

## General

Do all UNAIDS field offices have Windows (XP or newer) and access to Acrobat (exe, not just the reader)?

All offices have windows (between XP and win7) but full Adobe Acrobat is not part of the standard configuration. Only Adobe Reader is.

## Appendix 1

How or by what criteria are files associated with topics; who assigns topics to a file?

The RFP states "Create and Review a list of 96 topics with UNAIDS staff and assigning each document to one or more topics." So the topics will have to be decided by UNAIDS staff, however we should also advise that most publications are associated with several topics.

As a general rule we tag publications that go online with one or more topic keywords. These are generally specified by staff submitting publishing request or added by publisher after quickly scanning publication against list of keywords.

## Appendix 2

Are there no offices in Western Europe, Japan and other missing countries to receive CDs?

No.

### 1.3.1 Work to be performed - new publications

Does UNAIDS have an ECM or DMD (Document Management System) in place and, if so, is your DTP team part of the workflow?

The website CMS comes with a media library holding publications, in addition to images, videos and other assets. However not all publications necessarily go to the website. We will soon be implementing a custom made workflow system that will also act as a repository for working documents but we do not have an ECM /DMD system in place for finalised publications to act as a "library".

Who provides the "WHO Library Cataloguing-in-Publication Data" information in the various languages and at what stage of the production of a document?

This is provided by WHO at an early stage of production, generally after editing and before translation and layout take place.

Is the distinction between corporate publications and the best practice collection to be

maintained in the future and how is the association signalled?

Best Practices collection has been discontinued.

### **1.3.1 Work to be performed - metadata**

Which metadata in addition to title, author, subject and keywords must be included and who would furnish this information?

Cataloguing in Publication data should be included where this exists

Are other bibliographic and descriptive metadata required, such as topic, audience, abstract, relation, collection, job code, ISBN number etc.?

It would be very useful to include all of these elements where available

### **1.3.1 Work to be performed - keywords**

How are files associated with keywords, who assigns keywords to a file and how are they being recorded in a file?

Beginning 2011 with the current web content management system, for each media asset published on the UNAIDS website there is a database record which holds the publication title and keywords. A script then embeds this metadata into the PDF properties.

Are the keywords beginning with \$ (\$DTP, \$ORG, \$TXPet.) found in some files still being used for UNAIDS own search engine and are they applied consistently?

No, these were used by our previous search engine (Mondosearch) which has been changed since.

### **1.3.1 Work to be performed - file selection**

How many files on the 2009 CD have since been updated, how many files will have to be removed and how are existing files identified for removal or replacement?

None to be removed, we expect less than 30 to be changed.

Would one have access to the original DTP files (e.g. InDesign)?

In some cases this could be arranged, but not systematically

### **1.3.1 Work to be performed - deadlines and quantities**

How many sets (of CDs, DVDs or USB sticks) would be required for delegates at the AIDS conference in July and the World AIDS day in December?

This is not a known quantity at this stage, which is why the schedule of prices in the financial proposal requires a wide spread of prices. 3,000 sets, 5,000 sets, 10,000 sets, 15,000 sets, 20,000 sets, and in any case the quantity provided to these events may be modified in light of costs. Please quote for the quantities requested in the financial proposal.

We are working on our proposal in response to your RFP and would need an idea on how many publications you produce every 6 months?

In 2010 and 2011 combined, UNAIDS produced 200 documents (pdf files) so we can expect around 50 pdfs per 6 months to be produced.

### **1.3.1 Work to be performed - Delivery of post-mastering production**

Appendix 2 lists the number of packages to be sent to each UNAIDS office, however, can you clarify if the content of each package will vary as per each location or if each package will have a standard content (either one packaged CD-Rom/USB stick?) as any variation will have a considerable impact on the distribution costs.

In the appendix the number next to each country is the number of items to be sent to the office in the given country (i.e. 50 copies for the UNAIDS office in New York, 20 copies to the country office in Zambia etc...)