



1. Procurement Summary

The National Film and Sound Archive of Australia (NFSA) is enhancing its digital discovery offerings, improving digital maturity through offering state of the art digital delivery processes, and looking at expanding opportunities through enhanced online engagement, digital experiences/exhibitions, social platforms, access portals and streaming activities.

We are seeking Expressions of Interest (EOI) from suitably experienced and capable Suppliers to supply and implement a Digital Asset Management System (DAMS). The DAMS will archive, organise, find, retrieve, secure, and share a wide range of digital collection and marketing assets in a centralised and intuitive database.

The DAMS will integrate with both the current Exhibition Management System (MuseumPlus) and Media Asset Management System (MediaFlex) to acquire born digital material, preserve digital media on both on-premises and cloud infrastructure, and share its content from one source to many outputs of varying standards.

The DAMS will be used by all business areas of the NFSA, as well as external stakeholders through integrations with MediaFlex, MuseumPlus, Collection Search, and other public facing initiatives like the NFSA website.

Suppliers may express their interest in being shortlisted and prequalified to participate in a subsequent procurement process by submitting a response to the NFSA in the form and format set out in this EOI Document Suite, which is made available on AusTender and the NFSA Website.

All responses must be delivered by e-mail to tenders@nfsa.gov.au by **5PM AEDT, Friday 15 December 2023** (EOI Closing Time).

For any questions or clarification requests, please contact the NFSA Procurement Helpdesk by e-mail to tenders@nfsa.gov.au.

2. Procurement Overview

2.1 The National Film and Sound Archive of Australia (NFSA) has a legislated mandate to collect, preserve and share the national audiovisual collection. Today, the national collection is made up of almost 4 million items. In 2021, the NFSA received Australian Government funding over four years to digitise the nation's at-risk audiovisual heritage, held across eight National Institutions (NCIs). To assist in delivering the AudioVisual Australia (AVA) project, the NFSA must now procure a Digital Asset Management System (DAMS).

3. Expression of Interest (EOI) Purpose

3.1 The NFSA requires a DAMS to archive, organise, find, retrieve, secure, and share a wide range of digital collection and marketing assets in a centralised and intuitive database. The DAMS will be used by all NFSA business areas, as well as external stakeholders through integration with the MAMS, CMS, Collection Search, and other public facing initiatives like the NFSA website.

- 3.2 To maximise a value for money outcome for the Australian Government, the NFSA have elected to undertake a multi-stage Open Tender procurement process and will invite responses from all domestic and international Suppliers.
- 3.3 Following accepted receipt and assessment of all compliant Supplier Responses, the NFSA intends to start a Request For Quotation (RFQ) process to shortlist and prequalify one or more Suppliers to be directly approached to present their platforms as a targeted demonstration based on key requirements and specific scenarios related to NFSA workflows.
- 3.4 Suppliers may share indicative pricing with the NFSA as part of this EOI process, however a formal quotation is not being sought at this time; shortlisting and prequalification of suitably experienced and capable Suppliers is the primary objective.
- 3.5 Any subsequent procurement process will be treated independently of this EOI process and will be subject to the specific terms and conditions set out in the respective document suite.
- 3.6 The NFSA, at its absolute discretion, reserves the right to terminate this EOI process at any time, and/or to not proceed with any subsequent stage of this procurement process.

4. Procurement Timeline

- 4.1 The indicative timeline for this multi-stage procurement process is as follows:

Milestone	Date
EOI Release Date	10 November 2023
EOI Clarification Requests Closing Time	2PM AEDT, 6 December 2023
EOI Closing Time	5PM AEDT, 15 December 2023
Shortlisting Process Finalised	Mid-February 2024
Notification To EOI Respondents	Late-February 2024
Subsequent RFQ Release Date (If Applicable)	1 March 2024

5. EOI Document Suite

- 5.1 The EOI Document Suite comprises of the following three (3) documents:

- a) EOI Document 1 – EOI Purpose and Instructions (This Document)
- b) EOI Document 2 – Statement of Requirements
- c) EOI Document 3 – Supplier Response Form

- 5.2 *EOI Document 1 – EOI Purpose and Instructions* (This Document) sets out the multi-stage nature of this procurement activity, the NFSA's high-level procurement requirements and timing, and detailed instructions to Suppliers to respond to this EOI.

- 5.3 *EOI Document 2 – Statement of Requirements* sets out the NFSA’s draft functional and technical requirements for the DAMS, as well as ongoing support and maintenance requirements.
- 5.4 *EOI Document 3 – Supplier Response Form* sets out the form and format that Suppliers must respond to this EOI as part of any compliant submission, and includes detailed particulars about the Supplier, as well as their demonstrated capability and capacity to meet the NFSA’s requirements.
- 5.5 The NFSA may, from time to time, publish amendments and/or addendum to this EOI Document Suite on AusTender and the NFSA Website, thereby incorporating these documents into the EOI Document Suite. Suppliers are encouraged to monitor the specified platforms for the full duration of the EOI process.

6. EOI Response Instructions

- 6.1 To be considered for inclusion as part of a subsequent, targeted Request For Quotation (RFQ) procurement process, Suppliers must submit a complete, compliant, and on-time Response to the NFSA that sets out their suitability to deliver specialist technical goods/services that meet the NFSA’s requirements set out in this EOI process.

6.2 Procedure for Submission of Responses

Responses must be delivered by e-mail and must comprise of a completed *EOI Document 3 – Supplier Response Form*, as well as any documentation necessary to substantiate the Supplier’s claims against the Evaluation Criteria listed in clause 7.4 of this document.

Suppliers may provide hyperlinks to externally hosted materials for information purposes only and are advised that the core content of their submission must be received by e-mail.

Suppliers must ensure that any Response is limited to 15MB per e-mail, and that each e-mail subject includes the words ‘NFSA EOI 2324/P190 – Digital Asset Management System’.

6.3 EOI Closing Time

All responses must be received by e-mail to tenders@nfsa.gov.au by no later than **5PM AEDT, Friday 15 December 2023**.

6.4 EOI Clarification Requests Closing Time

Suppliers must submit any questions or clarifications about the EOI process to tenders@nfsa.gov.au by no later than 2PM AEDT, Wednesday 6 December 2023.

- 6.5 Suppliers are advised that Responses cannot be submitted via AusTender or the NFSA Website, and must be delivered by e-mail to tenders@nfsa.gov.au.

- 6.6 Supplier Responses received after the EOI Closing Time will not be accepted unless the late submission is due solely to the NFSA’s mishandling, or an NFSA-originated technical fault.

7. EOI Evaluation Process

- 7.1 The NFSA Evaluation Team will conduct an evaluation of all compliant and complete Supplier’s Responses against the Evaluation Criteria listed in clause 7.4 of this document.

- 7.2 The primary objective of the Evaluation Process is to shortlist and prequalify Suppliers that can satisfactorily demonstrate their capability and capacity to meet the NFSA’s requirements in accordance with the Evaluation Criteria; to be invited to participate in a subsequent, targeted Request For Quotation (RFQ) process.
- 7.3 The NFSA acknowledges this Evaluation Process is not a comparative assessment of Suppliers and their capabilities, but instead used to inform a market assessment of the volume and availability of domestic and international Suppliers able to deliver the essential goods/services to meet the NFSA’s requirements.
- 7.4 The Evaluation Criteria to be applied to this EOI process are as follows:

Evaluation Criteria
<p>1. <u>Ability to deliver a Digital Asset Management System that meets NFSA’s requirements</u> The extent to which the Supplier can deliver a DAMS solution that meets the NFSA’s functional and technical requirements set out in <i>EOI Document 2 – Statement of Requirements</i>. (70%)</p>
<p>2. <u>Ability to deliver ongoing support, maintenance and customisations to the NFSA</u> The extent to which the Supplier can support and maintain the DAMS, including service availability, technical support scope, custom requirements and delivery timeframes. (20%)</p>
<p>3. <u>Demonstrated ability to deliver the product/services to other clients</u> The Supplier’s demonstrated experience and expertise in roll out of a DAMS, and in the supply of support and maintenance services; evidenced through referees, case studies and/or prior sales examples or a similar nature. (10%)</p>

- 7.5 Where a Supplier’s Response meets (or exceeds) each of the Evaluation Criterion, it is the intention of the NFSA to shortlist and prequalify this Supplier.
- 7.6 Any Supplier unable to satisfactorily demonstrate their capability and capacity to deliver the goods/services in accordance with the Evaluation Criteria, at the NFSA’s sole discretion, may be excluded or found unsuitable for shortlisting and prequalification.
- 7.7 Upon finalisation of the EOI Evaluation Process, all respondents will be promptly notified of the process outcomes.
- 7.8 Unsuccessful respondents may request an oral debrief from the Evaluation Chair following receipt of formal notification that they have not been shortlisted and prequalified.
- 7.9 The NFSA’s decision to shortlist and prequalify one or more Suppliers (if any) is final. Suppliers who were unsuccessful in their submitted Response, or who did not submit a complete, compliant and on-time Response will not be invited to participate as part of any subsequent procurement process as part of this specific requirement.

8. Information Handling and Probity Protocols

- 8.1 The NFSA is committed to the highest standard of transparency and fairness for this EOI process and will apply strict probity protocols to ensure equitable dealings with Suppliers.
- 8.2 The NFSA is not subject to the Commonwealth Procurement Rules, however key principles are applied as best practice to maximise value for money achievement, and to ensure that Suppliers are treated in a fair, equitable, and non-discriminatory manner.
- 8.3 This EOI process will be published on AusTender and the NFSA Website. Copies of the EOI Document Suite are made publicly available on these platforms, noting any amendments and/or addendum to these documents will be published on both platforms simultaneously.
- 8.4 All Supplier communication and clarification requests pertaining to this EOI process must be delivered by e-mail to the NFSA Contact Officer, noting clarification requests will be de-identified and published as an addendum, for the benefit of all potential respondents.
- 8.5 Any actual, potential, or perceived conflicts of interest must be fully disclosed to the NFSA in any Supplier Response. Failure to do so may exclude the Supplier from consideration as part of the EOI Evaluation Process.
- 8.6 The NFSA agrees to treat all Supplier Responses as being commercial-in-confidence and will keep confidential any information contained within any Supplier Response, except where required by law to divulge this information.

9. NFSA Contact Officer

- 9.1 Supplier enquiries about this EOI process should be directed to the NFSA Contact Officer:

NFSA Procurement Helpdesk

Email: tenders@nfsa.gov.au

Phone: 02 6248 2182

Please note that all questions and clarification requests must be submitted by e-mail only.

10. Supplier Acknowledgement

- 10.1 Suppliers acknowledge and warrant that they have accessed and reviewed the EOI Document Suite, as well as any amendment and/or addenda notices published on AusTender and/or the NFSA Website and have fully informed themselves of the NFSA's requirements and the purpose and intent of this EOI process.
- 10.2 Suppliers acknowledge and warrant that the information contained in their Response is free from any errors or omissions, and that representations about the Supplier's ability and capacity to meet the NFSA's requirements are true and accurate for a minimum of 90 days.
- 10.3 Suppliers acknowledge and agree that the NFSA is not required to shortlist and prequalify any Supplier, and does so at its sole discretion, having regard for the Evaluation Criteria.

- 10.4 Suppliers acknowledge and agree that the NFSA does not guarantee any minimum volume of goods/services to be procured from any Supplier who is shortlisted and prequalified.
- 10.5 Suppliers acknowledge and agree that the NFSA is not obliged to, nor does it intend to approach any Supplier as part of any subsequent procurement process relating to these requirements if they were not shortlisted and prequalified.
- 10.6 Suppliers acknowledge and agree that they are solely responsible for any costs associated with their preparation of any Response to this EOI process and indemnify the NFSA from any liability arising out of, or in connection with this EOI process.
- 10.7 By submitting a Response to the NFSA as part of this EOI process, Suppliers acknowledge and agree to all the terms set out in this clause 10 (Supplier Acknowledgement).