

**ADDENDUM NO. 3 TO THE FOLLOWING INVITATION TO NEGOTIATE
(ITN)**

STATEWIDE DIGITAL REPOSITORY

ITN NO.: DOS-20/21-009

Date: March 4, 2021

To: Prospective Respondents ITN No.: DOS-20/21-009

From: Jeanie Vause, Procurement Officer

Subject: Questions and Answers

FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN SECTION 120.57(3), FLORIDA STATUTES (F.S.) OR FAILURE TO POST THE BOND OR OTHER SECURITY REQUIRED BY LAW WITHIN THE TIME ALLOWED FOR FILING A BOND SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, F.S.

This Addendum includes the following:

1. Written Responses to Written Questions

The following questions were submitted prior to the deadline for written inquiries. The questions are reproduced in the exact format in which they were submitted.

Question Number	ITN Page Number	Vendor Question	Department Answer
1	N/A	Based on the 2018-2020 Florida Statewide Digital Initiative Implementation Plan recommendations, is the Islandora the front-runner platform?	No.
2	N/A	Does DOS have a preference of a COTS solution vs custom build?	We have no preference; however, we will consider both time-frame and cost in our analysis.
3	N/A	Does the solution need to interface with Islandora?	The ITN requirements do not require the solution to interface specifically with Islandora. Please see pp. 6, 18, and 31-7 in ITN for details on interfacing with other systems.

4	13	Does the department seek names, qualifications, and/or resumes for key proposed team member?	No. The department requires the information as listed and described in Section 3 – General and Specific Instructions, starting on page 13. See Volume One: Administrative Documents.
5	N/A	Is there a set budget for this project, and if so, can you share it?	There is not a set budget. Competitive pricing is of course a consideration in the ITN.
6	N/A	Have you received a grant for this project?	Funding for this procurement will be from the Grants to States program through the Institute of Museum and Library Services. See https://www.ims.gov/grants/grant-programs/grants-states
7	N/A	Is there an incumbent vendor/contractor for this system?	No.
8	17 / 32	Does the awarded vendor need to include a Training Task force module in the bid?	The awarded vendor will be required to provide training as described in Tab 3: Vendor Services – Support starting on page 17. Scoring described starting on page 32.
9	5	With the statement “Each of these entities would be a potential participant in the proposed statewide digital repository system.” is there an idea of how many entities are interested in participating in the first three months? Six months? Within the first year? Within Five years?	Please see the Department Answer to Question #2 in Addendum No. 1 issued on February 16, 2021.
10	6	Will you please clarify “etc.” requirements if not specified in Appendix A and if health checks and fixity checks will be required in the repository, preservation, both, or determined by vendor? “The vendor will provide system administration, for example, system upgrades; software upgrades; bug fixes, etc.; backup, health checks, fixity checks.”	“etc.” is used with the understanding that “system administration” includes, but is not limited to, system upgrades; software upgrades; bug fixes, backup, health checks, fixity checks. The health checks and fixity checks will be required in the repository and in the preservation component if the preservation component is provided by the same vendor. The vendor will not be responsible for health and fixity checks on the preservation component if it is not provided by the vendor. See p. 17 Tab 2, p. 31 (basic assumptions), p. 32 Tab 2, p. 33 Tab 3.

11	6	Can this be accomplished through protected layers with the same system or a test site and production site? “LAM organization staff will access the system through an “internal” read/write deployment, giving them the ability to upload, edit, search, organize and curate their content. These changes will not be made public until they are “published” on the external read-only deployment.”	The ITN specifies that the platform will have an internal deployment and a public facing deployment. See pp. 5-6, p. 17 Tabs 4, 6 & 7, p. 31 (basic assumptions), pp. 34-6 Tabs 4, 6, 7 & 8 The division does not require any specific method of accomplishing this.
12	6	May the “ability to search across all content made available on the public facing deployment from each institution using the service.” be accomplished through a shared separate interface?	See p. 17 Tabs 4 & 7, p. 31 (basic assumptions), p. 35 Tab 7. The division does not require any specific method of accomplishing this.
13	64	“Is there a method of migrating media with batch export/content portability (to other systems)?” Are export and content portability two separate functions? i.e Data only? Content packages? Can this be a process outside of the repository?	Batch export and content portability are not two separate functions. The content must be able to be exported in batches (not only in singular items) in such a manner that it is able to migrate to and integrate with another digital repository system. In other words – the batch export is a function, the content portability means it can be moved to a new and different digital platform and be accessed and used in the new system. See p. 34-5 Tab 6.6 The division does not require any specific method of accomplishing this.
14	64	For “Tab 6: Content Ingest, Discovery and Portability” may you list the possible systems that may or will need to be ingested or migrated?	Systems from which content may be ingested or migrated include (but are not limited to) Islandora, Sobek, Dspace, ContentDM, ResCarta, Sirsi.
15	6	For the repository or preservation system do you have specific Service Level Agreement? Specified service requirements beyond those listed in Appendix A? (i.e Backup RPO and RTO? Shared database acceptable? Docker install and cloud storage acceptable?)	The preservation component must provide at least Level 1 preservation as described in the Levels of Digital Preservation 2.0 as put forward by the National Digital Stewardship Alliance; meeting Level 2 or higher is preferred. Please see pp. 6, 18, 31, and 36-7 in ITN regarding Levels of Digital Preservation requirements. The division does not require any specific method of accomplishing this.

16	64	<p>For the question “Will the method used to batch import objects/files be easy to use?” may you provide specific content types required to support and desired system functionality, average file size, and support level for each media file type required?</p>	<p>The content will be digitized content from Libraries, Museums, Archives and other cultural heritage organizations. Without being able to give you every file type that may be used, there is probability that they will include still image (jpeg, pdf), audio (wav, mp3), video (mov, avi, mxf, wmv, mpeg2, mpeg4), and 3D images (stl, obj, fbx, 3ds, vrmf).</p> <p>All of these should be supported so researchers can access and use them on the public deployment. See p. 6 (basic assumptions), and Attachment A – Statement of Work starting p. 30. Also p. 35 Tab 7.</p>
17	6/63	<p>What specific support is required for each metadata type with each function? “The system will support the most common metadata schema used in libraries, archives, museums and cultural heritage organizations, including preservation metadata.” I.e during ingest, in hosting, in preservation, and at export? Updates to attached, ingested, hosted, or preservation metadata? Preservation system vs. Repository?</p>	<p>There are several metadata schema used by different types of organizations. Organizations may have many of the same metadata elements, some will require additional elements that are not used by others. Preservation metadata contains information that content metadata does not. The system must be able to support the most common types for all institutions, including preservation metadata, during ingest, hosting, in preservation and in export for migrating to other systems. See p. 6 (basic assumptions), p.17 Tabs 5-7 and Attachment A – Statement of Work starting p. 30 specifically pp. 34-35 Tabs 5-7.</p>

18	55/49	<p>Please clarify that:</p> <p>During deployment, contract or service agreements are allowed before entity conducts content ingest?</p> <p>Development on Open Source code used to support the base system and the ongoing upgrades/updates/bug repairs by an international community would not be of concern with these restrictions?</p> <p>The data shared openly through the OAI Feed and through Open Access content is not in violation of section 16 or 9.2?</p> <p>Hosting system, including content, metadata, system data/configurations, etc. in the cloud (i.e. AWS) would not conflict with no offshoring of data or warranty of security?</p>	<p>The platform must be functional and deployed prior to organizations uploading content. Any contracts or service agreements in place will be between the Division and LAM organization.</p> <p>As to the remaining three inquiries, the Department is not in a position to evaluate and opine on proposed support and technological configuration arrangements in the hypothetical. It is the responsibility of respondents to ensure that proposed arrangements comply with sections 9.2 and 16 (pp. 49 and 55 of the ITN).</p>
19	6	How do you envision training and support being delivered to your LAMs?	Live virtual with asynchronous video available for reference. Support should be available in such a manner that system problems can be rapidly addressed. See pp. 16, 17, 31 & 32.
20	N/A	Will members be categorized and grouped for training?	Proposed training should be addressed in the response.
21	N/A	Is there categorization or groupings between the LAMs that would impact implementation?	Proposed implementation should be addressed in the response.
22	N/A	Is it the intent to charge back the individual organizations for use of the system or is the state purchasing the digital repository and optional preservation for all LAMs?	The state is procuring the system.

23	6	Is it acceptable to have a matrix of NDSA compliance, where some functional areas may be higher levels than others? For example, the questions refer to meeting a single level compliance, but a solution may have increased functionality to support workflows in other areas.	<p>The preservation component must provide at least Level 1 preservation as described in the Levels of Digital Preservation 2.0 as put forward by the National Digital Stewardship Alliance; meeting Level 2 or higher is preferred. (see pp. 6, 18, 31 & 36)</p> <p>If the matrix of NDSA compliance meets Level 1 preservation, then the Division will be willing to consider a matrix as described in the question. However, since it is currently unknown which functions will be at a higher level and which will be at a lower level, the Division cannot state whether the solution is acceptable before reviewing the proposal.</p>
24	N/A	Is it the intent to preserve in real time or on a scheduled basis for LAMs selecting to make use of preservation?	There is no current preference for either method.
25	N/A	Is it the intent to preserve just the collections within the repository or to retain the look and feel of the repository, as well?	The intent is to offer hosted organizations with the option of preserving content. Not all content will be preserved; the preservation will not need to retain the look and feel, only preserve the chosen content.
26	N/A	Do you have a sense of which portion of the LAMs would elect to opt in to use 1) digital repository and 2) digital preservation?	We do not.
27	N/A	Can you share any additional information or characterization of participant LAMs by collection size or content type?	Please see the Department Answer to Question #2 in Addendum No. 1 issued on February 16, 2021.
28	N/A	Would you accept a response to this ITN addressing only the Digital Preservation components to be used with any repository provider you select?	No.