



CF/RAI/USAA/DB01/2002-00113

Full Item Register Number [auto] **CF/RAI/USAA/DB01/2002-00113**

ExRef: Document Series/Year/Number **CF/NYH/IRM/RAM/1994-0311 pdf**

Record Item Title TEST4

Functional Requirements Request for Vendor Information Response - Cover sheet and annexes sent to vendors - introduce exercise and response required - PDF version of CF/NYH/IRM/RAM/1994-0311

Date Created/ on Item 17-Jun-2002 Date Registered 17-Jun-2002 Date Closed/Superceded

Primary Contact Owner Location Records & Archive Management Unit =80669443
Home Location Adhiratha Keefe (Records Management Officer)
Current Location Adhiratha Keefe (Records Management Officer)

Fd1: Type: IN, OUT, INTERNAL? OUT
Fd2: Sender Ref or Cross Ref
Field 3 AD-556/RAM/94-03

Container Record
Container Record (Title)

N1: Number of Pages 9 N2: Doc Year 1994 N3: Doc Number 311

Full GCG Code Plan Number
Record GCG File Plan

Da1: Date Published Da2: Date Received 17-Oct-1989 Date 3 17-Oct-1989 Priority

Record Type A01af Itm Corr CF/NYHQ/DPP/RAM pre 1997

Electronic Details No Document DOS File Name

Alt Bar code = RAMP-TRIM Record Number **CF/RAI/USAA/DB01/2002-00113**

Notes

Archive Code Valid Date: 10/17/1989
WU_Staff: Adhiratha K.KeefeRAM Unit
Correspondent: Multiple Vendor s
Main or Elec Storage: Wang Item RSN: 2093 Box Year: Folder File Code: AD-556/RAM/94-03

Handwritten note: 25 (Doc) seen

Print Name of Person Submit Images

Signature of Person Submit

Number of images without cover

A. Keefe

Handwritten signature

9

BACK

COVER

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7 SIDED SKIN

COVER
Request for Information

Ref: IRM/RAM/94-311
Date: 15 Dec 1994

THIS is an information gathering exercise

(with neither stated or implied financial commitment to vendors who wish to provide information for this data collecting process)

ACTION REQUIRED FROM VENDOR:

1. Please immediately **Acknowledge Receipt** on ANNEX 2. Fill in:
 - a) firm and contact;
 - b) intent to respond;
 - c) time needed for detailed response; and
 - d) if a phone or in-person meeting is desired for further discussion.

NOTE: This request may be time sensitive due to budget deadlines for certain offices. An informal working group will review responses during the first quarter of 1995. However, Individual offices may take decisions based on the information received before the working group review is complete.

2. After acknowledging receipt and considering the background information in Annex 1, vendors are requested to fill out basic information on Annex 3 [**Cover Sheet for Response from Vendors**] concerning: Brief product description, different versions or parts; other services provided (e.g. conversions from current systems, upgrades) and approximate costs.

3. Review each item on the table/document "**Functional Requirements for a Standard Records and Archive Management Program [RAMP] for possible use by UNICEF**" and note on each item for which your product:
 - a) now has the function;
 - b) plan to have;
 - c) Considering {6 month to a year};
 - d) might add for price; or
 - e) do not plan (but might interface).

4. Comments on specific items may also be made on sheet provided [Annex 4] or use separate sheet but mention paragraph number(s).

5. Send your response to:
Mr. Adhiratha Kevin Keefe
UNICEF Records and Archive Management
Information Resource Management Office H-3F
New York, N.Y. 10017
FAX: 212-326-7740 INTERNET: akeefe@unicef.org
Phone: 212-326-7662

THIS INFORMATION IS PRESENTED AS BACKGROUND

(with neither stated or implied financial commitment to vendors who wish to provide information for this data collecting process)

CONTENTS

- I INTRODUCTION: Information on the reason for this request as well as:
- II STATUS THUS FAR: Revised/consolidated UNICEF functional requirement list, mapped to current UNICEF system & UN functional requirements
- III THE NEXT STEP: Contacting vendors of records and archive management packages concerning their plans for development & time frames
- IV HOW RESPONSES Will be REVIEWED: Compare responses, decide on items for implementation, make recommendations on conversion vs package + enhancements.
- V OTHER POINTS FOR NOTING: Migration phases, Maintenance & additional copies of software.

I INTRODUCTION

1. This is an informal request to obtain information concerning development of Records and Archive Management Products. We wish to determine which vendors:
 - a) have the desired functionality in a product;
 - b) are likely to develop something similar in the near future; or
 - c) can suggest an alternative approach to obtain the functionality required.
2. One of the reasons for the request is related to UNICEF decision to migrate a Records and Archive Management program [RAMP] system on the WANG VS in PACE [that was in production for four years] to a LAN version with similar or enhanced functions. The two main options being discussed related to this migration are either conversion + enhancements or package + enhancements.
3. An informal work group to discuss this has included interested

persons from the United Nations Children's Fund [UNICEF], United Nations [UN], United Nations Development Programme [UNDP] and the Office for Project Services [OPS]. Some of the members of the informal working group reviewing the functional requirements are listed for information purposes on Annex 5.

II STATUS THUS FAR:

4. As of this date, the work group has revised/consolidated the functional requirements list prepared for UNICEF and mapped the UNICEF list to
 - a) current functions in UNICEF RAMP and those being considered for future upgrades; and
 - b) requirements listed in the recent report for UN Archives and Record Management (ARM)
 - c) What is now in the UN Record management pc package developed for listing records in house using Dbase

III The NEXT STEP is:

5. Contacting vendors who are requested to note on the table/document "**Functional Requirements for a Standard Records and Archive Management Program [RAMP] FOR possible use by UNICEF**"* each functional item on list for which their product:
 - a) Now has the function available for use;
 - b) Plan to have {within specified time} can show beta; or
 - c) Considering, but in longer term {6 month to a year}; or
 - d) Might add or expedite development for price [but would make part of generic package for future upgrades]; or
 - e) Do not plan to implement from the list (but might be able to interface with another product).

*NOTE: "**Functional Requirements for a Standard Records and Archive Management Program [RAMP] FOR possible use by UNICEF**" is composed of 2 separate word processing documents. They can be provided on a disk if it will assist a vendor in completing the form:

Table/Document: RAM93248 includes PARA A-F

Table/Document: RAM94305 includes PARA G,H,J

6. For further information and cross reference to items on above

list the following documents may also be available to assist discussion:

- a) Consolidated functional Requirements sorted by Priority [RAM94340]. Available on request.
- b) List of entities/tables in use or discussed for future interface for UNICEF RAMP system [doc: RAM94339]. Available on request.
- c) "United Nations Information Resources Management Implementation Strategy APPENDIX Eleven - ARMS Functional Requirements [5 page table of contents and 68 page document as of 15 August 1994]. To be released under an RFP process.

IV REVIEW: After the responses are received:

7. The working group will compare package functionality, approximate costs and time frame for enhancements to cost estimates of conversion of RAMP plus cost of required enhancements. It will also identify possible advantages to adopting a package with enhancements vs conversion etc.
8. Agencies will decide which items may be implemented in phases for later or parallel development. [see also 8 below] Potential candidates are functions with Low [L] priority.
9. Working group will make recommendations and inform appropriate agency colleagues to assist in identifying and committing resources.

V OTHER POINTS:

- 10) Migration [conversion or Package + enhancement] will be done in phases. Example:
 - a) **Conversion** project may take one phase to bring over RAMP to LAN with basic functions and additional phases for communicating/exchanging data between LANs, or to include the most important improvements from the functional list.
 - b) If **Package** is chosen then one phase to obtain standard package and additional phases to obtain needed enhancements to the standard package.
 - c) Both Package or Conversion approach require a data conversion phase to transfer current data.
- 9) Maintenance costs and additional copies of software:

- a) Conversion RAMP: contract will be needed for future enhancements, or increasing interfaces, turning off functions and transferring data to applications which handle the function better. Some support for new installs.

- b) Replacement Package for RAMP: Contracts for maintenance and upgrades, enhancements to standard package. Most likely will require additional cost for each install unless site license for agency is obtained.

ANNEX 2
ACKNOWLEDGEMENT OF RECEIPT FORM

[RETURN Immediately]

Ref: IRM/RAM/94-311/A02

Date: 01 Dec 1994

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provide information for this data collecting process)

After receiving this request vendors are requested to immediately:

1. Fill out basic information below concerning:

a) FIRM NAME:

b) ADDRESS:

c) Best way to contact:

(Email via Internet and/or Fax number is preferred.)

2. Acknowledge Receipt and indicate

a) _____ intent to respond within one week (CHECK);

b) _____ if a meeting is desired to discuss

_____ by phone or _____ in person; and

c) time needed for detailed response: _____.

NOTE: This request may be time sensitive due to budget deadlines for certain offices. An informal working group will review responses during the first quarter of 1995. However, Individual offices may take decisions based on the information received before the working group review is complete.

4. Send your response to:

Mr. Adhiratha Kevin Keefe
UNICEF Records and Archive Management
Information Resource Management Office H-3F
New York, N.Y. 10017
FAX: 212-326-7740 INTERNET: akeefe@unicef.org
Phone: 212-326-7662

ANNEX 3

Cover Sheet for Response from Vendors

[Return with Functional Requirement Table/Document]

Ref: IRM/RAM/94-311/A03

Date: 01 Dec 1994

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After Acknowledging Receipt on ANNEX 2 and reviewing the background information in Annex 1, vendors are requested to:

1. Fill out basic information below concerning:

a) FIRM NAME:

b) BRIEF PRODUCT DESCRIPTION [describe different versions or parts and approximate cost]:

c) OTHER SERVICES PROVIDED (e.g. conversions from current systems, upgrades).

2) Mark vendor response [letter A-E] in the "VEN" column on table/documents "Functional Requirements for a Standardized RAMP package" for all items that apply. Use ANNEX 4 for additional comments on functional requirements where desired.

3. Return all of above to:

Mr. Adhiratha Kevin Keefe
UNICEF Records and Archive Management
Information Resource Management Office H-3F
New York, N.Y. 10017
FAX: 212-326-7740 INTERNET: akeefe@unicef.org
Phone: 212-326-7662

ANNEX 5

Ref: IRM/RAM/94-311/A05
Date: 01 Dec 1994

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Members of the Informal working group:

An informal work group to discuss the functional requirements has included interested persons from the United Nations Children's Fund [UNICEF], United Nations [UN], United Nations Development Programme [UNDP] and the Office for Project Services [OPS]. Some of the members of the informal working group reviewing the functional requirements are listed below for information purposes.

<u>Name/Internet</u>	<u>Work Unit</u>	<u>Phone</u> (212)	<u>FAX</u> (212)
Ariel Lifshitz lifshitz@un.org	UN Archives & Records Management	963-8111	963-4148
Bridget Sisk	UN Archives Unit	963-4226	963-8686
Adhiratha Keefe akeefe@unicef.org	UNICEF IRM/RAM	326-7667	326-7740
Wilma Soto	UN Records Management Unit	963-5680	963-4414
Dee Knight dee.knight@undp.org	UNDP Document Management Unit	906-5147	906-5372
Pratap Bushek pbushek@unicef.org	UNICEF IRM/RAM	326-7666	326-7740

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