



## AMERICAN BATTLE MONUMENTS COMMISSION

### **THIS SOURCES SOUGHT NOTICE IS ISSUED SOLELY FOR INFORMATIONAL AND PLANNING PURPOSES AND DOES NOT CONSTITUTE A SOLICITATION.**

*No formal solicitation documents exist at this present time. Responses to this Sources Sought notice will be utilized by the Government to make appropriate acquisition decisions. After review of the responses to this Sources Sought notice, a solicitation announcement may be published via [SAM.gov](https://www.sam.gov) | [Contract Opportunities](#).*

This notice constitutes market research for a collections management system (CMS) to organize, control, and manage ABMC's archival and museum collections by tracking all information related to and about the records and objects. ABMC seeks a powerful and flexible *collections management system* that allows for precise, standards-based organization and description, while providing a platform to make collections visible, accessible and searchable.

Key functionality shall be based on:

1. Data management
  - a. Workflows that allow for creation and movement of archival and collection hierarchies,
  - b. User experience and navigation control,
  - c. Management at both the collection and item level.
2. Metadata management
  - a. Use one or more standard schemas, including EAD, MODS, Dublin Core, etc.,
  - b. Application of bulk metadata updates and or ingestion.
3. Administration
  - a. Standard reports and dashboards across all functions including ingest, access, preservation and storage activity.
  - b. Management of loans, accessions, location, shipping, and other administrative actions.

### ***Required minimum elements include:***

- Compliance with the DACS, EAD, MARC, ISAD (g), and Dublin Core archival standards,
- Organization of archival information by series, sub-series, folder, file, and item subdivisions with a hierarchy tree,
- Bulk data import/export from existing CMS as well as CSV or Excel files
- Allows for with as many levels of hierarchy as required, reorganizes hierarchies when appropriate, and expand on them as needed,
- Ability to track loans and provide accession management,

- Facilitates archive management by attaching finding aids to archive records as MS Word, PDF files, or external URLs,
- Standardizes collection data using the integrated taxonomic vocabulary control,
- Creation of contextual links between archive records and the collection objects they relate to,
- Create and manage easily navigable hierarchies and generate finding aids,
- Linked data between object and accession records,
- Leverage best practice collections management workflows,
- Ability to upload and link related media, such as images, audio, and video files in multiple formats,
- Optimized search and browse options,
- Offers a customized user experience, with no coding required,
- Offers training throughout the life the partnership with the vendor,
- Provides technical experts are available to solve technical problems and provide exceptional customer service.

***Optional elements include:***

Preservation

- Long-term active digital preservation and secure access into a single, intuitive and fully supported application aligned to the OAIS ISO 14721 standard,
- File migration/normalization
- Provide file authenticity and integrity with comprehensive audit information and detailed checks on ingest,
- Identify, characterize and fixity checksum all files through fully automated and scalable workflows,
- Data backup,
- Access detailed audit trails to show file provenance and user activity.

Web based access:

- Offers a secure public access catalog that integrates with the administrative back end,
- mobile-friendly and browser-agnostic.

**REQUESTED INFORMATION.** If you are interested, capable, and can provide the required service, please provide the requested information as indicated below:

1. Company name, address, point of contact, size of business, duns, cage, and contract number.
2. Is this service on contract with your GSA, SEWP, other federal contract?
  - a. If so, provide the contract type and number.
3. Provide business size status and representations for the above NAICS code.
4. Provide any previous contract award information for past similar projects, including examples of case studies from existing or previous clients.
5. Provide information associated with the following questions related to various aspects of your proposed CSM:

## SYSTEM

- 1) Is the CMS hosted on site or cloud based?
- 2) Is the vendor actively developing updates/new modules?
- 3) Is the vendor's product open source, if so, what is its support model?
- 4) Is the vendor part of a Consortium?
- 5) Is the CMS compatible with PC and/or Mac?
- 6) Is the CMS tablet (mobile) friendly?
- 7) Does the CMS have the capability to work offline, or is an internet connection required?
- 8) How many users does the CMS allow? Are costs associated with the number of users?
- 9) Is the CMS designed for cultural institutions (history, art, science, zoo, etc.)?
- 10) What kind of API does the CMS have for interaction with other applications or software
- 11) Does the CMS meet the minimum requirements as outlined?
- 12) Is the CMS capable of meeting the optional elements as outlined? If so, which ones?
- 13) Does the CMS meet federal requirements for security standards?

## USER END

- 1) What training options are available?
- 2) Does the system support bulk upload of data/images?
- 3) Are there varied data fields for museum, library, and archival collections?
- 4) Can the product be customized? If so, how much?
- 5) What are the capabilities of the front end?
- 6) How is information displayed?
- 7) Can users reclaim their data from the CMS if they decide to stop using it or switch to another system or you go out of business? How easy is it to do?
- 8) Is there an online component for researchers? What does it look like and how customizable is it?

## COST

- 1) What are start-up and long-term maintenance costs?
- 2) Are there add-ons that have additional costs?
- 3) Is the cost scalable to the number of users or collection size?

## OTHER

- 1) How large is the vendor's customer base?
- 2) What kinds of people/ institutions use the vendor's product?
- 3) Who makes up the bulk of the vendor's user profile?
- 4) What kinds of users does the vendor target?
- 5) How long has the vendor's product been on the market?

All responses to this Sources Sought notice shall be submitted via email to Ms. Marissa Tregoning at [tregoningm@abmc.gov](mailto:tregoningm@abmc.gov). Telephone, Fax, or any other form of communication inquiries will not be reviewed or accepted in response to this Sources Sought notice. Responses must be received no later than 31 May, 2023 by 1300 EDT.

DISCLAIMER: All information received in response to this RFI marked as proprietary will be handled in accordance with (IAW) Federal Acquisition Regulation (FAR) 15.201(e). Response to this notice is not an offer and cannot be accepted by the Government to form a binding contract. Responders are solely responsible for all expenses incurred responding to this Sources Sought notice.