



## **Request for Quotation (RFQ)**

### **Assistance in Obtaining Core Trust Seal Certification for IRIS Data Services**

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#### **Background:**

IRIS was an early member of the World Data System (WDS). One of the early WDS activities was to go through a procedure called WDS Data Center Certification. IRIS was the first WDS member to successfully complete this certification process.



IRIS DMC has been certified as a trusted repository by the ICSU World Data System (WDS)

WDS Certification procedures require a periodic and on-going process of recertification. Since the initial certification of IRIS Data Services (DS) in the WDS, the certification process has been modified to move to the Core Trust Seal method of data center certification (<https://www.coretrustseal.org>).

#### **Objectives:**

The objective of this work is to help IRIS through the steps necessary to acquire the Core Trust Seal (CTS) Certification. This includes the compilation of the information and documentation needed to obtain Core Trust Seal certification. At the present time there are similar data centers that have completed CTS Certification and in most cases examples of how they addressed each of the requirements can be found on the CTS web site.

An assessment of IRIS DS level of FAIRness, as defined below, is also required.

#### **The 16 Basic Requirements**

There are 16 basic requirements necessary to receive CTS Certification. The required elements include:

##### **1. Organizational Infrastructure**

- a. Mission/Scope

- b. Licenses
- c. Continuity of access
- d. Confidentiality/Ethics
- e. Organizational infrastructure
- f. Expert guidance

## **2. Digital Object Management**

- a. Data integrity and authenticity
- b. Appraisal
- c. Documented storage procedures
- d. Preservation plan
- e. Data Quality
- f. Workflows
- g. Data discovery and identification
- h. Data reuse

## **3. Technology**

- a. Technical infrastructure
- b. Security

The fundamental requirements are enumerated above, and more detailed information can be found in greater detail in the document Core Trustworthy Data Repositories Extended Guidance document whose reference can be found in Attachment A to this document.

We believe that IRIS already has much of the documentation, much of which is on the IRIS web site, that will meet, perhaps with some modification, many of these requirements. We believe that much of the work can be done through discussions with relevant staff at the DMC and can be done via virtual communication methods.

### **FAIRNESS:**

In addition to CTS certification, IRIS also wishes proposers to assess the FAIRness of current IRIS Data Services and where needed identify what steps IRIS should take to ensure that IRIS is a FAIR repository.

### **FAIR (Findable, Accessible, Interoperable, and Reusable)**

There is not a consensus that obtaining CTS certification makes a repository FAIR. As part of your deliverables all proposals must include a position on whether CTS insures FAIRness of a repository. More information about FAIR can be found in Attachment A related to the Force 11 information.

**FAIRNESS:** As an Element of this work please indicate if you believe CTS also makes IRIS DS a FAIR repository and if not clearly define what additional items need to be addressed.

As stated on the FORCE11 pages

**To be Findable:**

F1. (meta)data are assigned a globally unique and eternally persistent identifier.

F2. data are described with rich metadata.

F3. (meta)data are registered or indexed in a searchable resource.

F4. metadata specify the data identifier.

**TO BE ACCESSIBLE:**

A1 (meta)data are retrievable by their identifier using a standardized communications protocol.

A1.1 the protocol is open, free, and universally implementable.

A1.2 the protocol allows for an authentication and authorization procedure, where necessary.

A2 metadata are accessible, even when the data are no longer available.

**TO BE INTEROPERABLE:**

I1. (meta)data use a formal, accessible, shared, and broadly applicable language for knowledge representation.

I2. (meta)data use vocabularies that follow FAIR principles.

I3. (meta)data include qualified references to other (meta)data.

**TO BE RE-USABLE:**

R1. meta(data) have a plurality of accurate and relevant attributes.

R1.1. (meta)data are released with a clear and accessible data usage license.

R1.2. (meta)data are associated with their provenance.

R1.3. (meta)data meet domain-relevant community standards.

**Elements to Include in your quotation:**

**Deliverables:**

- Clearly identify the current documentation IRIS has or types of documentation that needs to be produced to meet each of the CTS criteria

in enough detail to assist IRIS in the preparation of the required documentation.

- For each of the 16 elements provide examples from repositories that are already CTS certified and are similar in type to IRIS Data Services. In general examples should come from organizations of similar size to IRIS (\$5 million budget per year)
- When possible point to relevant documents or web pages on the IRIS web site that address each of the 16 elements
- Provide an assessment of FAIRness as it pertains to IRIS Data Services,

**Other elements to include in your proposal:**

- Identify the general approach you will follow in meeting CTS requirements as they pertain to IRIS
- Identify the number of hours you estimate for the entire CTS certification effort as it relates to helping IRIS provide documentation needed for CTS certification.
  - Provide the estimated number of hours for each of the 16 Basic Requirements.
- Identify your hourly fee including any indirect costs if applicable.
- For any requirements for which IRIS does not currently have appropriate documentation, either produce or suggest approaches that IRIS should consider. For instance, IRIS presently does not identify licenses for data objects. Suggestions (e.g. a Creative Commons License type) for such missing documents and how to meet the requirement should be provided.
- Identify how you will assess IRIS' FAIRness and the level of effort.
  - Provide the estimated number of hours and level of effort you estimate for the FAIRness assessment.
- Travel Costs:
  - Identify trips between your location and the IRIS DMC you include in this effort. Identify the origin and destination for each trip. Identify the number of nights intended during each trip. Identify the total cost for each trip you propose. IRIS believes that one initial trip and one trip at the end of the project would be appropriate but would consider other trips if justifiable.
  - For all trips you must comply with the Fly America Act. You can coordinate with IRIS staff to ensure compliance and if desirable use the IRIS travel agent to book tickets and hotels.

### **Work after completion of assisting IRIS directly:**

During this process you will gain valuable knowledge as to how to obtain CTS certification for repositories. IRIS will require that you make this capability known to members of the EarthCube Council of Data Facilities so that they may also engage you and take advantage of your knowledge so that their repositories may also obtain CTS certification. All financial arrangements between you and other repositories will lie outside this agreement with no involvement or liability of IRIS.

### **Submission of a Proposal**

All proposals should identify the specific tasks being proposed and the level of effort (person hours and cost) for each task. These tasks should align with the 16 elements required in CTS certification as well as any other tasks such as FAIRness evaluation. Proposals must clearly identify what the deliverable will be for each task. Billing can be done by each task when complete and accepted by IRIS or billing can be a cumulative billing when all the proposed tasks are complete. Proposals must be submitted by email by the deadline specified below. All proposals should include a total cost being proposed.

Interested vendors should submit responses via email to [spo@iris.edu](mailto:spo@iris.edu). Vendor responses are due no later than **5:00 p.m. ET on Wednesday, January 15, 2020.**

All questions should be directed to the IRIS Sponsored Projects Office via email at [spo@iris.edu](mailto:spo@iris.edu). All vendor questions and answers will be made available to all potential bidders.

The responses must be submitted to the proper email address and by the submission deadline to be considered for an award.

### **Timeline:**

RFQ Issued: November 11, 2019

Proposals Due: January 15, 2020

Work Completion: May 31, 2020

### **Vendor Selection**

IRIS reserves the right to issue a contract based solely on the information provided, to reject any or all bids, to accept any bids, or to effect any combination of bids. IRIS reserves the right to conduct discussion or request bid revisions, if deemed necessary.

The vendor selected for the contract will be chosen on the basis of IRIS evaluation and determination of which vendor will provide the greatest benefit to IRIS, not necessarily on the basis of lowest price. IRIS has no obligation to reveal how bids were assessed. Therefore, bids should contain your best terms within the proposed functional and technical approach.

IRIS reserves the right to reject any or all bids that are deemed to be non-responsive, late in submission or unsatisfactory in any way. IRIS shall have no obligation to award a contract for work, goods and/or services as a result of this RFQ.

Contracts will be contingent upon the availability of funds and IRIS will solely be responsible for determining which, if any, bids will be awarded a contract.

### **Excluded Parties**

Individuals or organizations who have assisted IRIS, directly or indirectly, in the preparation or evaluation of the RFQ leading to an Agreement; shall not submit a response, assist any other vendor in the preparation of a response, or perform under the Agreement in any capacity. Individuals or organizations who are presently debarred, suspended, proposed for debarment, or declared ineligible for an award or contract by any Federal agency are not eligible to submit a response.

### **Rights of Retention**

Following submission of quotes and final evaluation, IRIS will have the right to retain the responses, maintaining them in confidence. All documents submitted in response to this RFQ shall become the property of IRIS.

## **Attachment A: Useful Resources**

### **Core Trust Seal**

<https://www.coretrustseal.org>

### **Core Trustworthy Data Repositories Extended Guidance:**

<https://www.coretrustseal.org/wp-content/uploads/2017/01/20180629-CTS-Extended-Guidance-v1.1.pdf>

### **Creative Commons**

<https://creativecommons.org>

### **Creative Commons Licenses**

<https://creativecommons.org/licenses/>

### **FORCE11**

<https://www.force11.org/group/fairgroup/fairprinciples>

### **IRIS Main page**

<https://www.iris.edu/hq/>

### **IRIS DS main page**

<http://ds.iris.edu/ds/>

### **IRIS DS Governance and Policy Pages**

[https://www.iris.edu/hq/about\\_iris/governance/ds](https://www.iris.edu/hq/about_iris/governance/ds)

### **World Data System**

<https://www.icsu-wds.org>