

STATEMENT OF WORK

Supply and Implementation of IT Services for CAI System and MET operated by INIS

1. Scope

This Statement of Work (SOW) describes the requirements for the supply and implementation of IT Services needed for both CAI system and MET operated by INIS.

The production and test instances of CAI system run on Windows Server 2003 operating system which reached his “End of Life” support on July 2010. The supported IAEA standard operating system for servers is Windows 2008 R2. CAI system has to be adapted and migrated to Windows Server 2008, which the application currently is not capable to work on.

Furthermore, new features and additional enhancements have been identified by the INIS staff to be included in MET.

2. Definitions, Acronyms, and Abbreviations

The following definitions, acronyms, and abbreviations shall apply throughout this Statement of Work, unless defined otherwise hereinafter:

- **CAI:** Computer Assisted Indexing
- **CAI System:** 3rd-party application developed for INIS and built on RetrievalWare commercial platform. Based on the INIS thesaurus, terms are suggested to the indexer. The indexer can select from suggested terms, edit fields and add term from the thesaurus.
- **MET:** Metadata Extraction Tool – A metadata extraction system developed to assist INIS record creation from electronic documents in PDF format.
- **INIS:** International Nuclear Information System.

3. Requirements

3.1. Functional and Performance Requirements

The CAI System and MET shall meet the following functional and performance requirements:

- (a) the new version of the CAI system and MET shall maintain the existing functionalities available to INIS staff and member states;

- (b) the existing data and configured user accounts used for CAI system shall not be affected by the work performed by the contractor;

The Contractor shall develop the following functionalities for the upgraded version of MET:

- (a) the capability to link tags from the lead record after the record was created;
- (b) the windows "Manage Linking between Record/Source Text" and "Change Sequence/Deletion" shall be merged to one window.
- (c) the Contractor shall improve the templates handling: Filter *while-you-type* functionality shall be implemented for the "Manage User Template" option and when creating a new record;
- (d) the scroll-down functionality shall be always available for PDFs.
- (e) the possibility of adding a box using the "+" existing functionality shall be extended to both the beginning and the middle of the field;
- (f) the Contractor shall develop uniformed pagination of PDF and HTML 'page' bars;
- (g) descriptions for set and append. in Capture/Editing window shall be available to the users;
- (h) mandatory fields shall be highlighted in every user record template, when the "edit" functionality is selected;
- (i) the user shall be warned when pressing "Control+E" a second time to copy text to the Capture/Editing, for the action will overwrite the first selected data;
- (j) the Contractor shall develop the availability of a strict and clear association between the records and the type of template used to create them.

3.2. Technical Requirements

The CAI System and MET shall meet the following technical requirements:

- (a) the CAI System shall work on a Windows 2008 R2 operating system;
- (b) the CAI System web interface shall work properly with IE9 web browser;
- (c) the Contractor shall update the version of PDF viewer component embedded in MET to the most recent version; and

3.3. Support Requirements

The Contractor shall provide 16 hours of on-demand project support on MET production environment.

4. Testing and Acceptance

- 4.1. The contractor shall prepare and submit to the IAEA a test plan, clearly documenting how and under what criteria the systems will be tested.
- 4.2. The new version of CAI system and MET, after installation, shall be tested by the contractor together with INIS staff to demonstrate that the requirements specified herein are fulfilled.
- 4.3. The results of the testing of both CAI system and MET shall be documented by the contractor in an acceptance protocol that shall be signed by the IAEA upon its acceptance.

5. Installation and Training

- 5.1. The contractor shall install the new versions of both CAI system and MET at the IAEA Headquarters in Vienna, Austria.
- 5.2. The contractor shall provide on-site consulting for re-configuration of both CAI operation and test systems and their migration to Windows 2008 R2. The scheduling and specific details of this consulting will be determined and agreed between the contractor and the IAEA.

6. Deliverable Data Items

The contractor shall deliver the following data items:

- Source code for the new versions of CAI and MET;
- Updated version of the existing CAI and MET user and administration manuals in the English language.

7. Time Schedule

The contractor shall complete the work within 6 months of receipt of an order.