

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

Remote Office Location of Office of Investment Management of UNJSPF for its Business Continuity

Date of this RFI: 12 February 2020**Closing Date for Receipt of RFI at PD:** 11 March 2020**RFI Number:** RFICP268**Address RFI response by fax or e-mail to the Attention of:** Christian Provencher**Fax Number:****E-mail Address:** provencher@un.org**UNSPSC Code:** 80131500,80161506**DESCRIPTION OF REQUIREMENTS**

The United Nations Joint Staff Pension Fund (UNJSPF) established by the General Assembly of the United Nations (UN) has its offices at 820 2nd Avenue in New York City.

The Office of Investment Management (OIM) of UNJSPF is responsible for ensuring the security of the Fund's investments, enhancing business applications and information systems infrastructure, as well as supporting the front-to-back investment operation processes; it seeks to ensure that these services not suffer any interruption in delivery in the event of a disaster or any incident that would otherwise prevent its staff from reporting to work at the office's regular location.

As a result, OIM is seeking to identify service providers with extensive experience in providing remote office locations with fully equipped office space that could be used as a business continuity site and/or additional ad-hoc office space.

The office space provided by the selected service provider shall be used as alternative remote office location for critical staff when there is a need to work from a facility other than OIM's regular offices or when additional office space may be temporarily needed.

The remote office location project is part of Business Continuity operations at OIM that will help OIM staff to work from remote office locations on an as-needed basis as well as in an event of a disaster.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Requirements (Scope of Work) for the remote location office space will be as follows, but not limited to:

- Enterprise level network configuration with 24/7 remote monitoring and dashboard access for security and network activities including network utilization report. continuous monitoring ability and availability.
- Redundant Ability for Internet connectivity from multiple diverse service providers with enablement of quality of service (QoS).
- Dedicated office space with minimum 28 seats and one large conference room and smaller conference rooms.
- Ability to provide access to office space globally is desirable.
- Collaboration technology Audio/video conferencing ability in every conference room.
- Dedicated space for investment trading with physical security control is desirable.
- Provision of basic IT and network support.
- Ability for online guest registration, room bookings, conference bookings etc.
- Support with network services, such as DNS, DHCP, NTP, SNMP, etc.
- Network support with Private Wired LAN, Private/dedicated wireless SSID (WI-FI with WPA2 or stronger), Public Static IP, VOIP Phones.
- Network support for connectivity to Bloomberg and/or other private cloud services including support for the private lease lines that terminates in the provider's data center.
- Support for on-demand printing, scanning and Wi-Fi / Ethernet internet services to be available at all times
- Support with robust redundant internet connectivity for UNOIM cloud applications, such as Office 365, SharePoint.
- Support for platform as per OIM's requirements including Azure, Microsoft Windows, UNIX, AWS, Oracle Google and any other private or public clouds as per OIM's future requirements. Insulated, soundproof and up to date technology and equipment's.
- Industry driven RTO and RPO timelines.
- Enterprise level IT and physical security
- SLA including response time and escalation procedure with defined KPI, 99.9 percent network availability.

UN seeks information from only those vendors able to provide the above services. Interested firms responding to this RFI must complete the attached Response Form and return it to the attention of the above-referenced officer by 11 March 2020. Response Forms must be completed in full.

This RFI does not constitute a solicitation. The UN reserves the right to change or cancel the requirement at any time during the RFI and/or future solicitation process. Thus, submitting a reply to an RFI does not automatically guarantee that your firm will be considered for receipt of the solicitation when issued.

Please note that only registered vendors of the UN will be considered for an award. Therefore vendors interested in participating in the eventual competitive bidding exercise are encouraged to start registration with the United Nations Global Marketplace (www.ungm.org).

Please describe your firm's qualifications in providing the services listed above including address(es) of proposed location(s), capacity to provide space and services, rental terms, etc.

NOTE: All information and documentation to be provided must not exceed 10 pages in length and must be submitted by email as an attached PDF file;

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: Cp
Email: provencher@un.org

RFI Number:

FAX:

FROM:

SUBJECT: Remote Office Location of Office of Investment Management of UNJSPF for its Business Continuity

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.unqm.org.**

RFI INSTRUCTIONS

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>.