

**STATEMENT OF WORK****Address Cleansing Services**

Division of AIPS --- Date 15.11.2011

Revision	Date	Status	Comments
0.1	18.10.2011	Draft	Initial Creation
0.2	27.10.2011		MTPS comments
0.3	04.11.2011		Requirement update

Request for Proposal for Address Cleansing Services for IAEA

1. Scope

The IAEA's ERP project, known as the Agency-wide Information System for Programme Support (AIPS), will improve the quality, accuracy, timeliness and accessibility of management information, and will harmonize and streamline the processes that underpin Programme delivery. The objective is to implement a single, fully-integrated solution that leverages Oracle eBusiness Suite Release 12 and best-practice processes, replacing 45 stand-alone systems. AIPS will be introduced in multiple plateaus/stages. Plateau 1 focused on the Finance, Procurement, Programme and Project Management domains and went live on Jan 2011. Plateau 2 is expected to focus on Programme Planning and Budget Formulation and Contacts Management business domain and this has been initiated.

IAEA plans to implement a central Contacts Management Solution based on the Oracle Customer Hub and Supplier Hub products. As part of this solution, address information on approximately 200,000 contacts (including duplicates) will be extracted from existing systems and migrated into the Oracle application data structures.

The IAEA would like to make use of a webservice address cleansing tool ("The Tool") which will provide the following benefits:

- Improve delivery of mail and packages resulting from a pre-validated address in the proper format;
- Facilitate contact de-duplication; and
- Increase user productivity, since users will expend less time on address formatting and validation when creating contacts.

2. Acronyms and Abbreviations

UPU: Universal Postal Union

3. Functional Requirements

The Tool shall provide the following functionalities:

- The Tool shall cleanse all addresses to conform to UPU standards specific to each country.
- Addresses passed into the Tool shall be both validated and formatted by the Tool for the given country. Should an address not be able to be validated and formatted, the Tool shall do the following:
 - Return a descriptive error code; and
 - Return the address in the original format in which the address was passed into the Tool (i.e., return the address in the "dirty" format);
- Formatted outputs of the Tool shall include, as applicable, the following:



- Individual Address fields (including address1, address2, address3, address4), city, state, province, county, district, and postal code; and
- A single address block, containing all individual address fields concatenated into a single block with appropriate carriage returns and spacing between fields, such that this address block could be used to easily produce a mailing label;
- Should multiple addresses be passed into the Tool at a given time, the Tool shall be able to receive and return a data field to uniquely identify each record (e.g., Address ID);
- The Tool shall provide an interface which allow it to receive address data to be cleansed and return cleansed addresses;
- The Tool's software for address validation information from each given country shall be updated regularly (at least once every 3 months);
- The Tool shall be able to accommodate the following volumes of data:
 - 100,000 addresses for a one-time conversion;
 - 50-1,000 addresses on a daily basis (roughly 50,000 addresses per year);
- The Tool shall be able to transliterate foreign characters (e.g. Chinese, Japanese, Cyrillic, Greek).
- The Tool shall provide the capability to cleanse addresses from the following countries in which the bulk of addresses are clustered. Countries not on this list may be required on occasion.

○ Algeria	○ Kenya
○ Argentina	○ Korea, Republic of
○ Australia	○ Malaysia
○ Austria	○ Mexico
○ Belgium	○ Morocco
○ Brazil	○ Netherlands
○ Bulgaria	○ Nigeria
○ Canada	○ Pakistan
○ Chile	○ Peru
○ China	○ Philippines
○ Colombia	○ Poland
○ Cuba	○ Romania
○ Czech Republic	○ Russian Federation
○ Egypt	○ Slovakia
○ Finland	○ South Africa
○ France	○ Spain
○ Germany	○ Sri Lanka
○ Hungary	○ Sweden
○ India	○ Switzerland
○ Indonesia	○ Thailand
○ Iran, Islamic Republic of	○ Turkey
○ Italy	○ Ukraine
○ Japan	○ United Kingdom



- United States of America
- Venezuela
- Vietnam

4. External Interface Requirements

The Tool shall be web hosted and compatible with Oracle E-business Suite.