Call for Invitation to Offer (IO) for the Operation of the
CAUL Australian Institutional Repository Support Service (CAIRSS)
2009-2010/11

1. Background

Through various Systemic Information Infrastructure (SII) projects, the Australian government has supported a number of initiatives that have driven the establishment and development of institutional repositories in higher education institutions in recent years. Through projects such as APSR, ARROW and RUBRIC considerable momentum has been achieved. All SII projects will be finalised by the end of 2008.

While all Australian universities currently have access to repository software in some form, most are still in the early stages of and setting up and populating their repositories. In addition, Excellence in Research Australia (ERA) will require some repository support, and the Accessibility Framework is expected to be dependent on institutional repositories to a great extent. The forthcoming Australian National Data Service (ANDS) will place the onus on universities to supply a greater level of repository support, as will the National Health and Medical Research Centre's new *Code for the responsible conduct of research*.

It has become clear that, while repository software offers challenges, there are many other aspects of repository management that also require guidance and assistance. Repositories are still relatively new – critical areas such as metadata, access control, copyright issues, collaborative options and policy are still in a state of flux, and most managers are still feeling their way around the issues.

Following discussions with the Department of Innovation (DIISR) the Council of Australian University Librarians (CAUL) Executive, and the ARROW Management Committee, CAUL is establishing the CAUL Australian Institutional Repository Support Service (CAIRSS), to provide support for all institutional repositories in Australian universities, regardless of the software being used. CAIRSS will be overseen by CAUL and is funded by the residue of the ARROW funds (ca $600,000) plus the annual Australasian Digital Theses Program (ADT) contribution (ca $40,000 p.a.) to provide support beyond the end of 2008 over a two/three year period. It is likely that this sum will be supplemented by funds made available from sources interested in advancing CAIRSS objectives, for specific purposes such as development.

2. Objectives

The aims of CAIRSS are:
1. Continue and expand forums, communication channels and other contact between repository managers and technical support staff across Australian universities.
2. Provide practical advice on the running of repositories and the issues surrounding repositories (such as metadata, interoperability, policy issues including copyright, etc), regardless of the specific software used.
3. Support the transition and build the capabilities of people and services in the role of repositories to assist them to participate in the Australian Data Commons, and to work with ANDS.
4. Provide an advocacy role of the needs of the group, as appropriate.

3. Proposed nature of the service

The primary function of CAIRSS is to offer support for repository managers in the higher education sector in Australia. This would encompass the following:

1. Provide a forum to represent the collective interests of repository managers around Australia. This might include meetings, seminars, development support or virtual communication.
2. Provide support for ADT and MACAR to ensure the outcomes of these programs and activities.
3. Support (such as meeting organisation or provision of communication channels) for emerging areas of activity.
4. Support and development of toolkits, such as the RUBRIC Toolkit and other material as appropriate.
5. Provision of best practice and policy advice for areas such as data migration, metadata, standards compliance, import and export, harvesting, ingest of new forms of digital material.
6. Assistance with the integration of repositories with the requirements of the ERA and the Higher Education Research Data Collection (HERDC) exercises.
7. Assistance with the integration of repositories with the requirements of the ANDS and the associated Australian Data Commons.
8. Assistance with the understanding of managing copyright issues in the repository environment, and linking with other initiatives such as the Oak Law List.
9. Assistance with the application of best practice to help repositories meet the requirements of the Australian Access Federation (AAF) and the application of access control within the repository.
10. Monitor open source code developed by the various Systemic Information Infrastructure projects (APSR, RUBRIC, ARROW, etc) and recommend new software developments that might be required by the community.
11. Provide a watching brief on trends and developments in repositories, Open Access, scholarly communication and dissemination of research in repositories both in Australia and overseas, and act as a clearing house for communicating these effectively across the sector.

4. Governance

CAIRSS will be overseen by CAUL through an Interim Steering Committee. The Steering Committee consists of:

1. Three members of CAUL, including one member from the CAUL Executive (currently Helen Livingston UniSA, chair, Heather Gordon JCU, and Judy Stokker QUT).
2. Two repository managers, technical support staff or similar, from CAUL member institutions, to provide input on the issues affecting the running of repositories (currently Adrian Burton and David Groenewegen)
3. A representative of the service provider(s)
4. CAUL Executive Officer (ex officio) (Diane Costello)

5. Budget

A sum in the order of $720,000 is available, which is expected to cover a two to three year period of services from 2009-2010/11.

6. Selection of service provider

In the interest of ensuring that the services provided are suitable and cost effective, an invitation to offer is issued to CAUL members' institutions and/or from suitably qualified individuals or organisations.

Not all services need to be provided by a single member, however this would be preferred. If the services are not offered by a single provider, the primary service provider needs to specify how services would be distributed and coordinated. In addition, the service provider may wish to host all their staff locally, or offer a more distributed model.

Applicants must address the following criteria in the IO response:

1. Details of how services as outlined above under **Section 3. Proposed nature of the service** will be provided.
2. Which elements of the proposed service model the primary service provider will be able to provide, including any fee-based services, and how other services will be provided, including by other service providers or collaborators, if any.
3. Proposed budget, including the estimated annual cost of providing the service as described above, or a subset of that service if preferred, including salary and non-salary expenditures.
4. Details regarding staffing levels to be provided.
5. Statements of experience and qualifications of personnel of all providers, including the project manager(s) particularly in relation to providing third party services and repository management. Applicants must describe their approach to replacement of personnel during the contract.
6. Detail the capacity to seek additional funding from other sources if the opportunity arises, e.g. grants.
7. Proposed format/approach to provide regular reports on progress, activities and expenditure to the Steering Committee.

It is recommended that the IO does not exceed a maximum of 8 pages.

The Steering Committee will evaluate responses to Section 6 criteria based on the following: service quality, methodology and approach, degree of innovation, demonstrated ability to create and maintain a community, skill and experience of staff, and value for money. The Steering Committee will make a recommendation to the CAUL Executive.   The final requirements will be negotiated with the appointed applicant (s).

Applicants must provide the names and contact details of at least two referees.

7. *Terms and Conditions, and Contacts for Further Information*

No Binding Agreement
This Invitation to Offer does not create any binding legal relationship.
No legal or other obligations will arise between an applicant and CAUL unless and until formal documentation has been signed. In particular, CAUL is not obliged to proceed with any Offer and may elect not to proceed with the process at any time.
CAUL is under no obligation to consider any Offer or to negotiate or continue to negotiate with any applicant.
CAUL may accept or reject any Offer in its absolute discretion without giving any reason and is under no obligation to give any reasons for its decision to an applicant.

Variations to Invitation to Offer
CAUL may, in its absolute discretion, cancel, vary or supplement this Invitation to Offer at any time by written notice.

Disclaimer
Applicants must make and rely on their own investigations and satisfy themselves in relation to all aspects of the Invitation to Offer.
CAUL will not be liable for any incorrect or misleading information provided in this Invitation to Offer including, without limitation, at any briefing or in response to any questions or failure to disclose information.

Reservations
The applicant must not make any change to its Offer after it has been submitted without the written consent of CAUL, which may be given, withheld or given with conditions in its absolute discretion.

Costs of Applicants
All costs and expenses incurred by applicants in respect of this Invitation to Offer, including in any way association with the preparation and submissions Offer, (including but not limited to attending meetings and discussions and providing additional information if required by CAUL), will be borne entirely by the applicants.

No Liability of CAUL
CAUL will not, under any circumstances, be responsible for any loss or expenses suffered by an applicant as a result, direct or indirect, of this Invitation to Offer being deferred, suspended, terminated or otherwise not proceeding for any reason whatsoever.

Representations And Warranties
Each Offer is made on the basis that the applicant represents and warrants to CAUL that:

(a)   it does not rely on any representation or warranty made by or on behalf of CAUL other than any expressly contained in this Invitation to Offer.

Confidentiality
Applicants should clearly indicate whether any aspects of their Offer are the subject of a claim for confidentiality. However, applicants should be aware that CAUL may need to make available confidential information to its members and may also be required to do so by law.

Conflict of Interest
Applicants must declare any known or potential conflicts of interest.

Intellectual Property
CAUL intends asserting ownership of the outputs of the CAIRSS, including documentation and findings.

Questions for clarification should be sent to Ms. Helen Livingston by email (helen.livingston@unisa.edu.au) or telephone (08 8302 6260)

LODGEMENT OF EXPRESSION OF INTEREST

Invitation to Offer submissions must clearly marked "CAIRSS Offers" and emailed to:

Executive Officer, CAUL
caul@caul.edu.au

Invitation to Offer submissions are required to be received by 4.00pm AEDT 10 November 2008 ("the Closing Date").

GLOSSARY & References

AAF – the Australian Access Federation http://www.aaf.edu.au/

Accessibility Framework – DEEWR
http://www.dest.gov.au/sectors/research_sector/policies_issues_reviews/key_issues/accessibility_framework/

ADT – Australasian Digital Theses Program http://adt.caul.edu.au/

ANDS – Australian National Data Service http://ands.org.au/

APSR – Australian Partnership for Sustainable Repositories http://www.apsr.edu.au/

ARROW – Australian Research Repositories Online to the World http://www.arrow.edu.au/

Australian Data Commons http://www.pfc.org.au/bin/view/Main/Data

DEEWR – Department of Education, Employment and Workplace Relations

DIISR – Department of Innovation, Industry, Science and Research http://www.innovation.gov.au/

ERA – Excellence in Research for Australia http://www.arc.gov.au/era/default.htm

HERDC – Higher Education Research Data Collection
http://www.dest.gov.au/sectors/research_sector/online_forms_services/higher_education_research_data_collection.htm

MACAR – Metadata Advisory Committee for Australian Repositories http://macar.wikidot.com/

NHMRC Code for the responsible conduct of research
http://www.nhmrc.gov.au/publications/synopses/r39syn.htm

OAK Law Project | Open Access to Knowledge (OAK) http://www.oaklaw.qut.edu.au/

RUBRIC – Regional Universities Building Research Infrastructure Collaboratively http://rubric.edu.au/

SII – Systemic Infrastructure Initiative – DEEWR
http://www.dest.gov.au/sectors/higher_education/programmes_funding/programme_categories/research_related_opportunities/systemic_infrastructure_initiative/