

**REQUEST FOR INFORMATION (RFI)****Title of the RFI:**

eDiscovery - Stand-Alone Technology Stack ("kit")

Date of this RFI: 28 March 2019**Closing Date for Receipt of RFI at PD:** 9 April 2019**RFI Number:** RFIWC4198**Address RFI response by fax or e-mail to the Attention of:** Wansun Chung**Fax Number:****E-mail Address:** wansun.chung2@un.org**UNSPSC Code:** 81111500,81112400,81112300,81160000**DESCRIPTION OF REQUIREMENTS**

The United Nation (UN) is seeking an eDiscovery kit. The purpose of this request for information is to set forth a market research for a stand-alone technology stack ("kit") from a third-party commercial vendor.

You are kindly requested to review the overview of Specific requirements as following page, and to provide information as to whether your company or product could fulfill the requirements.

All responses to this RFI will be carefully evaluated. Information provided by responsive vendors will be used to further refine the UN's specifications for the eventual solicitation/acquisition for such a system. Vendors must provide as much detail as possible, including describing actual hardware, any necessary software, any peripherals required, and any configuration required to support the solution as supporting documents. Please indicate whether your company will bid in the event that a solicitation is issued in the future.

The UN reserves the right to verify any information submitted or request additional clarification in writing. Incomplete or inadequate responses, failure to respond or misrepresentation in replying to any question may disqualify your firm from further consideration as a suitable potential bidder in the event that a solicitation is issued in the future.

This RFI is solely for informational purposes and is in no way binding.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

This Stand-Alone Technology stack kit should be designed to fully support an Electronic Discovery environment to cover the aspect of identifying, collecting and producing electronically stored information (ESI) in response to a request for production in an investigation. ESI includes, but is not limited to, emails, documents, presentations, databases, voicemail, pictures, audio and video files, social media, and web sites.

The eDiscovery kit shall support the hosting of Nuix software and Relativity software, procured separately by the UN and provided to the commercial vendor for installation on the kit.

Vendor shall provide a comprehensive description of their solution, including hardware specifications, full software stack integrated, backup solution, storage management, security components implemented and networking components alongside with support model.

The stand-alone technology stack ("kit") should be built using a synchronized baseline network of hardware, software and managed services considering the following minimum core requirements.

Nuix System: 8 users

Relativity System: 25-50 named users

Virtualization Environment: Vmware/Hyper-V

Professional Monitoring and Live Support: 24/7

The Hardware "kit" must be scaleable to meet the future expansion both in terms of Compute and Storage.

NOTE

Information on tendering for the UN Procurement System is **available free of charge** at the following address: <https://www.ungm.org/Public/Notice>

Only the United Nations Global Marketplace (UNGM) has been authorised to collect a nominal fee from vendors that wish to receive automatically Procurement Notices or Requests for Expression Of Interest. Vendors interested in this Tender Alert Service are invited to subscribe on <http://www.ungm.org>

VENDOR RESPONSE FORM

TO: Wc4
Email: wansun.chung2@un.org

RFI Number:

FAX:

FROM:

SUBJECT: eDiscovery - Stand-Alone Technology Stack ("kit")

To be filled by the Vendor (All fields marked with an '' are mandatory)*

COMPANY INFORMATION

UNGM Vendor ID Number*:

Legal Company Name (Not trade name or DBA name) *:

Company Contact *:

Address *:

City *:

State:

Country *:

Telephone Number *:

Fax Number *:

Email Address:

Company Website:

We declare that our company fully meets the prerequisites A, B, C, D and E, for eligibility to register with the United Nations as outlined in the paragraph 1 of the RFI INSTRUCTIONS page.

Signature: _____

Date: _____

Name and Title: _____

**** If not already registered with UN Procurement Division, please use the following URL to register at United Nations Global Marketplace (UNGM): www.ungm.org.**

1) Registering as a Vendor with the United Nations

Vendors interested in fulfilling the requirement described above must be registered at the UN Global Marketplace (www.ungm.org) with the UN Secretariat in order to be eligible to participate in any solicitation. Information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>.

Prerequisites for Eligibility

In order to be eligible for UN registration, you must declare that:

- A. Your company (as well as any parent, subsidiary or affiliate companies) is not listed in, or associated with a company or individual listed in:
 - I. the Compendium of United Nations Security Council Sanctions Lists (<https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>), or
 - II. the IIC Oil for Food List website or, if listed on either, this has been disclosed to the United Nations Procurement Division in writing.
- B. Your company (as well as any parent, subsidiary or affiliate companies) is not currently removed or suspended by the United Nations or any other UN organisation (including the World Bank);
- C. Your company (as well as any parent, subsidiary or affiliate companies) is not under formal investigation, nor have been sanctioned within the preceding three (3) years, by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice;
- D. Your company has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against your company that could impair your company's operations in the foreseeable future;
- E. Your company does not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with the Vendor in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15).
- F. Your company undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN.

For Registered Vendors: Vendors already registered at the UN Global Marketplace with the UN Secretariat must ensure that the information and documentation (e.g. financial statements, address, contact name, etc.) provided in connection with their registration are up to date in UNGM. Please verify and ensure that your company is registered under its full legal name.

For Vendors Interested in Registration: Vendors not yet registered should apply for registration on the United Nations Global Marketplace (<http://www.ungm.org>); information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>.

IMPORTANT NOTICE: Any false, incomplete or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.

2) RFI Process

Vendors interested in responding should forward their information (as requested in the RFI) to the United Nations Procurement Division (UNPD) by the closing date set forth in this RFI. *Due to the high volume of communications, UNPD is not in a position to issue confirmation of receipt of RFIs.*

Please note that no further details of the planned solicitation can be made available to the vendors prior to issuance of the solicitation documents.

This RFI is issued subject to the conditions contained in the RFI introductory page available at <https://www.un.org/Depts/ptd/rfi>.