



DATE: 12 May 2017

RFP No.: TC10/1617

RFP Title: HP Records Management

SUBJECT: **REQUEST FOR PROPOSAL EXTENSION**

FROM: JAMES MOVICK, DIRECTOR-GENERAL

Attached herewith is an update to RFP NO: **TC10/1617** Titled: **HP Records Management**

Note that the deadline for submission has changed to **02/06/2017**.

Should you have any questions, please contact the FFA staff member **Kenneth Katafono (email: kenneth.katafono@ffa.int)**. Otherwise we appreciate your assistance in disseminating this information to interested parties/persons.

Please refer to the FFA website for a full and updated version of the RFP or email procurement@ffa.int

Yours Sincerely

James T. Movick
Director General



REQUEST FOR PROPOSALS
RFP No: TC 10/1617
SUPPLY (AND INSTALLATION) OF HEWLETT PACKARD
ENTERPRISE CONTENT MANAGER SOFTWARE

BACKGROUND

The Pacific Islands Forum Fisheries Agency (FFA) is strengthening its' Records Management (RM) capability to better meet the needs of the Secretariat, its Members, and Partners.

FFA'S REQUIREMENTS

As part of this effort, FFA will introduce an Electronic Document and Records Management System (EDRMS) to complement its' RM policies and procedures. It is expected that the EDRMS will:

- a) Enable or aid efficient business practices;
- b) Be relatively simple and easy to use but at the same time protect sensitive and confidential information - ensuring accessibility, usability, and security;
- c) Support a single, standard file classification system;
- d) Support document and records management tasks, including
 - i. conversion of hardcopy to electronic via scanning,
 - ii. management of hardcopy and electronic documents, and
 - iii. management of existing hardcopy records;
- e) Save records and documents in their native format (as much as possible);
- f) Enable the identification and management of vital records;
- g) Be able to be monitored and be auditable; and
- h) Comply with the International Standard for records management AS ISO 15489. (Optional)

Objectives

FFA invites interested parties to bid for the supply and installation of the Hewlett Packard Enterprise (HPE) Content Manager software.

Supply of HPE Content Manager Software

The HPE Content Manager software must meet the following requirements:

- a) Must include a Training and Production environment
- b) Latest version of HPE Content Manager software
- c) Base Edition (inclusive of 2 Named user licenses for Records Manager/Administrator and Records Coordinator)
- d) 31 x Named User licenses for the following user types:
 - i. 2 x Records Manager/Administrator
 - ii. 14 x Records Coordinator
 - iii. 15 x Knowledge Worker
- e) 500k Objects Volume Package
- f) 1 year standard HP support

Installation

FFA requires the installation of HPE Content Manager in the Secretariat’s managed computing environment preferably within six (6) weeks, or a mutually agreed period, following the appointment of the winning bidder. The software installation will include:

- a) Installation of the HPE Content Manager in the Training and Production environments
- b) Installation of the Desktop and/or Web clients for select users
- c) Integration with Active Directory for Domain Authentication
- d) Integration with MS Office including Outlook, Word, Excel, and PowerPoint
- e) Integration with email – capture and send
- f) Google app authentication (Optional)

It is expected that the installer will work closely with FFA ICT staff including providing detailed explanations and resources used to install HPE Content Manager. Technical documentation for the installation of HPE Content Manager must be provided.

Tender Evaluation Criteria

All bids shall be evaluated using a two stage procedure with evaluation of the technical proposal being completed prior to any financial proposal being reviewed and compared.

Bidders are required to submit their financial proposal as a separate document.

Technical Proposal

The criteria against which proposals will be assessed include the following:

Selection Criteria	Percentage
Experience <ul style="list-style-type: none"> • Proven capability in undertaking similar type of assignment (reference or testimonial required) 	40%
Timeframe <ul style="list-style-type: none"> • Bidders should include details of timing to acquire the software and must include an installation schedule noting FFA’s deadline 	40%
Support <ul style="list-style-type: none"> • Range of after-sales support to aid FFA’s RM requirements 	20%

Financial Proposal

Price is to be submitted as a separate document and may be quoted in United States Dollars (USD) or Solomon Dollars (SBD).

CLOSING DATE OF PROPOSAL

Tenders must be received by the 2nd June 2017.

Tenders should be addressed to:

FFA Tender Committee

Forum Fisheries Agency (FFA)

TC 10/1617 HPE Content Manager

PO Box 629

Honiara

OR

Emailed to: procurement@ffa.int with the subject line: *TC10/1617 HPE Content Manager*.

Place of performance

Installation of the HPE Content Manager software will be at the FFA Secretariat in Honiara, Solomon Islands.

Request for further information

For additional information regarding the tender please contact the Manager IT, Mr Kenneth Katafono, by email: kenneth.katafono@ffa.int

Award of Contract

FFA reserves the right to accept any EOI and to annul the solicitation process and reject all proposals at any time prior to aware of any contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such action.

Notification

The names of winning bidders shall be advertised on the FFA website – www.ffa.int/tender_results/