**SCHEDULE 3 – TENDER SCHEDULES**

Tenderers are to ensure that they provide sufficient information to evaluate their Tenders against all the evaluation criteria in this RFT. The following Tender Schedules, which Tenderers should complete as part of their Tender, are intended to mirror the Evaluation Criteria set out in this RFT.

Tenderers' compliance with the Conditions for Participation set out in **clause 6.1** of this RFT will be evaluated by reference to their Tenders and in particular:

* Form of Offer (**Schedule 2**); and
* Tender Schedules (**Schedules 3.1 and 3.2**).

**SCHEDULE 3.1 – NOT USED**

**SCHEDULE 3.2 – NOT USED**

**SCHEDULE 3.3 – UNDERSTANDING OF AND APPROACH TO THE SERVICES REQUIRED**

This Schedule is to be completed by the Tenderer and lodged with its Tender.

**1. Service solution**

1.1 Tenderers are to provide detailed information on their proposed solution to the Library's **Schedule 1** (Statement of Requirement), including an indication of how the Tenderer will meet the prescribed performance standards and service levels. Tenderers should provide a response indicating how the proposed solution meets the requirement for each requirement numbered in the following format in the Statement of Requirement: R[#].

1.2 The Library is also interested in Tenderers' flexibility to adapt to possible changes over the Term of the proposed Contract. Tenderers should highlight where they consider that they can provide innovation and continuous improvement as part of their solution.

1.3 Tenderers should provide the following details for their proposed solution:

(a) solution overview;

(b) solution architecture;

(c) logical data model;

(d) APIs: and

(e) system requirements and constraints.

|  |
| --- |
| **Tenderer's Response** |
| ***[NOTE TO TENDERERS: ATTACH DETAILS IF NOT CREATED ELECTRONICALLY]*** |

1.4 In addition to the above and for ease of completion by Tenderers, the following templates are provided for responses to the functional and general technical requirements.

| **Tenderer's Response : Digital Library Core Systems Scope** | | | | |
| --- | --- | --- | --- | --- |
| **R#** | **Requirement** | **Description** | **Tender is compliant/ non-compliant/ partially compliant** | **Description of how the proposed solution meets the requirement** |
| **A2.1.2 Digital Library Core System Scope - General - Functional Requirements** | | | | |
| **A2.1.2.1 Relationship to other systems** | | | | |
| R1 | The solution is either capable of integrating with solutions for the Preservation System or may reside separately but be capable of interoperating with or provide services to solutions for the Preservation System. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R2 | The solution enables interoperation with other systems via APIs (Application Programming Interfaces), or equivalent. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R3 | The solution enables interoperation with a direct deposit workflow system, digitisation systems and digital collections delivery systems. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R4 | The solution supports interfaces with the following Library systems and their future replacements:   * Archival management system for manuscript materials - Archivists' Toolkit; * Equipment and services in the Library's audio conversion facility, for audio preservation, capture, analysis and processing - QUADRIGA AudioCube, DOBBIN; * Integrated Library Management System (ILMS) - Voyager; * Interlibrary loan management and document delivery system - Relais; * Issue tracking system - Atlassian JIRA; * Records Management System - TRIM; * Rights Management System - Sprightly (in-house system); * Search and discovery service - Trove (in-house system); * Storage system - Digital Object Storage System (DOSS) (in-house system); * User Management System - in-house system; * Authentication services - Active Directory; * Digital Collections Manager (DCM) – to be replaced as part of digital infrastructure replacement – workflow, management and delivery for digitised and born-digital pictorial and audio materials; * Newspapers Content Manager (NCM) – to be replaced as part of digital infrastructure replacement – workflow and management system supporting mass digitisation of Australian newspapers and journals; * PANDAS/PANDORA – to be replaced as part of digital infrastructure replacement – harvest, management and delivery system for selective web archiving; * Prometheus – to be replaced as part of digital infrastructure replacement – workflow and management system for capture of digital content from physical carriers; and * Whole Australian Web Domain Harvest service - outsourced harvest, returned content stored and managed by the Library. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R5 | The solution enables components to be changed by the Library in a modular way over time. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.1.3 Digital Library Core System Scope - Collect - Functional Requirements** | | | | |
| **A2.1.3.1 Configure** | | | | |
| R6 | The solution extensibly supports collection and management of additional formats. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R7 | The solution enables Library staff to configure different ingest workflows for different groups of material - for example, configurable validation rules (including no validation); configurable generation of access copies (including no generation). | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R8 | The solution supports integration and configuration of additional or alternative tools to enhance ingest workflows, processing and analysis, quality assurance and preparation for discovery, access or delivery. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R9 | The solution enables Library staff to define and approve acceptance criteria for deposited content - including format, compliance with standards and format specifications, and quality of content and metadata. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R10 | The solution enables Library staff to define and approve metadata sets to be supplied or extracted for defined sets of digital items, processes or workflows. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R11 | The solution enables Library staff to define and approve system policies and default values – for example collection groups, functional roles, preservation intent, access policies, and risk profiles. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R12 | The solution enables Library staff to associate pre-defined system policies, acceptance criteria, or metadata sets with a set of digital objects. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.1.3.2 Ingest** | | | | |
| R13 | The solution ingests digital content submitted in standardised ways, including large and complex objects that consist of one or more files in known or unknown formats. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R14 | The solution supports efficient ingest of large numbers of files, including sets of unrelated files. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R15 | The solution ingests, into permanent storage, records or sets of existing descriptive, administrative, structural, technical or provenance metadata with accompanying digital content. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.1.3.3 Quality Assurance and Remediation** | | | | |
| R16 | The solution enables Library staff to assess quality of content and metadata submitted for ingest and take remedial action as required. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.1.3.4 Identify format, Transform** | | | | |
| R17 | The solution automatically identifies known file formats, as well as enables Library staff to do so manually. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R18 | The solution automatically transforms content to standard preservation formats on submission for ingest according to defined system policies, including policy of no transformation. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.1.3.5 Validate** | | | | |
| R19 | The solution validates content files and metadata against acceptance criteria on submission, as configured by Library staff, including no validation. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.1.3.6 Access copies and derivatives** | | | | |
| R20 | The solution supports ingest of access copies derived from original or master copies, and alternative or parallel representations of content (e.g. transcripts, Optical Character Recognition (OCR) text) created via external processes. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R21 | The solution enables Library staff to ingest access copies and other representations with masters, or without masters if masters are already in the repository, and to describe the types of representations. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R22 | The solution automatically creates access copies from preservation master copies where Library staff have configured a workflow to do this. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.1.3.7 Track** | | | | |
| R23 | The solution enables Library staff to track status of digital objects and verify successful storage of files. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R24 | The solution provides facilities to recover from error states and restart workflows from appropriate stages. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.1.3.8 Storage location** | | | | |
| R25 | The solution, if required, assigns appropriate storage locations for content and metadata that is ingested or generated by system processes. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R26 | The solution manages file locations and maintains associations between storage locations and item identifiers if files are relocated. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.1.4 Digital Library Core Systems Scope – Manage – Functional Requirements** | | | | |
| **A2.1.4.1 Library staff access, internal identifiers** | | | | |
| R27 | The solution automatically provides a persistent identifier for internal use and indexes metadata so that objects can be found quickly. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R28 | The solution enables Library staff to search content and metadata within the system by a wide range of criteria (including advanced search with multiple criteria), covering descriptive, technical, preservation, administrative, access rights and structural metadata. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R29 | The solution enables Library staff to quickly access copies of digital objects (images, documents, audio and video) for various purposes, including quality assurance and preservation processes and selecting appropriate items to download for exhibition and publication purposes. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.1.4.2 Manage** | | | | |
| R30 | The solution enables authorised Library staff to manage content files individually or in batches. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R31 | The solution records version history and process history for preservation master copies. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R32 | The solution enables Library staff to selectively revert to previous versions of content and metadata. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R33 | The solution enables Library staff to run data integrity checks and to inspect digital content or metadata which has failed data integrity checks. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R34 | The solution enables Library staff to manage physical inventory for those collections requiring it, for example by storing metadata objects that represent physical objects or carriers. | D | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.1.4.3 Masters, access copies** | | | | |
| R35 | The solution supports a wide range of formats for preservation master copies and access copies. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R36 | The solution supports multiple master copies and multiple access copies for a digital object. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.1.4.4 Update, version, delete** | | | | |
| R37 | The solution enables Library staff to upload new versions of master copies and access copies, or generate new versions of access copies from masters, individually or in batches. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R38 | The solution enables Library staff to view version history and manage which versions are available for access. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R39 | The solution versions digital items after an action which updates or changes the item, and updates associated metadata and relationships. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R40 | The solution keeps and manages previous as well as current versions of content and metadata. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R41 | The solution enables authorised Library staff to deaccession managed content, including items, parts of items or access copies. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R42 | The solution enables Library staff to quality assure and approve updates to digital items or metadata. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.1.4.5 Report** | | | | |
| R43 | The solution enables Library staff to generate regular pre-set and custom one-off reports on digital collections based on a range of criteria. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R44 | The solution enables Library staff to schedule or run ad hoc analyses on content and metadata. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R45 | The solution monitors and reports on storage usage and growth, and monitors and reports on system performance. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.1.4.6 Links to other systems** | | | | |
| R46 | The solution makes metadata available for use by other systems and provides services to import metadata from other systems. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R47 | The solution enables Library staff to link records about digital objects to records in other systems, for example the library management system or rights management system. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R48 | The solution supports linking of digital objects at any level of aggregation to a record in another system. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R49 | The solution supports linking of multiple items to a single record in another system. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R50 | The solution supports linking a single digital object record to records in multiple systems. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R51 | The solution supports linking a single digital object record to multiple records in an external system. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.1.4.7 Metadata** | | | | |
| R52 | The solution supports a range of descriptive, technical, administrative, rights, structural and provenance metadata needs for different materials or collections. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R53 | The solution automatically extracts or creates descriptive, administrative, rights, structural, technical or provenance metadata from files and from system processes, including from external systems, where Library staff have configured a workflow to do this. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R54 | The solution enables authorised Library staff to inspect and update automatically created metadata. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R55 | The solution enables Library staff to create, update or import descriptive, technical, preservation, access rights and structural metadata for digital objects, individually or in batches, including after the objects are permanently stored. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.1.4.8 Relationships** | | | | |
| R56 | The solution provides facilities to record file structures and file relationships. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R57 | The solution enables Library staff to arrange and describe digital content, including creating or supplementing metadata or creating an alternative structure for a complex object or series of objects. Library staff are able to do this after content is permanently stored, without having to re-ingest the content. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R58 | The solution enables Library staff to manage relationships between objects that belong to an ordered or unordered set - for example, a sequence of pages in a book. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R59 | The solution supports creation or collection of digital content representing only part of an item, part of a set of items or part of a collection, and defining the part’s context within the whole. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R60 | The solution enables Library staff to manage relationships between different representations of the same content - for example, the audio recording, summary and transcript of an interview. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R61 | The solution supports relationships between different editions of an item – for example, edited and unedited versions of transcript, map with and without contour markings. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R62 | The solution enables Library staff to manage logical as well as ‘physical’ structure of digital objects, and associate a digital item with more than one set of structural or logical relationships (that is, an item can have more than one 'parent'). | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R63 | The solution supports alternative arrangements of digital content, including content from multiple items. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R64 | The solution enables Library staff to manage relationships between digital objects for delivery purposes and make choices about how they will be delivered in context. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R65 | The solution supports integration and association of content from mixed media, including born-digital, digitised and physical content. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R66 | The solution supports arrangement and description of content, including:   1. Support content guides, finding aids or other descriptive lists providing access points to collection content; 2. Support description of and references to content at various aggregation levels from multiple descriptive sources or contexts; and 3. Support description of and references to content at various aggregation levels across multiple items, sets of items or collections. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.1.4.9 Group** | | | | |
| R67 | The solution enables Library staff to define sets and assign digital items to any number of sets for managing them according to various criteria. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R68 | The solution enables Library staff to create and configure collection ‘views’ of content and metadata. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R69 | The solution supports creation and delivery of themed collections, finding aids and additional descriptive lists at different aggregate levels to aid discovery and use of content. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.1.4.10 External Identifiers** | | | | |
| R70 | The solution enables use of persistent published identifiers in delivery systems to support external references to specific objects at various levels from series to tiles on a page. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R71 | The solution makes automatically assigned internal identifiers independent of any alternative identifiers for an item or set of items. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R72 | The solution supports pre-existing published identifiers. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R73 | The solution enables Library staff to optionally assign one or more persistent alternative identifiers for external referencing down to file level for items or parts of items, or for sets of items. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.1.4.11 Access control** | | | | |
| R74 | The solution enables Library staff to manage users and user permissions. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R75 | The solution supports access restrictions on content down to file level for external users. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R76 | The solution supports access control policies for content and metadata which were assigned at the time of collection. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R77 | The solution enables authorised Library staff to easily see what access restrictions apply to digital objects, and to quickly update, modify or delete access restrictions when required. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R78 | The solution enables authorised Library staff to update, modify or delete access restrictions at multiple levels – for example, series, item, part, and to specific copies, versions or editions. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R79 | The solution supports complex user permissions and access restrictions to content and metadata based on multiple criteria. The solution applies access control policies for access and delivery of content and metadata at multiple levels, and supports restrictions based on time, location, number of concurrent users, or authorisation. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R80 | The solution enforces access restrictions immediately upon their creation or update. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R81 | The solution supports enforcement of access control policies internally, limiting Library staff access to content being managed – for example, for sensitive or secret/sacred material. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R82 | The solution supports e-lending models for controlled temporary distribution of content in accordance with rights conditions to both libraries and individuals. | D | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.1.5 Digital Library Core Systems Scope – Deliver – Functional Requirements** | | | | |
| **A2.1.5.1 Discovery systems** | | | | |
| R83 | The solution makes a range of metadata available to discovery systems. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R84 | The solution makes textual versions of digital objects available to discovery systems (for example, full-text transcripts and summaries of oral history interviews and OCR transcripts of published documents). | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R85 | The solution enables authorised Library staff to approve release of metadata and content for public discovery, access and display, or alternatively suppress or defer public access. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R86 | The solution enables authorised Library staff to configure availability of metadata for discovery, including specifying individual metadata fields. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R87 | The solution makes metadata available which enables search by free text, URL (for web material), geographic co-ordinate, place name and bounded area searching. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.1.5.2 Download, Delivery Systems, Export** | | | | |
| R88 | The solution enables Library staff to download master copies of digital objects quickly, if on disk storage, individually or in arbitrary batches – for example, for use in publications and exhibitions, for generating new derivative versions, and for fulfilling copy requests from library clients. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R89 | The solution makes content and metadata, including relationship metadata, available to systems which will deliver digital objects to library users. These systems will deliver through web based interfaces and enable library users to print copies and download copies for offline use, subject to access and use conditions. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R90 | The solution supports export of managed content and metadata in standardised ways from the system, both individually and in batches. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R91 | The solution supports export of all data for simple migration to other systems. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R92 | The solution provides an alternate pathway for access to content – that is, direct access as an alternative to managed access. The solution allows direct access to content through persistent URLs, unmediated by software APIs, for delivery or management purposes, for appropriately authorised Library staff or systems. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R93 | The solution supports delivery of packaged content and metadata for viewing offline – for example: viewing at a standalone PC within a reading room; supply to a client at a remote location; supply to a donor; supply to a valuer; or supply of an entire web content harvest or content instance for transfer to another agency. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R94 | The solution enables delivery systems to include descriptive and access rights metadata in content files when they are downloaded. | D | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.1.5.3 Delivery of complex content** | | | | |
| R95 | The solution makes metadata available to delivery systems which would enable them to deliver complex objects and enable library users to navigate within various contexts for content – for example: within parts of an item; within hierarchical arrangements of content; within themed collections to which an item belongs; or to related content. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R96 | The solution makes content and metadata available to delivery systems which would enable them to provide features such as:   1. Delivery of parallel versions or related content – for example, text transcripts linked to images or audio; 2. Delivery of synchronised content – for example, musical scores and sound, sound or video recordings and transcripts; and 3. Clear navigation within complex objects or series of objects – for example, ‘page flipping’ in series, folders and items, or ‘stitching’ of adjacent maps images. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.1.5.4 Delivery copies** | | | | |
| R97 | The solution enables access to unrestricted preview and view/listen copies through a web based delivery system. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R98 | The solution enables Library staff to select which of multiple versions or editions of a digital object is the preferred copy for delivery. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R99 | The solution enables access to master copies for items that have no access restrictions. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R100 | The solution enables choice of alternative delivery or download formats for content, where available. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.1.5.5 User contributed content** | | | | |
| R101 | The solution enables enrichment of content, including text corrections and annotations contributed by library users, to be collected and maintained with the content. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |

| **Tenderer's Response : Preservation Systems Scope** | | | | |
| --- | --- | --- | --- | --- |
| **R#** | **Requirement** | **Description** | **Tender is compliant/ non-compliant/ partially compliant** | **Description of how the proposed solution meets the requirement** |
| **A2.2.2 Preservation Systems Scope - Functional Requirements** | | | | |
| **A2.2.2.4 Relationship Digital Library Core and other systems** | | | | |
| R102 | The solution is either capable of being integrated with solutions for the Digital Library Core or may reside separately but be capable of interoperating with or provide services to solutions for the Digital Library Core. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R103 | The solution enables interoperation with other systems via APIs (Application Programming Interfaces), or equivalent. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R104 | The solution supports interfaces with the following Library systems and their replacements:   * Rights Management System – Sprightly (in-house system) – for managing rights information and rights holders to contact for permission to take preservation action; * User Management System – in-house system – for authorisation levels, if necessary * Authentication services – Active Directory – for authentication with single sign-on. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R105 | The solution enables components to be changed in a modular way over time. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R106 | The solution provides services to other Library systems, including ingest workflows. | D | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.2.2.5 Collection and maintenance of preservation metadata for collection content** | | | | |
| R107 | The solution automatically performs file format identification on content files and records results in metadata, including an indicator of the level of confidence in file format identification, and explicit recording of an unidentified file format status for files unable to be identified. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R108 | The solution automatically performs file format validation on content files, to verify that content files are well-formed and valid with respect to their format specification and records results in metadata. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R109 | The solution automatically performs virus scans on content files and records results in metadata. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R110 | The solution automatically establishes and verifies integrity data for content files – for example, generating checksums (or equivalent integrity data) for content and verifying these where already established – and records results in metadata. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R111 | The solution automatically extracts or creates descriptive, administrative, rights, structural, technical and provenance metadata from content files and from system processes, and records results. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R112 | The solution enables Library staff to configure metadata sets to be extracted and recorded for defined sets of digital items or processes. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R113 | The solution enables Library staff to request or schedule re-run of analysis tools on defined sets of content for file format identification, file format validation, virus scans, file integrity checks and file analysis and metadata extraction, with subsequent update of metadata. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R114 | The solution enables Library staff to manually update metadata, including batch update – for example, to update file format identification manually for known file formats where automated file format identification is not possible. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R115 | The solution enables Library staff to request ad hoc file analysis and metadata extraction with reporting of detailed results for review – for example, as part of issue investigation or preservation planning. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R116 | The solution enables Library staff to request analysis of content for evaluation of preservation risks not determinable from metadata – for example, the capability to scan the content for presence of deprecated HTML tags. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.2.2.6 Reference knowledgebases**  A2.2.2.6.1 The Library is seeking a solution that enables Library staff to maintain knowledgebases – human readable and machine actionable sources of information for reference and consultation – to support preservation assessment, monitoring and planning. | | | | |
| R117 | The solution enables Library staff to create, update and maintain reference information knowledgebases on:   1. File formats and versions 2. Software and hardware components that support access to file formats and versions, for maintaining access to managed content; and 3. The level of support available for particular file formats and versions:    1. sets of software or hardware components available to support access to formats;    2. functions supported, both for providing access to content and for use in preservation action – for example, presentation, modification, batch processing;    3. fidelity of support – how well functions are supported; and    4. known risks, including potential inhibitors to preservation, associated with formats or supporting software or hardware. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R118 | The solution enables creation and maintenance of associations between file formats and versions, software, hardware and levels of support. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R119 | The solution enables Library staff to create, update and maintain resource inventory knowledgebases of software and hardware components available to the Library and which may be used to support access to managed content or to take preservation action. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R120 | The solution enables Library staff to manage preservation intent descriptions and parameters for sets of content. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R121 | The solution supports knowledgebases combining both human readable textual information and machine actionable controlled value lists (or equivalent). | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R122 | The solution supports import and update of reference information knowledgebases and resource inventory knowledgebases through:   1. exchange with external services, including external third party services, via automated or manual processes; and 2. manual creation and update of reference and resource information. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R123 | The solution provides options for export or transfer of reference information and resource inventory information to other systems, including future replacement systems. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R124 | The solution enables consultation of reference information and resource inventory knowledgebases as part of workflows other than preservation – for example, enables consultation of reference information regarding level of support for file formats as part of acquisition workflows, yet to be determined. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.2.2.7 Preservation assessment and reporting**  A2.2.2.7.1 The Library is seeking a solution that enables Library staff to review the composition and characteristics of its digital collections to assess trends that may affect preservation management, to aid setup of preservation monitoring, planning and action, and to report on specific aspects of content when necessary. | | | | |
| R125 | The solution enables Library staff to define and request, on both an ad hoc and scheduled basis:   1. summary reports of content, metadata characteristics and risks across collections or defined sets of managed content 2. detailed metadata reports for individual items or sets of items; and 3. audit trail history reports for individual items or sets of items. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.2.2.8 Configuration of preservation monitoring**  A2.2.2.8.1 The Library is seeking a solution that enables Library staff to record preservation intentions for sets of digital content, and define risk conditions to be monitored which affect those intentions for content. | | | | |
| R126 | The solution enables Library staff to define and approve sets of managed content for preservation monitoring, based on content characteristics, recorded metadata or system policies, including preservation intent and significance. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R127 | The solution enables Library staff to update metadata for preservation intent and significance indicators for sets of managed content. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R128 | The solution enables Library staff to define and approve risk conditions to be monitored for defined sets of managed content, including, but not limited to:   1. ‘parameter-based’ risks: a match against a criterion defined by Library staff to indicate a preservation risk – for example, video encoded with a codec considered to be problematic; 2. ‘exception’ risks: the value of a monitored parameter is outside a set of acceptable values; 3. ‘change’ risks: there has been a change in status for a monitored parameter for content – for example, the confidence in format identification for a particular file has changed; 4. ‘conflict’ risks: conflicting values for the parameter are reported by one or more tools – for example, file format identification returns conflicting values; 5. ‘unknown value’ risks: undetermined values for defined parameters – for example, undetermined values for file format and version; and 6. ‘access support’ risks: changes in level of support which affect the Library’s ability to access to content in accordance with preservation intent and significance – for example, reduction below an acceptable threshold in the availability of supporting software for a particular file format. 7. ‘content-based’ risks: characteristics of content that may not be identifiable from metadata – for example, presence of deprecated HTML tags. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R129 | The solution enables Library staff to define and approve actions, including, but not limited to, notification or reporting, to be performed on detection of conditions which:   1. affect content; 2. affect the ability to monitor content or evaluate conditions; and 3. meet other system policy criteria – for example, file formats to be converted on ingest. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R130 | The solution enables Library staff to define and approve general system risk conditions that affect content generally or the management of content – for example, to define integrity check failures or unavailability of services for integrity checking as general risk conditions to be monitored and reported. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.2.2.9 Preservation monitoring, reporting and prioritisation** | | | | |
| R131 | The solution performs monitoring and analysis tasks, on both a scheduled and ad hoc basis, with reporting of outcomes, including:   1. verifying and reporting on data integrity checks for managed content and metadata; and 2. monitoring for the occurrence of other conditions defined through system policies. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R132 | The solution supports comparison of metadata, preservation intent and defined risks for managed content, in conjunction with reference information and resource inventory knowledgebases, where necessary, to detect occurrence of risk conditions or other defined system policy criteria requiring action. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R133 | The solution enables Library staff to monitor both digital content under management and content being ingested in the Digital Library Core. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R134 | The solution enables Library staff to define and view summary reports of digital collection monitoring via a reporting interface. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R135 | The solution triggers approved actions, including, but not limited to, notification or reporting, on detection of risk conditions or other defined system policy criteria. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R136 | The solution enables Library staff to adjust and assign priorities for preservation planning for sets of managed content. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R137 | The solution supports comparison of metadata, preservation intent, significance and defined risks for managed content, in conjunction with reference information and resource inventory knowledgebases, where necessary, to enable Library staff to evaluate relative degrees of risk, significance and frequency of occurrence within sets of managed content, to determine priorities for preservation planning. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R138 | The solution enables Library staff to view digital collection monitoring via a ‘dashboard’ view. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R139 | The solution enables Library staff to inspect digital content or metadata for which risk conditions or other system policy conditions have been met. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.2.2.10 Preservation options and preservation action planning**  A2.2.2.10.1 The Library is seeking a solution that enables Library staff to maintain reference information on options for preservation actions, and must be able to define candidate preservation action plans. | | | | |
| R140 | The solution enables Library staff to create, update and delete reference information on options for preservation action, both in general and for particular formats or format types. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R141 | The solution enables Library staff to define, approve and prioritise candidate preservation action plans for sets of managed content | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R142 | The solution supports preservation action plans which include multiple steps. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R143 | The solution supports preservation action plans combining manual and automated workflows. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R144 | The solution enables Library staff to define types of preservation action for use within preservation planning and evaluation. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R145 | The solution enables Library staff to perform 'what if' simulations to determine impact of changes to availability of support for access, including:   1. removal of software or hardware sets supporting access, to assess risks or impacts on access; and 2. addition or revision of software or hardware sets supporting access, to assess proposed remedial preservation action plans. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R146 | The solution enables Library staff to estimate performance, capacity and resource requirements, including indicative and comparative cost estimates, for executing preservation action plans. | D | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R147 | The solution enables approval of preservation action plans by authorised Library staff – for example, by supervisors or collection managers. | D | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.2.2.11 Supported preservation actions** | | | | |
| R148 | The solution supports preservation actions which involve performing actions on discrete files or sets of files – for example, format migration. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R149 | The solution supports preservation actions which involve performing actions on part of a complex object or content contained in container files, including replacement of content within containers, or equivalent, and updating of metadata and relationships – for example, format migration on content within WARC container files. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R150 | The solution supports preservation actions which involve updating information on support for access – for example, recording the acquisition of additional software components that can be used to access a particular format. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R151 | The solution supports preservation actions which involve revising or removing the preservation intent to support individual items or sets of managed content, or deaccessioning content from collections. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R152 | The solution supports preservation actions which involve actioning changes to access mechanisms – for example, supporting insertion of alternative viewing software components into a delivery system, or supporting emulation environments. | D | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.2.2.12 Preservation action plan testing and evaluation**  A2.2.2.12.1 The Library is seeking a solution that enables Library staff to test and evaluate preservation action plans to determine if they satisfactorily achieve the preservation intent for managed content. | | | | |
| R153 | The solution enables Library staff to define quality assurance criteria for preservation action plan outcomes. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R154 | The solution enables Library staff to develop, test and quality assure and approve executable preservation action plans for sets of managed content. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R155 | The solution supports simulations or testing of preservation actions against a content testbed. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.2.2.13 Preservation action scheduling**  A2.2.2.13.1 The Library is seeking a solution that enables Library staff to schedule performance of approved preservation actions. | | | | |
| R156 | The solution enables Library staff to define sets of managed content to which preservation actions will be applied. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R157 | The solution enables Library staff to elect to perform preservation actions on any existing version of content – for example, to perform a format migration on a preceding version of a master if this is found to produce a superior result to performing the migration on the current master for particular content. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R158 | The solution supports export of content for preservation action via external processes, with subsequent import of treated content. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R159 | The solution enables Library staff to schedule and execute approved preservation action plans against individual items or sets of managed content in the production environment. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R160 | The solution supports execution of preservation action plans within the repository. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R161 | The solution enables Library staff to schedule and approve computing resources to support preservation actions. | D | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.2.2.14 Preservation action evaluation** | | | | |
| R162 | The solution supports import and integration of preservation-treated content and metadata, from either internal or external processes, including:   1. Verifying that preservation-treated digital content conforms to acceptance criteria for preservation outcomes for designated sets of digital content; 2. Enabling Library staff to quality assure and approve preservation-treated digital content for incorporation into the collection; and 3. After approval, updating versions of content, metadata and associated relationships. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R163 | The solution supports ‘rollback’ of updated versions of content, metadata and associated relationships to restore previous versions, if necessary. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R164 | The solution enables Library staff to define and approve acceptance criteria for preservation action outcomes for sets of managed content. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.2.2.15 Tool configuration and update** | | | | |
| R165 | The solution enables Library staff to add or replace and configure tools, including mapping of data interfaces, for use in analysis, preservation action and quality assurance. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R166 | The solution enables Library staff to update configuration for tools used in analysis, preservation and quality assurance – for example, to update virus signature files. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R167 | The solution supports reporting on tools and tool configurations, including versions. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.2.2.16 Preservation audit reporting**  A2.2.2.16.1 The Library is seeking a solution that enables Library staff to audit and review its processes, policies and plans for preservation management of digital content. | | | | |
| R168 | The solution supports comprehensive reporting for auditing purposes of content and metadata composition, conditions, system policies, associated rights, tools and configurations, risks and monitoring, events, actions and outcomes. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.2.2.17 Export** | | | | |
| R169 | The solution supports export of all content and metadata for simple migration to other systems. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |

| **Tenderer's Response : Digitisation Systems for Printed Materials Scope** | | | | |
| --- | --- | --- | --- | --- |
| **R#** | **Requirement** | **Description** | **Tender is compliant/ non-compliant/ partially compliant** | **Description of how the proposed solution meets the requirement** |
| **A2.3.2 Digitisation Systems for Printed Materials Scope - Functional Requirements** | | | | |
| **A2.3.2.1 Relationship to other systems** | | | | |
| R170 | The solution enables interoperation with the Digital Library Core systems. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R171 | The solution enables interoperation with other systems via APIs (Application Programming Interfaces), or equivalent. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R172 | The solution enables components to be changed in a modular way over time. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.3.2.2 Scanning of print and microfilm materials**  A2.3.2.2.1 The Library is primarily looking for capabilities for in-house conversion of image to text; however, solutions integrating the scanning workflow with the content analysis and OCR workflow may be of interest. | | | | |
| R173 | The solution enables items to be selected and scheduled for digitisation as a scan job. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R174 | The solution supports assignment of items and jobs against projects for statistical reporting. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R175 | The solution scans text based collection material to produce digital page images from microfilm reels, original hard copy newspaper, books, journals and other printed materials, including maps and ephemera with both text and pictorial content. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R176 | The solution generates high quality greyscale and/or bi-tonal and/or colour TIFF images according to digitisation and preservation quality standards established by the Library. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R177 | The solution supports recording of page image sequence based on the order of appearance in the source material. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R178 | The solution supports capture of targets occurring in microfilm as per normal pages. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R179 | The solution supports image manipulation - for example, auto-frame split, crop, de-skew, de-speckle, rotation to reading view and enhancement for OCR. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R180 | The solution supports splitting of microfilm frames to ensure that one source page is one image. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R181 | The solution supports correction for variations in film density for capture from microfilm. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R182 | The solution automatically generates technical metadata and includes this in the header of each file. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R183 | The solution supports both automated and manual quality acceptance checks. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R184 | The solution supports quality assurance inspection of scanned images and supports generation of image derivatives for viewing for quality assurance inspection purposes if necessary. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R185 | The solution supports re-scanning / re-processing of pages or entire publications that do not meet quality requirements. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R186 | The solution supports generation of unique identifiers for each image. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.3.2.3 Content analysis and OCR** | | | | |
| **A2.3.2.3.1 Source images** | | | | |
| R187 | The solution enables Library staff to manually or automatically load source images for content analysis and OCR processing. Regardless of whether an integrated scanning and OCR solution is offered as a result of this Request for Tender, the solution is able to load images, suitable for OCR processing, from any source. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R188 | The solution enables scanned content and metadata to be imported for processing, for individual items and for batches of content. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R189 | The solution creates records for content entering the processing workflow. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R190 | The solution supports image manipulation if required e.g. auto-frame split, crop, de-skew, de-speckle, rotation to reading view and enhancement for OCR. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R191 | The solution supports colour, greyscale and bi-tonal images. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R192 | The solution supports content containing a mixture of colour, greyscale and bi-tonal images within the same publication. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.3.2.3.2 Content analysis** | | | | |
| R193 | The solution automatically identifies and/or enables Library staff to identify document sections - that is, recognises components that form meaningful entities - for example: chapters in a book; articles in a journal; or sections in a newspaper. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R194 | The solution automatically identifies and/or enables Library staff to identify zones within documents and sections - for example, chapter or article title; illustrations; columns of text. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R195 | The solution automatically identifies and/or enables Library staff to identify target images. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R196 | The solution supports manual adjustment of zoning. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R197 | The solution supports allocation of categories to articles. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R198 | The solution supports different editions of works. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R199 | The solution supports association of continuation articles in reading order where article zones are spread across multiple zones on the same page. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R200 | The solution supports zoning boundary definitions as polygons. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R201 | The solution supports aggregation of identified zones into a single zone - for example, grouping of all recognised advertisement zones on a page into a single zone. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R202 | The solution supports association of continuation articles in reading order where article zones are spread across multiple pages. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R203 | The solution supports provision of structural metadata for book pages which contain the end of one chapter and the start of another chapter. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R204 | The solution supports association of illustrations with article zones. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R205 | The solution supports association of captions with illustrations. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R206 | The solution automatically suppresses and/or enables Library staff to suppress processing of target images if required. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.3.2.3.3 OCR** | | | | |
| R207 | The solution OCRs the text. The solution supports OCR with zoning (for example, articles of newspapers) and without zoning (for example, whole pages of books). | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R208 | The solution supports non-English language texts (Unicode) and non-Roman script. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R209 | The solution supports conversion of non-recognised font – for example, converting ‘■’ to ‘?’. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R210 | The solution supports OCR of text following the column and reading order structure - that is, not left to right across the page ignoring a column structure. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R211 | The solution supports application of user defined dictionaries, e.g. dictionary of Australian place names, to improve the quality of OCR output. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.3.2.3.4 Output** | | | | |
| R212 | The solution outputs results of content analysis and OCR in a manner that enables a content management system to compile the text in reading order to produce a complete transcript of the text. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R213 | The solution outputs results of content analysis and OCR in a manner that enables text to be indexed for searching and for search terms to be highlighted in the images returned as a result of searching. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R214 | The solution outputs results for each page containing page layout metadata - zones, paragraphs, lines, words and fonts recognised by the OCR process, and their coordinates on the page; full text of the page; OCR confidence levels at the character and word level. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R215 | The solution outputs results for each issue or set of pages comprising a publication, containing: descriptive metadata; administrative metadata; file metadata including a manifest of source images and ALTO (Analysed Layout and Text Object) files (or equivalent) referenced; structural metadata. Structural metadata should include a physical structural map containing the order of pages and the corresponding image and ALTO files (or equivalent), and a logical structural map if required to contain image coordinates and ALTO file ID references (or equivalent) for the identified zones and their reading order. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R216 | The solution outputs the results for each page in a valid ALTO (Analysed Layout and Text Object format) XML file (or equivalent). | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R217 | The solution outputs the results for each issue or set of pages comprising a publication, in a valid METS file. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R218 | The solution prevents duplication of word coordinates. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.3.2.3.5 Descriptive metadata** | | | | |
| R219 | The solution automatically creates and/or enables Library staff to create descriptive metadata - for example, journal issue date, page numbers. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R220 | The solution supports bulk ingest of metadata given specific formatting rules. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R221 | The solution supports configurability of metadata sets to be recorded for different types of text-based printed material or workflows. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R222 | The solution supports manual user addition or update of metadata. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R223 | The solution automatically applies and/or enables Library staff to apply page sequence numbers. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R224 | The solution supports manual addition of categories to articles and illustrations. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.3.2.3.6 Rekey or correct data** | | | | |
| R225 | The solution enables Library staff to rekey or correct titles and certain other fields as required - for example, subtitles, authors, abstracts. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.3.2.3.7 Quality assurance** | | | | |
| R226 | The solution automatically assesses and/or enables Library staff to assess quality of generated text and metadata at various points in the workflow and take remedial action as required. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R227 | The solution enables Library staff to manage set up of requirements and acceptance criteria for output of processing. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R228 | The solution provides facilities to validate output against acceptance criteria. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R229 | The solution supports generation of image derivatives for quality assurance inspection purposes if necessary. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R230 | The solution alerts Library staff to validation failures and enables resubmission. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R231 | The solution supports both automated and manual quality acceptance checks. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R232 | The solution enables Library staff to approve or reject content based on quality acceptance checks. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R233 | The solution supports both complete and sample-based quality assurance. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R234 | The solution supports automated comparison of sample output against quality assurance profiles for different content types. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R235 | The solution enables Library staff to tentatively approve or reject content or submit to other Library staff for review. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.3.2.3.8 Tracking** | | | | |
| R236 | The solution provides facilities to track status of content and processes throughout the workflow. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R237 | The solution provides facilities for monitoring of workflow statuses and reporting. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R238 | The solution enables Library staff to suspend or abort import of source images or other processes in the workflow. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R239 | The solution enables items or jobs to be re-processed or re-submitted for processing. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R240 | The solution provides facilities to transfer and assign processes to users. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A2.3.2.3.9 Create derivatives** | | | | |
| R241 | The solution provides facilities to generate derivative copies for viewing and/or for delivery, if required. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |

| **Tenderer's Response : General Technical Requirements** | | | | |
| --- | --- | --- | --- | --- |
| **R#** | **Requirement** | **Description** | **Tender is compliant/ non-compliant/ partially compliant** | **Description of how the proposed solution meets the requirement** |
| **A3 General Technical Requirements**  A3.1 The following general requirements apply to all scopes, unless otherwise specified. | | | | |
| **A3.2 Interface Requirements** | | | | |
| R242 | Solutions enable all data to be exposed or accessed. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R243 | Solution components interoperate only through published interfaces – for example, APIs (Application Programming Interfaces), or equivalent. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R244 | Solution components support integration with single sign-on authentication, via Active Directory. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A3.3 Design Constraints** | | | | |
| R245 | Software components are Unicode compliant. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R246 | Software components support activity and event logging and reporting. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R247 | Software components support exception handling. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R248 | Software components support recovery from error conditions. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R249 | Software components support graceful failure or degradation of service under error conditions. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R250 | Solutions support programmatic access to data to allow integration with other systems and development of additional software tools or plugins. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R251 | Software components support low level access to content for administrative purposes via a resolver, API, service or equivalent. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R252 | Solutions have web-based user and administrative interfaces. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R253 | Server-side software components run on Unix/Linux operating systems. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A3.4 Performance Requirements** | | | | |
| R254 | As indicated in the following table, solution components support the following baseline estimates for material throughput, and are scalable to support increased activity:   |  |  | | --- | --- | | **System components supporting:** | **Processing throughput capacity** | | Digitisation workflows | 3-6 million images per year through mass digitisation processes.  50,000 to 100,000 images per year through curated digitisation processes.  150,000 images per year of on-demand digitisation for client requests.  Up to 2500 hours of publication quality audio per year.  Up to 2500 hours of publication quality video per year. | | Web archiving | 1 billion files per year (approximately 40 TB) | | Deposit on physical format carriers | 3000 carriers per year.  May include large collections, for example a collection from a photographer containing 900 GB of images. | | Online deposit | 3000 submissions per year. | | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R255 | As indicated in the following table, solution components support the following numbers of concurrent users, and are scalable to support increased user demand:   |  |  | | --- | --- | | **System components supporting:** | **Concurrent users supported** | | Digitisation workflows | 50 Library staff users. | | Web archiving | 30 Library staff and partner agency users. | | Deposit on physical format carriers | 20 Library staff users. | | Online deposit | 15 external depositors and Library staff users. | | Preservation | 20 Library staff users. | | Delivery | 50 record accesses per second. | | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R256 | Solutions are to support at least 1 gigabit per second network interface speed between infrastructure components. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A3.5 Interoperability** | | | | |
| R257 | As indicated in the following table, solution components provide facilities to interoperate via the following standards and protocols, where appropriate:   1. Hypertext Transfer Protocol - HTTP 1.1 - RFC 2616; 2. HTTP Extensions for Web Distributed Authoring and Versioning - WebDAV - RFC 4918; 3. File Transfer Protocol - FTP - RFC 959; 4. Web Services technologies as described in Web Services Architecture: W3C Working Group Note 11 February 2004; 5. WARC File Format - ISO 28500:2009; 6. Extensible Markup Language - XML 1.0; 7. Metadata Encoding and Transmission Standard - METS; 8. Metadata Object Description Schema – MODS; 9. PREMIS Preservation Metadata Schema; 10. MARC 21 / MARC XML; 11. Dublin Core metadata standard; 12. Encoded Archival Description 2002- EAD 2002; 13. Encoded Archival Context – Corporate Bodies, Persons, and Families - EAC-CPF; 14. Analysed Layout and Text Object format – for description of layout and content of page objects – ALTO; 15. Text Encoding Initiative schemas – TEI; 16. AES standard for audio metadata – Audio object structures for preservation and restoration – AES 57-2011; 17. Library of Congress – Technical metadata for audio – AudioMD; 18. Library of Congress – Technical metadata for video – VideoMD; 19. Lightweight Directory Access Protocol – LDAP - RFC 4510; and 20. Web Content Accessibility Guidelines - WCAG 2.0 | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A3.6 Usability** | | | | |
| R258 | Software components provide appropriate feedback on user actions, prevent users from error and allow recovery from error. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R259 | Software components support accessibility requirements and provide alternative means to interact with system components, data and processes, where necessary. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A3.7 Maintainability** | | | | |
| R260 | Solutions provide mechanisms and documentation for installation, upgrade, configuration and quality assurance of installation, upgrade and configuration. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R261 | Solutions provide facilities to troubleshoot problems during operation. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R262 | Equipment and software components are to remain under a maintenance agreement or warranty for the life of the equipment and software components. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R263 | Successful Tenderers are to provide services under maintenance agreements for equipment and software components. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R264 | Software components are maintainable such that a competent programmer with the appropriate skills and tools is able to:   1. Diagnose and correct a complex defect without resorting to reverse engineering, inserting debugging code or running long or repetitive test routines; 2. Add functionality without breaking the architectural model, or introducing new defects; and 3. Redeploy the software without complex manual procedures. | HD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A3.8 Integrity** | | | | |
| R265 | Solutions to validate and preserve data integrity for data transfer and storage. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R266 | Solutions log data integrity check results. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R267 | Solutions detect and report data integrity failures. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A3.9 Quality** | | | | |
| R268 | For digitisation of image and textual materials, equipment and system components are capable of producing International Colour Consortium (ICC) colour managed bi-tonal, greyscale and colour images at a minimum of 400 dpi resolution without interpolation, with de-skewing of page images to within plus or minus 1 degree from parallel. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R269 | For digitisation of image and textual materials, equipment and system components are capable of producing uncompressed or lossless compressed Lempel Ziv Welch (LZW) TIFF files, or acceptable alternative image formats of RAW, DNG, and potentially JPEG 2000. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| **A3.10 Support** | | | | |
| R270 | Successful Tenderers, if any, are to provide timely services under acceptable maintenance agreements for equipment and software components. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R271 | Final supplier maintenance agreements are to include Library staff training and certification. The training is to be instructor led, classroom based and to be delivered in Canberra for the duration of the contract term as requested by the Library. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R272 | Initial training is expected for each solution component with expected class sizes of 12. Successful Tenderers are to provide training for system administrators, technical and business area Library staff, and are to also provide printed and bound training materials. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R273 | Successful Tenderers are to provide up-to-date technical and user documentation in both print and electronic formats. The documentation is to be revised with system updates, and is to be provided before the systems or updates are installed in production environments. | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |
| R274 | Service Rebates will apply to failures to achieve the response and resolution times as outlined in the attached draft Contract | VHD | **[Tenderer to complete]** | **[Tenderer to complete]** |

**2. Risk management**

2.1 The Library is seeking to ensure that adequate and appropriate risk management strategies are incorporated into procedures for the day-to-day management and delivery of Services.

2.2 Tenderers are to provide a risk management plan which at least includes:

(a) a preliminary risk assessment which identifies the nature and severity of:

(i) the risks that will be the responsibility of the contractor;

(ii) the risks that will remain the responsibility of the Library;

(iii) the strategies that will be applied to manage all of the risks identified;

(iv) any procedures that the Tenderer will have in place in the event that the Tenderer is unable to perform the Services; and

(v) any other risks considered by Tenderers to be relevant to the management and delivery of the Services; and

(b) a risk management plan which complies with AS/NZS ISO 31000:2009.

2.3 The Library may require the preferred Tenderer(s) to provide, as a precondition to entry into a Contract, a performance guarantee from a related body corporate (as defined in the Corporations Act) in a form and substance that is acceptable to the Library.

2.4 The Library may also require, as an additional form of security, an unconditional financial undertaking from an Australian bank on terms that are acceptable to the Library. The Tenderer must confirm it will provide such guarantees and undertakings, if any, specified in the Contract. The cost of any unconditional financial undertaking (if required) should be addressed separately and should not be included in the price.

**3 Implementation Plan**

3.1 Successful Tenderer(s) must deliver initial system version(s) by December 2012 and their final system version(s) by December 2015. The initial system version(s) are to be deployable into the Library’s production environment and are to include functionality to be agreed between the Library and the selected supplier(s), prior to contract signing.

3.2 Tenderers are to provide a draft Implementation Plan which includes details of:

(a) key milestones;

(b) the implementation team proposed by the Tenderer;

(c) the extent of the Library's involvement;

(d) stakeholder consultative arrangements, including in relation to the Library's senior executives;

(e) the establishment of IT, project management, reporting, or other relevant systems, including links to existing systems; and

(f) the collection and migration of data (if applicable).

3.3 Information on key milestones (in sufficient detail to enable the Library to ascertain the key steps and procedures to be undertaken by the contractor) and curricula vitae of the key manager(s) responsible for implementation must be provided in a separate annex. The Library reserves the right to interview key managers as part of this RFT evaluation.

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| **Tenderer's Response** |
| ***[NOTE TO TENDERERS: ATTACH DETAILS IF NOT CREATED ELECTRONICALLY]*** |

**4. Subcontractors**

4.1 If it is proposed that any work is to be performed under Subcontracts, the names and ABNs of the proposed Subcontractors and details of the work proposed to be undertaken by them must be set out in the Tender. Tenderers should note that the Contract requires that:

(a) Subcontractors be approved in writing by the Library before being allotted any part of the work, and the Contract gives the Library the right to not permit the use of Subcontractors; and

(b) the Tenderer ensures that:

(i) the work performed by any Subcontractor meets the requirements of the Contract in full; and

(ii) the subcontract contain certain minimum Library requirements, such as audit rights, privacy, intellectual property, Equal Opportunity for Women in the Workplace and security.

4.2 As part of the audit rights contained in the Contract, copies of all orders placed on Subcontractors must be supplied to the Library if requested.

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| **Tenderer's Response** |
| ***[NOTE TO TENDERERS: ATTACH DETAILS IF NOT CREATED ELECTRONICALLY]*** |

**5. Environmental considerations**

5.1 The Tenderer is to confirm that it is aware of the following Australian Government environmental policies and that it will comply with them (to the extent applicable) when delivering the Services:

(a) [*Green Office Guide*](http://www.environment.gov.au/settlements/publications/government/purchasing/green-office-guide/pubs/green-office-guide.pdf) – A guide to help you buy and use environmentally friendly office equipment, Department of Sustainability, Environment, Water Population and Communities, 2001;

(b) [*Environmental Purchasing Guide*](http://www.environment.gov.au/settlements/publications/government/purchasing/purchasing-guide/pubs/purchasing-guide.pdf) – Department of Sustainability, Environment, Water Population and Communities, 2003;

(c) [*Model Environmental Management System for Australian Government Agencies*](http://www.environment.gov.au/settlements/government/ems/publications/model.html) – Department of Sustainability, Environment, Water Population and Communities;

(d) [*Water Efficiency Guide: Office and Public Buildings*](http://www.environment.gov.au/settlements/publications/government/pubs/water-efficiency-guide.pdf) – Department of Sustainability, Environment, Water Population and Communities, 2006;

(e) [*Energy Efficiency in Government Operations Policy*](http://www.climatechange.gov.au/~/media/publications/eego/eego-policy.pdf)– Department of Sustainability, Environment, Water Population and Communities, 2009; and

(f) [*Australian Packaging Covenant*](http://www.packagingcovenant.org.au/documents/File/Aust%20Packaging%20Covenant%20-%201%20Jul%2010.pdf) – Australian Packaging Covenant Secretariat, 2010.

5.2 Tenderers are to provide details as to how they will use sound environmental management practices in relation to the conduct of the Services, including:

(a) where possible, the use of energy-efficient technologies;

(b) the use of energy management technologies;

(c) the minimisation of hazardous substances derived from or related to the provision of the Services;

(d) the use of environmentally friendly disposal methods; and

(e) the adoption of environmentally friendly packaging materials.

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| **Tenderer's Response** |
| ***[NOTE TO TENDERERS: ATTACH DETAILS IF NOT CREATED ELECTRONICALLY]*** |

**6. Acceptance testing**

6.1 The acceptance test plan will consist of functional, performance, integration and usability tests derived from the business requirements. The proposed test plan regime and information about the tools used for testing are to be provided to the Library as part of the Tender submission. Please also refer to the Statement of Work within the draft Contract at **Schedule 5**.

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| **Tenderer's Response** |
| ***[NOTE TO TENDERERS: ATTACH DETAILS IF NOT CREATED ELECTRONICALLY]*** |

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| **Tenderer's Name:** |  | | |
| **Tenderer's Signature:** |  | **Date:** |  |

**SCHEDULE 3.4 – KNOWLEDGE, EXPERTISE, RESPONSIVENESS, RELIABILITY AND PAST EXPERIENCE**

This Schedule is to be completed by the Tenderer and lodged with its Tender.

**1. Past performance**

1.1 Each Tenderer is to provide details of at least three similar projects or engagements of similar size or complexity to the stated requirement. The following information must be provided at a minimum for each project:

(a) project description;

(b) client organisation;

(c) referee contact;

(d) date of commencement and period of association;

(e) whether the services were delivered within the required timeframe;

(f) the lead time for the delivery of the services; and

(g) brief description, including services provided, number of personnel involved in the delivery of the services, geographical location, skills that were required, lessons learnt and how these experiences will be applied to the Library.

1.2 All relevant experience will be considered, whether or not that experience is with the Australian Government.

1.3 Each Tenderer is to also provide evidence of consistency of performance in similar projects or engagements of similar size or complexity to the stated requirement.

**2. Newly formed companies**

2.1 If the Tenderer does not have an established track record of service delivery (eg if the Tenderer has been recently created to represent a consortium), the Tenderer must provide sufficient information and assurances in the categories requested in **paragraph 1** above in order to satisfy the Library that the Tenderer has access to the necessary skills and resources to provide the Services as required by this RFT and the Contract.

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| **Tenderer's Response** |
| ***[NOTE TO TENDERERS: ATTACH DETAILS IF NOT CREATED ELECTRONICALLY]*** |

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| **Tenderer's Name:** |  | | |
| **Tenderer's Signature:** |  | **Date:** |  |

**SCHEDULE 3.5 – EXPERIENCE AND QUALIFICATIONS OF THE TENDERER'S KEY PERSONNEL**

This Schedule is to be completed by the Tenderer and lodged with its Tender.

Tenderers must provide personal referees for key personnel proposed in the Tender and information about their expertise in relation to the Services.

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| --- | --- |
| **Tenderer's Response** | |
| List Personnel: |  |
| Personnel Referees: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Tenderer's Name:** |  | | |
| **Tenderer's Signature:** |  | **Date:** |  |

**SCHEDULE 3.6 – NOT USED**

This Schedule is NOT USED.

**SCHEDULE 3.7 – TENDERER'S COMPLIANCE WITH THE DRAFT CONTRACT**

**1. Statement of Compliance with Draft Contract**

1.1 Tenderers are to state in their Tenders their compliance with each clause, Annexure, Schedule or Attachment to or of the draft Contract. Tenderers can simply respond by stating that they comply with every clause, Annexure, Schedule or Attachment to or of the draft Contract.

1.2 If a Tenderer does not comply with particular clauses in the draft Contract, it must identify precisely their extent of non-compliance. Tenderers must also provide reasons for such non-compliance, providing details of any alternative proposal (eg actual drafting of an alternative clause). Where there will be a price advantage to the Library of accepting the non-compliance or partial compliance proposed by the Tenderer, the Tenderer is to state this in their Statement of Compliance.

1.3. One shaded box and one table are provided overleaf for Tenderers to indicate either:

(a) that they comply entirely with the Contract; or

(b) if they do not comply entirely with the Contract, precise details of such non-compliance or partial compliance (including clause references), the reasons for and extent of such non-compliance, and any alternative proposals.

1.4 The expressions used have the following meaning:

(a) "complies" means:

(i) in the case of a clause which imposes a contractual condition, that the condition is agreed to;

(ii) in the case of a clause which specifies a characteristic or performance to be met by the Services provided, that the Tender must provide the requirement as specified;

(iii) in the case of a clause which is of an informative nature only, that the clause has been read and understood and is agreed; or

(iv) in the case of a clause where information has been requested, that the information has been provided in the required level of detail and in the required format;

(b) "does not comply" means that the contractual obligation, characteristic or performance requirement of the clause cannot be met by the Tenderer; and

(c) "partially complies" means that the contractual condition, characteristic or performance requirement by the clause can be substantially met by the offer, subject to certain specified qualifications.

1.5 The Library will consider the Tenderer's Statement of Compliance in its assessment of Tenders under this RFT.

1.6 After the Tender Closing Time, the Tenderer must not seek to alter a clause that it has complied with. The Library does not intend to negotiate in relation to any clause, Annexure, Schedule or Attachment to or of the draft Contract if the Tenderer's Statement of Compliance concerning the clause, Annexure, Schedule or Attachment contains a response of "complies".

**Delete as appropriate:**

|  |  |
| --- | --- |
| **We fully comply with the terms of the draft Contract** | **We do not fully comply with the terms of the draft Contract (proceed to next table)** |

**Areas of non-compliance or partial compliance with the draft Contract:**

| Section | Partially Comply | Do Not Comply | Reason | Alternative Proposals  (If Any) | Price reduction if the Library accepts the alternative proposal |
| --- | --- | --- | --- | --- | --- |
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**2. Confidential information**

2.1 The Library will agree to keep confidential any specific information provided under, or in connection with, any resultant Contract where it is appropriate to do so having regard to the matters covered by the guidance on *Confidentiality throughout the Procurement Cycle* available on the Department of Finance and Deregulation's website at http://www.finance.gov.au/procurement/procurement-policy-and-guidance/buying/contract-issues/confidentiality-procurement-cycle/principles.html (the **Guidelines**). Tenderers should note that the Guidelines only allow confidentiality to be maintained in limited circumstances. It is also Library practice to report the total price of each Contract on AusTender.

2.2 If Tenderers want information to be treated as confidential following the award of a Contract they need to list in below. If the Library agrees to the request, this information will be listed in the Contract as confidential.

| Description of information | Period of confidentiality | Reason for confidentiality |
| --- | --- | --- |
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| **Tenderer's Name:** |  | | |
| **Tenderer's Signature:** |  | **Date:** |  |

**SCHEDULE 3.8 – VALUE ADDED SERVICES**

This Schedule is to be completed by the Tenderer and lodged with its Tender.

**1. Additional Services**

1.1 The Library is interested in any value added Services that the Tenderer is able to offer to the Library beyond the service levels and the standards of performance within the Statement of Requirement (**Value Added Service**).

1.2 Where a Value Added Service is proposed, a Tenderer must:

(a) separately identify, in detail, the proposed Value Added Service, alternative approach or solution;

(b) justify the Value Added Service with explicit reasons; and

(c) explain the financial impact (including both the impact on the Tenderer's pricing proposal and the impact on the Library's own resource costs) and any other consequences of the Value Added Service.

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| **Tenderer's Response** |
| ***[NOTE TO TENDERERS: ATTACH DETAILS IF NOT CREATED ELECTRONICALLY]*** |

**2. Alternative approaches**

2.1 The Library is prepared to consider, in its sole and absolute discretion, alternative approaches to those requested in this RFT where the Tenderer demonstrates that such alternative approaches may be more beneficial to the Library than the approaches specified in this RFT. However, the Library will consider an alternative approach only if the Tenderer also provides in its Tender a response that conforms to the approach specified in, and the requirements of, this RFT.

2.2 Where an alternative approach or solution is proposed, a Tenderer must:

(a) separately identify, in detail, the proposed alternative approach or solution;

(b) justify the proposed alternative approach or solution with explicit reasons; and

(c) explain the financial impact (including both the impact on the Tenderer's pricing proposal and the impact on the Library's own resource costs) and any other consequences of the proposed alternative approach or solution relative to the conforming approach.

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| **Tenderer's Response** |
| ***[NOTE TO TENDERERS: ATTACH DETAILS IF NOT CREATED ELECTRONICALLY]*** |

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| --- | --- | --- | --- |
| **Tenderer's Name:** |  | | |
| **Tenderer's Signature:** |  | **Date:** |  |

**SCHEDULE 3.9 – DUE DILIGENCE – CORPORATE CAPABILITY**

This Schedule is to be completed by the Tenderer and lodged with its Tender.

**1. Corporate information**

1.1 The Library will examine the corporate capability of the Tenderer to perform the Services to enable this evaluation. Tenderers are to provide the following information:

(a) details of its corporate and ownership structure, including identification of any related bodies corporate (as defined in the Corporations Act). If the Tenderer is a subsidiary, it must provide full details of the legal and financial relationship between itself and its related bodies corporate;

(b) business profiles and corporate objectives and priorities of its company and any related bodies corporate;

(c) the names of all directors and officers of the Tenderer's company and:

(i) of any related bodies corporate; or

(ii) if the Tenderer has been formed to represent a consortium, of each of its principal share or equity holders;

(d) a full description of the Tenderer's current operations; and

(e) a copy of the Tenderer company's Certificate of Incorporation.

1.2 Tenderers are to disclose any civil or criminal prosecutions within the past five years of the Tenderer and known Subcontractors, any related bodies corporate, or any director or officer of the foregoing concerning any of the following, or any allegation of the following:

(a) failure to pay any taxes, levies, fees, duties, or other similar payments to the Commonwealth of Australia, to any State or local taxing authority within Australia or to any foreign taxing authority;

(b) any breaches of any duties imposed by law in Australia or any foreign jurisdiction relating to provision of services similar to the Services; or

(c) participation in, or acquiescence to, any practices in the dealing with any government in Australia or any foreign jurisdiction that are unlawful under the law of Australia or the foreign jurisdiction concerned, or (if relating to a related body corporate or director or officer thereof) under the law of any jurisdiction that such related body corporate is subject to.

1.3 Tenderers are to disclose any pending investigation of a similar nature of any of the entities or persons indicated in **paragraph 1.1** ofthis Schedule of which such entity or person has actual notice.

1.4 Tenders are to disclose details of any significant events, including litigation, matters or circumstances which have arisen which may significantly affect the performance of the Services or which may impact on the financial standing of the Tenderer.

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| **Tenderer's Response** |
| ***[NOTE TO TENDERERS: ATTACH DETAILS IF NOT CREATED ELECTRONICALLY]*** |

**2. Insurance**

2.1 Tenderers are to provide details of insurance cover held and/or proposed in respect of the Services. Such details must include, but need not be limited to:

(a) types of insurance coverage currently held by the Tenderer;

(b) the amount of cover provided for by each policy; and

(c) the expiry date of each policy.

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| **Tenderer's Response** |
| ***[NOTE TO TENDERERS: ATTACH DETAILS IF NOT CREATED ELECTRONICALLY]*** |

**3. Changes to corporate structure ownership and support**

3.1 Each Tenderer is to confirm that if, after submission of its Tender, there is a change to:

(a) its corporate structure;

(b) its ownership structure;

(c) the basis upon which it will have access to the necessary skills, resources or corporate or financial backing to provide the Services; or

(d) its insurance coverage;

that may alter any of the information or assurances that the Tenderer has given in its Tender, the Tenderer will promptly notify the Library as to:

(e) which parts of its Tender (ie relevant pages, sections, clauses, schedules, exhibits and other like references to its Tender, and any other material and information provided to the Library) are to be altered; and

(f) how they are to be altered.

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| **Tenderer's Response** |
| ***[NOTE TO TENDERERS: ATTACH DETAILS IF NOT CREATED ELECTRONICALLY]*** |

**4. Newly formed companies**

4.1 If the Tenderer does not have an established track record (eg if the Tenderer has been recently created to represent a consortium), the Tenderer must provide sufficient information and assurances in order to satisfy the Library that the Tenderer will have an appropriate level of corporate and financial backing to provide the Services as required by this RFT.

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| **Tenderer's Response** |
| ***[NOTE TO TENDERERS: ATTACH DETAILS IF NOT CREATED ELECTRONICALLY]*** |

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| **Tenderer's Name:** |  | | |
| **Tenderer's Signature:** |  | **Date:** |  |

**SCHEDULE 4 – PRICE SCHEDULE**

1. Tenderers are to include a proposed Price Schedule in their Tender.

2. Tendered prices for the Services are to include:

(a) GST (Tenders must indicate separately the amount of GST included in the Charges);

(b) all Charges necessary and incidental to the proper delivery of the Services; and

(c) any Pass Through Expenses, such as travel and accommodation.

3. Tenderers are to include details of any assumptions or other caveats on which Tenders are based, the price effect of the assumptions, and information or events required to remove caveats.

4. The Tenderer are to stipulate whether Tendered prices are firm over the whole of the Contract or are to be subject to rise/fall conditions, which should be described. It is generally assumed, however, that prices will be fixed for the Term of the Contract.

5. Tenderers should specify any discount arrangements offered and the requirements for obtaining discounts.

6. Tenderers should address, where appropriate, cost savings made by possible use of Library equipment.

7. When determining their proposed pricing, Tenderers should be aware of the functions of the Library and the fact that the successful Tenderer will be required to seek to minimise any disruption to the Library's performance of its functions when performing the Services.

8. Tenderers should note the Library reserves the right to reduce the scope of works during the negotiations phase. This may be required, for example, in order to ensure a value for money outcome and/or to ensure that the Services can be delivered within the Library’s budget. Where possible, Tenderers should indicate what the impact on their costs would be if the Library removes any of the Services from scope.

9. Competitive neutrality requires that Government business activities should not enjoy net competitive advantages over their private sector competitors simply by virtue of public sector ownership. Accordingly Tenderers from the public sector must demonstrate in the pricing of their Tender that the requirements of competitive neutrality have been met, including payment of relevant taxes and charges, rates of return and cost of funds. Compliance with the requirements of competitive neutrality may be verified by the Library.

10. Tenderers are to provide in Australian dollars:

(a) The costs for the delivery and deployment of the software systems into the Library’s development, test, and production environments;

(b) The costs for perpetual licences, for the following licence structures:

(i) enterprise;

(ii) named user;

(iii) concurrent user; and

(iv) server or processor based;

(c) The costs for support and maintenance for 10 years, itemised and for each year; and

(d) Hourly, daily and bulk rates for training (where a charge applies); value-added services; the implementation of additional functionality; and for ad hoc consulting.

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| **Tenderer's Response** |
| ***[NOTE TO TENDERERS: ATTACH DETAILS IF NOT CREATED ELECTRONICALLY]*** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Tenderer's Name:** |  | | |
| **Tenderer's Signature:** |  | **Date:** |  |

**SCHEDULE 5 – DRAFT CONTRACT**

The proposed draft Contract appears as an attachment to this Schedule.