

Request for Information Montana State Archives Electronic Records Capabilities Project 2014

Montana Historical Society

Request for Information: Montana State Archives Electronic Records Capabilities

Deadline for responses: December 1, 2014

To: All Interested Vendors

The Montana Historical Society (MHS) is investigating the implementation of an electronic records program within the Montana State Archives, which is a program of the agency. The purpose of this RFI is to identify potential vendors and associated costs to develop a plan for the implementation of said program. All interested parties are invited to submit a written response to this Request for Information (RFI).

INTENT

The MHS is requesting information from vendors defining their interest in and ability to provide Electronic Records and Information Management Specialist services to identify information technology strategy, policy, framework, and costs to capture, manage, preserve and provide access to digital records with historical value. The information provided in a response to this RFI may be used to estimate the resources necessary for the implementation of an electronic records program.

Contacts for questions regarding this RFI are:

Jodie Foley, State Archivist
Montana Historical Society
PO Box 201201
225 N. Roberts St.
Helena, MT 59620-1201
Telephone: 406-444-7482
Fax: 406-444-5287
Email: jofoley@mt.gov

Molly Kruckenberg, Research Center Manager
Montana Historical Society
PO Box 201201
225 N. Roberts St.
Helena, MT 59620-1201
Telephone: 406-444-4787
Fax: 406-444-5287
Email: mkruckenberg@mt.gov

All questions must be received no later than 5:00 PM, MDT, November 17, 2014.

Please submit RFI responses in hard copy to Jodie Foley by 5:00 PM, MDT, December 1, 2014. Responses should be mailed to:

Jodie Foley
Montana Historical Society
PO Box 201201
Helena, MT 59620-1201

Request for Information

Montana State Archives Electronic Records Capabilities Project 2014

1.0 BACKGROUND INFORMATION:

The Montana State Archives, residing within the Montana Historical Society Research Center Program, consists of 35,000 linear feet of private manuscripts and governmental records of enduring historical significance. The Research Center is comprised of the State Archives, Library and Photograph Archives. Since 1865 the Montana Historical Society has collected records relating to Montana, including territorial and state government records. It has functioned as the official Montana State Archives since 1969. By statute, the Archives collects, preserves, and provides access to inactive, historically significant state records including those of executive branch agencies, elected officials (including the Governor's Office), the legislative branch, the judicial branch, and local government (see MCA Title 2, Chapter 6, MCA 22-3-202, MCA 22-3-203).

Records of historical value include electronic records, which grow in size and complexity with each passing year. However, the Montana State Archives does not currently have the expertise or infrastructure to preserve or provide access to electronic records. Electronic records present distinct challenges for archives including:

- Ensuring reliability and authenticity
- Managing risks associated with obsolescence
- Managing metadata
- Identifying appropriate file formats and storage media for long-term storage and access
- Maintaining confidentiality

The Montana State Archives has made efforts to build its electronic records preservation capabilities including planning documents resulting from participation in a 2006 NHPRC grant, the 2008 Montana Electronic Records Initiative (MERI), efforts of the State of Montana's Information Technology Services Division's (SITSD) to obtain an Electronic Content Management System (ECM), and the recent Montana Legislative Interim Committee on Education and Local Government study of electronic records. The latter's working group set archival preservation capabilities as a high priority for the state.

The Montana State Archives, in its continuing effort to establish electronic records preservation and access capabilities, now seeks an assessment to:

- Determine the most cost effective and efficient method for the State Archives to transfer, manage, preserve and provide access to electronic records.
- Document the state's current electronic records environment and delineate future goals.
- Establish appropriate requirements for records transferred to the State Archives to maintain authenticity and accessibility.
- Develop policies and procedures based on international standards and best practices.

Request for Information

Montana State Archives Electronic Records Capabilities Project 2014

2.0 DELIVERABLES FOR ELECTRONIC RECORDS AND INFORMATION MANAGEMENT SPECIALIST:

MHS is seeking information regarding costs to contract for an Electronic Records and Information Management Specialist to assist the State Archives to develop digital preservation and access capabilities. The contractor would provide guidance needed to establish and develop the State Archives ability to collect, preserve and provide access to historically significant Montana State government records created or maintained in a digital format. The deliverables will include the following:

- Creating a planning document delineating the most cost effective and efficient method for the State Archives to transfer, manage, preserve and provide access to electronic records. This will include determining staffing, hardware/software, policies/procedures, system audit needs, defining roles/responsibilities, and if applicable contracted service needs within a state-wide preservation plan. A review of current capabilities would be required as well as a discussion of the feasibility or desirability of distributed custody, third party services or a centralized repository. Planning must include compliance with archival standards ISO 15489, ISO 16363, DoD5015.02, and metadata.
- Developing and implementing a survey and conducting interviews with select agency Records Managers to gather a cross section of selection/acquisition issues, preservation needs and challenges across state government. The contractor would use the resulting data to establish recommendations on technology platform options, mechanisms and procedures to transfer electronics records from the agencies to the State Archives. The data would also be used to determine which of those agencies would be best suited for a future pilot project.
- Creating and providing online training modules and related promotional materials to be used by State Archives staff to promote electronic records management best practices, policies and procedures for major stake holders.
- Consulting with the SITSD regarding the interoperability of a planned Electronic Records Management (ECM) system and anticipated preservation systems in the State Archives. This would include recommendations on technology platform options and mechanisms. The ECM system is not intended to be an archive for permanent historic information. Ideally the ECM would interact and transfer records and metadata to an archive level digital preservation system.

3.0 TERMS AND CONDITIONS

- The State of Montana will not become obligated as a result of this RFI.
- Information submitted in response to the RFI will become the property of the State of Montana.
- Information that is confidential or trade secret must be clearly marked and separated from the rest of the response. The response may not contain confidential material in the cost or price section. An affidavit from a Vendor's legal counsel attesting to and explaining the validity of the trade secret claim, as set out in Title 30, chapter 14, part 4, MCA, is

Request for Information

Montana State Archives Electronic Records Capabilities Project 2014

attached to each response containing trade secrets. Counsel must use the State of Montana “Affidavit for Trade Secret Confidentiality” form in requesting the trade secret claim. This affidavit form is available on the General Services Division’s website at: <http://gsd.mt.gov/ProcurementServices/procurementforms.mcp> or by calling (406) 444-2575.

Any information separated out under this process will be available for review only by our evaluation committees and limited other designees. Vendors must be prepared to pay all legal cost and fees associated with defending a claim for confidentiality in the event of a “right to know” (open records) request from another party.

- The State of Montana will not pay for any information herein requested nor is it liable for any cost incurred by the vendor.
- Economy of presentation: Special binders, colored displays, promotional materials, and the like are not required.
- This RFI is being submitted strictly for the purpose of gaining knowledge of the products and services available.

4.0 RESPONSE INSTRUCTIONS

Please do the following:

- Respond specifically to each item under Section 2.0 outlining your approach to each deliverable. Please provide an estimated timeline for completing each deliverable.
- You may (but are not required to) attach supplementary materials.
- Mail responses, in hard copy, to the following addresses. With permission from Jodie Foley or Molly Kruckenberg, responses can be faxed. Please contact Jodie Foley or Molly Kruckenberg for the fax number.

Jodie Foley
Montana Historical Society
PO Box 201201
Helena, MT 59620-1201

- Responses must be received by 5:00PM on December 1, 2014. Late responses will not be considered, regardless of cause.

In addition to responding specifically to the items under Section 2.0, the MHS is asking all interested parties to submit a response containing the following information:

- Company name, mailing address, email address, telephone number and name of a contact person from your firm for future reference
- Your interest in providing the services/supplies.
- Brief description of past experience providing similar services.
- From your past experience, has the State identified all the major components? If not, please provide information on other necessary components.

Request for Information

Montana State Archives Electronic Records Capabilities Project 2014

- Please provide a list of potential problems/risks that the State may encounter during the implementation of an electronic records program. Please provide any ideas or suggestions about how such problems/risks should be addressed in a solicitation.
- Your best estimated price range to provide the services/supplies as stated herein, lowest estimate to highest estimate.
- Your best estimated time frame for implementing and completing the project.
- Please provide any additional comments including the advantages of using your services which would further benefit the MHS.
- Also include any additional descriptive information such as brochures, demonstrations, or other material that would be useful such as web sites.