ANNEX I
TO REQUEST FOR PROPOSALS N° PCD/08/043
TERMS OF REFERENCE (TOR)
DESCRIPTION OF WIPO REQUIREMENTS

Prepared by the International Bureau

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IT Consultancy Services for the MAPS Modernization project to undertake the migration of a DATABASE Application on a UNIX platform.

I.   Introduction

1.   WIPO is an intergovernmental organization headquartered in Geneva, Switzerland, and is one of the 16 Specialized Agencies of the United Nations system of organizations. WIPO is responsible for promotion of the protection of intellectual property throughout the world, including the administration of the Madrid and Hague System.

2.   A computer system named the "Madrid Agreement and Protocol System" (MAPS) has been developed by WIPO to assist it in the administration of the provisions of the Madrid Agreement, the Madrid Protocol and the regulations common to both treaties for the International Registration of Trademarks. It became operational in 1995.

3.   In 1998, MAPS served as the basis for the development of an IT system enabling the International Bureau to administer the international procedure under the Hague System for the International Registration of Industrial Designs (Hague system). The resulting system, an adaptation of MAPS, was named DMAPS.

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II.   MAPS Modernization Project

4.   The MAPS Modernization Project was approved by the WIPO assembly during the 2007 session. It is composed of several sub-projects to be completed in Phase I of the Modernization Program and they are aimed at achieving four goals:

  (a)   Cutting operational costs of running the MAPS/DMAPS systems
  (b)   Implementing an SOA platform
  (c)   Enhancing internal productivity
  (d)   Developing electronic business with offices, holders and representatives

5.   The subject of this RFP is the migration of MAPS and DMAPS applications from a mainframe platform to a UNIX based platform in order to reduce the running costs. More information about the MAPS Modernization project can be found at:

http://www.wipo.int/edocs/mdocs/govbody/en/mm_a_38/mm_a_38_www_84052.pdf

6.   The MAPS and DMAPS application were developed with various software tools, including but not limited to ADABAS, Natural and EntireX.

Software Environment

  •   ADABAS database management system (version 7.4.4);
  •   Natural 4GL (version 4.2.3);
  •   The ADABAS database is of 17.5GB, of which 12.1GB is data and 5.4GB is index. Annual database growth rate is estimated to be 16% for data and 10% for index;
  •   The database comprises 62 file definitions;
  •   The Sub-System is made up of 5124 Natural modules (of which 2436 are screens) with over 750,000 lines of source code;
  •   The Sub-System supports in excess of 1,400 function points;
  •   MAPS Administration initiates an average 8,000,000 ADABAS commands per day.

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III. Objectives

7.   WIPO is looking for IT professional services in the following areas:

7.1   Installation of the following software on a UNIX based system:
- ADABAS (Server Installation)
- NATURAL incl. Development Server (Server Installation)
- EntireX (Server Installation)
- NOP (Entire Operations) (Server Installation)
- PREDICT (Server Installation)
- SPOD Developers Installation for 10 Clients (Windows Installations)

Services should include the installation of software on a multiprocessor UNIX machine and all the necessary adjustments required. The UNIX machine will be made available by the United Nations International Computing Centre (UNICC), who will host the hardware platform and all the required services to manage the UNIX platform.

7.2   Migration of DATA files (ADABAS)

This includes the migration of the ADABAS DATA files from the Mainframe to the UNIX platform. They both share the same version of ADABAS and NATURAL.

7.3   Migration of IBM MVS JCL jobs to UNIX scripts

7.4   Migration of NATURAL sources

The service would consist of ensuring that the NATURAL source code migrated from the Mainframe is compatible with UNIX version of NATURAL.

7.5   Training of WIPO IT staff with the aforementioned software

This consists of training WIPO IT staff on some software listed in § III.1. including (but not limited to) ADABAS/NATURAL administration for UNIX and NATURAL Studio/SPOD.

7.6 Provision of IT consultants for development and maintenance activities in the areas described above.

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IV. SCOPE OF WORK

8.   The role of the selected bidder[1] will be to provide time and material based IT professional services in support of the migration of the MAPS / DMAPS application from a Mainframe platform to a UNIX system.

9.   The selected bidder may also be called upon to provide the same kind of services in support of other automation systems at WIPO, such as those used in support of the Madrid, the Hague and the Information Services function.

10.   In light of the above objectives, bidders are requested to provide IT professional consultants with skills in the following areas:

- ADABAS: installation and administration.
- NATURAL: good experience (MAINFRAME versions and UNIX versions).
- Skills and experience with the installation of IT tools and products.
- UNIX operating system skills appropriate for the installation, development and maintenance activities of the aforementioned software.
- Skills and experience with the development and maintenance of DABAS/NATURAL programs.
- Software testing.
- Data architecture, modeling and analysis.
- Training activity related to the aforementioned software.

In addition,
- Fluency in written and spoken English is required for all consultants.
- Fluency in written and spoken French would be helpful.

V.   Volume of Intended Work

11.   A time and material contract will be awarded for one year with the possibility of further annual renewals up to a maximum period of three years. WIPO is unable to anticipate the exact level of workload, but as a gauge only, the bidder should consider a minimum of zero to a maximum of 6 concurrent consultants at any given time. It is likely that the initial volume of work for objectives 1 to 5 would not exceed 200 man/days, but WIPO does not guarantee to either meet or exceed this estimate.

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[1] It should be noted that while the term "bidder" is used in many parts of this document, it is possible that more than one bidder may be awarded a contract and the relevant text may in this case apply to more than one bidder.

Since contracts may be awarded to more than one bidder, the volumes mentioned could be distributed over more than one bidder. Billing is expected to be performed every month. No billing occurs if no days were consumed in one month.

12. The bidder shall demonstrate each consultant's specialized experience using documentation such as curriculum vitae. Categorization of the consultant level are negotiated between WIPO and the company for each assistance request

VI. Modus Operandi and "Consultant Assistance Request"

13. WIPO and the awarded company(ies) will maintain together a log of the consumed working days accumulated. WIPO will request consultant resources on an ad-hoc basis, describing the purpose of the request, the required skills and the expected duration. Within one week after the receipt of a consultant assistance request, the winning company shall respond specifying if it can support the request and if it can, which staff it can make available for the request, for which rate and the proposed starting date of the assistance. The curriculum vitae of each proposed staff shall be appended to the response to the consultant assistance request.

14. Each assistance request is of a minimal volume of one 8-hour working day.

15. This request/answer mechanism may be managed in an informal manner, for example by E-mail. The WIPO program manager will check the monthly bills before they are processed by the WIPO Finance Department.

16. WIPO has the right to reject each proposed candidate. In the case of a rejection, the awarded company(ies) may propose other candidates for the same assistance request.

17. The proposed staff shall work full-time or part-time on WIPO premises at Geneva, or off-site, depending on the modalities of the corresponding assistance request.

18. The winning bidder shall do its best to propose the same staff again for assistance requests requiring the same skills in order to avoid the training overhead.

19. Unless specified otherwise, all project management and administrative tasks are performed by WIPO staff.

20. Consultants should be equipped with a laptop computer and the software licenses necessary to carry out the role expected of them.

VII. Response Requirements

21.   Bidders shall provide curriculum vitae and references outlining the skills and experience of proposed consultants.

22.   Bidders shall provide details about the proposed level of experience (junior, senior, expert …) and the daily rate associated with each identified category.

23.   Bidders shall provide details on the working permit arrangements and on how quickly the proposed consultants can be available for working off-site or on-site at WIPO.

24.   Bidders are also asked to include:

(a) an example of a typical "Contract" you propose to your customers for this type of project.
(b) Your company's terms and conditions that would apply to this contract.
(c) Please confirm your acceptance of the WIPO Mandatory Conditions.