

## **RFP/ODI/02/2017 - Clarification**

### **Questions and answers batch number 2**

#### **Question 1:**

Which software(s) have been used for the present TANDIS?

**Answer:** Custom-built programme built on InMagic software. The frontend of the website is built with a custom PHP/MySQL framework.

#### **Question 2:**

Which metadata format is used at present and will be used for the new TANDIS?

**Answer:** We want to move to a metadata format compatible with the MARC standards.

#### **Question 3:**

How are the metadata stored in the present TANDIS and how would they be delivered to allow migration to the new TANDIS?

**Answer:** Stored in InMagic DB/TextWorks custom DataBase. The information for public website is duplicated in MySQL DataBase. The data can be exported from both databases.

#### **Question 4:**

Why was the present TANDIS not updated after 26 May 2017?

**Answer:** Limited staff at ODIHR meant that content was no longer uploaded to the platform.

**Question 5:**

What are the staff resources that ODIHR has at its disposition at present and in the future to maintain and update TANDIS, for both documentation work and technical support?

**Answer:** ODIHR has one senior library assistant working on maintaining TANDIS.

**Question 6:**

Who will be responsible for providing translations of the interface into the six OSCE official languages?

**Answer:** ODIHR will be responsible for translations.

**Question 7:**

Will external documents be stored within TANDIS or made accessible through a link to the URL of the source?

**Answer:** Both.

**Question 8:**

Will external documents of a large size, such as videos, be stored within TANDIS, be made accessible through a link to the URL of the source and/or to a dedicated or commonly used platform?

**Answer:** All three, depending on the resource. For example, ODIHR videos would be hosted directly on the platform. Other videos could be linked to on YouTube or the OSCE website.

**Question 9:**

Under 3.3. Usability it is stated that “Roll-out of the platform should be completed by the end of 2017”. Is this date correct?

which of the requirements would be essential by which deadline? (in case the deadline of end 2017 is indeed correct)

**Answer:** We are looking for an existing software solution that meets our functional requirements. The software with core functions would be in place by the end of 2017, whereas customization, migration and inclusion of ODIHR's content would take place in 2018.

**Question 10:**

As the system is to be hosted externally, why is an installation (deployment) manual listed under the Deliverables (5.2)?

**Answer:** The full Installation/Deployment manual should be provided if there is no supplier/service provider who will host the system on their side, or if/when ODIHR decides to host the system.

**Question 11:**

What standards are to be applied for accessibility?

**Answer:** W3C Web Content Accessibility Guidelines (WCAG) 2.0

**Question 12:**

Is compatibility with the LAMP bundle an absolute requirement?

**Answer:** The most important for us is that the solution is based on free and open source solutions, which would ideally be compatible with LAMP bundle.

**Question 13:**

Please clarify the requirement “auto-generation of meta-data element suggestions based on document contents”. Do you have concrete examples and scenarios where you expect that functionality? Also, do you have any reference of a working software that works like this? This will help us to understand what your requirements are in this regard.

**Answer:** Basic metadata would be automatically created based on the document/file, such as title, date of creation, author, format, existing metadata associated with the document. – For more information on these procedures, you may refer to – among others – the report: [http://www.loc.gov/catdir/bibcontrol/lc\\_amega\\_final\\_report.pdf](http://www.loc.gov/catdir/bibcontrol/lc_amega_final_report.pdf)

**Question 15:**

What kind of support is required for preservation tools, such as automated quality checks, identification of dead/broken links, audit trails, versioning, and backup/restore?

**Answer:** The system should allow curating existing records and running automated quality checks, to flag incomplete records, missing files, dead/broken links.

The system should allow versioning of the records, so each draft, updated or modified record should have a unique version with complete audit trail, with possibility to publish/unpublished revisions, etc. The supplier should provide

scheduled backups of the system and perform the restore in unlikely case of data loss.

**Question 15:**

For which purposes are metadata formats to be integrated within the database?

**Answer:** This is virtual library, hence for informational (including research and reference) purposes mostly. The usage of the word "database" here refers to the "database of the records", not the physical database server used by the supplier. The system/product should provide implementation of the metadata for records.

**Question 17:**

What are the specifications for import and export of batch data?

**Answer:** No particular specifications. The system should be capable to provide the possibility to export one or multiple records containing all the files, metadata, links, etc. The system should also provide the possibility to import one or multiple records containing all the files, metadata, links, etc. The supplier is free to implement the method of exporting data and format of the export/import data files (It's encouraged to use human-readable formats).

**Question 18:**

Is there a standard percentage for overhead costs that is acceptable to the OSCE? If so, what is this percentage?

**Answer:** According to OSCE/ODIHR Procurement procedures only offers that pass technical evaluation are evaluated financially. Least cost methodology is applied in this evaluation.