

## Request for Quotes for a Document Management Specialist/Project Manager

The Adoption Authority of Ireland will request quotes for a Document Management Specialist/Project Manager for services described below.

### Background

The Adoption (Information & Tracing Bill) 2016 when enacted will provide for, among other items;

- the acquisition and maintenance by The Adoption Authority of Ireland of all records relating to adoptions, incorrect registrations or placements in informal care arrangements of children;
- the making available by Tusla of a service for the tracing of certain persons, their birth relatives and other persons,
- a service for the provision of information to, and facilitation of contact between, such persons.

Specifically, the Adoption Authority will be responsible for the acquisition and maintenance of the records and for making them accessible to Tusla. In preparation the Adoption Authority has been gathering information regarding locations of relevant records other than those records already in the custody of the Authority. A significant number of records will come into the ambit of the Authority after enactment of the legislation. It is estimated that the total number of records for which the Authority will be responsible is in the region of 250,000. These records will need to be made accessible digitally to Tusla, to allow them provide the service outlined in the Bill.

In order to progress our preparation for the new legislation the Authority has identified the requirement for a Document Management Specialist /Project Manager to undertake the initial **scoping and planning phase** of the project.

## Specific Requirements

### Site Survey

The preferred bidder shall be required to visit 10 sample locations of adoption records, to assess the quantity and nature of the records held. A list of these locations and the approximate number of records anticipated in each location is given below. These numbers are just indicative for the purposes of estimating time required at each site.

Site no	Location	Approx. records
1	Drogheda	13,000 +
2	Dublin 15	23,500 +
3	Dublin 4	48,000
4	Dublin 2	17,500
5	Dublin 8	1,200
6	Dublin 7	14,000
7	Cork	14,000
8	Limerick	1300
9	Waterford	6000
10	Galway	3000

### Scoping

- Visit records locations (as per table above) and assess the quantity and nature of the records currently accessible by the Authority. We estimate this accounts for approximately 70% of the total number of records in existence.
- Create a log of the numbers of different records types, i.e. paper files, books, journals, ledgers, momentos etc.
- Assess the scanning requirements for the type and volume of records found.

### Planning

- How will records be acquired? Advise on timing, sequencing, prioritising and the transport logistics of records;
- Which records may need restoration or conservation prior to being transported / scanned / stored? How should this happen?;
- Advise on methodology and resources required to digitise/scan all records, provide a draft RFT document detailing this requirement, for the AAI to use once the Bill is enacted;
- Advise on indexing procedures;
- Advise on the database capacity requirements and estimated costings to accommodate all this data and how this database should be developed and made remotely accessible to Tusla.
- Advise on archiving requirements and procedures,
- Be aware of the international standards for Place of Deposit requirements. Address any potential interim storage requirements.

- Advise on protocols and estimated costings for processing any additional records which may appear in the future.

In answering the questions above, identify the required resources to carry out this work in terms of people (including senior management in the Adoption Authority), equipment, storage premises and logistics, as well as addressing the most efficient sequencing for all aspects of the plan and an expected overall time frame and cost.

### **Skills and Experience**

The complexity of this scoping and planning project requires specialist knowledge relating to record recovery, document management and storage. The Authority has identified the following skills and experience as being essential:

- Previous project management experience of large-scale scanning and document storage/indexing / retrieval projects/processes;
- Experience working with a wide variety of document formats, including ledgers and very old and delicate records requiring specialist handling;
- Design of standard operating procedures for data input and quality control;
- Experience in development of Document Management systems;
- Experience implementing confidentiality procedures associated with dealing with highly sensitive information;
- Data Protection experience and full understanding of upcoming GDPR requirements; and,
- Knowledge of Academic and Archival Material storage systems.

Advantageous but not essential:

- Familiarity with Docuware software and Lotus databases;
- Experience of working with Researchers and Archivists

## Timeframes

Work is to commence in Q4 2017 and be completed ideally no later than Q2 2018. Within that timeframe, the exact scheduling of this work is flexible and will be agreed between the successful tenderer and the Authority.

## Cost

Please provide an overall cost for this scoping and planning phase. Please separately indicate the estimated numbers of days required and a single fixed blended daily rate for all grades of the key personnel assigned to provide the services required. The quoted daily fee shall be that amount which is necessary to carry out all of the work required to satisfy the requirements set out in this brief.

The rates tendered must be all-inclusive (i.e. including but not being limited staff cost, administration costs, travel & subsistence, profit margin and all other costs/expenses), be expressed in Euro only and exclusive of VAT. The appropriate VAT rate(s) must be shown separately

## Award Criteria

Criteria	Marks
Total cost (all inclusive except VAT)*	30
Previous experience of similar projects	40
Understanding of brief and proposed methodology	30
<b>Total</b>	<b>100</b>

\*Cost break-down

Days required	
Single blended daily rate	