1.. Database server, the number and specifications required, how much hard disk storage is needed

**The number and specification is based on the system you will be proposing. What is needed by your system you will be proposing and what you recommend.   Storage minimum of 8 Terabyte.**

2. Storage server, the number and specifications required, how much hard disk storage is needed

**The number and specification is based on the system you will be proposing. What is needed by your system you will be proposing and what you recommend.   Storage minimum of 8Terabyte.**

3. Backup server, the number and specifications required, how much hard disk storage is needed

**The number and specification is based on the system you will be proposing. What is needed by your system you will be proposing and what you recommend.   Storage minimum of 8Terabyte.**

4. File server, the number and specifications required, how much hard disk space is needed

**The number and specification is based on the system you will be proposing. What is needed by your system you will be proposing and what you recommend.   Storage minimum of 8Terabyte.**

After evaluation, the necessary scanners can be replaced by the scanning function of the digital photocopying machine (eg RICOH Aficio C4500).

**You may recommend any scanner based on the system you will be proposing.**

Can we not have to do the "manual work" part, for example, they have a file of up to 10,000 pages to scan, can we only provide the equipment, let them arrange a full-time staff scan, we only need to teach them how to use " The scanning function of the digital photocopying printer can be accepted.

**Scanning of documents will be done by local staff.  You must provide the system and training.**

For example: "The tape library used to back up files", now everyone uses "hybrid disk array", the reference capacity is as follows:

1. 2 seats Fully independent 2TB SSD*12 + 12TB SATA III*12 + 2 seats JBOD 12TB SATA III*24

2. 4 seats Fully independent 2TB SSD*12 + 12TB SATA III*12 + 4 seats JBOD 12TB SATA III*24

**This would be acceptable.**

As for "VHS digitizing machine. Digitize VHS media", is this to assist with the transfer?

**VHS-  Video home system standard of an analog video recording.  The digitizing machine must be able to read the vhs tape and digitizes it (convert it to a computer file).**

Still, we provide a transfer device to let them transfer files themselves.

**Yes**

Do they need to transfer the traditional VHS media tape to the Hybrid Disk Array?

**Yes**

1. VHS media tape, how much hard disk capacity do you need to go to the Hybrid Disk Array?

   **A minimum of 10,000 hrs of video must be converted and stored.**

2. VHS media tape, to go to the "hybrid disk array", you need to transfer to the "code rate" Bits Rate.

   **Yes, they must be digitized.**

3. Whether it is handed over to the government unit of the "Republic of the Republic" or hired to transfer files.

 **Yes**

There is no need for the "national level file management system" User Interface, they want to achieve those features.

 **This is not a valid question.**

The Change Request for two years can accept "Remote Telephone Consultation", or "Remote Line Account Consultation, or "Consultant" must be stationed in the local area for two years.

**Telephone and remote System maintenance is acceptable.  Please provide your recommended support plan**.  **With mandatory 1site visit per year.**

We don't have a network architecture of this "national level file management system". With this network architecture diagram, I can estimate the actual cost of the whole project or system.

 **1 single story Building. Minimum of 6 rooms, 1 archive room.**

Please give us more detail info about the software name, thanks.

**You provide this.**

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1. Kindly please share what needs to be achieved?

**Documents,  photos, videos, audio recordings**

2. Please share more details about existing National Archiving System?

**Currently all manual storage and cataloging of records.**

3. When can we do an actual assessment of the location?

**1 single story Building. Minimum of 6 rooms, 1 archive room to be networked.**

**Site visit is possible by appointment.  Please call Kimberly at Bureau of Public Service System 767-2415,  to  schedule an appointment.**

4. Please share a detailed existing setup of maintaining records?

**Log books. And physically storing boxes of files**

5. Please share the current issues on maintaining records?

**There is no system except for manually storing physical files.**

6. Do you have an existing National archiving system? If yes, from when? Name of existing system? Process of Archiving? Total number of documents archived?

**None**

7. Do you need migration of existing data to the new system? If yes, what's the current database of the existing data?

**No**

8. What software do you use for scanning records currently?

**None**

9. What scanner do you currently use for scanning records?

**None**

10. What's the normal process flow of maintain current records?

**None**

11. What's the time-frame allowed for this project?

**1 year to implement**

12. Depends on develop and implement.

**This is not a valid question**

13. Please share existing system for our review?

**None**

14. All documents would be saved on pdf searchable format. Is that what you're looking for?

**This is one of the key functions we are looking for.**

15. Please explain when you mean by "Provides security for internal and external access". What kind of security levels are you looking for?

**Security for to segregate who uploads, who approves data to be published. Who views, who prints who copies.**

16. "Provide security by department and by roles within the department". Please explain how many personnel would be using the system?

**10 Minimum personnel**

17. Please explain when you mention "Accommodate all types of data types"

**Documents, photos, videos, audio recordings and all the different file formats for each.**

18. Archive data must be accessible independent of the application. Do you mean that data once archived should be acceptable without doing through the application?

**Yes, should we need direct access we should be able to.**

19. How many TB is the current data? Is it possible to know by number of files?

**All files are physical files. No digital files**

20. How many personnel would need to be trained?

**10**

21. What other particular features needed accept indexing and enhanced search functions on the National Archive System?

**These are basic functions. Recommend any new and current functions available.**

22. On Project objective: "Receiving New Document and media from Document producers"

- Please clarify and explain this process. What kind of documents and media ? We would like to see a sample of it …

**The whole Government send files to the national archive to be Archived. This includes any historical records that the government needs to preserve its history.  Example. The ministry of Finance would send in all financial records of the prior years of operations.  All recorded Video of Government functions and events can we archived as well.**


23. On Project objective: "Modify the documents and Media"

- Please clarify and explain this process. What kind of modification needed and why does it needs to be modified ?

**Data types needs to be changed. Example;   change vhs recording to digital file.**


24. On Project objective: Providing documents and media updates to the search and archive system for eventual dissemination to the public.

- Please clarify this and explain this

**Archive data would be searchable by the public.  You must provide a platform for the public to be able to search such archive.**

25. On Project objective: Tracking package visions as necessary

- Please clarify this and explain this

**For example. If we convert the vhs recording we must have some meta data of where the original recording came from. What tape from what year.**

26. Do you have a metadata system now ?

**No**

27. Kindly please clarify on the Hardware

requirements: Hardware requirements

☐ Scanners required by assessment  - <span style="color:red">Can you please provide details of the existing Scanner ? Do you have a preferred brand ?</span>

**You must recommend what works well with your system.  We prefer a fast scanner.  We want the best brand**

☐ Tape Library for backup files - <span style="color:red">Can you please provide details of the existing Tape Library ? Do you have a preferred brand ?</span>

**You must recommend what works well with your system.    We want the best brand**

☐ VHS digitizing machine. Digitize VHS media – <span style="color:red">Can you please provide details of the existing Digitizing Machine ? Do you have a preferred brand ?</span>

**We do not have one. We want the best brand**

28. Please share a document / file that needs to be archived?

**The whole Government send files to the national archive to be Archived. This includes any historical records that the government needs to preserve its history.  Example. The ministry of Finance would send in all financial records of the prior years of operations.  All recorded Video of Government functions and events can we archived as well.**