Canadian Museum *of* Immigration at Pier 21
Musée canadien *de* l'immigration du Quai 21

RFP-CMIP21201907
Amendment No. 1: To the Tender Documents
Collections Management Software

Amendment Date: November 7, 2019

To all Proponents:

The Purpose of this Amendment is to address the following questions:

1. How large is the collection (how many records are there in the database by sub-collection type)

   There are also approximately 5,000 archival assets and 1,750 artifacts in the collection. Please refer to Section 1.3 of the RFP.

2. Can we have a better understand regarding the current system?

   CMI's current system is called 'Collective Access' – which is open source software that is freely available online. Please refer to section 1.3 of the RFP.

3. During the implementation, what format of source database would CMI provide to the selected vendor?

   The database is MySQL. We would provide a full SQL dump of the database.

4. Could you provide some representative sample records (in CSV, MS Excel or Access) format for each of the five sub-collection: oral history, written story, digital image, archival, and artifact? So my team can get a better understanding on what are the fields and types of data that has been used to document your collection.

   There are three types of record samples included: digital image, story and oral history. Archival records are essentially the same as digital image records, except we include physical dimensions instead of digital as well as their location in artifact storage. Artifact records are similar to archival except they have additional fields such as number of components, colours, materials, and technique. Please see the Checklist in Appendix A as well as the Data Sample files included as Appendix B.

5. In the requirement list, you mentioned that the museum would need minimum of seven (7), simultaneous, users with data entry/administrative privileges. What is the total number of users/number of logins your museum would need?

   As noted, we require a minimum of seven (7) accounts for users with data entry/administrative privileges as defined in the RFP. We phrased it this way to facilitate pricing and price breaks. If you offer 10 simultaneous users with data entry/administrative privileges for the same cost as

our minimum, then please highlight that fact. The remainder of museum staff would require accounts with read-only access. We expect to be able to assign roles with specific viewing permissions to these users. For example, a role labeled 'Researcher' would have permission to view all of the records not publically available, while a role labeled 'Coordinator' would be able to view only some of the records not publically available. Our preference is that this type of account is unlimited.

6. Does Pier 21 want a Trusted Digital Repository (OAIS) or just store digital files in the cloud?

    Cloud storage. We are in the research phase for digital preservation software.

7. In terms of the application itself, are you looking for an existing solution that can be configured to accommodate your needs or would you consider creating a new application with a specific set of functionalities?

    Yes, we expect a prebuilt solution. Please see section 1.1 of the RFP and Appendix A.

End of Document