



## 1. Procurement Summary

- 1.1 The National Film and Sound Archive of Australia (NFSA) is investing in 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), 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 need to integrate with both the current Exhibition Management System (MuseumPlus) and Media Asset Management System (MediaFlex) as a solution 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 NFSA business areas, 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](mailto: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](mailto:tenders@nfsa.gov.au).

- 1.2 For more information, refer to *EOI Document 1 – EOI Purpose and Instructions*.

## 2. Functional and Technical Requirements

- 2.1 The functional and technical requirements set out in clause 4 of this Document describe the NFSA's requirements as part of this EOI process, being categorised as compulsory ('**must**'), desirable ('**should**'), or optional ('**could**').
- 2.2 Suppliers must set out their suitability to supply, install, and support a DAMS that meets the NFSA Requirements by submitting a Response to the NFSA substantially in the form and format set out in *EOI Document 3 – Supplier Response Form*.
- 2.3 Responses received by the NFSA as part of this EOI process will be evaluated against the Evaluation Criteria set out in clause 7.4 of *EOI Document 1 – EOI Purpose and Instructions*, having regard for the NFSA Requirements set out in Table 1 of this document.

- 2.4 The NFSA encourages but does not require that Suppliers provide supplementary information about specialist solutions that provide functionalities exceeding the proposed minimum requirements (referenced in clause 2.3 of *EOI Document 1 – EOI Purpose and Instructions*).
- 2.5 Suppliers are asked to contact the NFSA Contact Officer by e-mail to [tenders@nfsa.gov.au](mailto:tenders@nfsa.gov.au) should they have any questions or clarifications about the NFSA Requirements or the EOI process.

### 3. Background Statement

The NFSA currently operate a Media Asset Management System (MAMS – MediaFlex by TransMedia Dynamics) and Exhibition Management System (EMS – MuseumPlus by Zetcom) and are looking to implement a Digital Asset Management System (DAMS) that integrates with both as a solution 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 NFSA's digital collection is currently comprised of three usage categories identified by purpose of the digital object. These usage categories are as follows (with a secondary reference typically used to describe digital objects based on their digital usage and quality):

- **Preservation Material** is the highest possible quality of a physical or digital collection item for the purpose of long-term storage and preservation. Preservation Material represents the original collection item and is created without degradation or loss of quality during the preservation process. From the preservation material, digital object derivatives can then be created for various usages. The Preservation Master is stored on Linear Tape-Open (LTO) Tape.
- **Distribution/Broadcast Copy** is defined as an intermediate digital object format created from the Preservation Material during digitisation for internal or client use. Typical application of the *Distribution/Broadcast Copy* includes editorial or broadcast transmission. The Distribution Copy is currently stored on LTO, however the NFSA is open to cloud storage solutions for quicker access and varying options of distribution.
- **Access/Browsing Copy** (*Proxy file stored on working storage*) is defined as the lowest quality digital object format created from the Distribution Copy during digitisation and is used for immediate browsing or access purposes. Access is currently provided through the MAMS, using *Access/Browsing Copies* to address the following use goals:
  - Internal browsing/exploration
  - Access request confirmation for internal and external requests
  - Machine learning media harvesting (internal search)
  - Search the Collection

The NFSA welcomes submissions from DAMS Suppliers who can demonstrate the ability of their solution to integrate closely with other products and technologies to deliver a seamless solution.

The upgrade must streamline the collection and digital asset management processes of NFSA, provide a consistent user experience and will require the migration of existing custom metadata and digital assets from multiple data stores.

The NFSA has issued this EOI with the objectives of:

- Being able to meet best practice in collection management and digital asset management responsibilities, to preserve, make discoverable and provide access.
- Retaining all collection information in MediaFlex (might include information such as the description of media, workflows for managing material, and any related assets, activities, and information).
- Digital assets (multimedia, image, and audio-visual files) will be stored in the DAMS along with relevant custom metadata to enable efficient retrieval and re-use. Preservation material will not be stored in the DAMS.
- Integrating with, or a module of, the EMS and MAMS being the source of truth for all collection metadata and would in turn enable the aggregation of metadata for publishing the Collection Online or for any other future creative applications.
- Reducing the manual process of managing and sharing information and digital assets and providing a single point of contact auditing use, changes, and distributions.
- A simple customisable web-based interface, allowing staff to quickly find and access relevant information and digital assets.

## **4. Digital Asset Management System (DAMS) Requirements**

### **4.1 Overview**

NFSA requires a DAMS to archive, organise, find, retrieve, secure, and share a wide range of digital 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, EMS, Collection Search, and other public facing initiatives like the NFSA website.

The DAMS will store a wide range of digital assets and all video, audio and image files including:

- Digitised material from the NFSA collection
- Media and marketing materials
- Photography
- Publication design files
- Exhibition design plans

Each asset needs to be discoverable through tagged metadata, drawn from the MAMS, EMS, and other sources. The DAMS will manage the metadata for each asset, copyright information, caption information, access, and restrictions, use and reuse, and record all information about the asset.

The DAMS will support and streamline the appropriate use and archiving of digital assets for NFSA staff and facilitate collaboration and efficiency across the organisation.

4.2 Detailed Requirements

A copy of the NFSA’s detailed requirements are set out below and form the basis for this EOI process, noting these requirements are indicative only.

Respondents are encouraged to detail any non-compliance with these requirements, as well as set out how their proposed DAMS might instead address the respective requirement(s).

#	Capability	Description
1.	Asset Entry and Maintenance	Add and catalogue digital assets of all kinds with features such as automated bulk upload, AI-enabled data extraction and smart-tagging, checksum tools, duplicate detection.
2.	Asset Lifecycle Management	Manage the retention and disposal of digital assets through integration/synchronizing with external systems.
3.	Cataloguing	Asset metadata management using custom fields and AI assisted tagging.
4.	Data Integrity	Data and metadata are accurate and reliable through integration/synchronizing with external systems.
5.	Desktop Integration	Access and use digital assets in the DAMS directly within common desktop applications.
6.	Grouping Assets	Create and manage groups or lists of assets that can be easily edited and shared.
7.	Asset Editing	Perform basic image editing functions from within the DAMS.
8.	Integration	Integrate or link the DAMS with other external systems to share data/metadata across those systems.
9.	Performance and Usability	Fast system performance and intuitive user experience against a huge database.
10.	Rights Management	Strong features for copyright and cultural rights management within the DAMS.
11.	Search & Discoverability	High level of search functionality and speed of system response.
12.	Sharing, Viewing & Playback	Sharing, Viewing and playback within the DAMS.
13.	Work Automation	Automated processes and workflows in the DAMS.
14.	System & Data Infrastructure	Specific infrastructure requirements.
15.	Supplier	General Supplier requirements.

REQ#	Category	Feature	Requirement Description	Priority	Notes
<b>Asset Entry and Maintenance</b>					
ENTRY1	Asset Upload	Easy for users to upload and catalogue assets to the DAMS with prompts to ensure assets are effectively catalogued and discoverable.	Users can easily upload assets to the DAMS from their desktops via a web-based UI or desktop client.	<b>Must have</b>	
ENTRY2	Asset Upload	Easy for users to upload and catalogue assets to the DAMS with prompts to ensure assets are effectively catalogued and discoverable.	When uploading, users (internal NFSA staff and external clients) are prompted to add required metadata into custom fields.	<b>Must have</b>	This needs to be customisable to NFSA specifics
ENTRY3	Asset Upload	Easy for users to upload and catalogue assets to the DAMS with prompts to ensure assets are effectively catalogued and discoverable.	When uploading an asset, users can navigate away from the DAMs, and receive a notification of a successful or unsuccessful upload	<b>Should have</b>	
ENTRY4	Asset Upload	Easy for users to upload and catalogue assets to the DAMS with prompts to ensure assets are effectively catalogued and discoverable.	NFSA can prevent users uploading or adding file types or sizes that are unsupported by NFSA, or require specialist handling	<b>Should have</b>	Should not have a size limit.
ENTRY5	Asset Upload	Easy for users to upload and catalogue assets to the DAMS with prompts to ensure assets are effectively catalogued and discoverable.	Users can drag and drop assets into the DAMS.	<b>Should have</b>	
ENTRY6	Asset Upload	Easy for users to upload and catalogue assets to the DAMS with prompts to ensure assets are effectively catalogued and discoverable.	Users can easily upload assets to the DAMS from their mobile devices.	<b>Should have</b>	This should be done via a portal prompting specific info input and be delivered to a quarantine zone first.
ENTRY7	Asset Upload	Easy for users to upload and catalogue assets to the DAMS with prompts to ensure assets are effectively catalogued and discoverable.	External users can upload assets to the DAMS in a process that is controlled by system administrators	<b>Must have</b>	This should be done via a portal prompting specific info input and be delivered to a quarantine zone first.

ENTRY8	Automated/AI Assisted Metadata Tagging	Supports automatic identification and tagging of people and objects in assets to enhance manual cataloguing of digital assets.	AI can be used to identify and automatically tag people and objects in digital assets including images and video in the DAMS.	Should have	
ENTRY9	Automated/AI Assisted Metadata Tagging	Supports automatic identification and tagging of people and objects in assets to enhance manual cataloguing of digital assets.	AI can be used to transcribe audio tracks.	Should have	AI with strong Aust dialect ML is highly desirable. Speaker identification highly desirable.
ENTRY10	Automated/AI Assisted Metadata Tagging	Supports automatic identification and tagging of people and objects in assets to enhance manual cataloguing of digital assets.	AI can be used to suggest tags for people and objects digital assets including images and video when users upload individual assets to the DAMS.	Should have	
ENTRY11	Automated/AI Assisted Metadata Tagging	Supports automatic identification and tagging of people and objects in assets to enhance manual cataloguing of digital assets.	Automated tagging can be turned on and off by NFSA at time of bulk upload, ingestion or for existing digital assets.	Should have	
ENTRY12	Automated/AI Assisted Metadata Tagging	Supports automatic identification and tagging of people and objects in assets to enhance manual cataloguing of digital assets.	System administrators can build custom identification libraries of NFSA people and objects.	Should have	
ENTRY13	Bulk Uploading of Digital Assets	Assets can be uploaded in bulk with metadata applied across a defined group of assets at the time of upload.	Users can easily bulk upload digital assets to the DAMS from their desktops or from network file shares.	Must have	
ENTRY14	Bulk Uploading of Digital Assets	Assets can be uploaded in bulk with metadata applied across a defined group of assets at the time of upload.	Users can easily provide metadata for the uploaded digital assets or a subset of the uploaded assets.	Must have	
ENTRY15	Bulk Uploading of Digital Assets	Assets can be uploaded in bulk with metadata applied across a defined group of assets at the time of upload.	Bulk uploads can be performed in the background so that users can continue working with the DAMS while the assets are uploading.	Must have	

ENTRY16	Bulk Uploading of Digital Assets	Assets can be uploaded in bulk with metadata applied across a defined group of assets at the time of upload.	NFSA users are notified when the bulk upload is ready for reviewing and cataloguing.	Must have	
ENTRY17	Bulk Uploading of Digital Assets	Assets can be uploaded in bulk with metadata applied across a defined group of assets at the time of upload.	The system has an embedded checksum tool to validate a lossless state after digital copy or transfer	Should have	
ENTRY18	External Digital Assets	Capture and manage assets belonging to other organisations in the DAMS.	System administrators can set strictly governed expiration and retention periods and criteria for idle assets stored as local DAMS files	Must have	Must ensure assets in the DAMS are copies of archived media elsewhere in NFSA - Removal of any DAMS assets is purely from the DAMS and not original file.
ENTRY19	Supported File Types	The DAMS supports and stores a wide range of digital asset types, providing a centralised repository meeting the needs of all users.	File type support includes (but not limited to): video, audio files, game bundles, graphic design files, email, Microsoft Office docs, floorplans and CAD, images (inc. raw formats), PDFs, web content	Should have	
ENTRY20	Pre-processing	Automatic pre-processing on assets after uploading	If required, the DAMS can run automated workflows to support the processing and organisation of incoming assets	Could have	Such processes should be carefully set and governed as not to alter original files and maintain preservation
ENTRY21	Pre-processing	Locked down quarantine / workspace zone	Incoming files can be locked down by NFSA Staff for specific purposes - secret/sacred, embargoed, acquisition obligations etc	Must have	
<b>Asset Lifecycle Management</b>					
ALM1	Retention Rules	Set retention rules on certain types of assets in compliance with records management obligations.	System Administrators can set retention policies based on object types and metadata to ensure	Must have	

			assets are retained according to policy.		
ALM2	Automated Disposal / Manual Disposal	Schedule automatic or manual disposal of certain assets when retention periods expire.	System Administrators can set policies that automatically alert NFSA users of the assets ready for deletion when retention periods have expired.	Should have	
ALM3	Asset Retention and Disposal Reporting	Easily generate reports on retention and disposal activities.	System Administrators can define and generate custom retention and disposal reports on retention activities.	Should have	
ALM4	Asset Retention and Disposal Reporting	Easily generate reports on retention and disposal activities.	System Administrators can schedule the running and distribution of retention and disposal reports.	Could have	
<b>Cataloguing</b>					
CAT1	Controlled Vocabularies	Use controlled vocabularies or defined metadata libraries to ensure the quality of metadata in the DAMS.	Create and link-controlled vocabularies to metadata properties to define the terms that can be used.	Should have	
CAT2	Controlled Vocabularies	Use controlled vocabularies or defined metadata libraries to ensure the quality of metadata in the DAMS.	Easily import, update or/and restructure-controlled vocabularies.	Should have	
CAT3	Controlled Vocabularies	Use controlled vocabularies or defined metadata libraries to ensure the quality of metadata in the DAMS.	Sync metadata from the EMS or other systems via API	Must have	
CAT4	Discoverability	Users can add metadata and tags that will help describe an object to improve asset discoverability.	Users can add metadata tags to digital assets.	Must have	Governed workflow
CAT5	Discoverability	Users can add metadata and tags that will help describe an object to improve asset discoverability.	System Administrators can control which record types to allow tagging on.	Should have	



CAT6	Discoverability	Users can add metadata and tags that will help describe an object to improve asset discoverability.	Members of the public contribute to the tagging and description of digital assets	Could have	
CAT7	Shared/Integrated Metadata	Share metadata between MAMS, EMS, DAMS and STC so that metadata terms can link objects and documents from all systems.	The DAMS can read/write metadata from other NFSA-held systems using supported connectors or custom API integrations.	<b>Must have</b>	STC = Search the Collection web interface
CAT8	Reporting	Analytics on collections and assets	The DAMS provides details on collection and asset properties including, but not limited to, number of files, file sizes, file types, genres.	<b>Must have</b>	
CAT9	Reporting	Analytics on collections and assets	The DAMS has an API that allows reporting data to be extracted, transformed and loaded into analytical systems (e.g. PowerBI).	<b>Must have</b>	
<b>Data Integrity</b>					
DATA1	Audit Trail / History	Ability to see the history of changes to DAMS records.	The DAMS records all user actions against a digital asset record.	<b>Must have</b>	
DATA2	Audit Trail / History	Ability to see the history of changes to DAMS records.	Users can view the history of updates to a digital asset record.	<b>Must have</b>	Should be able to view asset history of use, where it has been shared and what platforms.
DATA3	Duplicate Detection	Identify duplicate assets in the DAMS.	The system provides tools to set a pre-defined methodology that alerts NFSA users of duplicate assets that can be removed and/or merged	<b>Should have</b>	"Merged" could relate to the merging of metadata between two duplicate assets.
DATA4	Versioning	Allow for versions of assets to be made and stored with the original asset.	The system keeps versions of digital assets when they are updated.	Could have	

DATA5	Versioning	Allow for versions of assets to be made and stored with the original asset.	Users can browse the version history of a digital asset and view the asset as it was in that version.	Could have	
DATA6	Versioning	Allow for versions of assets to be made and stored with the original asset.	Versions can record colour proof status and conditions for printing of digital images	Could have	
DATA7	Versioning	Allow for versions of assets to be made and stored with the original asset.	Versions of assets can be restored	<b>Should have</b>	
DATA8	Master/Preservation Copy Management	Manage and control access to the master or preservation copy of a digital asset in the DAMS.	Users can tag and flag an incoming and un-accessioned file as being the master or preservation copy of an asset	<b>Must have</b>	All master/preservation files should be marked as such not just tagged.
<b>Desktop Integration</b>					
DESK1	Other Desktop Application Integration	The DAMS is integrated with common digital asset editing programs, such as Adobe CC, for access, editing and uploading to the DAMS.	Users can save directly from editing applications such as Adobe Photoshop to the DAMS.	<b>Should have</b>	
DESK2	Other Desktop Application Integration	The DAMS is integrated with common digital asset editing programs, such as Adobe CC, for access, editing and uploading to the DAMS.	Users can open assets from the DAMS directly into Adobe programs without downloading a copy of the asset first.	<b>Should have</b>	Need to include Content Manager interactions
<b>Grouping Assets</b>					
GROUP1	Create groups or lists	Create and save groups or lists of digital assets.	Users can create and maintain collections of digital assets in the DAMS.	<b>Must have</b>	E.g. the creation of a DCP library would be useful.
GROUP2	Create groups or lists	Create and save groups or lists of digital assets.	Users can add objects to the asset group or list from a search.	<b>Should have</b>	
GROUP3	Create groups or lists	Create and save groups or lists of digital assets.	Users can easily copy asset lists.	<b>Should have</b>	
GROUP4	Create groups or lists	Create and save groups or lists of digital assets.	Users can export asset lists to Excel or PDF.	<b>Should have</b>	
GROUP5	Manage Groups or Lists	System Administrators can control what digital assets can be included in lists and how they are used to prevent accidental misuse.	System Administrators can set policies on what can be included in lists or groups, whether they can	<b>Should have</b>	

			be shared and who they are shared with by default.		
GROUP6	Manage Groups or Lists	System Administrators can control what fields or metadata can be edited dependent on a user	System Administrators can grant varying levels of user access that will allow fine grain control of access to fields and/or metadata properties	Must have	
GROUP7	Share Groups or Lists	Share groups or lists of assets between teams or more broadly across NFSA.	Asset list owners can share an asset list with other users, or user groups, or with all users.	Should have	
GROUP8	Share Groups or Lists Externally	Share groups or lists of digital assets with external parties such as printers or media companies.	Assets can be shared with people outside of NFSA with a password protected interface	Must have	
GROUP9	Share Groups or Lists Externally	Share groups or lists of digital assets with external parties such as printers or media companies.	Assets can be shared with people outside of NFSA via a link without requiring the external user to login	Must have	
GROUP10	Share Groups or Lists Externally	Share groups or lists of digital assets with external parties such as printers or media companies.	Options are available for sharing assets externally.	Could have	
GROUP11	Use Groups or Lists in Workflows	Use groups or lists in request and approval workflows.	Asset groups or lists can be submitted to a request or approval workflow.	Should have	
GROUP12	Use Groups or Lists in Workflows	Use groups or lists in request and approval workflows.	Approval of a workflow applies to all items in the asset group or list.	Should have	
GROUP13	Asset Wrapping	The ability to wrap and unwrap assets into a zip folder.	The DAMS allows the set-up of an automated workflow to collect and combine several files into one archived/zip file whilst maintaining folder, file and naming structure	Should have	The NFSA regularly receives TAR/ZIP folders containing multiple media files and types
<b>Asset Editing</b>					
IMGED1	In Application Editing	Perform basic image, audio, and video editing functions directly in the DAMS.	Users can perform basic video, image, and audio editing function e.g., brightness, colour, and contrast adjustments, cropping,	Should have	

			resizing, rotating, and trimming; without degradation to any copies of the original asset		
IMGED2	In Application Editing	Perform basic image, audio and video editing functions directly in the DAMS.	Users can watermark image, video assets, and perform basic trimming and stitching of video assets (e.g., NFSAs openers, warning notices) without degradation to any copies of the original assets.	<b>Must have</b>	
IMGED3	In Application Editing	Perform basic image, audio and video editing functions directly in the DAMS.	Prevent users from editing incoming assets that have yet to be accessioned.	<b>Must have</b>	
IMGED4	In Application Editing	Perform basic image, audio and video editing functions directly in the DAMS.	To aid delivery of assets to clients, users can create their own personal version of the asset to edit and save changes against without degradation to any copies of the original asset	Could have	Must not affect original digital object.
IMGED5	Resizing and resample on download.	Specify file type, size, and resolution of an image as it is downloaded.	Users specify file type, size and resolution of an image, video and audio file when downloading it.	<b>Must have</b>	Preset list of quality, file types
IMGED6	Resizing and resample on download.	Specify file type, size, and resolution of an image as it is downloaded.	Users are prevented or warned from resizing an image beyond a limit that can be defined by the system administrator.	<b>Should have</b>	
IMGED7	Automatic Derivatives	The DAMS automatically generates derivatives of digital assets as per pre-defined sizes.	Administrators can set default derivatives of size and file format for digital asset formats.	<b>Should have</b>	
IMGED8	Layering	The DAMS supports the addition of layers in an image, including to add annotations and edits without editing the parent image.	Users can add layers to an image to add annotations, clipping paths etc.	Could have	Must not affect original digital object
IMGED9	Layering	The DAMS supports the addition of layers in an image, including to add annotations and edits without editing the parent image.	Users can show or hide layers as required.	Could have	

Integration					
INT1	Collection Online Integration	Easily integrate the DAMS with NFSA’s Search the Collection web interface.	The DAMS can publish authorise files to a CDN for public display using a CDN connectors or API integration.	Must have	
INT2	Collection Online Integration	Easily integrate the DAMS with NFSA’s Search the Collection web interface.	NFSA can control which digital assets are made available to different publishing targets (e.g. NFSA’s public website, streaming platforms, etc) using the DAMS.	Must have	
INT3	Exhibition Management System (EMS) Integration	Easily integrate the DAMS with the EMS (MuseumPlus) so that our digital assets are not stored and managed across multiple systems.	Images, videos, and other digital assets surfaced in the EMS (MuseumPlus) can be stored and managed in the DAMS.	Should have	
INT4	Exhibition Management System (EMS) Integration	Easily integrate the DAMS with the EMS so that our digital assets are not stored and managed across multiple systems.	Users can easily access, upload and link digital assets to Collection records from within the EMS.	Should have	
INT5	Exhibition Management System (EMS) Integration	Easily integrate the DAMS with the EMS so that our digital assets are not stored and managed across multiple systems.	The supplier will have experience integrating their DAMS with external EMS solutions or the application will have its own internal EMS.	Should have	
INT6	Other Integration Options	Use and share metadata from external sources to be able to improve the effectiveness of the DAMS.	The DAMS has support for the Open Linked Data and OAI protocols for sharing data between systems.	Should have	
INT7	API	Be able to extend the value of the DAMS by being able to integrate it with other systems using a standards based API.	The DAMS provides an API with full access to the functionality of the DAMS.	Should have	
INT8	Single Sign-on	Users able to log on and use the DAMS with their NFSA credentials to reduce the support overhead of the system.	The DAMS supports single sign-on using Active Directory.	Should have	

INT9	Social media	Users able to post images and video directly to social media accounts	The DAMS can post to NFSA social media accounts	Should have	
INT10	Other applications and systems	Use Telestream Vantage's Enterprise Media for transcoding	The DAMS has an exposed API that can use Vantage to perform transcoding	Must have	
INT11	Other applications and systems	Integrate with Baton QC	The DAMS has an exposed API that can send collection data to BatonQC to perform asset and data quality checks	Must have	
INT12	Other applications and systems	Use Telestream Vantage's DIVA to manage tape library	The DAMS has an exposed API that can send asset data to DIVarchive for asset storage, and verification	Must have	Strict modification and/or deletion rules need to be governed
INT13	Other applications and systems	MediaFlex Asset IDs	The DAMS can use an external unique identifier to generate a system agnostic key for each asset to ensure a relationship is catalogued between assets located in different systems	Must have	Use an external unique ID
<b>Performance and Usability</b>					
PERF1	Ease of Use	The DAMS is easy and intuitive for users of all levels of experience.	The DAMS uses familiar user interface standards to ensure easy navigation and use.	Must have	
PERF2	Ease of Use	The DAMS is easy and intuitive for users of all levels of experience.	The DAMS has an intuitive user interface and experience, that would allow new users to perform basic tasks with minimal training.	Should have	
PERF3	Ease of Use	The DAMS is easy and intuitive for users of all levels of experience.	Users should be able to use the DAMS on their IOS or Android mobile devices.	Should have	
PERF4	User Experience Performance	The DAMS is fast and responsive and able to scale to NFSAs needs	DAMS user experience should feel fast and responsive.	Should have	

PERF5	User Experience Performance	The DAMS is fast and responsive and able to scale to NFSAs needs	The DAMs should hold-up performance for 300 users with at least ~50 concurrent users.	Must have	
PERF6	Performance, Scaling and Optimisation	Optimise resource and storage options for the DAMS to ensure economical ongoing operational costs.	The DAMS automatically optimises and scales compute, databases and storage devices within defined controls	Could have	
PERF7	Performance, Scaling and Optimisation	Optimise resource and storage options for the DAMS to ensure economical ongoing operational costs.	Provides reporting and alerts on auto-scaling and optimisation activities	Could have	
<b>Rights Management</b>					
RIGHTS1	Copyright Management	Record copyright details for a digital asset in the DAMS so that copyright obligations are obvious to users	Users can read copyright details for any digital asset via the DAMS but must not be able to edit or modify it.	Must have	Mediaflex will remain source of truth for copyright information
RIGHTS2	Copyright Management	Record copyright details for a digital asset in the DAMS so that copyright obligations are obvious to users	Terms and obligations can be prominently displayed to users when accessing digital assets.	Should have	
RIGHTS3	Copyright Management	Record copyright details for a digital asset in the DAMS so that copyright obligations are obvious to users	Copyright in the asset and copyright in the subject of the asset (e.g. an image of a Collection artwork), can be easily distinguished.	Should have	
RIGHTS4	Moral and Cultural Rights Management	Record copyright details for a digital asset in the DAMS so that copyright obligations are obvious to users	Users can record cultural and moral rights details against a digital asset in the DAMS.	Should have	
RIGHTS5	Moral and Cultural Rights Management	Record the moral and cultural rights obligations for an asset in the DAMS to ensure obligations are obvious to users	Terms and obligations can be prominently displayed to users when accessing digital assets.	Should have	
RIGHTS6	Creative Re-use Management	Record the creative re-use details for an asset in the DAMS to ensure users know the appropriate creative re-use conditions	Users can record Creative Commons licence against an artwork image or digital asset in the DAMS.	Should have	e.g. using a Creative Commons framework

RIGHTS7	Creative Re-use Management	Record the creative re-use details for an asset in the DAMS to ensure users know the appropriate creative re-use conditions	Terms and obligations can be prominently displayed to users when accessing digital assets.	Should have	e.g. using a Creative Commons framework
RIGHTS8	Permissions and Access Conditions	Record the permissions details for an asset in the DAMS to ensure staff know the appropriate permission conditions.	Record permissions and access conditions against an asset in the DAMS.	Could have	e.g. where an event photograph depicts a child and permission was obtained for the photography
<b>Search and Discoverability</b>					
SEARCH1	Simple Search	Easily search the DAMS to quickly find digital assets.	Perform Google like searches for any assets and information in the DAMS.	Should have	
SEARCH2	Simple Search	Easily search the DAMS to quickly find digital assets.	Searches do not return results and information that users do not have permissions for.	Should have	
SEARCH3	Advanced Search	Perform advanced searches of the DAMS to find records, documents and images based on specific metadata properties.	Search using a query builder in which select object types, specific properties, and conditions to search for.	Should have	
SEARCH4	Advanced Search	Perform advanced searches of the DAMS to find records, documents and images based on specific metadata properties.	Searches do not return results and information that users do not have permissions for.	Could have	
SEARCH5	Advanced Search	Perform advanced searches of the DAMS to find records, documents and images based on specific metadata properties.	The DAMS search function has a reverse image search to find images like a provided image.	Could have	
SEARCH6	Refinable Results	Refine the search results based on the metadata of a set of returned search results.	The search results can be easily narrowed or filtered by further searching a returned result metadata property	Should have	e.g. clicking on an Artists name in the results will refine the search to include only matching results by the clicked Artist
SEARCH7	Refinable Results	Refine the search results based on the metadata of a set of returned search results.	The DAMs search has additional search filtering and functions, so	Could have	



			users can choose to have an assets supporting material appear within search results		
SEARCH8	Refinable Results	Refine the search results based on the metadata of a set of returned search results.	The DAMS provides a user-friendly ranking system that denotes how popular an asset by the frequency in which has been viewed and shared.	Could have	
SEARCH9	Meta/Federated search	Include search results from other NFSA systems	The DAMS has an exposed API that will allow the system to send and receive search results from the Collection Management System	<b>Should have</b>	
SEARCH10	Search Management	Configure the search feature to allow specific metadata properties to be included or excluded from advanced searches and search result refiners.	System Administrators can configure which metadata properties are searchable and can be included in query building and search refiners.	<b>Should have</b>	
SEARCH11	Search Management	Configure the search feature to allow specific metadata properties to be included or excluded from advanced searches and search result refiners.	System Administrators can configure which object types and data that can be included in search results.	<b>Should have</b>	
<b>Sharing, Viewing and Playback</b>					
SHARE1	Image Viewing	Rich viewing capabilities including being able to pan and zoom.	Users can preview and view images directly in the DAMS application.	<b>Must have</b>	
SHARE2	Image Viewing	Rich viewing capabilities including being able to pan and zoom.	Users can pan and zoom images.	<b>Should have</b>	
SHARE3	In Application Playback for video and audio	Ability to playback audio and video files from within the DAMS.	Users can preview and play audio and video files directly in the DAMS application.	<b>Must have</b>	
SHARE4	In Application Playback for video and audio	Ability to playback audio and video files from within the DAMS.	Users can jump forward to items in the clip highlighted/referenced by the search word	<b>Should have</b>	

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SHARE5	In Application Playback for video and audio	Ability to playback audio and video files from within the DAMS.	Users can skip forward by 10-30 secs at the push of a button or key.	Must have	
SHARE6	In Application Playback for video and audio	Ability to playback audio and video files from within the DAMS.	The DAMS can display embedded timecode metadata as a separate overlay.	Should have	
SHARE7	Asset Distribution	Ability to share preview links and perform file delivery in multiple formats	The DAMS can provide shared spaces where NFSA can make assets available to certain external user groups	Must have	Brand Portals / Workspaces
SHARE8	Asset Distribution	Mandatory metadata is collected before distributing an asset	System administrators can specify metadata that must be provided before an asset is distributed	Should have	
SHARE9	Asset Distribution	Watermark assets before distribution	The DAMS gives users the ability to manually add a watermark to assets prior to distribution	Should have	
SHARE10	Asset Distribution	Watermark assets before distribution	To protect asset traceability, watermarks that are applied to shared assets can reflect the receiving parties branding and identity credentials (e.g., company name)	Could have	
SHARE11	Asset Distribution	Use a content delivery network (CDN)	The DAMS uses a CDN to deliver assets to public-facing interfaces (such as a website)	Should have	
SHARE12	Asset Distribution	Reporting on asset sharing	The DAMS provides detailed reports on which assets have been shared externally, file types, file volume and frequency of sharing	Should have	
SHARE13	Asset Distribution	Allow asset sharing via File Transfer Protocol (FTP)	The DAMS provides an option that allows the distribution and receipt of assets via FTP or SFTP.	Should have	
SHARE14	Access to collections and assets	Fine grain control access to collections and assets	System administrators can restrict access to collections or types of	Must have	

			assets to certain user groups or roles.		
SHAER15	Access to collections and assets	Fine grain control access to collections and assets	System administrators can create custom roles (users can have multiple roles)	Must have	
SHARE16	Access to collections and assets	Fine grain control access to collections and assets	System administrators can restrict access to items waiting for accessioning to certain user groups or roles	Must have	
SHARE17	End-user requests	External users can request a modified copy when viewing an asset	The DAMS allows external users to create a request for a modified version of the asset.	Could have	
SHARE18	End-user self-service	External users can make their own modified copy of an asset	The DAMS gives external users the ability to view and edit an asset; Creating short clips and extracts	Could have	
SHARE19	Audit trail	Maintain a record for shared assets	The DAMS tracks all assets shared externally via unique link and allows NFSA to expire the link either manually, or via a pre-set time	Must have	
<b>Work Automation</b>					
WORK1	Task Management	Assign and track tasks within the DAMS.	Users can assign and track tasks to other users.	Could have	
WORK2	Task Management	Assign and track tasks within the DAMS.	Task reminders can be sent automatically.	Could have	
WORK3	Task Management	Assign and track tasks within the DAMS.	Tasks can be automatically reassigned if users are unable to complete them.	Could have	
WORK4	Approval Workflows	Ability to create approval workflows for actions and assets in the DAMS.	Users can send requests for approval from within the DAMS.	Should have	
WORK5	Approval Workflows	Ability to create approval workflows for actions and assets in the DAMS.	Approvers can respond with their decision from within the DAMS.	Should have	

WORK6	Approval Workflows	Ability to create approval workflows for actions and assets in the DAMS.	An audit trail of requests and approvals is maintained.	Should have	
WORK7	Custom Workflow Automation	Ability to create custom workflows to streamline activities and work specific to NFSAs.	System Administrators can create custom workflows that respond to events within the DAMS and perform certain tasks, such as updating records or sending notifications, automatically.	Should have	
WORK8	Workflow Forms and Schema Customisation	Customise schemas and workflow data entry forms to develop and adapt to business needs over time	System Administrators can create, add new record types, properties, and data entry forms to suit specific business requirements as they arise.	Should have	
<b>Systems and Data Infrastructure</b>					
SYS1	Multi storage management	Links to multiple storage locations and buckets from on-prem data centres to cloud storage	Assets can be uploaded to cloud for easy viewing access and distribution with cold storage options for infrequently used assets.	Should have	
SYS2	Multi storage management	Performance and scalability	DAMS storage systems can handle large volume of items (up to 200 terabytes)	Must have	
SYS3	Multi storage management	Environment Partitions	Multi-tenant option that allows individual collections to be completely partitioned (individual auditing, access and security).	Could have	
SYS4	Multi storage management	Testing Environments	Ability to create a development environment with same integrations as production environment.	Should have	
SYS5	Multi storage management	Storage Infrastructure	Robust redundancy to ensure that no asset or metadata is ever lost.	Must have	

SYS6	Australian locations	Storage Infrastructure	For legal purposes, all data must be located and stored within Australia.	Must have	
SYS7	Ease of Administrative Management	System administration and management of the DAMS is easy.	The DAMS uses regular conventions such as users, user groups, roles, and permissions to manage access to the system.	Must have	
SYS8	Ease of Administrative Management	System administration and management of the DAMS is easy.	The tools for managing system configuration are easy to use and requires only moderate training.	Should have	
SYS9	Storage	Various storage tiers to improve operational costs	The DAMS has storage tiers to improve operational costs for infrequently used assets and supports Deep Archive and Glacier style storage with defined service levels for retrieval times	Should have	
SYS10	Storage	There are hybrid storage options available	The DAMS supports hybrid options to allow storage and retrieval from both on-premises and cloud-based databases.	Should have	
SYS11	Hosting	Option to run DAMS as SaaS	The DAMS is run as a cloud-based software delivery model via cloud-based software updates, feature releases and general application maintenance	Should have	
SYS12	Hosting	Hosting environments	The DAMS can be housed within NFSA controlled on prem or cloud environment (not third-party environment)	Should have	Should run in a supported environment with ongoing maintenance from the Supplier
<b>Supplier</b>					
SUP1	Support and training	Technical and administrator training will support appropriate capability maturity amongst existing and new staff	The Supplier can provide in-depth, classroom and self-directed,	Should have	

			training for 5-10 technical, administrative and product staff		
SUP2	Support and training	Technical and administrator training will support appropriate capability maturity amongst existing and new staff	The Supplier has a high degree of available content in document and media form to support training and product education.	Must have	
SUP3	Support and training	Technical and administrator training will support appropriate capability maturity amongst existing and new staff	The Supplier can provide access to an online 'portal' that allows NFSA staff to administer self-directed training for end-user, administrative and technical staff	Should have	
SUP4	Service Level Agreements (SLAs)	Administrative and technical support is provided at varying levels of requirements	The Supplier provides at least three-tiers of support, that allows NFSA to receive priority 1, priority 2, and priority 3 servicing within reasonably agreed timeframes	Must have	
SUP5	Service Level Agreements (SLAs)	Administrative and technical support is provided at varying levels of requirements	The Supplier provides access to a support 'portal', that allows the lodging and tracking of support tickets, submitted by NFSA	Should have	
SUP6	Service Level Agreements (SLAs)	Administrative and technical support is provided at varying levels of requirements	The Supplier assigns a dedicated account team that gives NFSA a single point of contact	Must have	
SUP7	Service Level Agreements (SLAs)	Support Staff have availability when needed at varying levels of requirements	Depending on the degree of priority, support staff will be made available 24/7	Should have	
SUP8	Service Level Agreements (SLAs)	Support Staff have availability when needed at varying levels of requirements	Depending on the degree of priority, support staff will be situated on a similar time zone to that of NFSA (AEST/AEDT)	Should have	Offshore teams ok
SUP9	Code of Conduct	Corporate Social Responsibility (CSR)	The Supplier upholds a high level of corporate social responsibility or corporate social impact, and where possible, aim to contribute heavily	Should have	

			to societal, philanthropic, or charitable goals.		
SUP10	Code of Conduct	Corporate Social Responsibility (CSR)	The Supplier can demonstrate positive impact to Australia's economy through various partnership, societal, philanthropic, or charitable initiatives and/or financial donations	<b>Should have</b>	
SUP11	Office Presence	Offices are located in Australia offer the appropriate product support	The Supplier has offices located in Australia, with staff that can support NFSA as needed.	<b>Should have</b>	