



**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 by no later than 15 May, 2017. 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

A two-stage procedure will be used in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal reviewed and compared. The financial proposal will only be reviewed for submissions that have passed the minimum technical score of 70% of the total obtainable score in the technical proposals.

The overall evaluation weighting shall be 80% Technical and 20% Financial.

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"><li>• Proven capability in undertaking similar type of assignment (reference or testimonial required)</li></ul>	40%
Timeframe <ul style="list-style-type: none"><li>• Bidders should include details of timing to acquire the software and must include an installation schedule noting FFA's deadline</li></ul>	40%
Support <ul style="list-style-type: none"><li>• Range of after-sales support to aid FFA's RM requirements</li></ul>	20%
<b>Total Score</b>	<b>100%</b>
<b>Qualification Score</b>	<b>70%</b>

## 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 9<sup>th</sup> April 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](mailto:procurement@ffa.int) with the subject line: *TC 10/1617 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](mailto: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 award 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/](http://www.ffa.int/tender_results/)