

Expressions of Interest

Public Records Office Digital Repository and Storage

The Isle of Man Government invites expressions of interest from suitably capable and experienced organisations to provide a Digital Archive Solution to the Department for Enterprise, Public Records Office (PRO).

The PRO have a project to preserve digital records by way of a 'digital archive' which will integrate with existing PRO systems. The contractor will provide two services for the PRO as part of the Digital Preservation requirement.

Digital Repository

The PRO require a software suite comprising of workflows capable of providing the digital preservation processes needed to ensure long term preservation of digital records, including (but not limited to): These include:

- Ingestion of digital objects into the repository;
- Creation of SIP, AIP and DIPs;
- Gathering and storage of descriptive, technical, administrative and preservation metadata;
- File identification and characterisation;
- Checksum generation and checking;
- File migration for the creation of preservation and presentation copies of digital records including the inbuilt software to do so;
- Audit trail tracking of changes to digital objects metadata and contents;
- Reporting on the contents of the repository;
- Access and user controls;
- Access to the digital objects contained within.

Data Storage

The PRO require a physical storage component for the Digital Archive, the repository and the digital records and their backups themselves will be hosted on these secure physical servers.

Storage requirements at currently projected as:

- Year 1: 10 TB [Terabytes]
- Year 2: 20 TB
- Year 3+: 30 TB
- Options to increase storage further at a later date if required.

Integration

The Digital Repository and Storage are also required to connect to:

- Axeill CALM catalogue database hosted on Isle of Man Government servers;
- Third party Online Access Catalogue (vendor to be confirmed);
- Isle of Man Government servers to ingest digital records into the Digital Repository;
- External stakeholders to ingest digital records into the Digital Repository.

The solution shall be aligned with the Open Archival Information Systems (OAIS) model (ISO 14721: 2012).

The Digital Preservation solution will allow the PRO to accept and preserve digital records as part of the Island's National Archive collections, and to make these digital objects discoverable and accessible by the general public for research purposes.

NB: The procurement of an online access portal will be tendered separately, following successful completion of this first element of the project and the successful bidder will be required to support the implementation of the online access portal.

In order to participate in this competitive exercise, your organisation must be registered on the Isle of Man Government's Procurement Portal. If you have not previously registered, please visit <https://in-tendhost.co.uk/iomg/asp/Home> and select 'Register' from the menu on the right side of the Home Page.

Once you have registered your organisation you should select this tender from the list of 'Current Tenders' and 'View Details' then click 'Express an Interest' at the bottom of the page. Once you have clicked on 'Express an Interest' a 'Form of Acknowledgement' tab will appear. This tab will provide a copy of the 'Appeals Procedure' to be downloaded. In order to progress to the next stage of the process you will need to 'Opt-In' and complete the 'Form of Acknowledgment' questionnaire and click 'Submit Return' before the Expression of Interest deadline as detailed below.

Should you have any difficulty in using the website or registering your interest in this way, please e-mail procurement@gov.im

Expressions of interest must be submitted through the above Portal by **noon on Thursday 14 April 2022.**