



REQUEST FOR TENDER

File: AP 9/5/1
Date: 29 April, 2020
To: Interested suppliers
Contact: Ainsof So'o ([Systems Developer and Analyst](#))

Subject: Upgrade of the SPREP Virtual Library

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organization charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. The SPREP Virtual Library is SPREP's key repository for all SPREP official publications as well as other resources on environmental conservation in the Pacific. It is managed by the Knowledge Management (KM) team at SPREP.
- 1.3. The process of updating and integrating the SPREP Virtual Library requires many systems and steps. The key issue that the upgrade will address is to streamline this process by allowing the KM team and staff to upload files, catalogue and tag publications in one place.
- 1.4. For more information, see: www.sprep.org or library.sprep.org/pein

2. Specifications: statement of requirement

- 2.1. SPREP is seeking the assistance of a short-term consultant to review and develop a web based information system for the SPREP Virtual Library. This work can be carried out remotely.
- 2.2. Expected Tasks (refer Terms of Reference attached for more details):
 - i. Review the existing SPREP Virtual Library systems
 - ii. Develop a systems requirement document for the SPREP Virtual Library upgrade
 - iii. Upgrade the SPREP Virtual Library (Drupal 8 or later preferred)
 - iv. Use a staging server that is accessible by SPREP for testing
 - v. Migrate SPREP Virtual Library data to the upgraded platform
 - vi. Provide user and technical training
 - vii. Provide online help and technical support documents where necessary
 - viii. Document requirements, bugs, enhancements tasks and baseline functionality
 - ix. Deliver sprints regularly (1-4 weeks) for comments
 - x. Provide support for resolving any issues with deliverables



3. Conditions: information for applicants

- 3.1. To be considered for this work, interested suppliers must meet the following conditions:
- i. Minimum qualification - bachelor's degree in computing systems or a related field.
 - ii. Excellent analytical and communication skills
 - iii. Excellent understanding of web technologies (Drupal 8 or later preferred).
 - iv. Submit a CV to demonstrate that you have the requisite skills and experience to carry out this contract successfully.
 - v. Provide three references or names of referees as part of the submission.

4. Submission guidelines

- 4.1. Tender submission should demonstrate that the interested supplier satisfies the conditions stated above and can meet the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender submission should outline the interested supplier's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs. Timeframes and costs should be broken down by sprint.
- 4.3 Complete the **application form** provided (note you are required to complete all areas in full as requested, particularly the statements to demonstrate you meet the selection criteria **DO NOT** refer us to your CV or Technical proposal. Failure to do so will result in the application **NOT** being considered)
- 4.3 Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.

5. Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to maraeap@sprep.org and copy miranetaw@sprep.org and ainsofs@sprep.org before 11th May, 2020. A summary of all questions received with a associated response will be posted on the SPREP website by 13th May 2020.

6. Evaluation criteria

- 6.1. SPREP will select a preferred supplier on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer/bidder offers the best value for money, and that the tenderer/bidder satisfies the following criteria.

Criteria	%	Guidelines for Success
Experience with Systems Analysis and Design	9	Give examples of recent systems analysis and design work. Prefer systems migration projects



Experience with Systems development (Drupal preferred)	19	Give examples of recent projects and highlight any special features. If Drupal, highlight experience in site building, configuring contrib modules and creating custom modules. Prefer contributions to open source projects
Experience with developing Web APIs	9	Give examples of projects that involved building WEB API's. JSON-API preferred
Experience with Document Repositories	9	Give examples of projects that involved document repositories. Alfresco preferred.
Understanding of Library systems	5	Some experience with Inmagic DB/text, Presto software preferred
Working knowledge of Metadata standards	9	Give examples of projects where you have worked with standards. Prefer those to do with digital repositories such as Dublic Core, Library of Congress of Open project
Experience with working in the Pacific	5	Give examples. SPREP is based in the Pacific
Knowledge of Environmental Issues in the Pacific	5	Give examples. Prefer suppliers with experience in the environment conservation sector
Financial Proposal	30	Best value for money. Include total cost, broken down by sprint

7. Deadline

- 7.1. **The due date for submission of the tender is: 28th May 2020, midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all tenders clearly marked 'Request for Tenders: Upgrade of the SPREP Virtual Library:

Mail: SPREP
PO Box 240
Apia, SAMOA

Email: tenders@sprep.org (MOST PREFERRED OPTION)

Fax: 685 20231

Person: Submit by hand in the tenders' box at SPREP reception,
Vailima, Samoa.

SPREP reserves the right to reject any or all tenders/bids and the lowest or any tender/bid will not necessarily be accepted.

For any complaints regarding the Secretariat's tenders/bid please refer to the Complaints section on the SPREP website.

<http://www.sprep.org/accountability/complaints>



Terms of Reference
(Upgrade of the SPREP Virtual Library)

Background

The [SPREP Virtual Library](#) is SPREP's key repository for all SPREP official publications as well as other resources on environmental conservation in the Pacific. It is managed by the Knowledge Management (KM) team at SPREP.

KM use the SPREP website to upload official SPREP Publications and resources then use Inmagic DB/text (backend) for cataloguing. Non-SPREP environment related publications are also catalogued. The DB/text file it is then uploaded to a webserver and displayed using Presto software. Tagging is done by KM and SPREP staff using Presto. The catalogue can be queried and harvested using a [Web API](#) for display in various SPREP products such as the [SPREP website](#).

The process of updating and integrating the SPREP Virtual Library requires many systems and steps. The key issue that the upgrade will address is to streamline this process by allowing the KM team and staff to upload files, catalogue and tag publications in one place.

Scope of Work / Deliverables / Timeframes

In consultation with SPREP,

Task	Deliverable	Delivery
i. Review the existing SPREP Virtual Library systems – 1 week ii. Develop a systems requirement document for the SPREP Virtual Library upgrade – 1 week	a) Systems requirement document (Agile approach preferred)	May/June
iii. Upgrade the SPREP Virtual Library (Drupal 8 or later preferred) – 6 weeks	b) Upgraded SPREP Virtual Library system (Drupal 8 or later) – refer key features below	June/July
iv. Use a staging server that is accessible by SPREP for testing	c) Completed sprints deployed to staging server	June/July
v. Migrate SPREP Virtual Library data to the upgraded platform – 1 week	d) Data migrated to new SPREP Virtual Library	July/August
vi. Provide user and technical training – 3 days	e) Training (User and Technical)	August
vii. Provide online help and technical support documents where necessary viii. Document requirements, bugs, enhancements tasks and baseline	f) Documentation (Online user manual and Technical support)	Throughout project



	functionality within the projects Gitlab issue register for clear communication with and collaboration with project stakeholders present and future	g) Issues recorded in Gitlab	
ix.	Deliver sprints regularly (1-4 weeks) for comments	h) Sprint for testing	Throughout project
x.	Provide support for resolving any issues with deliverables – At least 3 months	i) Support for bug fixes	Starting July

Key features

It is anticipated the system will have the following key features. The items listed under high priority can be considered the Minimal Viable Product in Agile development terms.

High Priority

1. Create, Read/View, Update/Edit, Delete (CRUD) publication content
 - a. Auto-generate: cover page, abstract and perform OCR for better searching where possible based on document being uploaded
 - b. Tags- Be able to tag publications
 - c. Update publication details based on global databases (ISBN, ISSN, DOI)
 - d. Check for dead links
2. Advanced Search – [refer current search](#)
3. Web API – [refer current API](#). It will use the same business rules as described below.
4. Workflow - Editors can approve new and updated publications submitted by users. Only Editors can upload official SPREP publications.
5. Integration with [Alfresco Community Edition](#) (files, metadata) –
 - a. Files including metadata will be stored in the SPREP Electronic Document and Records Management System (EDRMS) which uses Alfresco Community Edition
6. Website Statistics including number of downloads (prefer Google analytics)
7. Public facing site
 - a. Allow browsing and searching records. It should support faceting. Refer “Examples of Digital Repositories” below and current SPREP Virtual Library website

Medium Priority

8. Automated duplicates checking e.g. using filenames, file size, DOI, ISBN/ ISSN, title, hash
9. Bulk update items - e.g. <http://future.islandora.ca/islandora-batch-edit>
10. Metadata:
 - a. Use Dublin Core metadata standard, Library of Congress (LC) – refer [here](#)
 - b. Support custom metadata groups like Alfresco aspects (helps to support metadata from other sources)
11. Export search results (excel, word, pdf)
12. Check that files are in PDF format



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- c. Transform documents to PDF when approved, Drafts are not allowed to be uploaded
13. Web API using JSON-API standard
14. Create harvest scripts (from Inform portal, PIPAP, PCCP, etc)
 - d. To periodically check external sites for new or updated publications. Care must be taken not to re-harvest duplicate content

Low Priority

15. Import external documents – Some resources are hosted on SPREP website. Need to migrate these to Alfresco instead
16. Assign/Generate DOI
17. Bulk import/ upload
18. SEO so that it can be easily crawled and added to other global and thematic online repositories
19. Social sharing (including email), search results
20. Web API stats
21. Keep track of versions of metadata
22. Support Project Open data metadata
23. Support uploading a copy of files to an S3 bucket for mirroring purposes
24. Drupal 8 module that can be used to easily harvest records from the upgraded SPREP Virtual Library.
 - a. It should be installable on any Drupal 8 system and provide mapping SPREP Virtual Library fields to an existing content type or generating a new one with minimal configuration

Key roles

The following key roles have been identified for the upgraded SPREP Virtual Library

- Library Admin: Full control of the portal (CRUD, fields, views, etc)
- Editor: Full access to publications and approvals
- Contributor: Can contribute new publications (requires final approval) and edit their own contributions
- Tagger: Authenticated user, can add tags and update their own tags
- Guest: Unauthenticated user, read only access



Business Rules

The following table outlines the permissions for the various roles defined about. All controlled vocabulary (taxonomy) will be maintained by the Editor and Library Admin roles.
Publications content

	C	R	U	D
Library Admin	X	X	X	X
Editor	X	X	X	
Contributor	X (Unapproved)	X	X (own)	
Tagger		X	X (tags only)	
Guest		X		

Only Library Admin and Editor roles can:

- Create entries for SPREP official documents
- Read full details and download records marked as “Confidential”

Contributor can:

- Create new records but they will require approval before it is available to the public
- Update their own records only

Taggers can:

- Tag all records but cannot update any other details

Fields

DBtext fields

Field Name	Data Type	Value List	Related Field	Size	Default Value	Multi-Value	Required	Unique	Searchable	Faceted
Call Number	Text	None	None	Unlimited		Yes	Yes	-(No)	Yes	No
Author	Text	None	None	Unlimited		Yes	No	-(No)	Yes	Yes
Title	Text	None	None	Unlimited		Yes	Yes	-(No)	Yes	No
Place of Publication	Text	None	None	Unlimited		Yes	No	-(No)	Yes	Yes
Publisher	Text	None	None	Unlimited		Yes	No	-(No)	Yes	Yes
Publication Date	Permissive Date	-	None	100		Yes	No	-(No)	Yes	Yes
Notes	Text	None	None	Unlimited		Yes	No	-(No)	Yes	No
ISBN ISSN	Text	None	None	Unlimited		Yes	No	-(No)	Yes	No
Physical Description	Text	None	None	Unlimited		Yes	No	-(No)	No	-(No)
Series	Text	None	None	Unlimited		Yes	No	-(No)	Yes	Yes
Subject	Text	None	None	Unlimited		Yes	Yes	-(No)	Yes	Yes
Location	Text	Location VL_10436 (Strict)	None	-		Yes	Yes	-(No)	Yes	Yes
FL	Text	None	None	Unlimited		Yes	No	-(No)	Yes	No
Download	URL	-	-	-	-	Yes	No	-(No)	Yes	-(No)
Abstract	Text	None	None	Unlimited		Yes	No	-(No)	Yes	No
Format	Text	None	None	Unlimited		Yes	No	-(No)	Yes	Yes
Material_Type	Text	Material_Type VL_10448 (Strict)	None	-		Yes	Yes	-(No)	Yes	Yes
Record ID	Text	None	None	Unlimited		No	No	-(No)	Yes	No
RecordCreated	Permissive Date	-	None	250		No	No	No	Yes	No
RecordModified	Permissive Date	-	None	250		No	No	No	Yes	No
Project ID	Text	None	None	250		No	No	No	Yes	No
CoverPage	URL	-	-	-	-	Yes	No	-(No)	Yes	-(No)

Presto/Web fields

Field Name	Data Type	Value List	Related Field	Size	Default Value	Multi-Value	Required	Unique	Searchable	Faceted
ContentItemId	Integer	-	None	-		No	No	No	Yes	No
Rating	Rating	-	-	-	-	Yes	No	-(No)	Yes	-(No)
Voting	Rating	-	-	-	-	Yes	No	-(No)	Yes	-(No)
Tags	Social Tag	None	-	-	-	(Yes)	-(No)	-(No)	-(Yes)	Yes
Comments	Comments	-	-	-	-	Yes	No	-(No)	Yes	-(No)
Category	Category	-	-	-	-	Yes	No	-(No)	Yes	No
DateCreated	Date and Time	-	-	-		-(No)	No	No	Yes	No
DateModified	Date and Time	-	-	-		-(No)	No	No	Yes	No
AllText	Text	None	None	-1		Yes	No	-(No)	Yes	-(No)
ContentItemLanguage	Text	None	None	-1		No	No	No	Yes	-(No)
Active	Boolean	-	-	-	True	-(No)	No	-(No)	Yes	No
CaptureFileKey	Text	None	None	-1		No	No	No	Yes	-(No)
inmCreatedBy	User	-	Profile : UserName (Strict)	-		No	No	No	Yes	No
inmModifiedBy	User	-	Profile : UserName (Strict)	-		No	No	No	Yes	No
inmWatchers	User	-	Profile : UserName (Strict)	-		Yes	No	-(No)	Yes	No
inmCommunity	Text	None	None	-1		No	No	No	Yes	-(No)



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Mandatory fields

- Call Number
- Title (dc:title)
- Author(s) (dc:creator)
- Abstract (dc:abstract)
- Publisher (dc:publisher)
- Place of Publication
- Publication Year
- ISBN/ISSN/DOI
- Physical description
- Location
- Material type
- URL (Download)
- Notes

Potential fields

- Relevant country (dc:coverage) - Country or territory which the publication is about
- Source (dc:source) - where publication was harvested from (similar existing fields are Location, or EL)
- Language (dc:language) - Language of the resource
- Extended Metadata - Custom metadata that does not sit well anywhere else (json format)

Taxonomy/ Controlled Vocabulary

The current SPREP Virtual Library currently has the following taxonomy terms. It is anticipated the upgraded SPREP Virtual Library will include [additional taxonomy terms](#).

- Location
- Material Type

Skills Required

- Systems Analysis
- Programming
- In-depth knowledge of Drupal 8 or later preferred
- Working knowledge of Alfresco Community edition
- Working knowledge of library systems
- Working knowledge of metadata standards
- Oral and written fluency in English

Preferred technology stack

- Drupal 8.8.x or later (Bootstrap 4 based sub-theme)
- PHP 7.3 (or later), MariaDB, Nginx, [Docker4drupal](#)
- Gitlab for Git repository and Issue tracker



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Reference links

- Examples of Digital Repositories
 - [Canterbury Studies](#) (Islandora/Drupal 8)
 - [IUCN Library](#) (Drupal 7) / [IUCN Publications](#)
 - [JRC Publications](#) (Dspace software)
- Current Software
 - [SPREP Virtual Library](#)
 - [Virtual Library REST API](#)
 - [Inmagic Presto](#)
 - [Inmagic DbText](#)
- Potential Software
 - [Docker4drupal](#)
 - [Islandora 8](#)
 - [Bibcite](#)
- Metadata
 - [Dublin Core](#)
 - [Library of Congress standards](#)
 - [Open Project metadata](#)