

Digital Archive System for the IAEA's Digital Records

Description of Requirements

The International Atomic Energy Agency (IAEA) creates and retains digital records in a wide range of formats and systems including publications, email, office documents, websites, business applications and databases, photographs, and audio-visual recordings. A proportion of these digital records need to be retained permanently or for long periods of time.

The IAEA has a requirement to establish a Digital Archive system as a long-term repository for its digital records. The Digital Archive system will be operated by a team of approximately 10 users and accessed and by approximately 2500 staff. The system is expected to be in use for approximately 10 years. In the first two years of operation approximately 10 TB will be ingested. Growth over successive years is hard to estimate but is expected be in the two-digit TB range. The IAEA has a biennial budget cycle, and as a non-profit international organization must budget separately for maintenance costs and one-time expenditures.

Required features of the Digital Archive system include:

- **Off-the-shelf solution:** the system should comprise off-the-shelf applications that do not require significant customization.
- **Implements digital preservation standards:** the system should implement digital preservation standards including PREMIS.
- **Metadata and search:** the system should be capable of creating, capturing, indexing and displaying technical and descriptive metadata to allow digital records to be found and understood.
- **Flexible and comprehensive data model:** the system should be capable of ingesting digital records in all the forms described in the first paragraph of these requirements. Its data model should be capable of representing complex multi-part digital objects such as websites, emails with attachments, etc.
- **Scalable, cost-effective, redundant storage:** the system must be capable of storing and replicating content across geographically separated locations.
- **Discovery, access controls and security:** The system must enable the controlled discovery of, and access to, digital content and metadata; the system must protect its contents against unauthorized access or modification.
- **Interoperability:** the system must expose well documented application programming interfaces to support integrations.
- **Integrity and authenticity:** the system must be capable of proving that digital records have not been accidentally or deliberately changed over time.
- **Active preservation of legacy formats:** the system must support the assessment of preservation risks (such as format obsolescence) and the implementation of preservation

plans to address those risks, including through automated preservation actions such as the migration of file formats.

- **Egress:** the system must support the migration of all content to other systems as part of an exit strategy, without vendor lock-in.

Specific Requirements/ Information

The information gathered from this RFI will be used to determine the solution's feasibility, scope, design, and the resources required by the IAEA prior to issuing a public tender to solicit a Digital Archive system. All responses will be kept strictly confidential.

Please provide responses to the questions below:

- A) Do you have experience delivering solutions that meet requirements such as those listed above?
- B) Are any of the requirements listed unclear or difficult to achieve?
- C) Are there any significant features in solutions that you offer that are missing from the list of requirements and may be of use to the IAEA?
- D) What is a reasonable timeframe for implementing a solution meeting the requirements listed above?
- E) The IAEA has a preference for cloud-based systems but also a requirement to manage certain information on on-premise systems. Can your solution support a hybrid on-premise/cloud model? What cloud providers do you support?
- F) Please provide an indicative breakdown of the costs for your solution given the IAEA's requirements, including the following elements as applicable: initial set-up costs, yearly maintenance fees, licensing fees, cost of storage (if provided by you), any other costs. (Please note that this is not a request for quotation and no award will be made on the basis of this Request for information. The information will be used to better understand the pricing models that exist on the market and to draft a request for proposal).
- G) The IAEA uses M365 for document management and Oracle E-Business Suite as an ERP. Do you offer integrations with these applications? Have any of your clients integrated with these systems? If yes, please describe.
- H) The IAEA uses Axiell Collections as an Archives Management System/ Archival Catalogue. Do you offer integration with this application? Have any of your clients integrated with this system?
- I) Please provide any available documentation or links to information describing the solutions you offer, including pricing information, standard maintenance contracts, service-level agreements, etc.

Submission of Responses to this RFI

- a) Minimum Content of Submission:

For the purpose of this RFI, interested Suppliers (Vendors) are requested to:

- i. Outline how their proposed solution meets the requirements of the IAEA.
- ii. Provide a thorough description of the key features and functionalities of their solution, as well as their support services offering.

- iii. Specify the licensing model used for the proposed solution, and scope of the licenses.
- iv. Provide budgetary pricing for the proposed solution to show one-time cost and recurring annual cost.

a) **Submission Method and Format:**

The RFI submission shall be in electronic format via email to: s.shah@iaea.org. The e-mail subject shall read: ***“Request for Information – RFI 625386: Digital Archive System for the IAEA’s Digital Records”***.

b) **Deadline:**

No later than Friday 23 June 2023 at 17:00 p.m. CET Vienna time via email address provided at 6 (a) above.

d) **Language:**

The RFI submission shall be in the English Language.

e) **Length of RFI submission:**

The RFI submission should be precise and concise. Catalogues, marketing or commercial documentation should be avoided, unless necessary for the submission.

f) **Important Notice:**

This RFI does not constitute a solicitation and will not result in an award. The IAEA reserves the right to not launch a future competitive tender. Any future solicitation for this requirement may not be restricted to only Vendors that responded to this RFI.