



Request for Information

Image Library For Alaska Department Of Fish And Game (ADF&G) Staff Use

The purpose of this Request for Information (RFI) is to find an image library service, off the shelf solution or if no other option exists have a custom application created. ADF&G has a functioning image library for use by ADF&G staff, but it no longer complies with Alaska State IT standards.

The current library

We want to retain the accessibility and functionality of the current library. It is behind a firewall on the ADF&G intranet, accessible to staff but not to the public. Images are copyrighted and are not public domain. Staff log in to the library, accept the user agreement, and can download images for projects, publications and work needs. About five administrators have password-protected access to manage the library and can upload images, create and modify albums, delete images, move them between albums, and manage metadata. On average, about 800 images have been added each year since the library was created in 2008 (it was updated in 2014). We do not archive video, only jpegs.

There are 35 albums, most with four to six sub-folders. For example, the hunting album shows a thumbnail, with the album title and size (six sub-albums, with 711 items total). Opening the Hunting album shows the sub-albums Big game, Birds, Processing, Small game, Bow hunting, and Bird dogs. Thumbnail images are displayed. Opening the Big game folder shows a page with 18 thumbnail images, with the title of the image, the keywords, and a one-sentence description. When an image is selected, it appears larger on its own page, with camera metadata and critical key fields: photographer, copyright requirements and restrictions, caption information, and the ability to download the image in four size sizes, thumbnail, low, medium and high resolution.

Staff use the library by perusing appropriate albums and searching on keywords. Images are downloaded to their desktop.

Administrators can upload images singly or in batches. Typically, metadata is first added to the image using Bridge or Photoshop, filling out the key fields and search words mentioned already. The library reads the metadata and autofill's the fields when then image is uploaded. It takes about three minutes to add metadata and less than one minute to upload an image. Images range in size resolution from 1 MG to 50 MG, but are ideally and typically 3-6 MG.

Requirements for new ADF&G image library

Need to be able to batch transfer or migrate existing 10,000 images (in several dozen albums) to new platform, at least 3 TB of data. After the existing collection is transferred en masse, images will be uploaded one at a time in the current fashion.

Library should provide at least 6 TB of storage, with ability to increase in the future. Either cloud-based or ADF&G servers.

The library must be accessible to ADF&G staff, about 1,000 users, but not the public. We have a process for sharing images with the public – a designated administrator handles all outside requests for copyrighted images guided by an SOP. Library users – ADF&G staff - can only download images, not upload or manage the library.

Library must allow up to 10 administrators who have uploading privileges and who manage the library and the albums, settings, ability to delete or move images, etc.

Need to have functionality on par with current system: searchability, albums and subfolders, ease of upload for administrators, intuitive use for staff, prominent note of copyright requirements.

Needs to be supported into the future to comply with changing computer security standards.

When uploading a new image, the library must read the metadata associated with the image when it is uploaded and autofill at the very least six key fields: Name or title, Photographer/creator, Credit and copyright, Description, photo location, and Keywords.

Users should have ability to download various sized images for appropriate use. Currently, there are 4 size options available. All images are scanned at the highest resolution and size. Users can then select from a dropdown to resize before downloading the file.

When staff open the library, they must agree to a use agreement stating requirements and restrictions before they proceed into the library.

IT staff provide the following requirements: We can support a Windows platform running IIS or Apache, including Apache Tomcat or TomEE for a J2EE container. We can additionally support an Ubuntu instance for a LAMP stack. All our supported versions are current version or current version minus one (this can be discussed as to version support, eg. PHP will only be supported at v7 or later, Tomcat at 8.5 or later, Apache httpd 2.4, etc). We need to have a plan for updating the instance to continually get security patches for all layers (OS, servicing stack, application).

Contact: Riley Woodford at riley.woodford@alaska.gov or 907-465-4256. I can provide screen shots and any additional information.

How to Participate:

Responses to this RFI are required by **Friday, August 30, 2019, at 4:00 p.m. AKST.**

Responses should include the following:

- a) Name, mailing address, phone number, and e-mail of designated point of contact;
- b) Responses should detail what products or services you may be able to offer in solution to our needs details as to the functionality of the solution.

Written responses may be sent by U.S. mail to the above address or e-mail riley.woodford@alaska.gov

Summary:

This RFI is to identify sources that could provide a replacement library application or service. The information provided in the RFI is subject to change and is not binding on ADF&G. ADF&G has not made a commitment to procure any of the services discussed, and release of this RFI should not be construed as such a commitment or as authorization to incur cost for which reimbursement would be required or sought. All submissions become ADF&G property and will not be returned.

Important Notice:

ADF&G does not intend to award a contract from this RFI, nor will ADF&G be financially responsible for the preparation, or administrative costs incurred in responses to this RFI. All costs associated with responding will be solely at the interested party's expense. Not responding to this RFI does not preclude participation in any future Procurement, if any is issued. ADF&G may or may not choose to meet with potential offerors to get further clarification of potential capability to meet requirements.

Proprietary information, if any, should be minimized and MUST BE CLEARLY MARKED. Information not marked as proprietary may become public.

Please note the State does not accept responsibility for failed U.S. mail or e-mailed response deliveries. It is the responsibility of the interested party to follow up with the individual listed above to ensure your response was received prior to the deadline specified above.