

New York University

Request for Proposal

ArchivesSpace Programming

This Request for Proposal invites interested and qualified individuals or firms to submit a proposal for the development of the ArchivesSpace software.

## **Proposal Submission**

Due date: Friday, October 14, 2011, 5:00PM EDT.

## **Background**

ArchivesSpace will be an open source software application that combines the functional strengths of the two leading North American archival collection management systems: Archon (<http://archon.org>) and the Archivists' Toolkit (<http://archiviststoolkit.org/>).

A two-day technical design meeting was convened in New York City in June 2010. Participants included archivists and technologists from academia and the private sector, as well as managers of medium and large IT departments. They agreed that the integrated system will be built as a Web application and embody best practices for well-designed, scalable Web applications, such as the application of Service Oriented Architecture (SOA) principles. Potential development frameworks and other open source projects and libraries that might be leveraged in the ArchivesSpace project were nominated and discussed. A Technical Architecture Report based on that meeting may be found at <http://www.archivesspace.org/reports/>.

Professional archivists with experience in each of the Archivists' Toolkit and Archon systems have prepared functional specifications for ArchivesSpace. The functional specifications may be found at <http://www.archivesspace.org/documents/specifications/>.

## **Statement of Needs**

The selected contractor will provide programming staff as needed for ArchivesSpace, consistent with the functional specifications mentioned above. These resources will be under the direction of Katherine Kott, the ArchivesSpace Development Manager.

The ArchivesSpace project staff is geographically distributed. There is no requirement for programming staff to be located in a particular place. Responses may provide options or alternatives so that ArchivesSpace gets the best value for the price. If the staff is distributed, the response should include detail on how communications will be handled between the contractor and the ArchivesSpace project team. We expect the contractor will provide a primary contact and that this person will become a key member of the ArchivesSpace project team. In your response, please describe this person in detail.

Per requirements from the funder of our project, The Andrew W. Mellon Foundation, the product will be licensed under the Educational Community License (ECL) 2.0, which itself is based on the Apache Software License 2.0. The only difference between these two licenses is the scope of the patent grant in section 3. The ArchivesSpace project hopes to benefit from and

incorporate libraries and other open source code. Responses should identify licensing conflicts and describe potential resolutions to those conflicts for frameworks, libraries, or other code that respondents anticipate using in the development of the application.

We expect the programming to be performed in four overlapping Tracks, and consistent with the functional specifications mentioned above, as follows.

Track 1, Core Programming (months 1-5). Create the software modules to support collection data, repository control, authentication, authorization, identifiers, dates, authority control, and basic import and export functions.

Track 2, Archives Functional Programming (months 4-10). Overlapping with the Core Programming track, this coding will address functions specific to the archives community, including resource description, relationships, field validation, accessioning, locations, digital objects, and rights management.

Track 3, Import / Export / Reports (months 8-11). Again, overlapping with the prior track, this track includes import of accession and digital object CSV files; export of EAD, MODS, MARCXML, METS, and Dublin Core; and creation of the reports as listed in the functional specifications.

Track 4 (months 11-12), Beta Testing and Rollout. Final adjustments to the software and distribution packaging will be made.

Additional acceptance criteria and at least one intermediate milestone per Track will be determined before the beginning of each Track by Katherine Kott, the ArchivesSpace Development Manager and Mark Matienzo, the ArchivesSpace Technical Architect.

While ArchivesSpace has not specified a particular technology language or platform, the Technical Architecture Report offers guidance and suggests reasonable technology alternatives. Responses should indicate why a particular technology was chosen and should specifically address how the technology will simultaneously address both single-user installations as well as installations offering multi-tenant hosting services.

## **Timeframe**

RFP issued: September 6, 2011.

Participants' questions concerning the proposal must be received by 5:00PM EDT, Friday, September 16, 2011. Questions should be sent via email to Mark Matienzo, ArchivesSpace Technical Architect ([mark.matienzo@yale.edu](mailto:mark.matienzo@yale.edu)), and Katherine Kott, ArchivesSpace Development Manager ([katherine.kott@gmail.com](mailto:katherine.kott@gmail.com)). Please format the subject line with the phrase "**Question re: ArchivesSpace RFP – [overview of question]**". An email response or status of response will be provided by 5:00PM EDT, Friday September 23, 2011. Questions and answers will be sent to all known participants in the RFP.

Proposals are due by 5:00PM EDT, Friday, October 14, 2011. Proposals should be sent via email to Mark Matienzo, ArchivesSpace Technical Architect ([mark.matienzo@yale.edu](mailto:mark.matienzo@yale.edu)), and Katherine Kott, ArchivesSpace Development Manager ([katherine.kott@gmail.com](mailto:katherine.kott@gmail.com)). Please format the subject line with the phrase “**ArchivesSpace Proposal – [Business/firm name of respondent]**”.

ArchivesSpace reserves the right to include a mandatory pre-proposal meeting and to extend the due date of the proposals.

Work is to be performed no sooner than January 1, 2012.

Work is to be completed no later than December 31, 2012.

### **Contract**

1. Proposals must be submitted by the due date.
2. Proposers are asked to guarantee their proposal prices for a period of at least 60 days from the date of the submission of the proposal.
3. Proposers must be fully responsible for the acts and omissions of their employees and agents.
4. The contractor will enter into a contract with New York University on behalf of ArchivesSpace that is consistent with NYU’s standard contracting policies and procedures.
5. The University reserves the right to negotiate with each contractor.
6. This will be a fixed price contract. Proposers must indicate their pricing separately for each track. There is no allowance for project expenses, travel, or ancillary expenses that the contractor may incur.
7. Funds will be released per work Track upon acceptance of that Track. The University reserves the right to cancel the contract with no further payment if the work on any Track is past due by more than 20% of the scheduled period for that Track.
8. Acceptance will include code review by ArchivesSpace project staff and component testing quality control by the ArchivesSpace Build/Release team at the University of California.