

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 Media Asset Management System (MAMS – MediaFlex) and the Collection Management System (CMS – MuseumPlus) as a solution to acquire all 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, ServiceNow, Collection Search, and other public facing interfaces 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.

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

2. How To Complete This Form

- 2.1 Suppliers must complete *EOI Document 3 – Supplier Response Form* (this document) as part of any complete and compliant Response to this EOI process.

- 2.2 In summary, Suppliers are asked to complete the following sections of this document:

- Supplier Particulars (Section 3) – **MUST COMPLETE**
- Response to Specifications (Section 4) – **MUST COMPLETE**
- Supplementary Documentation (Section 5) – OPTIONAL
- Industry Feedback (Section 6) – OPTIONAL
- Supplier Declaration (Section 7) – **MUST COMPLETE**

- 2.3 Suppliers may provide additional and/or supplementary materials to the NFSA for consideration at their sole discretion, noting any such attachments and annexures should be clearly labelled and

referenced in Section 5 (Supplementary Documentation) as part of any completed *EOI Document 3 – Supplier Response Form*.

- 2.4 Suppliers must have regard for the Evaluation Criteria set out in clause 7.4 of *EOI Document 1 – EOI Purpose and Instructions* which will form the basis for the Evaluation Process, and thereby determining the Supplier's suitability to be shortlisted and prequalified as part of the EOI process.
- 2.5 Supplier Responses must be submitted to the NFA by e-mail to tenders@nfa.gov.au by no later than **5PM AEDT, Friday 15 December 2023** (EOI Closing Time).

3. Supplier Particulars – MUST COMPLETE

Name of Supplier or Individual	
Supplier Ownership	
Australian Business / Supplier Number	
Date and Place of Incorporation	
Registered Office Address	
Postal Address	
Supplier Representative (If more than one, please identify <i>primary</i> and <i>secondary</i> only)	
Position in Organisation	
E-mail Address	
Business Hours / Mobile Telephone	
Website (if applicable)	

4. Response to Requirements – MUST COMPLETE

To complete this Section, Suppliers must address the **Detailed Requirements** set out at clause 4.2 of *EOI Document 2 – Statement of Requirements*.

1. Asset Entry and Maintenance

Suppliers must demonstrate how their solution addresses adding and cataloguing digital assets of all kinds with features such as automated bulk upload, AI-enabled data extraction and smart-tagging, checksum tools, duplicate detection.

Please refer to Entry Requirements on the Full Requirements Sheet noting the priority column:

Supplier Response:

2. Asset Lifecycle Management

Suppliers to demonstrate how their solution addresses retention and disposal of digital assets through integration/synchronizing with external systems.

Please refer to Entry Requirements on the Full Requirements Sheet noting the priority column:

Supplier Response:

3. Cataloguing

Suppliers to demonstrate how their solution addresses asset metadata management using custom fields and AI assisted tagging.

Please refer to Entry Requirements on the Full Requirements Sheet noting the priority column:

Supplier Response:

4. Data Integrity

Suppliers to demonstrate how their solution ensures data and metadata are accurate and reliable through integration/synchronizing with external systems.

Please refer to Entry Requirements on the Full Requirements Sheet noting the priority column:

Supplier Response:

5. Desktop Integration

Suppliers to demonstrate how their solution allows users to access and use digital assets in the DAMS directly within common desktop applications.

Please refer to Entry Requirements on the Full Requirements Sheet noting the priority column:

Supplier Response:

6. Grouping Assets

Suppliers to demonstrate how their solution creates and manages groups or lists of assets that can be easily edited and shared.

Please refer to Entry Requirements on the Full Requirements Sheet noting the priority column:

Supplier Response:

7. Asset Editing

Suppliers to demonstrate how their solution addresses basic image editing functions from within the DAMS.

Please refer to Entry Requirements on the Full Requirements Sheet noting the priority column:

Supplier Response:

8. Integration

Suppliers to demonstrate how their solution can integrate or link with other external systems to share data across those systems.

Please refer to Entry Requirements on the Full Requirements Sheet noting the priority column:

Supplier Response:

9. Performance and Usability

Suppliers to demonstrate how their solution addresses performance and intuitive user experience against a huge database.

Please refer to Entry Requirements on the Full Requirements Sheet noting the priority column:

Supplier Response:

10. Rights Management

Suppliers to demonstrate how their solution addresses strong copyright features and cultural rights management.

Please refer to Entry Requirements on the Full Requirements Sheet noting the priority column:

Supplier Response:

11. Search & Discoverability

Suppliers to demonstrate how their solution addresses search functionalities and system response times.

Please refer to Entry Requirements on the Full Requirements Sheet noting the priority column:

Supplier Response:

12. Sharing, Viewing & Playback

Suppliers to demonstrate how their solution addresses sharing and viewing requirements.
Please refer to Entry Requirements on the Full Requirements Sheet noting the priority column:

Supplier Response:

13. Work Automation

Suppliers to demonstrate how their solution addresses automated processes and workflows within the DAMS.
Please refer to Entry Requirements on the Full Requirements Sheet noting the priority column:

Supplier Response:

14. System & Data Infrastructure

Suppliers to demonstrate how their solution addresses NFSA’s specific infrastructure requirements.
Please refer to Entry Requirements on the Full Requirements Sheet noting the priority column:

Supplier Response:

15. Supplier

Suppliers to demonstrate how their business addresses the NFSA’s relationship expectations.
Please refer to Entry Requirements on the Full Requirements Sheet noting the priority column:

Supplier Response:

5. Supplementary Documentation – OPTIONAL

5.1 Suppliers should list any additional and/or supplementary documentation to be provided as part of their submission to the NFSA below:

6. Industry Feedback – OPTIONAL

6.1 Suppliers are invited to provide feedback to the NFSA regarding this EOI process, the NFSA’s draft functional and technical requirements, new and emerging trends in relevant technologies, and any other relevant insights within the associated industries:

7. Supplier Declaration – MUST COMPLETE

7.1 Expression of Interest

The Supplier wishes to formally express their interest to participate in any subsequent, targeted procurement processes undertaken by the NFSA for the supply and installation of motion picture film scanners.

7.2 Confirmation of Suitability

The Supplier confirms and attests to its experience and capability to deliver upon the NFSA’s requirements as set out in this EOI process, and has demonstrated this experience and capability against the stated Evaluation Criteria that applies to this EOI process.

7.3 Nil Errors and Omissions

The Supplier confirms that it has fully informed itself of the NFSA’s requirements as set out in this EOI process, and confirms that the Supplier Response is free from errors or omissions, with any assumptions or tentative claims being clearly documented.

7.4 No Guarantee to Contract

The Supplier acknowledges and agrees that the NFSA is not required to undertake any subsequent process procurement for these goods/services, nor does the NFSA guarantee any volume of work to any Supplier, whether shortlisted and prequalified, or otherwise.

7.5 Supplier Acknowledgement

By submitting a Response to this EOI process, the Supplier confirms and acknowledges that it has read and understood the Supplier Acknowledgements set out at clause 10 of *EOI Document 1 – EOI Purpose and Instructions*.

SIGNED for and on behalf of

(Name of Supplier and ABN)

by its authorised representative:

Signature of Authorised Representative

Name and Position of Authorised Representative

Date