

FORM A: PROPOSAL
(See B7)

1. Contract Title

CLOUD-BASED SOLUTION FOR ARCHIVAL INFORMATION
MANAGEMENT AND DIGITAL PRESERVATION SOFTWARE

2. Proponent

Name of Proponent

Usual Business Name of Proponent as it appears on Invoice (if different from above)

Street

City

Province

Postal Code

Email Address of Proponent

Facsimile Number

(Mailing address if different)

Street or P.O. Box

City

Province

Postal Code

GST Registration Number (if applicable)

The Proponent is:

(Choose one)

a sole proprietor

a partnership

a corporation

carrying on business under the above name.

3. Contact Person

The Proponent hereby authorizes the following contact person to
represent the Proponent for purposes of the Proposal.

Contact Person

Title

Telephone Number

Facsimile Number

4. Definitions

All capitalized terms used in the Contract shall have the meanings
ascribed to them in the General Conditions and D3.

5. Offer The Proponent hereby offers to perform the Work in accordance with the Contract for the Price(s), in Canadian funds, set out on Form B: Prices, appended hereto.
6. Execution of Contract The Proponent agrees to execute and return the Contract no later than seven (7) Calendar Days after receipt of the Contract, in the manner specified in C4.1.
7. Commencement of the Work The Proponent agrees that no Work shall commence until he/she is in receipt of a notice of award from the Award Authority authorizing the commencement of the Work.
8. Contract The Proponent agrees that the Request for Proposal in its entirety shall be deemed to be incorporated in and to form a part of this offer notwithstanding that not all parts thereof are necessarily attached to or accompany this Proposal.
9. Addenda The Proponent certifies that the following addenda have been received and agrees that they shall be deemed to form a part of the Contract:
- | No. | _____ | Dated | _____ |
|-----|-------|-------|-------|
| | _____ | | _____ |
| | _____ | | _____ |
10. Time This offer shall be open for acceptance, binding and irrevocable for a period of one hundred twenty (120) Calendar Days following the Submission Deadline.

11. Signatures

The Proponent or the Proponent's authorized official or officials have signed this

_____ day of _____, 20_____.

Signature of Proponent or
Proponent's Authorized Official or Officials

(Print here name and official capacity of individual whose signature appears above)

(Print here name and official capacity of individual whose signature appears above)

FORM B: PRICES
(See B9)

CLOUD-BASED SOLUTION FOR ARCHIVAL INFORMATION MANAGEMENT AND DIGITAL PRESERVATION SOFTWARE

UNIT PRICES

ITEM NO.	DESCRIPTION	SPEC. REF.	UNIT	APPROX. QUANTITY	UNIT PRICE	AMOUNT
1.	Archival Information Management and Digital Preservation software	E2.2	Each	1		
2.	Installation, configuration and testing, data migration	E2.3	Lump sum	1		
3.	Training for users	E2.4	Lump sum	1		
4.	IT technical documentation and all training documentation	E2.5	Lump sum	1		
5.	Maintenance and user support	E2.6	Per year	3		
6.	Data storage charges	E2.7	TB	2		
7.	Data transfer charges	E2.8	TB	10		
TOTAL BID PRICE (GST and MRST extra) (in figures) \$ _____						

Name of Proponent

For Information Only E2.9 (Not for Evaluation)

Additional Data storage per TB _____

Additional Data transfer per TB _____

FORM N: QUESTIONNAIRE

Form N: Questionnaire Instructions

1. Complete Form N: Questionnaire
2. Follow the proposal instructions in the Proposal Instructions section below. An acceptable response will include answers for each of the mandatory and non-mandatory requirements listed on Form N using the codes described below. Responses to mandatory requirements and non-mandatory requirements will be evaluated in accordance with B22.1(d)(i) and B22.1(d)(ii).

PROPOSAL INSTRUCTIONS

1. For each mandatory requirement, provide a **Y** (Yes) or **N** (No), indicating whether your solution can meet the requirement. **Y** indicates that the solution you are proposing will meet the requirements listed in the requirement statement. **N** indicates that the solution you are proposing will not meet the requirements.
2. For each non-mandatory requirement, indicate which Proponent response code best describes your solution:

Y – Available Out of the Box: Solution for the requirement is currently available in the existing product “out of the box”. Configuration may be required to enable the feature (requirement will be met through changes to settings of tables, switches, and rules without modification to the source code). Requirement is installed and operational at other sites and can be demonstrated to the City of Winnipeg.

C – Available via Customization: Solution for the requirement is not currently available in the existing product “out of the box”, but may be incorporated via customization of the solution components. Requirement will be met through changes to the source code which would require analysis and re-application during updates, upgrades, or when applying software patches.

F – Future Availability: Solution for the requirement is not currently available, but will be available in an upcoming product release or version. If this option is indicated, include the date/timeframe when the requirement will be available for implementation.

3 – Third Party Supplied: Solution for the requirement is expected to be met by using a third party vendor’s existing product, either integrated or non-integrated.

N – Not Possible: Solution for the requirement will not be provided by the Proponent.

3. **For each non-mandatory requirement, provide a response below the text in the requirement section.** Be specific, detailed, and include images, diagrams, links, etc. where appropriate to support the response.

Notes:

1. An omitted response will be assumed to be the same as a response code of “N”.
2. Any deviation from the codes listed above for mandatory (Y/N) may result in a non-responsive bid.

FORM N: Questionnaire – Mandatory Requirements	Proponent Response	
	RFP Reference #	Mandatory (Y,N)
FUNCTIONAL REQUIREMENTS		
FR-01. The solution shall provide for the management of information about archival records, digital preservation, and access to digital objects in an off premise cloud environment.	B22.1(d)(i)	
FR-02. The solution shall enable authorized users to create accession records.	B22.1(d)(i)	
FR-03. The solution shall enable authorized users to create de-accession records.	B22.1(d)(i)	
FR-04. The solution shall enable authorized users to create donor records.	B22.1(d)(i)	
FR-05. The solution shall enable authorized users to create standards-compliant authority records (International Standard Archival Authority Record for Corporate Bodies, Persons and Families - ISAAR).	B22.1(d)(i)	
FR-06. The solution shall enable authorized users to create standards-compliant archival descriptions (Rules for Archival Description - RAD).	B22.1(d)(i)	
FR-07. The solution shall enable authorized users to enter access and rights information (e.g. copyright, applicable legislation, donor restrictions) as metadata in accession records and/or archival description records, and associate applicable access and rights rules with digital objects.	B22.1(d)(i)	
FR-08. The solution shall enable authorized users to enter physical storage information.	B22.1(d)(i)	
FR-09. The solution shall provide authorized users with the capacity to transform digital objects with archival value into submission information packages (SIPs), with associated metadata, in compliance with the ISO-OAIS functional model and related digital preservation standards.	B22.1(d)(i)	
FR-10. The solution shall provide authorized users with tools to create archival information packages (AIPs) and associated dissemination information packages (DIPs), in compliance with the ISO-OAIS functional model and related digital preservation standards.	B22.1(d)(i)	
FR-11. The solution shall provide for the storage of AIPs, in compliance with the ISO-OAIS functional model and related digital preservation standards.	B22.1(d)(i)	
FR-12. The solution shall enable authorized users to upload DIPs for access, in compliance with the ISO-OAIS functional model and related digital preservation standards.	B22.1(d)(i)	
FR-13. The solution shall provide for preservation planning via format policies, in compliance with the ISO-OAIS functional model and related digital preservation standards.	B22.1(d)(i)	
FR-14. The solution shall allow an administrator to manage security via user profiles and roles.	B22.1(d)(i)	

FORM N: Questionnaire – Mandatory Requirements	Proponent Response	
	RFP Reference #	Mandatory (Y,N)
FR-15. The solution shall allow external users to access the system through the public interface without an account.	B22.1(d)(i)	
FR-16. The solution shall grant or deny permission to view digital objects based on access and rights information included in metadata.	B22.1(d)(i)	
FR-17. The solution shall ensure that digital objects added/uploaded to the system maintain the integrity and authenticity of the original document.	B22.1(d)(i)	
FR-18. The solution shall result in a single point of access for external use of the system.	B22.1(d)(i)	
FR-19. The solution shall enable users to perform basic or advanced searches.	B22.1(d)(i)	
FR-20. The solution shall enable users to filter searches by level of description, format and availability of digital objects.	B22.1(d)(i)	
FR-21. The solution shall enable users to browse by subjects, archival descriptions, digital objects and authority records.	B22.1(d)(i)	
FR-22. The solution shall enable authorized users to review archival descriptions and digital objects prior to posting on the public website.	B22.1(d)(i)	
FR-23. The solution shall enable authorized users to remove or edit archival descriptions and digital objects posted on the public website.	B22.1(d)(i)	
FR-24. The solution shall enable authorized users to add/upload digital objects in a variety of file formats including common image formats (JPG, TIFF); video formats (H-264); audio formats (MP3, WAV) and other document formats (PDF).	B22.1(d)(i)	
FR-25. The solution shall provide for migration of digitized records, with their associated metadata, from Winnipeg in FOCUS (see Appendix D).	B22.1(d)(i)	
FR-26. The solution shall provide for migration of structured metadata from AtoM/MAIN (Access to Memory/Manitoba Archives Information Network).	B22.1(d)(i)	
NON-FUNCTIONAL REQUIREMENTS		
NFR-01. The solution shall host all data and metadata on servers that are physically located in Canada.	B22.1(d)(i)	
NFR-02. The solution shall identify and authenticate users before permitting access to information assets and resources.	B22.1(d)(i)	

FORM N: Questionnaire – Non-Mandatory Requirements	Proponent Response	
	RFP Reference #	Non-Mandatory (Y,C,F,3,N)
FUNCTIONAL REQUIREMENTS		
FR-27. The solution should enable authorized users to create standards-compliant functions records (International Council on Archives Standard for Describing Functions - ISDF).	B22.1(d)(ii)	
FR-28. The solution should make use of controlled vocabularies via drop-down menus or otherwise.	B22.1(d)(ii)	
FR-29. The solution should allow authorized users to enter metadata from the system clipboard.	B22.1(d)(ii)	
FR-30. The solution should result in a single point of access for Archives administration of the system.	B22.1(d)(ii)	
FR-31. The solution should enable users to search for and retrieve information and/or digital objects using defined document data and added metadata, etc.	B22.1(d)(ii)	
FR-32. The solution should enable users to download/export digital objects (e.g. photographs) in common formats (e.g. JPG).	B22.1(d)(ii)	
FR-33. The solution should enable users to print finding aids.	B22.1(d)(ii)	
FR-34. The solution should enable users to print file and/or item lists.	B22.1(d)(ii)	
FR-35. The solution should enable users to print physical storage lists.	B22.1(d)(ii)	
FR-36. The solution should enable authorized users to generate web use data.	B22.1(d)(ii)	
FR-37. The solution should enable users to print and/or save search results.	B22.1(d)(ii)	
FR-38. The solution should notify administrator when new/updated content requires approval.	B22.1(d)(ii)	
FR-39. The solution should enable authorized users to customize look and feel of home page to City of Winnipeg design standards.	B22.1(d)(ii)	
NON-FUNCTIONAL REQUIREMENTS		
NFR-03. The solution should provide for a minimum of 2TB storage for archival descriptions and digital objects.	B22.1(d)(ii)	
NFR-04. The solution should be scalable to accommodate growth in storage and increases in data transfer traffic annually.	B22.1(d)(ii)	
NFR-05. The solution should offer development, test, and operational (production) environments.	B22.1(d)(ii)	
NFR-06. The solution should expose an API for integration with other systems.	B22.1(d)(ii)	

FORM N: Questionnaire – Non-Mandatory Requirements	Proponent Response	
	RFP Reference #	Non-Mandatory (Y,C,F,3,N)
NFR-07. Public web-based interfaces should be compatible with IE version 6 and newer, plus Firefox, Chrome, Android and iOS.	B22.1(d)(ii)	
NFR-08. The solution should meet City of Winnipeg Tier 1 data back-up and restoration guidelines.	B22.1(d)(ii)	
NFR-09. The solution should have the ability to hide/reveal functionality to the user (internal and external) based on security and authorization roles.	B22.1(d)(ii)	
NFR-10. Internal web-based interfaces should be compatible with IE version 11 and newer.	B22.1(d)(ii)	
NFR-11. The solution should provide managers with audit trails of access by users under their supervision.	B22.1(d)(ii)	
NFR-12. The solution should provide for 3 to 5 simultaneous internal users without a slowdown of greater than 25%. (If applicable)	B22.1(d)(ii)	
NFR-13. The solution should be able to withstand 200 simultaneous external users without a slowdown of greater than 25%.	B22.1(d)(ii)	
NFR-14. The solution should provide standard maintenance updates during non-peak times (i.e. no users on systems, etc.) so as to not affect system response times.	B22.1(d)(ii)	
NFR-15. The solution should offer 99.9% uptime outside of scheduled maintenance times.	B22.1(d)(ii)	
NFR-16. The solution should offer a Windows-or web-compatible interface.	B22.1(d)(ii)	
NFR-17. The solution should enable authorized users to create and customize reports as required	B22.1(d)(ii)	
NFR-18. The solution should provide typical response times of less than 5 seconds.	B22.1(d)(ii)	
NFR-19. The solution should provide typical response times for reports of less than 20 seconds.	B22.1(d)(ii)	