iiRDS Tender No. 2025-01

Guide for the Standardized Use of iiRDS

Document version: 0.1
Last changed: February 25, 2025
Authors: Susanne Lohmüller
Responsible iiRDS body: Steering Committee

Table of Contents

1 Management Summary

iiRDS continues to evolve and remains a globally relevant topic. With the development of various supporting tools, such as the OpenToolkit, the DITA-OT Plugin, and the Request API, the iiRDS Consortium now aims to enhance iiRDS dissemination and drive international standardization efforts.

To foster international awareness and simplify adoption, beginners require reliable and detailed guidance on assigning iiRDS metadata tags. This tender focuses on creating a practical guide for the correct and efficient assignment of iiRDS metadata to assist companies in the implementation of iiRDS.

2 General Information

2.1 Applicable Guidelines, Rules, and Standards

- iiRDS Consortium Bylaws
- iiRDS Rules and Regulations
- iiRDS version 1.2 or the latest version published at the time of contracting and development

2.2 Contact Information

Name	Organization	Phone	E-mail
Susanne Lohmüller	tekom Deutschland e.V.	+49 711 65704-78	s.lohmueller@tekom.org

2.3 Time Schedule

- Tender publication: February 24, 2024
- Tender submission period: February 25 – March 17, 2025
- Development of the guide: starting after official assignment, running from April to July 2025
- Finalization in coordination with sub-working group: July/August 2025
- Publication: September 2025

3 Subject Matter of the Tender

3.1 Services and Deliverables

The supplier shall develop a comprehensive guide that interprets the iiRDS standard, explains metadata descriptions, delineates boundaries between similar metadata, and includes numerous use cases. The guide should facilitate accurate metadata selection, minimizing both under- and over-tagging. It is intended to help beginners achieve consistency and clarity in metadata assignment.

The guideline development process will involve analyzing tagging to create a guideline for efficient and correct use-case-related metadata assignment. The following key questions must be addressed:

- What discrepancies and challenges arise when assigning iiRDS metadata?

- What are the underlying causes of these discrepancies, and how can they be analyzed?

- Which metadata is assigned for which case?

- What criteria must source texts meet to support effective tagging?

The supplier will be responsible for researching, collecting, and evaluating relevant data. This includes drafting the guide, incorporating feedback from a dedicated sub-working group, and finalizing it for publication.

A sub-working group within the iiRDS Consortium will be established specifically for this project. This group will provide expert support and offer feedback during regular sprint meetings. The supplier will present interim results and can discuss problem cases and address deviations with the group.

Deliverables:

- A guide interpreting iiRDS metadata, with descriptions, distinctions, and use cases.

- Documentation such as monthly project reports, presentations, and test data results developed in collaboration with the sub-working group.

- Regular sprint meetings with the sub-working group.

All project materials shall be written in English. Sprint meetings may be conducted in either German or English, depending on participants.

The supplier can offer an additional option that uses the interaction between humans and AI and investigates whether and how AI can help with the assignment of iiRDS metadata. This analysis and recommendation on the use of AI for tagging metadata is not a mandatory part of the tender.

3.2 Required Skills of the Commissioned Supplier

In order to be applicable for the tender, the supplier is expected to have:

- Extensive knowledge of and practical experience with iiRDS.

- Deep understanding of iiRDS metadata.

- Expertise in both manual and AI-based document tagging.

- Very good writing/speaking skills in English

3.3 Technical Requirements

n/a

3.4 Estimated Time of Completion

The estimated time required for completing the tasks specified in this document is 18-20 weeks.

The estimated time required to complete the tasks specified in this document is to be stated in the offer along with a detailed project plan including a time schedule for the research, testing and coordination and finalization.

3.5   Required Documentation

The supplier is expected to prepare detailed written materials. The guide materials shall be in English.

The supplier agrees to the further use of the written materials by the iiRDS Consortium for future activities e.g. use cases or training.

4   Project Execution

tekom will provide the following information and resources:

- A designated contact person to address any project-related inquiries. The supplier will also appoint a corresponding contact person.

- Access to necessary documents, such as the iiRDS specification, and all relevant IT systems.

- Support with administrative processes, including establishing a sub-working group and creating a project channel in MS Teams within the existing iiRDS Consortium Team. This channel will serve as the central hub for project communication, idea collection, feedback, and document sharing.

- Support with coordinating use cases together with the Development Working Group.

The supplier is responsible for providing regular project status reports to tekom. The reporting process will be defined at the beginning of the project.

5   Remuneration

If the deliverable is finalized in time and according to the conditions agreed on, a remuneration will be paid. A contract which is to be concluded by tekom and the chosen supplier is concluded with a maximum amount that can be paid according to the offer made.

tekom will pay the remuneration after the supplier has completed the services and submitted an invoice on the agreed price to tekom, whereby the beforehand settled maximum amount must not be exceeded.

6   Application Details

The tender offer shall fulfill the following requirements:

- It shall include a price quote.
- It shall fulfill the specified requirements regarding the service or product to be supplied.
- It shall be submitted in written form.
- It shall be submitted in English.
- The supplier shall bear the cost of preparing the tender offer.