

Request for Proposals for europeanfilmgateway.eu

As a partner of the Europeana Digital Service Infrastructure¹, Deutsches Filminstitut is seeking a subcontractor to carry out ingests of metadata from 15 European film archives into the database behind the online portal European Film Gateway – <http://www.europeanfilmgateway.eu/>. Mappings between XML files provided by the archives and the EFG database need to be newly established and/or adjusted.

The Deutsches Filminstitut invites interested and qualified individuals or companies to submit a proposal for carrying out the tasks described below. Background information on the EFG database and system can be found at: <http://efgproject.eu/guidelines-and-standards.html>

Timeline

RFP issued: **22 September 2016**

Deadline for proposals: **00:00 GMT, 5 October 2016**

Work is to be performed no sooner than 1 November 2016

All tasks specified in this RFP must be completed by **30 June 2017**

Background

The European Film Gateway gives access to digitised cultural heritage from Europe's film archives and cinémathèques. Developed within the EU-funded project "EFG – The European Film Gateway" (2008-2011)², the EFG portal serves as a single access point to video, image and text materials as held in European film institutions. EFG does not store the actual digital objects, but instead the metadata describing and pointing to it. The archives connected to EFG host their materials themselves, while EFG links through to the objects and/or to the websites where the materials are made available.

The EFG back-end is built on the D-Net software infrastructure developed by DRIVER³ and was adapted to meet the needs of EFG. The EFG Ingestion Service is designed to harvest (meta)data from the providers' repositories and to ingest it into the EFG Storage according to the EFG schema specification given in the EFG metadata schema (XSD file)⁴.

Besides publishing the aggregated data through the EFG portal, EFG also passes the aggregated and harmonised data on to Europeana.eu, the internet portal that acts as an interface to millions of books, paintings, films, museum objects and archival records that have been digitised in cultural heritage institutions throughout Europe. EFG functions as the aggregator of Europeana for the film archive domain.

¹ "Europeana DSI" project funded by the European Commission (Project No. CEF-TC-2015-1-01; 100% funding rate) <http://pro.europeana.eu/project/europeana-dsi-2>

² The EFG project was coordinated by Deutsches Filminstitut and funded by the eContentplus programme of the EU. More information at <http://tinyurl.com/jozrqxp>. The follow-up project EFG1914 was funded by the ICT-PSP programme of the EU and ran from 2012-2014. More information on EFG1914 is available at <http://efg1914.eu>. EFG1914 was also coordinated by Deutsches Filminstitut.

³ <https://www.openaire.eu/>

⁴ Documentation of EFG Metadata Schema and XSD file available at http://efgproject.eu/guidelines_and_standards.php

Tasks

Task A. Development and implementation of mappings

EFG aims to integrate data from 3 film archives which are either not yet connected to the EFG infrastructure or where the archives' native XML structure has changed in a way that requires a new mapping. The archives will export data from their local database systems and provide them in valid XML format. The contractor will implement an individual mapping for each archive, which allows for an automated transformation of metadata from the source XML to the EFG Storage. Deutsches Filminstitut will provide the contractor with written instructions on how data in the source XML files need to be mapped to the EFG database. If necessary, the contractor will revise each mapping up to three times until a final version is approved by DIF.

The contractor will match source values to be found in the metadata provided by the 3 archives to a controlled EFG vocabulary. DIF will provide the contractor with a matching table for the affected database fields that indicates which source value must be matched to which controlled EFG term.

The contractor will implement the mappings and matchings by 31 March 2017 the latest.

Task B. Adjustment of pre-existing mappings

The contractor will adjust existing mappings of 10 film archives that have previously delivered data to EFG. Adjustments of 18 mappings are necessary of which 12 are deemed minor adjustments usually only affecting one or two elements that were wrongly or never mapped to the EFG database. The contractor will use the adjusted import filters to ingest XML exports containing new or updated metadata from these 10 film archives.

Where the adjustment of technical mappings makes a re-ingest of the respective archive's data already available in EFG necessary, the contractor will take over this task. The contractor will have adjusted the technical mappings and (re-)ingested data from the archives affected by the adjustments by 30 April 2017.

Task C. Ingestion of metadata in XML format

In addition to the necessary re-ingest described under Task B, the contractor will ingest XML exports from 5 film archives through existing technical mappings. The XML exports will be ingested up to three times until DIF approves of the representation of the data in the EFG system. Data from all 5 archives will be ingested by 30 April 2017.

Task D. Data provision to Europeana

The export to Europeana is performed through D-Net's OAI-Publishing Service. This service transforms the EFG records into EDM⁵ records, and supports OAI harvesting on demand. The contractor will prepare the (re-)ingested data sets for harvesting by Europeana. All affected data needs to be ready for harvesting by Europeana by 30 April 2017.

Task E. Hosting the EFG infrastructure

The contractor is responsible for the hosting of the EFG infrastructure, consisting of the back-end and its services as well as of the Drupal-based front-end of the EFG portal. For this purpose the contractor will transfer the EFG infrastructure to their own system. The EFG front-end has currently around 25,000 visits per month and an uptime of at least 99% needs

⁵ <http://pro.europeana.eu/share-your-data/data-guidelines/ese-documentation>

to be reached. The contractor must also guarantee an internet connection that is able to perform well under the current user base. For displaying all records in the EFG database through the EFG front-end an Apache Solr Service that needs to be provided by the contractor is necessary. The contractor must enable the harvesting and ingestion of data coming from the EFG partner archives to the Solr search index. The contractor needs to provide a web service based on the newest Ubuntu LTS for the EFG front-end on Drupal.

The hosting of the EFG infrastructure must be carried out until 31 December 2017.

Guidelines for proposals

All proposals must adhere to the following submission guidelines and requirements. Proposals are due no later than 00:00 GMT, **5 October 2016**. Proposals should be sent via email to welter@deutsches-filminstitut.de as a single PDF file attached to the message. Questions about the proposal can also be sent to this address. Please format the subject line with the phrase “**EFG Proposal – [Name of respondent]**.”

All proposals should include the following:

- **Pricing**, in Euros, as costs for each work component identified above, and as an hourly rate for any maintenance costs. The exchange rate will be set in the contract.
- **Proposed staffing plan**, including qualifications of project team members (resumes/CVs and links or descriptions of previous projects).
- **References**, listing all clients/organizations with whom the proposer has done business like that required by this solicitation with the last three years.
- **Qualifications and experience**, including
 - General qualifications and development expertise
 - Information about development and project management skills and philosophy
 - Examples of successful projects, delivered on time and on budget
 - Preferred tools and methodologies used for issue tracking, project management, and communication
 - Preferences for change control tools and methodologies
 - History of developing software in the library, archives, or museum domain
 - Information about experience with maintenance and administration of Apache Solr
 - Information about experience with handling XML and XSLT
 - Information about experience with providing enterprise-class web services
- **Legal authority/capacity**, or proof that the vendor is authorized to perform the contract under national law. Proof of the above is to be provided by (a copy of) a certificate of registration in the relevant trade or professional registers in the country of establishment/incorporation.

Contract guidelines

- Proposals must be submitted by the due date.
- Proposers are asked to guarantee their proposal prices for a period of at least 60 days from the date of the submission of the proposal.
- Proposers must be fully responsible for the acts and omissions of their employees and agents.
- Deutsches Filminstitut reserves the right to negotiate with each contractor.
- Ownership of any intellectual property will be shared between Deutsches Filminstitut and the Association des Cinémathèques Européennes.