REQUEST FOR INFORMATION (RFI)

Title of the RFI:

United Nations Scanning Solution

Date of this RFI: 15 July 2016	**Closing Date for Receipt of RFI at PD:** 31 August 2016
RFI Number: RFIJD580	**E-mail Address:** donatoj@un.org

Address RFI response by fax for the Attention of: Joseph Donato

Fax Number: 1-917-367-0325

UNCCS Code: 43231500, 43232100, 43232200, 43232300, 43232600, 43232800, 43232900, 43233400, 43233500, 43233700, 44102200

DESCRIPTION OF REQUIREMENTS

INTRODUCTION:

The purpose of this Request for Information (RFI) is to provide the United Nations Office of Information and Communications Technology (OICT) with the latest knowledge of the market with respect to specialised services, solutions and potential vendors with their capabiliites.

The gathered information will be used to determine the project's feasibility, scope, timeframe and resources required by the UN.

If/when a decision is made, the UN expects to follow this FRI with a Request for Proposal (RFP) for scanning solution services that will be able to meet the operational requirements of the UN Secretariat.

The high-level requirements which must be demonstated in the response to the this RFI are as follows:

I. Diverse OCR requirements must be met.
- Languages: Arabic, Chinese, Russian, English, French and Spanish.
- Produce searchable PDFs, separate text files for OCR output and ability to export to XML files (for structured documents).
- Able to handle scanned document produced in the 1950s and 1960s.
- Custom data capture.

II. Metadata handling.
- Ability to store various metadata attributes (author's name, creation date, document subject, etc..) in PDF files.
- Inclusion of metadata captured and its storage within the document (in document properties).

III. Basic image processing tasks such as deskewing, straightening, despeckling, cropping and rotating which improve OCR accuracy.

IV. Scanning software requirements.
- Should be based on thin clients that run on browsers instead of thick clients.
- Centralised server but decentralised scanning clients utilising internet to connect to the server and send files for processing.
- Handle dropped connection to the server and resume scanning from the point of failure.
- Forms processing: vendor invoices, tax returns, etc. Data extraction for form processing.
- Indexing of scanned documents for accurate storage and retrieval.

V. APIs for integration with other hardware (multi-functional printers) and software systems (ECM repositories)/workflows.

VI. Able to scan result into non-compressed or lossless-compressed TIFF files that contain multiple images in one file.

VII. Able to convert TIFF into PDF in batch.

VIII. Basic batch scanning capability, including but not limited to:
- Being able to scan multiple documents separated by blank sheet or custom job sheet in batch.
- Able to automatically adjust according to differenct page sizes.
- Able to handle both single sided and double sided papers when they are mixed in a batch.
- Able to automatically detect and delete blank pages in batch.
- Flexibility of switching between ADF and Flatbed within the same batch.
- Flexibility of switching among differenct scanning configurations while the same batch (configuration for scanning images / documents with different quality and resolution requirements.

Responses to this RFI should not exceed 25 pages. Please ensure any materials provided in support of this are tailored to the requirements described and not generic to other services you may provide.

Questions regarding this RFI should be submitted via email to: Joseph Donato at donatoj@un.org.
Responses to this RFI should be submitted electronically to the following email address: donatoj@un.org.
Responses are due no later than 5:00PM EST on 31 August 2016.

Responses will not be treated as proposals, but may be used to create any subsequent Request for Proposal (RFP). Respondents should clearly mark any proprietary information submitted in response to this RFI.

Upon receipt of responses to this RFI, the UN may request vendors to demonstrate their products/solutions. Demonstrations will be intended to provide information to the UN and will not be subject to an evaluation. The UN will not be responsible for any costs incurred by the vendors related to the response to this RFI or any other activities related to preparing, conducting, or travelling to or from the demonstration's location.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Please describe the capabilities of the proposed software to address each of the requirements listed above.

Please note: The UN is seeking information on commercially available off-the-shelf packages which meet the requirements articulated above; the UN is not interested in information on bespoke development solutions.

NOTE

Information on tendering for the UN Procurement System is **available free of charge** at the following address: http://www.ungm.org/Notices/Notices.aspx

Only the United Nations Global Marketplace (UNGM) has been authorized to collect a nominal fee from vendors that wish to receive automatically Procurement Notices or Expression Of Interest. Please subscribe to http://www.ungm.org/Registration/Login.aspx

VENDOR RESPONSE FORM

RFI Number: RFIJD580

TO: Joseph Donato

FAX: 1-917-367-0325

FROM:

SUBJECT: United Nations Scanning Solution

To be filled by the Vendor (All fields marked with an '' are mandatory)*

COMPANY INFORMATION	
UN Vendor ID Number:**	**UNGM Vendor ID Number*:**
Company Name *:	
Company Contact *:	
Address *:	
City *:	
Country *:	
Telephone Number *:	
Fax Number *:	
Email Address:	
Company Website:	

We declare that our company fully meets the prerequisites A, B, C, D and E, for eligibility to register with the United Nations as outlined in the paragraph 1 of the RFI INSTRUCTIONS page.

Signature:_____   Date:_____

Name and Title:_____

** *If not already registered with UN Procurement Division, please use the following URL to register at United Nations Global Marketplace (UNGM): www.ungm.org. Registration at UNGM is mandatory for responding to this EOI. The following information is available about the registration process.*

1) <u>Registering as a Vendor with the United Nations</u>

Vendors interested in fulfilli ng the requirement described a bove must be registered with UN in order to be eligible to participate in any f uture solicit ation. Information on t he registration process can be found at **http://www.un.org/Depts/ptd**.

Prerequisites for Eligibility
In order to be eligible for UN registration, you must declare that:

   A. Your company (both parent and/or subsidiaries, if applicable) is not on, or associated with a company or individual on The 1267 List website (**www.un.org/sc/committees/1267/consolist.shtml**) and is not on the IIC Oil for Food List website (**www.iic-offp.org**).

   B. Your company (b oth parent and/or subsid iaries, if applicable) is not currently removed, invalidated or suspend ed by the UN Headq uarters, field missions or other UN organizations (including the World Bank) and is not under investigation by a government or UN Member State.

   C.   You have no outstanding bankruptcy, judgment or pending legal action that could impair operating as a *going concern*.

   D.   You currently do not employ, or anticipate employing, any person(s) who is or was recently employed by the UN (in accordance with ST/SGB/2006/15, post-employment restrictions (**www.un.org/depts/ptd/pdf/conduct_english.pdf**).

   E.   Your subsidiaries, agents, intermediaries and principals agree to cooperate with the United Nations Office of Internal Oversight Service during any investigative processes undertaken by them, either before during or after execution of a contract, including providing all required documents, company records, access to employees, officers and staff, as well as financial information.

For Registered Vendors: Vendors already registered must ensure that the information and documentation (e.g. fina ncial statements, addre ss, cont act name, etc.) provided in connection with their registration are up to date in UNGM.

For Vendors Interested in Registration: Vendors not yet registered should apply for registration on the United Nations Global Marketplace (**http://www.ungm.org**); information on the registra tion process can be found at **http://www.un.org/Depts/ptd**. Vendors must complet e the regist ration process within 90 days of the date of this REOI. Vendors who have not initiated and completed the formal registration process with the Procurement Di vision within the 90 day-period will be automatically re moved from the vendor roster and will have to start again a new registration for consideration in future EOI and tendering exercises.

IMPORTANT NOTICE: Any false, incomplete or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.

2) <u>RFI Process</u>

Vendors interested in responding should forward their information (as requested in the RFI) to the United Nations Procurement Division (UNPD) by the closing date set forth in this RFI. *Due to the high volume of communications, UNPD is not in a position to issue confirmation of receipt of RFIs.*

Please note that no further details of the planned solicitation can be made available to the vendors prior to issuance of the solicitation documents.

This RFI is issued subject to the conditions contained in the RFI introductory page on the UNPD Website indicated above.