



Request For Proposal

Database Design & Development

Public & Administrative

Web Interfaces

July 2010

1. Project Scope

The New York Academy of Medicine (NYAM) Library is soliciting a developer to build or customize a database with both administrative and presentation interfaces for its open access index publication, *The Grey Literature Report* (http://www.nyam.org/library/pages/grey_literature_report). Our objectives are to offer an improved and smoother, more interactive experience for our external users, as well as for our Library staff who produce the Grey Literature Report (GLR).

Key issues:

- **Budget.** A detailed budget should be included in all proposals. Budget should be as granular as possible.
- **Hosting.** Although we welcome hosting proposals, they must be clearly separate from the general development proposal. We are looking for a portable product that has the capability of being hosted by an economic hosting solution. We would prefer a hosting solution that allows us to contract and pay upfront for a longer time period rather than requiring a monthly fee.
- **Ownership.** As the outcome of this project will be software customized to suit the workflow of the NYAM Library and the GLR, the NYAM Library must own this software in its working and finished forms, and would prefer that it follow the open source model.
- **Documentation and Comments.** Appropriate and sufficient documentation and commenting of the source code for use by future developers and by others who may wish to implement the software for their own purposes will be required.
- **Portability.** We are seeking a solution that is relatively simple to install and configure, for future host migrations and the creation of sandboxes for future updates.
- **Timeliness.** We are looking for a short turnaround time. Please include a timeline and expected completion date with your proposal.

2. Proposal Guidelines and Requirements

- This is a competitive process open to all, and proposals for alternate solutions will be reviewed.
- Proposals / cover letters must be signed by an authorized agent or officer of the submitting company.
- Proposals received after **July 30, 2010** may not be considered.
- Font should be 10 or 12 point and easy to read. Maximum proposal length including title page, cover letter, proposal, qualifications and budget should not exceed 50 pages (not including hosting information).
- Please include your qualifications, a portfolio of at least 3 projects with an explanation of your role in each, and current reference information for at least 3 former or current clients.
- Please include your responses to the **attached capacity table**.

- If your proposal requires you to hire sub-contractors, the portion of the work to be performed by the sub-contractors as well as the identity of the sub-contractors must be disclosed in the proposal.
- If the price you quote is not inclusive of all fees and charges that may be encountered by NYAM should your proposal be accepted, you must clearly define those fees and charges in your proposal.
- By submitting a proposal, you acknowledge that provisions of this RFP and the contents of your response to it are available for inclusion in the resulting contractual obligations, to be negotiated upon selection of the successful respondent.
- Please submit 10 printed copies of your proposal.
- Bids should be SEALED and mailed to:

The Grey Literature Project
 Attention Kathleen O'Donnell
 Senior Vice President, Finance and Administration
 The New York Academy of Medicine
 1216 Fifth Avenue
 New York, NY 10029

- Questions can be directed to Lisa Genoese at lgenoese@nyam.org.

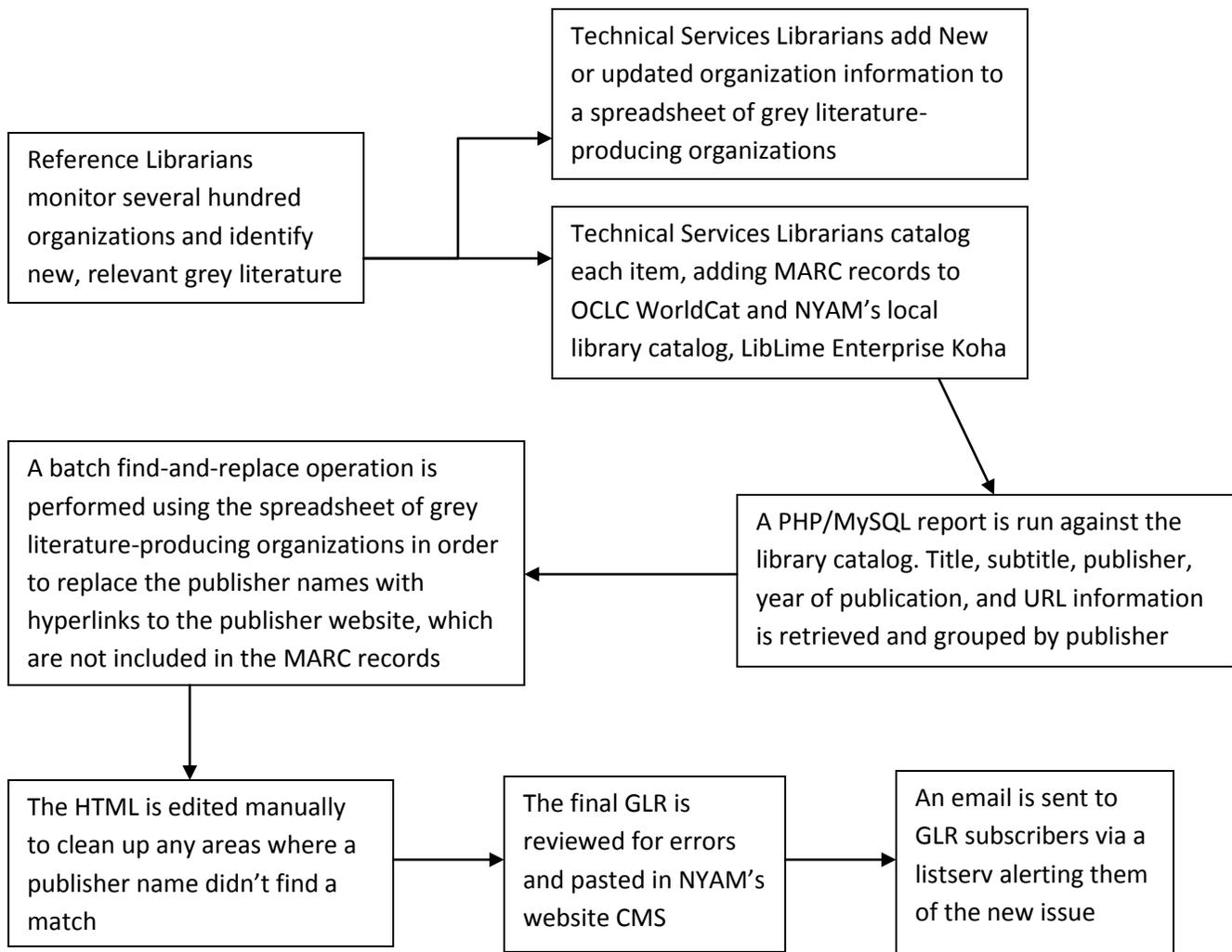
3. Background

The New York Academy of Medicine (NYAM) has been advancing the health of people in cities since 1847. An independent organization, NYAM addresses the health challenges facing the world's urban populations through interdisciplinary approaches to policy leadership, education, community engagement and innovative research.

The New York Academy of Medicine's library was also founded in 1847 and opened to the public in 1878. More information about the Library can be found at http://www.nyam.org/library/pages/about_us.

In 1999, the NYAM Library began producing *The Grey Literature Report* in response to needs of NYAM's own research staff. *The Grey Literature Report* now has over 1200 subscribers, affiliated with over 750 institutions in several states and countries. It is a resource awareness tool that indexes relevant open access grey literature publications in public health and health services. Our collection development policy is located at http://www.nyam.org/library/pages/grey_literature_collection_development_policy.

The GLR is currently published bimonthly within NYAM's website content management system using static HTML and CSS. The general workflow is as follows:



We distinguish between the GLR as a bimonthly publication with its own archives, and the Grey Literature Collection (GLC), which is the archive of all of the individual entries in the GLR. This RFP project is for both of these aspects, and certain items in this proposal are deliberately ambiguous.

Currently, as discussed above, the Report is static html (Screenshot 1), while an archive search of individual entries is provided only via the Library's online catalog (<http://nyam.waldo.kohalibrary.com>, Screenshot 2).

Screenshot 1: The Grey Literature Report on nyam.org

AARP Knowledge Management

Getting from here to there in Dallas County, TX : a transportation survey of AARP members - 2010

Getting from here to there : the opinions of Oahu, Hawai'i residents 50+ on complete streets - 2009

Preventive health screenings among midlife and older adults - 2010

AcademyHealth

Addressing disparities through public health systems & services research and adaptations to public health practice - 2009

Africa Fighting Malaria

Pilot study of internet drug availability, pricing, and quality - 2009

Screenshot 2: A grey literature bibliographic record in the NYAM Library's online catalog

Medicare : past experience can guide future competitive bidding for medical equipment and supplies : report to congressional committees.

by **United States. Government Accountability Office..**

Normal View MARC View Expanded MARC View Card View

Type: Book

Publisher: Washington, D.C. : United States Government Accountability Office, [2004] .

Description: ii, 30 p. ; 28 cm .

General Note: Cover title ; "September 2004." ; "GAO-04-765." .

Other Title: Medicare competitive bidding .

Related Subjects: [Medicare](#) | [Letting of contracts -- United States -- Evaluation](#) | [Medical supplies](#) | [Medicare](#) | [Medicare Part B -- legislation & jurisprudence](#) | [Competitive Bidding -- organization & administration -- United States](#) | [Equipment and Supplies -- economics -- United States](#)

Online Resources:

- [Click here to access online](#)

4. Purpose and Description

The Grey Literature Report lacks standard features that users/readers have come to expect from websites. Additional functionality will allow users to find grey literature resources for research more efficiently.

Goal

The primary goal of this project is to increase the perception of our position as a leader in public health and grey literature aggregation.

Critical Objectives:

- Create new interfaces and database for the GLR and GLC archive
- Migrate and accommodate over 13,000 previously produced bibliographic records in the GLC/archive
- Leverage and repurpose existing library data created in the [MARC format](http://www.loc.gov/marc/) (<http://www.loc.gov/marc/>). Future data will also be created in this format, and this solution needs to support importing this data on an ongoing basis.
- Develop tools for staff to manage the content collection and creation process.

- The administrative interface must include the ability to manage alternate names for each publisher, its URL, contact information, and the name to which it is referred publicly throughout the GLR/GLC. This will allow the GLR and GLC to be collated by publisher name, i.e. display all publications for a single publisher.
- The administrative interface for publisher management as described above should also include fields for tracking our progress in seeking copyright permissions to preserve the full text documents of each publisher and/or make them available to the public, e.g. some Boolean fields and a free-text note field.
- Add more information, such as authors and abstracts, to the GLR via optional user interface features. We would want the same information available to anyone searching the archived entries.
- Support user accounts that allow preference setting for customized RSS feeds based on publisher name, author, report topic area, etc. Support user comments on individual entries.
- Add various searching and sorting features to both the GLR and the archives.
- Some graphic design for the site will be required. Some specific graphics may be supplied by NYAM. Rebrand all or part of this project to acknowledge our funder. Design space for promotions, possible sponsors, new items, etc.
- Standards-based and semantic HTML that can easily be restyled with CSS for future redesigns, promotions, new items, etc. It is our preference to meet WCAG 2.0 guidelines whenever possible.

Non-Critical Objectives:

- Add a mobile interface
- Add ability to export to citation managers (RefWorks, EndNote)
- Add full-text solutions for over 10,000 documents, mainly PDFs (storage/hosting, linking, searching)
- Ability for other organizations to submit links to documents for evaluation for possible inclusion in the Grey Literature Report

Capacity Table

The capacity table is given as a snapshot of what your company is capable of doing, not necessarily everything we want or need on the site.

Feature	Yes	No	Description
Database			
Migrate and accommodate over 13,000 previously produced bibliographic (publication) records, including abstracts			
Accommodate regular batch loads of up to 500 records			
Indexes to support full text keyword/phrase searching of database records, as well as searches limited to specific fields			
Direct access to source code for future updates of hardcoded information			
Sandbox for feature testing and change previews			
Direct read-only access to database for formulating and running reports			
Distributed open source code			
Documentation and comments appropriate for future software users and developers			
Table(s) for publisher name, display name, alternative names, and urls; authority records a.k.a. "disambiguation" information			
Secure logins for staff and users			
User Interface	Yes	No	Description
User self-registration			
User can store personal preferences for viewing			
Moderated user-generated content such as ratings, comments, etc.			

Searching, browsing, and sorting of publisher and publication records based on various criteria, including but not limited to subjects, authors, publishers, and keywords			
RSS feeds			
Dynamic custom RSS feeds based on searches and browses			
Collection of usage statistics			
Brief record view and full record view			
Navigation from full view of a record to “next” and “previous” records in set being viewed (search results, browse, sorted, etc.)			
User choice to see more information in search results (eg abstracts for all search results visible)			
Alternative interface for mobile devices			
URLs optimized for bookmarking and sharing			
Clear delineation among the bimonthly report, report archives, and individual entry database, with various viewing preferences for each			
Archives of past Reports			
Area in design for sponsor information			
Area in design for static links: NYAM, Library homepage, etc.			
Area in design for brief news update feature			
Ability for user to share news update via social media			
Area in design for featured resource			
Standards-based semantic HTML that can be easily redesigned CSS layouts for normal and print views that will allow for easy future style			

updates			
Printer-friendly page versions			
Text-sizing widget and supporting style changes (ie the user can change the text size on the page without going into browser settings)			
Ability for users to create and manage lists of records			
Ability for user to email their lists, search results, or individual records			
Ability for users to share a record via social media			
Ability for user to export their lists, search results, or individual records to citation managers such as RefWorks and Endnote			
Ability to index and search full text of PDF and PPT publications (not just the records)			
Ability to sort Reports, browses and search results based on various criteria, including publisher, author, subject, and date			
Record format optimized for OpenURL link resolvers			
Limit access to individual full text documents, or all documents from one publisher, by login or IP address			
Section 508/Rehabilitation Act compliant			
WCAG 2.0 compliant			
Contact form			
Submission form for resource suggestions			
Submission form for publishers with tracking id			
Staff Administrative Interface	Yes	No	Description
Content management areas for homepage,			

about, help, news updates, etc.			
Record searches, browses, sorts for publications, publishers, subjects, authors			
Add/edit/delete features for all record types			
Batch imports of records			
Batch/global edits of records			
Parsing of records in MARC format			
Management of publisher information, including display name, urls, alternative names, and contact history			
Automations and interface to facilitate linking of publication records with correct publisher records			
Many-to-many relationships between publishers and publications			
The same database produces the records database and the Reports			
Allow record to be added to the archives without being included in next Report			
Record and Report preview screens when importing/editing/publishing			
Report publishing action tool (Report may not always be bimonthly, so this cannot be static)			
Automatic email notifications of various actions			
Tools/interface for management and moderation of user-generated content			
Interface for any actions necessary for reindexing procedures, necessary regular maintenance, etc.			
Robust error messages			