



**REQUEST FOR PROPOSALS (RFP) N° PCD/07/076  
FOR THE PROVISION OF ON-LINE AGGREGATION SERVICES FOR WIPO**

**Consolidated List of Questions Received and WIPO Answers  
(February 20, 2008)**

<b>Item N°</b>	<b>Questions received</b>	<b>WIPO Answers</b>
1	What time-scale is envisaged for award of the tender?	Please refer to paragraph 13 of the letter of invitation dated January 21, 2008.
2	What time-scale is desired for the news solution to be implemented at WIPO?	The news solution would need to be operational from May 25, 2008
3	Currently what mechanism and platform is used to monitor relevant news and business information?	Database.
4	Currently how many man hours per week are spent searching and monitoring various news and business information sources?	Approximately 10 hours per week.
5	Do you have a comprehensive list of all news and business information sources you currently monitor? If so, please provide.	Not available.
6	Are there any priorities in-terms of geographical coverage for sources to be monitored?	Global coverage.
7	Please can you define more precisely what you mean by "customer support"?	Ready access to a helpdesk in the event of a problem in using the service.
8	Do you envisage the training to be done on-site at WIPO premises or using remote training technology?	Either option would be acceptable as long as training is available to all users.
9	If on-site training is required how many days per annum do you envisage and how many attendees?	Depends on the nature/complexity of the service and the introduction of any new functionalities.
10	Please describe in detail the functions you require the solution to perform e.g. do you want a customised system that provide search/alerting as well as storage of relevant searched/alerted content into themes that can be recalled and analyzed at any time?	We would need to be able to search for relevant articles through keywords (e.g. patent law, trademark law, domain names, etc.), sort and analyze articles.
11	Please describe in detail the requirement for the output of the searched/alerted material e.g. do you want alerted data to be exported directly or to have this filtered through an external contractor expert to determine the relevancy of content and potentially selected into themes prior to sending the final publication to the respective recipients?	This would depend on the costs involved. In either instance, we would need to be able to review all articles before dispatch to recipients.

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12	Please provide more information in-terms of requirement for "ability to graphically trace themes covered in international press" e.g. do you require ability to display and export charts, graphs etc.	Yes.
13	What level of search complexity do you expect from a system that would search and alert news information?	We require a relatively high level of search complexity along with the ability to undertake free text searches on specific themes.
14	Do you require the ability to automatically put together publications to be sent to a wider audience?	Yes, we are seeking a service that will enable us to easily compile a publication comprising selected press articles on relevant IP themes and to dispatch these electronically.
15	Is there any requirement to add your own internal or externally added content to the news items and have them stored within the system and potential delivered with the publication?	This is an interesting option which we would welcome learning more about.
16	Is there any requirement for rating/ranking in the system or personal commentary you may wish to apply to the news articles?	Please refer to paragraphs 20 and 21 (Evaluation Criteria) of the letter of invitation dated January 21, 2008.
17	Do you require password or IP authentication or have no preference?	No preference.
18	For the 1 - 5 user software licence will this always be the same WIPO staff i.e. 1 - 5 named users?	Yes.
19	In-terms of access to the system and archived content is this just for 1 - 5 users or would additional WIPO staff require read only access to the archived content? If yes, how many?	Again, this would depend on the costs involved. It is likely that ad hoc requests to view archived material may be received but systematic usage of this kind is unlikely although this may change.
20	In-terms of copyright clearance, what volume of articles do you currently distribute electronically or by paper per annum?	We envisage 52 editions of on average, 50 pages to approximately 200 recipients.
21	Is it possible to provide a sample of "Intellectual Property in the News"	Yes.
22	<p>In ANNEX I, the TOR mentions that the "Distribution of this publication must respect copyright obligations"</p> <p>Question: Does this imply that for every article published as part of the newsletter, the vendor will be responsible for obtaining the copyright permission? In cases, where such permission can't be obtained, can the vendor refer to multiple sources and rewrite/paraphrase the articles?</p>	<p>Q1 – Yes.</p> <p>Q2 – All articles must have copyright clearance.</p>

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23	<p>In ANNEX I, under Technical requirements, it is mentioned that the proposed service should offer features including access to multilingual content covering a broad range of global news and business information (at least 8,000 sources);</p> <p>Question: (a): Will WIPO be sharing the list of such sources with the vendor?</p> <p>(b): Do these include only free sources or do they include paid sources as well? If it is the latter, can an indicative list of such sources be provided prior to the submission of proposal as this will have a cost implication?</p> <p>(c ): While the newsletter is intended to be a weekly one, what is the likely frequency of publication of these sources? Can a breakup of the publication frequency be provided? If all of them are daily publications, should the vendor provide a capability to scan each of these 8,000 sources on a daily basis to prepare the weekly newsletter?</p> <p>(d) Do these include only English sources or those in foreign languages as well? If so, please provide a list of foreign languages and also a likely percentage of news that need to be retrieved from such sources.</p>	<p>(a) No.</p> <p>(b) It includes free and paid sources – we rely on the vendor to obtain copyright clearance from major news outlets, wires, etc.</p> <p>(c) The weekly newsletter is normally prepared at end of the week of news that it covers, that said, access to articles as and when they are published is required.</p> <p>(d) Sources are monitored in English, French, Spanish, Portuguese, although the bulk of articles do tend to be in English.</p>
24	<p>In ANNEX I, a section is titled Data, Local Services, Personnel and Facilities to be provided by WIPO</p> <p>Question: Could you please elaborate on this? Is it mandatory that in order to execute this service, the service provider's personnel have to work within WIPO premises?</p>	No.
25	<p>In Annexure 1, Requirements for Progress Reports and Time Schedule:</p> <ul style="list-style-type: none"> <li>- Appearance of article within 3 hours of publication</li> <li>- Ability to graphically trace themes covered in the international press.</li> </ul> <p>Question: Could you elaborate on these requirements? What is the report that needs to be generated within 3 hours of the publication of the article?</p>	<p>We would require that an article published by a given news source appears in the vendor's database within 3 hours.</p> <p>As to the second point, we would require functionality that would enable us to generate graphical representation of the intensity of coverage of various IP themes in the international press.</p>
26	<p>Other Questions:</p> <p>1) Is there a transition phase when the selected vendor develops the processes and application and hands it over to the WIPO team or will the vendor's team be responsible for the actual operation of the entire service over a prolonged period? If so, what is the likely contract period?</p>	<p>Ideally, we are seeking an off-the-shelf solution that may be tailored to the Organization's specific requirements. Any transition phase will be of limited duration as we require that the vendor's services will be fully functional as from 25 May to ensure continuity of our service.</p>

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	<p>2) Financial offer – it is mentioned that WIPO will not accept advance and/or progress payment unless guaranteed by a first demand performance bond or an equivalent guarantee issued by a financial institution that is considered acceptable by WIPO.</p> <p>Can you please elaborate on first demand performance bond? Which are the financial institutions that are acceptable to WIPO? What is the kind of guarantee that needs to be provided by such financial institutions?</p>	<p>For this specific tender, WIPO may consider using this requirement depending on the quality of the proposal.</p>
	<p>3) Can you please clarify if any part or all of ANNEX II (the contract) be filled in and sent along with the proposal? [Hope ANNEX II (the contract) comes into play only when a specific service provider is selected by WIPO]</p>	<p>Not required. See paragraph 2 of the letter of invitation dated January 21, 2008.</p>
	<p>4) What is the intended length of the newsletter (how many pages) and could you give an indication of the number of stories that will need to be featured in the newsletter?</p>	<p>The newsletter will replace current paper-based "IP in the News" and will feature the most salient IP-related stories within a given weekly period. It is foreseen that the newsletter will include around 30 such articles.</p>
	<p>5) Are there any specific formats on the final newsletter that WIPO has in mind?</p> <p>* For instance, will it contain only a list of relevant stories and the relevant links to the original sources?</p> <p>* Alternatively, will a reproduction of the entire original news article be necessary in the newsletter?</p> <p>* Or should just the headline as given in the original article and an abstract of the first paragraph (automated) be provided?</p>	<p>See above.</p> <p>We are looking for the most practical and cost-effective solution for delivering this product. We are ready to consider any option that in the end provides access to full articles and where links to full articles remain valid/timely.</p>
	<p>6) Should the news be categorized across various headings viz. regulatory news, WIPO developments, Executive moves etc? If so, will WIPO provide the vendor with a detailed taxonomy or should the vendor develop such a taxonomy?</p>	<p>The current taxonomy is:</p> <ul style="list-style-type: none"> <li>WIPO</li> <li>Patent Law</li> <li>Trademark Law (incl. geographical indications/designs) (incl. counterfeiting and enforcement)</li> <li>Copyright Law (in respect of authors, film, broadcasting, digital rights management, piracy, etc.)</li> <li>Domain Names</li> <li>Economic Development/Trade &amp; IP</li> <li>IP and Traditional Knowledge/Genetic Resources</li> <li>Innovation Policy</li> <li>Counterfeiting and Piracy</li> </ul>
	<p>7) Are there any selection criteria for the news stories from the 8,000 plus sources? Alternatively, is there a prioritization for the kind of stories that will need to be selected?</p>	<p>Articles which focus on policy/legal developments in the field of IP would be given priority.</p>
	<p>8) The RFP also mentions about the capability of the system to archive and index articles that go back to over 10 years. Does WIPO have these articles already and does the vendor only need to index the same and integrate it with the application or will the vendor be required to collect the articles for the past 10 years and obtain the copyright permission from the various sources?</p>	<p>Ideally, the vendor would be able to provide access to a database in which such articles are already stored.</p>