/or technical responses in reply to the BAFO request.

### 7.0 Federal Acquisition Regulations and AIDAR Clauses

#### Federal Acquisition Regulations (FAR) Clauses/AIDAR Clauses

<b>FAR CLAUSE NUMBER</b>	<b>TITLE AND YEAR</b>	<b>СТАТТІ ФЕДЕРАЛЬНИХ ПРАВИЛ ПРИДБАННЯ</b>
52.202-1	Definitions (DEC 2001)	52.202-1 Визначення (вересень 1991 р.).
52.203-3	Gratuities (APR 1984)	52.203-3 Винагороди (квітень 1984 р.).
52.203-6	Restriction on Subcontractors Sale to the Government (JUL 1995)	52.203-6 Обмеження на продаж уряду товарів\послуг Субпідрядника (липень 1995 року)
52.203-7	Anti-Kickback Procedures (JUL 1995)	52.203-7 Антикорупційні заходи (липень 1995)
52.203-11	Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions (5/97)	52.203-11 Засвідчення\підтвердження та розкриття інформації стосовно оплати з метою впливу на певні федеральні транзакції. (травень 1997 року)
52.203-12	Limitation of Payment to Influence Certain Federal Transactions (6/97)	52.203-12 Обмеження платежу з метою впливу на певні федеральні транзакції. (червень 1997 року)
52.209-6	Protecting the Government's Interest when Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (7/95)	52.209-6 Захист урядових інтересів при укладанні субпідрядних договорів з підрядниками, які недопущені до здійснення певного виду діяльності, дія ліцензій яких була призупинена, або з тими, діяльність яких пропонується заборонити (листопад 1992 р.).
52-215-2	Audit and Records-Negotiation (6/99)	52-215-2 Аудит та облік – Переговори (червень 1999 року)

52.215-12	Subcontractor Cost or Pricing Data (10/97) [only if they exceed \$550,000]	52.215-12 Дані субпідрядника щодо вартості та ціноутворення (10/97) [тільки в разі перевищення суми \$550 000]
52.215-13	Subcontractor Cost or Pricing Data Modifications (10/97) [only if they exceed \$550,000]	52.215-13 Зміни у даних субпідрядника щодо вартості та ціноутворення (10/97) [тільки в разі перевищення суми \$550 000]
52.215-14	Integrity of Unit Prices (10/97)	52.215-14 Цілісність цін на одиницю товару
52.225-13	Restriction on Certain Foreign Purchases (7/2000)	52.225-13 Обмеження щодо певних закордонних закупівель (липень 2000 року)
52.225-14	Inconsistency between English version and Translation of Contract (2/200)	52.225-14 Розбіжності між англійською версією контракту та перекладом (серпень 1989 р.).
52.227-1	Authorization and Consent (7/95) [patents]	52.227-1 Уповноваження та дозвіл (квітень 1984 р.).
52.227-2	Notice and Assistance Regarding Patent and Copyright Infringement (8/1996)	52.227-2 Повідомлення та допомога щодо порушення патентного та авторського права (серпень 1996 року)
52.227-9	Refund of Royalties (4/84)	52.227-9 Повернення гонорару
52.228-3	Workers' Compensation Insurance (Defense Base Act) (04/1984)	52.228-3 Страхування компенсації/винагороди робітників (Основний акт захисту) [стосується всіх неукраїнських працівників та консультантів Субпідрядника] (квітень 1984 р.).
52.229-6	Taxes - Foreign Fixed price Contracts (01/91)	52.229-6 Податки – іноземні договори з фіксованою ціною (січень 1991 р.).
52.242-15	Stop-Work Order (4/84)	52.242-15 Наказ про припинення робіт
52.243-1 (Alt III)	Changes-Fixed price (8/87)	52.243-1 (Alt III) Зміни – Фіксована ціна (серпень 1987 року)
52.246-4	Inspection of Services – Fixed price (8/96)	52.246-4 Перевірка надання послуг – фіксована ціна (лютий 1992 р.).
52.246-25	Limitation of Liability – Services (2/1997)	52.246-25 Обмеження відповідальності - послуги (квітень 1984 р.).
52.249-4	Termination for Convenience of the Government (Services) (Short Form) (4/84)	52.249-4 Припинення для зручності уряду (послуги) (коротка форма) (квітень 1984 р.).
52.249-8	Default (4/84)	52.249-8 Невиконання зобов'язань (постачання та послуги з фіксованою ціною) (квітень 1984 р.).

**Agency for International Development  
Acquisitions Regulation (AIDAR CLAUSES)**

**Статті регулювання придбання Агентства  
США з міжнародного розвитку (USAID)**

AIDAR	Title	Зміст
752.202 Alt.70 and Alt.72	Definitions Alt. 70(01/1990)/Alt.72 (01/1990)	752.202Альт. 70/ Альт. 72 Стаття “Визначення USAID” (січень 1990 р.).
752.211-70	Language and Measurement	752.210-70 Мова та оцінка (червень 1992 р.).

	[especially provision in (a)] (06/1992)	
752.225-70	Source, Origin and Nationality Requirements (02/1997)	752.225-70 Вимоги щодо джерела, походження та національності (лютий 1997 року)
752.225-71	Local Procurement (02/1997) *Only if authorized to procure non-expendables.	752.225-71 Місцеві закупівлі (лютий 1997 року)
752.228-3	Worker's Compensation Insurance (Defense Base Act)	752.228-3 Страхування компенсації співробітників
752.228-70	Medical Evacuation (MEDEVAC) Services*coverage applicable to all US citizen, US resident alien, and TCN employees and their authorized dependents while overseas.	752.228-70 Медична евакуація Оплата послуг, що застосовується для усіх громадян США, резидентів США, та їх утриманців під час перебування закордоном.
752.7005	Submission Requirements for Development Experience Documents (10/1997)	752.7005 Вимоги щодо подання для складання документів (з розвитку досвіду) (жовтень 1997 року)
752.7009	Marking (01/1993)	752.7009 Помітки
752.7025	Approvals (4/1984)	752.7025 Затвердження (квітень 1984 р.).
752.7027	Personnel (12/1990)	Персонал (грудень 1990 р.).
752.7032	International Travel Approval and Notification (01/1990) *Only if international travel is required.	752.7032 Затвердження міжнародних поїздок та повідомлення (січень 1990 року) (Тільки в разі необхідності здійснювати міжнародні поїздки)
752.7034	Acknowledgement and disclaimer (12/1991)	752.7034 Визнання та попередження (грудень 1991 рік)

## 8.0 Technical Specifications

JMP_FORM_DATA
• PARTY_ID (FK)
• PETITION_NUMBER (FK)
• WITNESS_ID (FK)
• JUDGE_ID (FK)
• PETITION_DATE
• DATE_OF_INCIDENT
• RELATED_CASE
• RELATED_CASE_NAME
• PARTY_ROLE
• EVENT_TIME
• EVENT_LOCATION
• INCIDENT_DISCOVERY
• DIRECT_INVOLVEMENT
• RELATION_TO_INCIDENT
• INCIDENT_DESCRIPTION
• SUPPORTING_DOCUMENTS
• VIOLATION_OF_LAW_CODE
• VIOLATION_DESCRIPTION
• AUTHORIZATION_OF_REVIEW
• OFFICIAL_NAME
• OFFICIAL_TITLE

HEARING_MANAGEMENT_DATA
• PARTY_ID (FK)
• PETITION_NUMBER (FK)
• WITNESS_ID (FK)
• JUDGE_ID (FK)
• WITNESS_ID (FK)
• TIME
• DATE
• INVOLVED_PARTIES
• LOCATION
• NOTIFY_PARTICIPANTS_PARTIES
• HEARING_NOTES
• HEARING_RESULTS
• RQC_DRAFT
• ADDITIONAL_NOTES

PERSON_PARTY_DATA
• PARTY_ID (FK)
• LAST_NAME
• FIRST_NAME
• ENTITY_TYPE
• ADDRESS
• OBLAST
• COURT
• PHONE
• EMAIL
• ROLE
• ASSOCIATED_CASE
• COMPANY_NAME

RQC_REVIEW_DATA
• PARTY_ID (FK)
• PETITION_NUMBER (FK)
• WITNESS_ID (FK)
• JUDGE_ID (FK)
• WITNESS_ID (FK)
• RQC_DRAFT
• ADDITIONAL_NOTES
• PRINT_COPY
• RQC_DATE_RECEIVED
• RQC_RECEIVED_BY
• RQC_RECIPIENT
• RQC_INTERVIEW_DATE
• RQC_INTERVIEWER
• RQC_INTERVIEW_RESULTS
• RQC_JMCF_REVIEW
• RQC_JMCF_JUDGE_INVOLVED
• RQC_PETITIONER_INTERVIEW
• RQC_WITNESS_INTERVIEW
• FURTHER_REVIEW_PROCEEDINGS
• AUTHORIZED_OFFICIAL_TITLE
• REVIEW_DATE
• DISCIPLINARY_ACTION_REQUIRED
• ACTION_TYPE
• ACTION_DESCRIPTION

JUDGE_JUSTICE_DATA
• PARTY_ID (FK)
• JUDGE_ID (FK)
• JUDGE_JUSTICE_LAST_NAME
• JUDGE_JUSTICE_FIRST_NAME
• JUDGE_JUSTICE_COURT
• JUDGE_JUSTICE_TOWN
• JUDGE_JUSTICE_OBLAST
• JUDGE_JUSTICE_EMAIL

TSJA_REVIEW_DATA
• PARTY_ID (FK)
• PETITION_NUMBER (FK)
• WITNESS_ID
• JUDGE_ID (FK)
• WITNESS_ID (FK)
• INITIATE_PROCEEDINGS
• DISMISS_PETITION
• FORWARD_TO
• TRANSMISSION_DATE
• DATE_RECEIVED
• RECEIVED_BY
• INTERVIEW_DATE
• INTERVIEWER
• INTERVIEW_RESULTS
• JMCF_REVIEW
• PETITIONER_INTERVIEW
• WITNESS_INTERVIEW
• ADDITIONAL_EVIDENCE
• ADDITIONAL_EVIDENCE_DESCRIPTION
• FURTHER_REVIEW_PROCEEDINGS
• AUTHORIZED_OFFICIALTITLE
• REVIEW_DATE
• WORKBOOK_REQUIRED
• FURTHER_ACTION_REQUIRED
• ACTION_TYPE
• ACTION_DESCRIPTION

WITNESS_DATA
• PETITION_NUMBER (FK)
• WITNESS_ID (FK)
• WITNESS_FIRST_NAME
• WITNESS_LAST_NAME
• WITNESS_ADDRESS
• WITNESS_CITY
• WITNESS_OBLAST
• WITNESS_PHONE
• WITNESS_EMAIL