Corporate Finance Department

Materials Management Division   **1151-2015 ADDENDUM 1**

REQUEST FOR PROPOSAL OF A CLOUD-BASED SOLUTION FOR ARCHIVAL INFORMATION MANAGEMENT AND DIGITAL PRESERVATION SOFTWARE

ISSUED: April 11, 2016
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URGENT

PLEASE FORWARD THIS DOCUMENT TO WHOEVER IS IN POSSESSION OF THE REQUEST FOR PROPOSAL

THIS ADDENDUM SHALL BE INCORPORATED INTO THE REQUEST FOR PROPOSAL AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS
Template Version: Ar20150806

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Request for Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 9 of Form A: Proposal may render your Proposal non-responsive.

QUESTIONS AND ANSWERS

Q1   FORM N-Mandatory: FR-24: Will all uploaded digital objects have the same metadata or will different digital objects have different metadata?

   A1   Descriptions of archival records are compliant with Rules for Archival Description (RAD). See Appendix A.

Q2   FORM N-Non-Mandatory: FR-28: re: controlled vocabularies via drop-down menus. Can you define this in more detail?

   A2   Drop-down menus ensure correct data entry for descriptive elements specified in RAD – see Appendix A.

Q3   FORM N-Non-Mandatory: FR-35. Re: physical storage, can you please define what this means or how the current process works? Is this just a repository of metadata? Can you supply sample screen shots of the existing system?

   A3   Physical storage is the location where the original (physical) record is held in storage and is used to pull the physical record on request. It is an element of description. Physical locations are captured in both MAIN and FOCUS. In FOCUS, see the Location Code. In MAIN, see Notes Area–Location of Originals. Users of the solution should be able to print out a list of Physical Storage locations. The solution should provide for storage of and access to digitized traditional archival records, and preservation/storage of and access to born-digital records with archival value. Both systems (MAIN and FOCUS) can be accessed online via our website at http://winnipeg.ca/clerks/archives/ourCollection.stm.

Q4   What is the MAIN volume, amount of records, storage?

   A4   There are 148 archival descriptions at present representing less than 1% of 4 GBs allocated to our use.

Q5   Is there any backlog volume that needs to be scanned where we may need to get a mailroom involved because they are large in nature?

   A5   No.

Q6   Can you explain how you would scan into FOCUS? What types of documents would you scan? What type of scanners/equipment is currently being used? Is there any metadata before the images are ingested into Focus or is all of it entered after the documents have been scanned into the system?

      A6   Photographs are scanned using an Epsom Expression 1100XL. See the diagram in Appendix B for workflows of scanning and ingesting metadata into FOCUS.

Q7   Do you scan into MAIN?

      A7   No.

Q8   Is it known whether the Winnipeg In FOCUS database is capable of exporting in any text based or xml based format such as CSV or EAD?

      A8   FOCUS stores its data within a Microsoft SQL Server database. SQL Server databases provide several export options via the SQL Server Management Studio, including CSV export, but export into EAD format is not likely.