REQUEST FOR INFORMATION (RFI)

**Subject: Central Information Repository – Enterprise Content Management**

Date of this RFI: 19 June 2018

Closing date of this RFI: 17 July 2018

Reference Number: RFI 125137

Address RFI for the attention of: tenders@icc-cip.int

1. **INTRODUCTION**:

The purpose of this RFI is to identify potential suppliers and to gather ideas from the market for the provision of new solution for central storage of Court Case Records. In more generic terms such solution could be described as Enterprise Content Management (ECM) system

This RFI will serve to conduct market research to identify companies offering suitable products. This market research shall be conducted at no cost to the ICC.

This announcement is a Request For Information (RFI), not a solicitation for proposals, and accordingly, no contract will be awarded from this announcement. No reimbursement will be made for any cost associated with providing information in response to this announcement or any follow-up information requests. No telephone calls requesting a solicitation will be accepted or acknowledged. There is no solicitation available at this time. Market responses, as a result of this announcement, shall focus on providing recommendations for the provision of user experience research as detailed in the RFI.

Responses to this RFI should be submitted electronically to the following email address:

tenders@icc-cpi.int

Responses are due no later than 17.30 PM CET on 03 July 2018.

The ICC appreciates your assistance with this market research and emphasizes that this effort is for planning purposes only. Responses will not be treated as proposals, but may be used to create any subsequent Request for Proposal (RFP). Information provided in the RFI may be used by the ICC in acquisition documents.

**2) SERVICE DESCRIPTION**

The ICC hereby seeks for information on the provision of new Enterprise Content Management system which would have the majority of the capabilities listed below:

* Document capture/ingestion/presentation (indicate formats supported)
* Document Classification/Categorization/Retention
* Metadata management (customizable and searchable metadata, with ability to support multi-level controlled vocabularies)
* Search Engine (indicate whether search algorithm and search interface is customizable)
* Granular Content Security (both document and metadata layers are must)
* BPM/Rule engine/Workflows
* Ease of integration with other systems through API (must)

The aim of the new system is to securely consolidate case records and other related documents in one repository, provide users with an easy access to stored document provide means of integration with other third party systems and bespoke systems.

**3) DOCUMENTATION TO BE SUBMITTED**

Interested suppliers shall include the following set of documentation in their responses to this Request for Information:

1. A brief profile of the company including size, location, areas of expertise for providing ECM solutions;
2. Detailed description of the solution offered, clearly indicating the match to the capabilities mentioned in the section 2 of this document;
3. Reference to similar projects with client references;
4. Any additional information that will help ICC understand more about your product;
5. Elements to structure the prices mechanism;
6. Complete contact details of the persons to whom any further correspondence must be sent, including name, position, email address and phone number.

The response to the request for information should specify the ICC’s reference number RFI 125137 and shall be received no later than 17.30 hrs, The Hague local time on 03 July 2018.

The ICC intends to use the outcome of this RFI to inform any possible upcoming procurement request to meet requirements in the above specified areas of need. Interested suppliers should forward their documentation per email (max. 4 MB per email message with no limits on number of messages), to the following address:

tenders@icc-cpi.int

Please note that no further details of the planned solicitation can be made available to the vendors prior to issuance of the solicitation documents / subsequent Request for Proposal (RFP).