



INVITATION FOR EXPRESSION OF INTEREST
FOR
LEGAL DOCUMENT COLLABORATION

1. The New Development Bank (NDB) is headquartered in Shanghai, China. The Bank was founded in 2014 by the governments of Brazil, Russia, India, China, and South Africa (hereinafter referred to as “BRICS”) and launched in 2015 to mobilize resources for infrastructure and sustainable development projects in these countries and other emerging economies.
2. **NDB** is inviting the qualified suppliers to submit an Expression of Interest to provide a **Legal** platform to perform **Legal Document Collaboration** based on High-Level Requirements (Annex A).
3. The deadline for EOI submission is **6:00 PM, 01st June 2020**.
4. The response to this EOI should be forwarded to:
 - a The technology details, checklist for technology etc. if any to be submitted to preda.leandro@ndb.int
 - b Quotation to be submitted as password protected files to siva.srinivasan@x.ndb.int
 - c Passwords to be communicated with subject line of the product to baryshnikov.alexander@ndb.int
5. The EOI should provide information about the supplier’s information based on Annex B.
6. The **Legal Document Collaboration** platform solution needs to be offered as a SaaS and hosted in one of the BRICS countries and accessed worldwide. **No exceptions are accepted.**

Annex A

HIGH-LEVEL REQUIREMENTS

The Bank is seeking a **Legal Document Collaboration** platform to support internal users:

| | Process | Summary |
|---|-------------------------------------|---|
| 1 | Setup | Support integration with the NDB SSO platform. Allow the look and feel customization. Integrate with external Active Directory to obtain NDB employee groups. |
| 2 | Template Builder | Provide interface build a contract template with the following properties: <ul style="list-style-type: none"> • Create the template using closure database • Customize the document creation based on a questionnaire. <p>Be capable to use the external source as a template provider. (integration using API)</p> <p>All new Templates need to be approved by the pre-defined workflow.</p> |
| 3 | Legal Clause Database | Provide an interface to support common Clause used and track all contracts that make use of that. Be able to break-down the clause database by Legislation. |
| 4 | Workflow Management | Capable to configure a workflow based on the document type. Provide escalation in case of no action taken. Provide an interface to delegate approval (with start and end date) |
| 5 | Centralize Document Repository | Capable to store Microsoft Office documents, multiple versions and be able to track all changes made. Capable to store PDF files. Be able to integrate with Microsoft SharePoint, OneDrive, and File Server and use them as Document Source. |
| 6 | Optical character recognition (OCR) | OCR capable to create new editable files. (Microsoft Office preferable) |

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| 7 | Document search | Build-in interface to search across all document's types based and keyword mapped dynamically. |
| 8 | Team collaboration | <p>Provide the capability to dynamically create the initial agreement based on pre-defined question answers guided by an approved template.</p> <p>Provide in document collaboration integrated to Microsoft Office recording all changes, comments, and versions.</p> <p>Support external collaboration, provide an interface for pre-defined external entities grant access to pre-defined documents, provide their comments, and in-document suggestions.</p> |
| 9 | Reports / Alerts | <p>Provide reports based on:</p> <ul style="list-style-type: none"> • Notice dates • Workflow process • Contract metrics |
| 10 | System interface management and integration | This module should provide an interface to configure any API integrations with 3 rd parties' applications currently been used by NDB, such as IAM, Business Intelligence and support single sign-on via SAML2.0. |
| 11 | Platform Security | Be compliant with Security and Privacy providing data control and encryption. |
| 12 | Artificial Intelligence | <p>Configure and train the Artificial Intelligence to highlight possible conflicts, provisions, classification, suggest tags, etc....</p> <p>Be able to run AI in any document on the platform</p> |
| 13 | Push document for signature | Start a new workflow to collect all approvals in the platform and as final step push the final version of the document to be signed by an external platform. |
| 14 | Encryption and security | Be able to invoke external source to encrypt and collect digital signature if requested. (API integration) |



Annex B

VENDOR COMPANY INFORMATION

| Company Information | | Response/Detail |
|---------------------|--|-----------------|
| 1 | Company Name | |
| 2 | Incorporation location and jurisdiction law | |
| 3 | Headquarter location | |
| 4 | Number of years in operation | |
| 5 | Number of employees | |
| 6 | Number of office locations | |
| 7 | Provide details about the Vendor’s presence in BRICS | |

About the Product –Information

| Product Information | Sub | Response/Detail |
|---------------------|---|-----------------|
| 1 | Software product name | General |
| 2 | Number of years his product has been in existence | General |
| 3 | Share product API documentation | General |
| 4 | Provide a summary of the product's high-level modules. | General |
| 5 | Where is the support vendor located? | Support |
| 6 | What is the size of the support team? | Support |
| 7 | What is the process for raising a maintenance request by the Bank? | Support |
| 8 | Which BRICS country your SaaS solution is hosted? | Infrastructure |
| 9 | What kind of documentation Vendor will deliver along with the product and as part of implementation? | Implementation |
| 10 | Number of people involved the product’s R&D | Development |
| 11 | Describe product development and/or release methodology. This should explain, but not limited to, major, minor and client-specific release, agile methodology | Development |

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| 12 | What is the Vendor's major and minor release cycle timing? | Development | |
| 13 | Does Vendor perform regression testing for previous versions? What evidence is provided for such tests? | Development | |
| 14 | How is your solution priced? Provide a cost estimation. (if solutions are priced by user use 50 users or if it is priced by contracts use 1000 contracts) | Costs | |