



# A4

## ADMINISTRATIVE REPORT

Report Date: October 30, 2009  
Contact: Leslie Mobbs  
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Meeting Date: November 17, 2009

TO: Vancouver City Council  
FROM: City Clerk  
SUBJECT: Award of Contract for RFP PS09172 - Consulting Services for Digital Archives Project

### ***RECOMMENDATION***

- A. THAT, subject to the conditions set out in Recommendations B, C, and D, Council authorize City staff to negotiate and enter into a Professional Services Agreement with Artefactual Systems, Inc., to provide consulting services for the Digital Archives component of the Archives of the 2010 Winter Games Acquisition Project at an estimated consulting cost of \$147,500 plus applicable taxes and disbursements. Source of funds to be the Olympic Legacy Fund (per RTS 7971).
- B. THAT, the Director of Legal Services be authorized to execute and deliver on behalf of the City all legal documents required to implement Recommendation A.
- C. THAT, all such legal documents be on terms and conditions satisfactory to the City Clerk, Manager of Supply Management and the Director of Legal Services.
- D. THAT, no legal rights or obligations will be created by Council's adoption of Recommendation A, B and C above until such legal documents are executed and delivered by the Director of Legal Services.

### ***CITY MANAGER'S COMMENTS***

*The City Manager recommends approval of the foregoing.*

### ***COUNCIL POLICY***

Consulting agreements exceeding \$30,000 require Council Authorization.

### ***PURPOSE***

The purpose of this report is to seek Council authority for City staff to negotiate and enter into a Professional Services Agreement with Artefactual Systems, Inc. for consulting services for the Digital Archives Project for an estimated consulting cost of \$147,500 plus applicable taxes and disbursements.

### ***BACKGROUND***

The City of Vancouver Archives (CVA) is the City of Vancouver institution responsible for acquiring, preserving and making available the documentary heritage of the City. In keeping with this mandate, and as part of the City of Vancouver's obligations under the Bid City Agreement, the Multiparty Agreement and the Host City Contract, CVA is expecting its first major acquisition of private-sector, multi-format born-digital records from the 2010 Winter Games in 2010, after the conclusion of the Games. To prepare for this acquisition, the CVA has explored the task of collecting, organizing, maintaining, and preserving digital archival materials transferred from public-sector donors. The current project is the continuation of that work and forms the second phase of a larger Digital Archives (DA) project. The first phase, the VanDocs Digital Archives Project, was dedicated to confirming requirements for the transfer of City of Vancouver government archival records into a Digital Archives prototype. The first phase was funded through the City's VanDocs project and concluded on October 30, 2009.

This second phase will represent a pilot project for the implementation of a functional Digital Archives. The Digital Archives will be designed to capture the digital records from the 2010 Winter Games (and ultimately other private organizations), arrange and describe them and ensure that they are preserved and made available for future use.

The end goals of the project are to make certain that the materials acquired are maintained as closely as possible to professionally accepted standards and best practices for long-term digital preservation.

The Digital Archives consultant will confer with the City Archives Digital Archives team to complete the stated project goals and objectives of the Archives of the 2010 Winter Games Acquisition Project. Ultimately, the Project will result in a pilot Digital Archives that meets requirements confirmed by the VanDocs Digital Archives Project and is capable of preserving the legacy of the 2010 Winter Games. At the conclusion of this second phase, the Digital Archives must demonstrably ingest, store, and allow for access to born-digital private records over time.

### ***DISCUSSION***

On September 18, 2009, Supply Management issued a request for proposal RFP No. PS09172 - Consulting Services for Digital Archives Project which closed on October 13, 2009. In addition to notifying known vendors, the RFP was publicly posted on the City's and BC Bid's websites. An evaluation team was formed from representatives of Archives, IT and Purchasing staff.

One proposal was received from Artefactual Systems Inc. and based on the proposed hourly rates multiplied by the time proposed for each project task, the estimated total consulting cost is \$147,500 plus applicable taxes and disbursements.

Evaluations were completed by a six person team under the guidance of the City's Purchasing Services representative, following accepted City practices. Evaluation criteria included project approach and methodology, company experience with similar engagements, project team skills and experience, and price.

The proposal from Artefactual Systems, Inc., met the City's requirements and was determined to represent best value to the City. They presented a clear, straight-forward methodology and well-thought-out work plan, fulfilled the digital archives experience requirement, and addressed the City's open source preferences, as well as the prospective added value of their web-based, hybrid, open-source description and access module. Their approach to project management also was sound.

Accordingly, the evaluation team was unanimous in recommending that Artefactual be retained for this project.

#### *FINANCIAL IMPLICATIONS*

Funding for Digital Archives Consulting Services for the Digital Archives component of the Archives of the 2010 Winter Games Acquisition Project is provided by the Olympic Legacy Fund and was approved by City Council per RTS 7971. The estimated cost of the consulting services provided by Artefactual Systems, Inc. is \$147,500 plus applicable taxes and disbursements.

#### *PERSONNEL IMPLICATIONS*

City of Vancouver Archives personnel will work closely with the contractor to complete the project in a timely manner and to preserve the legacy of the 2010 Winter Games. Artefactual Systems, Inc. provided a reasonable time allotment schedule for the City Digital Archives team.

#### *COMMUNICATIONS PLAN*

The Archives of the 2010 Games Acquisition Project, of which the Digital Archives consulting services are a part, is headed by a Steering Committee that reviews project reports monthly. Further, Artefactual Systems, Inc. will report weekly to the Project Manager at the City Archives.

#### *CONCLUSION*

It is recommended that Council award this contract for consulting services to Artefactual Systems, Inc.

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