

Annex IV

To Request for Proposals N° PTD/10/037



Response Requirements

for the

National Collections Data Quality Improvement Project

Table of Content

EXECUTIVE SUMMARY 5

1.1. General Information About Bidder..... 6

1.2. Company Background 6

1.3. References 6

1.4. Alliances with Other Companies..... 6

GENERAL REQUIREMENTS 7

1.5. Description..... 7

Please describe the solution that you are offering and in particular its advantages regarding the
 probles described in Annex III – Terms of Reference..... 7

1.6. Specific Requirements..... 7

Please describe any specific requirements for the integration/operation of the tool/solution into
 other processing environments..... 7

1.7. Connectivity..... 7

1.8. International Support 7

CORE DATA QUALITY PROCESSING REQUIREMENTS 8

1.9. Data Quality Assessment/Profiling..... 8

1.10. Decomposition of textual data 8

1.11. Data Standardization and Cleansing 9

1.12. Data Matching..... 9

1.13. Monitoring 9

1.14. Enrichment 9

OPERATIONAL REQUIREMENTS 10

1.15. Graphic User Interface..... 10

1.16. Runtime and Configuration Environment 10

1.17. Other 10

27. Are the functionalites of your tool expandable by the customer. If yes, how? 10

28. Is the source code of your tool available to the customer? 10

EVALUATION AND PROOF OF CONCEPT ASSIGNMENT 10

CONTRACTUAL CONDITIONS..... 12

Response to the RFP Document

This annex summarizes the form and content of the information that the bidders shall provide in response to this RFP:

- ❑ The response document must be submitted in English.
- ❑ The response document must be limited to one dossier or binder containing your response, solution and documentation. Your proposal shall be prepared in **duplicate** with one marked "Original" and the other marked "Copy".
- ❑ Proposals must conform to WIPO requirements as set forth in this RFP. However, Bidders may propose alternative solutions where considered appropriate and equivalent in terms of meeting WIPO requirements. In such a case, the Bidder must provide an extensive description and evidence to show the advantages and disadvantages of the proposed solution, with a clear indication of the aspects that make it preferable to other solutions.
- ❑ The responses and description of the proposal shall be comprehensive and focused on the information that is requested in the RFP. Information of general interest like marketing driven brochures may be annexed at the end of the response document.
- ❑ Proposals must follow the section numbering and framework provided in the following sections. Bidders may, if they so wish, add sub-sections, and are free to write the content of the sections as they think best, as long as all the requested information is provided.

When responding, please use the sections as stated below, i.e. compose your proposal starting with:

1. Executive Summary
2. General Information about the Bidder, etc.

EXECUTIVE SUMMARY

Bidders must provide a summary of the key features of their proposals. This should highlight major features that differentiate their offer.

This section must contain the following table filled in:

Date	
Company Name and Address	
Phone number Fax number	
Email address Website	
Authorized representative name	
Authorized representative signature	
Business contact person	Name: Phone number: E-mail address: Fax number:

1.1. General Information About Bidder

This section deals with information about your company, your references, as well as any partnerships or alliances you have with other companies who may work for you as sub-contractors.

This section must contain:

1.2. Company Background

- a) A short presentation of the company (structure, size, location of the branches, etc.).
- b) A brief historical description of the Company's involvement in the provision of similar services.
- c) The contact person/s in charge of the project (technical and commercial), including the name, phone number and e-mail address. The contact person must be available during the analysis period to answer possible questions.
- d) Information about the financial status of the company.
- e) Number of staff (in Switzerland and in Suisse Romande, if applicable), kind, level, skills.
- f) Staff retention rate, turnover.
- g) Staff training programs, certificates of the staff.

1.3. References

- a) Give at least three recent references of similar projects (for enterprises, organizations, international organizations, governmental or non-governmental agencies, etc.). Ideally, the mentioned reference should apply to operations of similar size and complexity as the one described in this RFP.
- b) A short description (a few lines) must be given for each of the references (contract period, size of the project, contact person on the customer side, with phone number and position, etc.).
- c) Enumerate product references. To be considered, such references must be backed by significant live production experience.

1.4. Alliances with Other Companies

- a) Describe the type/level of partnership that your company has established with other companies who may be involved as local or distant sub-contractors in providing some of the services requested in the current RFP (if applicable). The description must include:
 - name of the companies and when the alliance was formed;
 - a detailed description of the type and extent of cooperation, with specific indication as to the role that each of the companies would play in relation to the services requested in this RFP.

GENERAL REQUIREMENTS**1.5. Description**

Please describe the solution that you are offering and in particular its advantages regarding the problems described in Annex III – Terms of Reference.

1.6. Specific Requirements

Please describe any specific requirements for the integration/operation of the tool/solution into other processing environments.

Please answer the questions below:

1.7. Connectivity

1. Which data structure types does your tool/solution support?

- Relational databases (if yes, please list all the RDBMS that your tool supports)
- XML
- Various flat file formats
- Legacy and non-relational databases
- Other (please specify)

1.8. International Support

2. Does your tool/solution support the Unicode standard and multibyte character sets?

3. How does your solution handle international support in terms of country and language specific knowledge bases?

CORE DATA QUALITY PROCESSING REQUIREMENTS**1.9. Data Quality Assessment/Profiling**

4. Does your tool/solution include analytical components to assess the quality of the data?

5. How does your tool interact with the data to perform the profiling exercise:

- Uses the data in the existing databases “as is”
- Imports external data in the tool itself
- Other (please specify)

6. Does your tool/solution support:

- Column-based analyses
- Dependency analyses
- Custom built analyses
- Other (please specify)

7. How does your tool present the profiling results?

- Graphical presentation
- Textual presentation
- Tabular presentation
- Dashboard
- Other (Please specify)

8. Can the presentation of the results be customized?

9. Can the profiling results be presented with a third party tool?

10. Is there a graphical user interface available to define the profiling exercise?

11. What kind of runtime execution of the profiling exercise is supported:

- Batch
- On-demand

1.10. Decomposition of textual data

12. What kind of decomposition features does the tool support?

- Splits text fields based on delimiters
- Splits text fields by matching them to pre-defined knowledge bases (both internal and external)

- Splits text fields based on user-defined rules
- Other (please specify)

1.11. Data Standardization and Cleansing

13. Which data standardization/Cleansing features does your tool/solution support?

- Basic standardization such as decomposition, concatenation and data type conversion
- Middle level standardization such as matching a field to a pre-defined knowledge base
- Advanced standardization including complex parsing of textual fields and their matching to a pre-defined knowledge base
- Customized standardization
- Other (please specify)

1.12. Data Matching

14. What kind of matching does your tool/solution support?

- Deterministic
- Probabilistic
- Other (please specify)

15. Can the matching feature be tuned for optimal results?

16. How does the tool handle duplicates?

17. Can the matching algorithms be customized? If yes, then please describe the customization process. Is the customization process GUI based or it involves programming? In case of programming, which language is used?

18. Does the tool support identity matching in multiple languages?

1.13. Monitoring

19. Does the tool/solution provide any monitoring features that could be used for periodical and/or ad-hoc quality checks?

20. Does the tool/solution provide any alerting functionalities for violations of monitoring rules?

1.14. Enrichment

20. Can the tool/solution integrate externally provided data with the source data in order to complete it?

OPERATIONAL REQUIREMENTS

1.15. Graphic User Interface

21. Does your tool/solution provide an interface for performing data stewardship functions?
22. Is your interface web based, so that the data stewardship functions can be performed remotely?
23. Does your tool/solution provide a graphical configuration environment for the use of IT and business professionals?

1.16. Runtime and Configuration Environment

- 24 . Please specify the minimal hardware requirements, operating system, software and any other requirements/constraints for the proper operation of the tool/solution
25. Does your tool/solution provide team-based development capabilities such as version control?
26. Does your tool include workflow management functionalities?

1.17. Other

27. Are the functionalities of your tool expandable by the customer. If yes, how?
28. Is the source code of your tool available to the customer?
29. Please specify any other issues that you may find relevant for your tool/solution.

Evaluation and Proof of Concept Assignment

The submissions to this request for proposal will be evaluated using a two step process:

- WIPO will evaluate all qualified proposals, based on the evaluation criteria described under Article 8 of Annex II;
- Shortlisted vendors will be invited to present their solutions at WIPO

WIPO will require that the demonstration prove that the DQ tool can identify the matches between the filing and priority numbers among the national data that WIPO currently has, as well as between WIPO's national collections data and any other publicly available reference data; and standardize that data to conform to the official format(s) of the filing numbers of the respective offices.

Please be sure to fill out and submit the Letter of Acknowledgement (Annex X) **and** the Non-disclosure Agreement (Annex VIII) in order to receive the data you will need to complete the proof-of-concept assignment.

Please note that all expenses associated with a bidder's participation in the above two steps, including any transport and accommodation costs, are to be borne by the bidder.

Contractual Conditions

- a) Include example(s) of a typical “Contract” you propose to your customers (including license agreements, maintenance and support contracts).
- b) Include your company’s terms and conditions that would apply to this contract.
- c) Please confirm your acceptance of the WIPO General Conditions (Annex VI).
- d) Please confirm your acceptance of the Officials not to benefit and third party declaration (Annex VII) by signing, dating and returning it with your proposal.
- e) Please confirm your acceptance of the Non-disclosure agreement for non-treaty data access by Member States and External Users (Annex VIII) by signing, dating and returning it with your proposal.
- f) Please confirm your acceptance of the Information Security Agreement (Annex IX) by signing, dating and returning it with your proposal.
- g) Include any assumptions and/or comments as you may believe to be necessary.