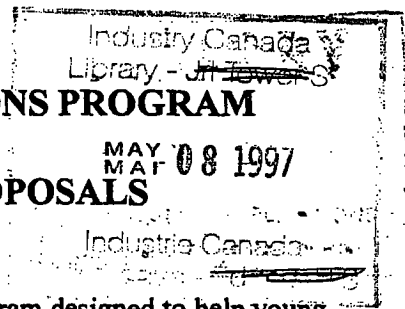
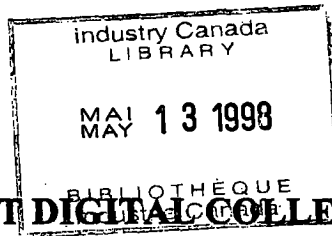


QUEEN
HD
6271.2
.C2
S3
1996

IC



SCHOOLNET DIGITAL COLLECTIONS PROGRAM

INVITATION TO SUBMIT PROPOSALS

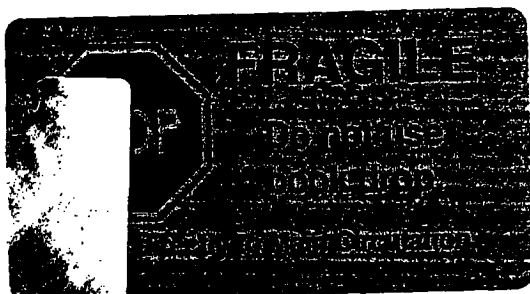
SchoolNet Digital Collections is an innovative Industry Canada program designed to help young Canadians develop entrepreneurial and high tech information management skills as they transfer Canada's key heritage and science and technology (S&T) collections or material from institutions across the country into digital form and launch them on SchoolNet.

Teams of young people will receive on-the-job experience while working with emerging multi-media businesses, or other organizations with the expertise to make a wealth of largely undiscovered Canadian material accessible on the Information Highway.

The program, which was announced in the recent federal budget, is funded through the Youth Initiative announced March 13 by the Minister of Human Resources Development. It is focusing mainly on students looking for jobs that will help them finance their education while developing the technology and business skills needed in today's competitive job market. The program also assists young Canadians who have left school and need skills up-grading and recent graduates in search of entry-level experience. Industry Canada invites proposals for SchoolNet Digital Collections from prospective partners including institutions, firms and teams of young people.

PROGRAM OBJECTIVES

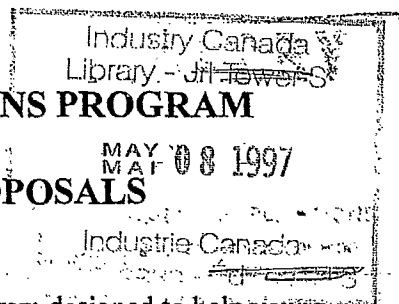
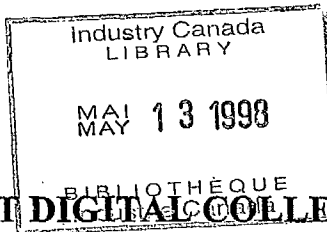
- * provide work experience for students and unemployed youth aged 15 to 30, including multi-media skills such as scanning; presentation layout and graphics design; Internet capabilities; database development; HyperText Markup Language and basic Unix commands; business management and entrepreneurship; organization and preparation of materials; product development, marketing and project management.
- * contribute to local economic and social development, while encouraging the development of emerging Canadian multi-media companies.
- * provide wider access for Canadians to many largely unknown heritage, academic, scientific, and business collections held across the country, thereby increasing Canadian content on the Information Highway.
- * encourage young people in rural, remote and economically disadvantaged communities to develop and apply skills essential in today's knowledge-based economy.



04/23/96

DOC
CAI LC

96512



SCHOOLNET DIGITAL COLLECTIONS PROGRAM

INVITATION TO SUBMIT PROPOSALS

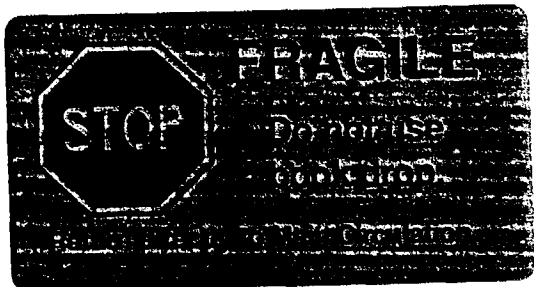
SchoolNet Digital Collections is an innovative Industry Canada program designed to help young Canadians develop entrepreneurial and high tech information management skills as they transfer Canada's key heritage and science and technology (S&T) collections or material from institutions across the country into digital form and launch them on SchoolNet.

Teams of young people will receive on-the-job experience while working with emerging multi-media businesses, or other organizations with the expertise to make a wealth of largely undiscovered Canadian material accessible on the Information Highway.

The program, which was announced in the recent federal budget, is funded through the Youth Initiative announced March 13 by the Minister of Human Resources Development. It is focusing mainly on students looking for jobs that will help them finance their education while developing the technology and business skills needed in today's competitive job market. The program also assists young Canadians who have left school and need skills up-grading and recent graduates in search of entry-level experience. Industry Canada invites proposals for SchoolNet Digital Collections from prospective partners including institutions, firms and teams of young people.

PROGRAM OBJECTIVES

- * provide work experience for students and unemployed youth aged 15 to 30, including multi-media skills such as scanning; presentation layout and graphics design; Internet capabilities; database development; HyperText Markup Language and basic Unix commands; business management and entrepreneurship; organization and preparation of materials; product development, marketing and project management.
- * contribute to local economic and social development, while encouraging the development of emerging Canadian multi-media companies.
- * provide wider access for Canadians to many largely unknown heritage, academic, scientific, and business collections held across the country, thereby increasing Canadian content on the Information Highway.
- * encourage young people in rural, remote and economically disadvantaged communities to develop and apply skills essential in today's knowledge-based economy.



04/23/96

WHO SHOULD APPLY?

Funding will be provided through contracts to manage teams of young people to produce digital collections. Full project proposals will specify a collection or group of materials to be digitized and a team of young people to do the work. Proposals must clearly describe the tasks to be completed and the time frames, and should involve a realistic and pragmatic selection of material that can be digitized during the period of the contract.

Project managers can include

- * a multi-media company that partners with a custodian of materials and will manage and train the team.
- * an institution; organization; federal, provincial, territorial or municipal government department; or, private sector firm that holds a collection and will manage and train a team. Examples include libraries, archives, museums, non-profit organizations, universities and colleges.
- * a non-profit organization, university, college, high school, youth group or other organization that partners with a holder of materials and will manage and train the team.

Organizations may wish to have their materials digitized but may not be in a position to manage teams themselves. Similarly, there may be teams of young people eager to participate but unable to find a collection. Such organizations and teams may express their interest in writing and Industry Canada will try to match up collections and teams.

Proposals that enhance local economic development and promote partnerships with the private sector are especially welcome.

Some specifics ...

- * **funding will be provided through contracts, not grants. Contractors must guarantee the timely delivery of a high quality product. Prospective contractors should note that payment will be made 30 days after receipt and approval of the invoice. No payments will be made in advance or upon signature of the contract.**
- * contracts will specify that holders of materials will own the copyright to the digitized products but authorize Industry Canada to display the product on SchoolNet for at least five years.
- * Industry Canada reserves the right to find a corporate sponsor to help to defray the costs of digitizing and posting the material on SchoolNet.
- * only in exceptional circumstances will copyright costs be paid.
- * approval in writing will be required from the custodian before digitized products are launched on the Information Highway.

04/23/96

TECHNICAL REQUIREMENTS

The actual technical requirements will vary with each project. Before a contract is finalized, Industry Canada representatives and the SchoolNet Technical Support Group will consult contractors on the technical aspects and requirements. Some on-line training in various multi-media skills will be available to teams, as will a help line to support teams throughout the development of the product.

TIME AND COST ESTIMATES

The maximum value of each contract will normally be \$30,000, including GST where applicable.

Within the \$30,000 limit, projects may propose the digitization of more than one collection, simultaneously or sequentially. Prospective contractors may submit more than one proposal.

The time required for digitization will depend upon the number, nature and complexity of the items as well as on the number of students on the team.

For those inexperienced in digitization, the following reflect experience to-date in time and cost estimates:

* two pages of text per person-day for a normal project will cover the time for training, design, layout, ensuring links are operational and bringing each page to a quality on-line product (including the time of the trainer).

* an average of 5 photos per hour can be digitized and enhanced to produce a quality image.

* where complex navigational tools such as maps or complex indexes are required, time estimates should be revised upward.

The total number of pages or photos should be calculated to determine the total number of person days/weeks required for digitization. The actual span of time needed to digitize a collection will reflect the total number of person days divided by number of young people on the team.

Rates of pay should reflect the local rates for summer employment (e.g. COSEP rates: \$6.95 for high school students, \$8.03 to \$8.75 for college students, \$8.75 to \$12.30 for undergraduate university students, and \$12.61 to \$13.69 for graduate university students). So that as many students as possible have a summer job that provides real work experience, Industry Canada would like each team to work between 8 and 12 weeks. One or several collections may be digitized in that time frame. Prospective contractors may submit proposals totalling more than 12 weeks and may plan to form a new team after 8 or 12 weeks. Trainers can also be young people experienced in multi-media technology. Salaries for trainers may be higher than those for team members. The budget should include required benefits.

OTHER ELIGIBLE EXPENSES ...

* in special cases, stipends or honoraria for managers, release time for teachers, or appropriate management fees for private sector organizations.

04/23/96

* while digitized products must be accessible through SchoolNet, they may also be made available through other sites and may be mounted on other servers.

* it is essential that 'in-kind' contributions from partners and contractors be quantified, and this should be done as part of the 'Budget' proposal, described later in this document.

* teams should be composed of both women and men and, if possible, should include members of other employment equity or disadvantaged groups.

* contractors will be corporations, firms or other organizations, the majority of whose shareholders or members are Canadian citizens or permanent residents of Canada.

Collections from across Canada ...

Collections or materials to be digitized should be of local, regional or national significance. For example, a town could plan to digitize a small collection of photos and artifacts illustrating its local history. Or, the collection may be much larger, such as some of the materials from the Hudson's Bay Company's collection that were digitized during the Program's demonstration phase.

Collections or groups of items to be digitized may be graphic, textual, sound or may include all three elements. Video images, especially large ones, are not generally recommended because of the difficulty of transmitting them on the Information Highway. However, proposals to digitize video images will be considered in exceptional circumstances.

The number and nature of materials to be digitized should suit the Information Highway medium and the project should tell a story. Careful attention must be paid to presentation and graphic elements to make the product work well in digital form. Collections should be selected and organized with these requirements in mind.

In some cases, large collections of materials may be divided so they can be digitized in stages or by more than one team. In such cases each stage should result in a stand-alone digital product.

By late April, 1996, examples of collections digitized to date will be viewable at the SchoolNet Digital Collections Web site accessible at <http://schoolnet2.carleton.ca/collections>. Collections will be added to this site throughout the late spring and early summer.

Final digitized collections must include home pages with text in both English and French. Original materials do not have to be translated.

- * purchase of necessary software packages such as scanning or graphics packages.
- * rental of scanners or additional computers. Where purchase is less expensive than leasing, it should be considered. Industry Canada will own all hardware and software purchased and loan it to contractors for the duration of the project.
- * up-grading of RAM or hard disks.
- * supplies and photocopying.
- * connections to the Internet and on-line costs incurred for the project.
- * telephone and fax charges.
- * translation costs.
- * miscellaneous.

Up to 10% of personnel time/costs may be applied to organizing and preparing materials for digitization. This includes research and writing, presentation and lay-out, seeking copyright permission and locating and physically organizing materials. These preparatory tasks should be undertaken by the team members. Each team member must, however, receive training in multi-media skills.

ROLES AND RESPONSIBILITIES

Custodian

- * provides intellectual direction; specifies format and content of materials to be digitized; ensuring these are consistent with other SchoolNet Digital Collections.
- * provides the materials and may specify how the materials are to be digitized.
- * ensures copyright is owned or clearance is obtained to digitize and display the materials on the Information Highway; interacts with the contractor if needed to clarify requirements and respond to suggested approaches. Only in exceptional circumstances will copyright costs be paid.
- * reviews the final product for acceptability and sign-off.
- * may maintain the digital collection with a separate profile on its own Web site, provided that the collection is accessible on the Information Highway via SchoolNet and identified as part of the portfolio of SchoolNet Digital Collections. Industry Canada support for the project must be acknowledged.
- * may act as manager for digitization teams.

04/23/96

Digitization Team Manager

- * provides sound management for the project.
- * provides technical support for the project and must ensure that an expert in multi-media technology is responsible for the training. This could be a senior student or recent graduate in the area.
- * provides training in basic business and entrepreneurship skills.
- * must have access to basic computer infrastructure. As noted above, some hardware and software rentals or purchase, connections to the Information Highway and on-line costs may be covered.
- * provides progress reports as required under the contract and meets other contractual obligations.

Digitization Team

- * digitizes the collections, ensuring that image quality standards are met and the home page and accompanying text are in both English and French.
- * carries out other related tasks specified under the contract such as developing indexes, search tools and data bases.
- * mounts the collection on SchoolNet or other server.
- * upon approval by Industry Canada, demonstrates its accomplishment to the public, sponsors and media.

SchoolNet Technical Support Group

- * helps Industry Canada assess technical support required by the proposed projects.
- * advises Industry Canada on the technical merits of final products.
- * acts as technical authority.
- * administers and maintains SchoolNet for Industry Canada.
- * provides technical specifications for contractors to use in linking their products to SchoolNet.
- * provides contractors with technical assistance, electronic messaging, on-line assistance and some on-line training.
- * works with the teams to ensure the best product possible.

Industry Canada

- * consults with heritage authorities.
- * plans, manages and communicates the Program to the public.
- * selects contractors and matches collections and teams where required and feasible.
- * contracts with team managers to do the work.
- * owns any hardware and software purchased with contract funds and loans it to the contractor for at least the duration of the project.
- * provides technical support through the SchoolNet Technical Support Group.
- * has the right to display the product of the contract on SchoolNet for at least five years and to seek sponsors to help to defray the costs of digitizing and posting the material on SchoolNet.
- * works with partners on product launch and media involvement.

Canadian Council of Archives in cooperation with the National Archives of Canada Canadian Heritage Information Network National Library of Canada

- * disseminate information on SchoolNet Digital Collections to their respective communities.
- * coordinate the submission of proposals from their respective communities.
- * participate in the review process, although final decisions will be made by Industry Canada.
- * in its role as deposit institution for Canada, the National Library acquires and catalogues all final products to ensure their long-term availability.

SELECTION CRITERIA

Each proposal will be examined on its own merits. The final selection will reflect both official languages and the regions of Canada, and include various types of projects. Particular attention will be given to proposals for projects that can be managed in small communities, with a view to offering rural and remote locations Information Highway-related opportunities.

Industry Canada will make the final selection based on the project's potential for youth employment and training, and its potential to enhance local economic initiatives and private sector development.

Industry Canada has on hand a number of proposals to be considered for financial support. Proposals will be assessed on a "first come, first served" basis, and contracts will be issued on an ongoing

04/23/96

schedule, contingent on financial resources.

In addition, the following criteria will be considered:

The Collection

- * significance of the collection and the story it tells to Canadians, especially young people.
- * how suitable the materials are for digitization, including content, format, scope of the materials proposed and intellectual framework.
- * state of readiness of the materials for digitization.
- * proposed approach for presenting the content.

The Team

- * assurance of sound team management and technical leadership.
- * plans for on-the-job experience and training in both multi-media and entrepreneurship and business skills.
- * access to the basic computer infrastructure required (although some funds may be spent on up-grades or leasing of software or hardware as outlined above).
- * capacity to guarantee a high quality project.
- * plans for teams to include young men and women between the ages of 15 and 30, and if possible, members from other employment equity and economically disadvantaged groups.

How to submit a proposal

Each proposal must include a letter from the proposed contractor formally submitting the proposal. The letter must be signed by an officer of the institution, organization or business authorized to make contractual commitments. If the custodian of a collection or collections and another organization are collaborating on a proposal, the letter should be signed by representatives of both institutions/organizations. The letter should specify the formal contractor for purposes of letting the contract.

The original version of the proposal with the signature of the authorized officer **must** be received before the contract can be let. However, faxed versions are acceptable to signal intent to submit a proposal.

Industry Canada will convene an advisory board with representation from the professional community of archives, libraries, museums and educators to help assess the proposals. Prospective contractors should be aware that Industry Canada will need up to three weeks to process proposals and issue contracts.

04/23/96

All original proposals and requests for information must be directed to:

Industry Canada
Science and Technology Special Projects
45 Sacré-Coeur Blvd.
Room #1422
1st Floor
Hull, Quebec
K1A 0H5
Tel.: 1-800-465-7766
Fax: (819) 994-0576
e-mail: collections@ic.gc.ca

THE PROPOSAL

Proposals must be typed and formatted as follows:

- a) address, telephone number, fax number and e-mail address (if applicable) of the proposed contractor
- b) GST status and GST number
- c) project title
- d) project description (detailing required preparation of materials if appropriate)
- e) how the project promotes and enhances access to important Canadian content
- f) audiences to be served by the digitized version of the collection
- g) technical considerations or requirements for the project
- h) how the project meets the Program's objective for employment of young Canadians, local economic development and promotion of entrepreneurial businesses.
- i) description of skills or expertise to be acquired by the work team
- j) infrastructure and resources required to support the training and digitization
- k) how team members will be or have been selected
- l) project completion date
- m) budget

04/23/96

- personnel
- administrative support including special hardware or software needs, Internet access costs
- translation of introductory material
- miscellaneous (supplies, other communication costs)
- total
- GST
- in kind or cash contributions

n) certifications

- that the contractor is a corporation, firm or other organization, the majority of whose shareholders or members are Canadian citizens or permanent residents of Canada.
- that the contractor is not receiving funding for team members to be employed under the contract from any federal program other than SchoolNet Digital Collections.
- that the contractor owns copyright in the underlying works selected for digitization and/or has secured or will secure all necessary consents from copyright owners, establishing a clear claim of title to the materials in the collection and permission for Industry Canada to post the digital collection on SchoolNet.

All the above information must be provided for integrated projects (collection and team together).

Organizations offering collections with no team management must provide letters of expression of interest addressing points (a) to (f) fully and point (g) insofar as it relates to the custodian's view of the technical considerations.

Prospective team managers with no collections identified should provide letters of expression of interest addressing points (a), (h), (i), (j) and (k). The other points (including budget) will be addressed if and when the team is matched with a collection. At that point, a complete proposal will be required.

Final Decisions

Proposals and letters of interest will be acknowledged and prospective contractors will be informed of the result by Industry Canada.

Industry Canada reserves the right to decline any or all proposals and letters of intent.

INDUSTRY CANADA/INDUSTRIE CANADA



114687

QUEEN HD 6271.2 .C2 S3 1996
National Library of Canada
SchoolNet Digital Collection