REQUEST FOR EXPRESSION OF INTEREST (EOI)

**Subject:** **ICC Content Migration for Evidentiary Materials**

Date of this EOI: 30 November 2022

Closing date of this EOI: 06 December 2022

Reference Number: ICC EOI 130408

Address EOI for the attention of: ICC Procurement, Tender 2

E-mail address: Tender.2@icc-cpi.int

It is anticipated that the International Criminal Court (hereafter referred to as the ICC) located in The Hague, The Netherlands, will shortly be issuing a solicitation for the provision of **Content Migration for Evidentiary Materials.**

In this connection, the ICC is requesting expressions of interest from qualified firms.

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**Brief Scope of Work for Content Migration for Evidentiary Materials**

The International Criminal Court (ICC or the Court) is seeking competitive tenders from qualified

vendors to offer services and expertise in conversion and migration activities, specifically for

evidentiary files that will be migrated from Nuix Discover (formerly Ringtail) to Documentum xCP.

The Court seeks support from an established vendor who have extensive experience in Extract,

Transform, and Load (ETL) projects, preferably with experience in migrating judicial records. High level

overview of source and target systems can be found in Section 3. Responding vendors need to

demonstrate the ability to provide the services and qualifications to meet the requirements specified

in this Scope of Work.

The Tender will be awarded based on the ability of vendors to provide competitively priced solutions

to the ICC and capacity to meet requirements outlined in this scope of work. Depending on tender

performance, this award may be split among a maximum of 2 vendors, one for each stage of this

project. ICC reserves the right to award only one stage of the work and do the other stage internally

should there be budgetary constraints.

**Objective**

The main objective of this project is to support the activities for converting and migrating evidentiary

materials (EM) to Documentum xCP version 16.7.1. Specifically, the selected vendor(s) will:

1. Understand the process, structure, content, metadata and access surrounding evidentiary

materials and its disclosure within the International Criminal Court.

2. Set up a workflow to convert in-scope EM file types (e.g. TIFF, WMV) in staging area, to

required file types (e.g. PDF, MP4) to be used in target ECM system. ICC has available tools

such as Kofax Capture to facilitate the conversion of files. The vendor can opt to use ICC tools,

or use their own proprietary tools for conversion. Please indicate clearly in the response

which option/solution will be used.

3. Test the conversion workflow and fix related issues

4. Support conversion and validation activities as requested

5. Build a script to upload EM files and relevant metadata from staging area to Documentum

xCP – Evidentiary Materials (EM) module and then to Presentation in Court (PiC) module.

There is a certain workflow and structure that needs to be followed by the script to ensure

accurate recording of information including status, versioning of files and access assignments.

ICC staff will be able to explain process, structure and requirements for target system during

the project. ICC will also build the interface to facilitate bulk (meta)data and files ingest into

Documentum xCP modules.

6. Run script(s) in dev and test environments and fix scripts, data mapping, and related issues

resulting from testing.

7. Train designated ICC focal point(s) to use conversion workflows and scripts so that these can

be run for future (non-active) case migration

8. Develop pre- and post-migration reports to support data validation

9. Run script(s) in production environment

10. Support and handover scripts, reports and documentation to ICC team.

**Duration of the agreement**

The Court anticipates that this work will be performed in multiple years, beginning in Q1 2023 with

elapsed time through the rest of the year and potentially into 2024. The timeline will be agreed with

the selected vendor and the funding will be subject to the Court’s annual budgeting processes.

Therefore in the response, estimated efforts will need to be identified for each stage and project

activity to arrive at the timelines, taking into consideration the amount of files in scope for this work.

The vendor must provide information and costing for proprietary tools that they will be using to deliver

the work products.

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Interested firms/organizations should forward their Expression of Interest by e-mail to Tender.2@icc-cpi.int

Please use the attached form (Page 3).

Interested firms/organizations registered with the UN Global Marketplace, please indicate your vendor registration number.

Please be advised that this Request for EOI does not constitute a solicitation. It should also be noted that the ICC reserves the right to change or cancel this requirement at any time.

**IMPORTANT**

**Vendors interested in participating in the planned solicitation process should complete and submit an online Supplier Registration at:** <https://marketdojo.com/icc-suppliers/>

**NOTE: Please do not send any offers or price quotations as a response to this Request for EOI.**

**EXPRESSION OF INTEREST**

**ICC EOI 130408**

Subject: ICC Content Migration for Evidentiary Materials

1. **Company information:**
2. Company’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Address (address responding to this EOI): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Company contact person’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. E-mail address of the contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

f) UNGM Vendor Registration No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(END of ICC EOI 130408)