

Request for Proposals for europeanfilmgateway.eu

As a partner of the Europeana Digital Service Infrastructure¹, DFF - Deutsches Filminstitut und Filmmuseum is seeking a subcontractor to carry out ingests of metadata from 20 European film archives into the database behind the online portal European Film Gateway – <https://www.europeanfilmgateway.eu/>. Existing mappings between XML files provided by the archives and the EFG database partly need to be 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: **13 October 2020**

Deadline for proposals: **00:00 GMT, 19 October 2020**

Work is to be performed no sooner than 31 October 2020

All tasks specified in this RFP must be completed by **31 August 2022**

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" funded by the European Commission (Deployment and maintenance of Europeana DSI Core Services - SMART - 2017/1136 Number - LC-00822914) <https://pro.europeana.eu/project/europeana-dsi-4>

² The EFG project was coordinated by Deutsches Filminstitut and funded by the eContentplus programme of the EU. More information at <http://tinyurl.com/jozrqp>. 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. Adjustment of pre-existing mappings and creation of new mappings

The contractor will make adjustments to the existing EFG-EDM mapping to allow for improved metadata delivery to Europeana and make affected EFG dataset available for harvesting by Europeana (as described in Task C).

The contractor will adjust existing mappings of 3 film archives that have previously delivered data to EFG and create new mappings for 2 archives. The contractor will use the adjusted and newly created import filters to ingest XML exports containing new or updated metadata from these 5 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.

Task B. Ingestion of metadata in XML or csv format

In addition to the necessary re-ingest described under Task A, the contractor will ingest XML exports from 20 film archives through existing technical mappings, 10 of which are expected to be new data providers for EFG but to use the EFG csv template. The XML exports will be ingested up to three times until DFF approves of the representation of the data in the EFG system. This task will have to be partly completed by 30 June 2021 and fully completed by 30 June 2022.

Task C. Data provision to Europeana

The export to Europeana is performed through D-Net's OAI-Publishing Service. This service transforms the EFG records into EDM records, and supports OAI harvesting on demand. The contractor will prepare the (re-)ingested data sets for harvesting by Europeana. The affected data sets need to be ready for harvesting by Europeana by 31 May 2021 and 31 May 2022 respectively.

Task D. 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 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 August 2022.

Guidelines for proposals

All proposals must adhere to the following submission guidelines and requirements.

Proposals are due no later than 00:00 GMT, **19 October 2020**. Proposals should be sent via email to welter@dff.film 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.
- DFF - Deutsches Filminstitut und Filmmuseum reserves the right to negotiate with each contractor.
- Ownership of any intellectual property will be shared between DFF - Deutsches Filminstitut und Filmmuseum and the Association des Cinémathèques Européennes.