

**ADDENDUM NO. 2**

RFP NUMBER: \_\_\_\_\_170301\_\_\_\_\_

RFP TITLE: \_\_\_\_\_RFP for Digitization Services\_\_\_\_\_

DEPARTMENT: \_\_\_Chattanooga Library\_\_\_\_\_

COMMODITY: \_\_\_Digitization Services\_\_\_\_\_

DATE OF ADDENDUM: \_\_\_\_\_September 19, 2018\_\_\_\_\_

RFP DUE DATE: \_\_\_\_\_September 27, 2018\_\_\_\_\_

RFP DUE TIME: \_\_\_\_\_4:00 p.m., e.s.t.\_\_\_\_\_

**REASON: ANSWERS TO QUESTIONS**

(SIGNED): \_\_\_\_\_(DATE): \_\_\_\_\_

(COMPANY): \_\_\_\_\_

**Sign one (1) copy of this page and return it with your proposal**, or separately and clearly labelled only if your proposal has already been submitted, to the Purchasing Department (email: [dmkeylon@chattanooga.gov](mailto:dmkeylon@chattanooga.gov); or fax to 423-643-7244 Attn: D Keylon; or mail to Purchasing Dept., Attn: D Keylon, 101 E. 11th Street, Suite G-13, Chattanooga, TN 37402.

**Retain a copy for your file.**

**ADDENDUM NO. 2**  
**QUESTIONS AND ANSWERS**

**RFP NUMBER:** \_\_\_\_\_**170301**\_\_\_\_\_

**RFP Name:** \_\_\_\_\_**Digitization Services**\_\_\_\_\_

**Question:** Can you tell me how many 35mm microfilm rolls there are in total for this RFP? It says there are 275+ newspapers but doesn't give the number of rolls.

**Answer:** ...“newspapers” under Functional Requirements / Service Description/ Bullet 1 refers to microfilm reels by the contents of those reels. There are 275+ reels of microfilm (of images of newspaper issues).

**Question:** Whether companies from Outside USA can apply for this? (like,from India or Canada)

**Answer:** Companies outside the U.S.A. are allowed to submit a proposal.

**Question:** Whether we need to come over there for meetings?

**Answer:** In-person meetings are not required.

**Question:** Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

**Answer:** It is possible.

**Question:** Can we submit the proposals via email?

**Answer:** No. Email submissions will not be accepted.

Question: The Scope of Work Basic Requirements states: Capture 275+ newspapers from 35mm polyester microfilm - digitize reel in its entirety.

- Does this project contain only one reel?
- If not just one reel, how may reels?
- How many total images from the 275+ newspapers?

Answer: ... “newspapers” under Functional Requirements / Service Description/ Bullet 1 refers to microfilm reels by the contents of those reels. There are 275+ reels of microfilm (of images of newspaper issues). The number of images per reel varies, but the initial work the Chattanooga Public Library will ask performed is **The Chattanooga Times** from 1873 to 1920 - this is close to 275 reels itself. We are seeking a per frame price. The Chattanooga Public Library collection includes thousands of reels. Individual reels from 1873 to 1920 vary from 566 frames to 844. The average number of frames per reel is 650. Or about 178,750 frames.

Question:

Tender Description	Query
It has been mentioned in the Scope that to capture 275+ newspapers from 35mm polyester microfilm and the contract period is mentioned as 12 months with <b><u>two additional optional twelve months.</u></b>	What would be the total volume in terms of <b>Pages</b> and estimated project value?

Answer part one: ...“newspapers” under Functional Requirements / Service Description/ Bullet 1 refers to microfilm reels by the contents of those reels. There are 275+ reels of microfilm (of images of newspaper issues). The total volume in pages is estimated at 178,750

for the initial order. As other copyright and legal issues are resolved more work may be available -that Chattanooga Public Library has a large collection of microfilm.

**Answer part two:** Preserving and making available these records for future generations carries an incalculable value for the citizens of Chattanooga. As far as a project value for a vendor: we shall see when the bids are reviewed.

**Question:** How many rolls of microfilm need to be digitized? The RFP says “275 newspapers”, but does not specify the # of rolls?

**Answer:** ...“newspapers” under Functional Requirements / Service Description/ Bullet 1 refers to microfilm reels by the contents of those reels. There are about 275 reels of microfilm (of images of newspaper issues) we plan to scan as soon as possible. As more are legally able to be scanned this project may continue.

**Question:** Can microfilm be shipped (UPS/Fed-Ex) out of state for digitizing?

**Answer:** Yes, if the film is properly protected during shipping. This would be at the vendor’s expense and the cost would be incorporated into the total project cost.

**Question:** Are you asking for a “presentation” software solution AND digitization solution?

**Answer:**

No

**Question:** Can a vendor bid only on digitizing the microfilm rolls, and not a software solution?

**Answer:** Yes

Question: Do you currently have a presentment software to ingest scanned newspaper images?

Answer: Any software we have would support the formats requested.

Question: The “Basic Requirements” specify delivery of scanned microfilm images to be sequentially numbered. So my understanding would be that each roll of microfilm would have an electronic folder created and images would be numbered/named 0001.TIF, 0002.TIF, .... 1000.TIF, etc... However, on page 6 the “Minimum Digitization Requirements” are for multiple image formats: TIFF, JPEG2000, Printable PDF, Searchable OCR text and mapping to image coordinates, Structural Metadata by Title/Issue/Essay Objects, and a batch XML. Is the Structural Metadata simply the information taken from the microfilm reel label, or is there additional Metadata that is required from the actual newspaper pages. Can you elaborate in more detail on OCR, Metadata, and XML file requirements?

Answer: Please propose a solution.

Question: Is there a timeframe for completion for digitizing the microfilm rolls?

Answer: The capacity of a vendor to deliver the requested service within a reasonable time will be considered part of “project approach.”

Question: In order to provide pricing, we will need to know the approximate number of images contained in the 275 newspapers. Do you have this information or is there a way to get it?

Answer: For the initial order of about 275 microfilm reels there is an average of 650 frames per reel.

Question: Also, it appears that you are also wanting these images to be hosted online for you by the selected vendor. Can you confirm?

Answer: Thank you for this question. That implication is from the standard format of the RFP document. The Chattanooga Public Library desires the digital images confirmed delivered uncorrupted and without loss of quality. On a hard drive.

Question:

On page 16 of the RFP Document, it is indicated under item number 14 that we are to provide detail regarding our bonding company.

It is our understanding that for these types of services bonding is not required.

We are wondering if maybe the requirement was a carryover from another RFP.

Clarification would be greatly appreciated.

Answer: This language is standard on the form. There is no specific bonding requirement for this RFP.

Question: It appears that your requirements conform to the specifications of the Library of Congress Chronicling America National Digital Newspaper Program (NDNP). Are there any differences between your requirements and the NDNP deliverables?

Answer: There is no relationship between Chattanooga Public Library requirements and NDNP deliverables.

Question: The project scope is to digitize 275+ newspapers. Approximately how many pages does this number of newspapers represent?

Answer: "newspaper" refers to reels of microfilm. There are over a thousand reels of microfilm in the Chattanooga Public Library collection and the initial order will involve about 275 reels with an average of 650 frames per reel. We are seeking a per frame price.

Question: What is the anticipated start date and required completion date?

Answer: To start as soon as the contract is executed. After the initial order of about 275 microfilm reels has been completed there will be more reels to scan as the Chattanooga Public Library resolves any legal issues preventing the other reels in the collection from being scanned. The completion date for all reels is expected to extend beyond a year. For the initial 275 reels the amount of time to complete will be considered as, "project approach."

Question: What is the condition of the microfilm?

Answer: In boxes, probably dusty, and some are scratched by microfilm readers.

Question: What is meant by "unqualified reels"?

Answer: Should the quality of any reel be compromised it would be not qualified for the simple scanning of the preceding bullet. Should it be salvageable there might be a different cost for attempting to recover it, or there may not.

Question: *Scanning location, materials shipping:* Are the materials able to be packed and shipped via commercial shipper (FedEx, UPS) to the vendor's location within the continental US?

Answer: Yes - the Library sends and receives packages every day. Vendor will cover these costs.

Question: *Contract/Vendor:* Will the RFP be awarded to one vendor or multiple vendors?

Answer: That depends on the bids that are returned. We reserve the right to accept bids from multiple vendors.

Question: *Contract/Vendor*: May the vendor work with a contractor to outsource a portion of the project?

Answer: Yes. Subcontractor terms will be included in any agreement with a vendor.

Question: *Contract/Vendor*: Is this a new project for the City or a continuation of an existing/on-going project.

Answer: Continuation of an ongoing project: providing the microfilm documents to the public.

Question: *Materials*: Can the client send sample items to the vendor?

Answer: This is not possible. You can view the items to be scanned at the Downtown Location of the Chattanooga Public Library, 1001 Broad Street Chattanooga, TN 37402 during open hours - Local History and Genealogy (3rd Floor).

Question: *Materials*: Based on the number 275+ newspapers – what quantity is that referencing? Is it number of microfilm reels, microfilm frames, newspaper titles, newspaper page?

Answer: Microfilm Reels

Question: *Materials*: Can the city provide the total number of pages to be digitized?

Answer: The total number is unknown. The initial desired number of reels to digitize will be about 275, with an average of 650 frames per reel.

Question: *Materials*: Please confirm the condition of the microfilm. The basic requirements states the reels are polyester, but may unqualify. What is the determining factor to unqualify a reel? Are there any acetate based reels showing signs of deterioration? If the collection is mixed, can you estimate the percentage of acetate vs. polyester. How much of the city's collection has been duplicated because they unqualify?



Answer: (a) The determining factor is .... poor condition

(b) Re: acetate based reels: unknown, presumed all polyester

(c) Re: percentage of acetate vs. polyester: unknown, presumed all polyester

(d) Re: How much of the city's collection has been duplicated because they unqualify? Unqualified frames might be duplicated to improve the quality of the image.

Question: *Materials:* Do the reels contain 1-up frames (1 page per frame) or 2-up frames (2 pages per frame)? If the content is split, can you elaborate on the percentages of each?

Answer: The answer to this question is not currently known.

Question: *Materials:* Do the reels have 18" of blank leader before the first frame and 18" of blank trailer after the last frame?

Answer: The blank leader is of an inconsistent length due to trimming from reader damage.

Question: *Materials:* Are the reels negative or positive?

Answer: They are a mix, but the initial approximately 275 reels are positive.

Question: *Materials:* Are the reels housed on open flange reels, cores or cassettes?

Answer: No guarantee for all of them - purchased from different companies over time - the sample I pulled are on open flange reels.

Question: *Digitization specs*: Please define what split/outside edge means.

Answer: Sometimes on microfilm images the image is not straight and split into different frames. We need these processed to look great.

Question: *Digitization specs*: Can the client elaborate on the scanning resolution and bit-depth requirements?

Answer: A more specific question is required. Please propose a solution that will yield a great product.

Question: *Digitization specs*: Can you confirm delivery of the archival TIFF images?

Answer: Based on my understanding of this question - yes the Library will confirm it received the images.

Question: *Digitization specs*: For PDF derivatives – when OCR is to be created, is the client expecting the OCR to be re-keyed or corrected?

Answer: The client expects the OCR to yield a searchable product

Question: *Metadata*: Does an electronic copy of the collection inventory exist?

Answer: Partially.

Question: *Metadata*: Please clarify how the files should be named for final delivery?

Answer: They should be sequentially numbered. Whether a format will be delivered as part of your proposal or would be agreed to as part of the service provided is up to the potential vendor.

Question: *Metadata:* Is the provider required to host the data?

Answer: No

Question: *General:* Please clarify the timeline for the project from contract award, receiving materials to project completion

Answer: We expect to engage an ongoing service. Ability to deliver the initial 275 reel scans is part of "project approach."

Question: How many microfilm reels are there?

Answer: More than 275. About 275 we want to digitize now, and we need to know the price per scanned frame so as we have more reels to scan we can have them scanned.

Question: How are the microfilms stored?

Answer: In paper box that are included from the microfilm vendor, inside a nice, special use filing cabinet.

Question: Please confirm that the scanning can be done offsite from the library.

Answer: Confirmed.

Question: As per scope of work, the microfilm digitize reel to be scanned and converted to 300 PPI. However, as per section "Minimum Digitization Requirements" the TIFF should conform to TIFF 6.0, 8-bit gray scale at 400 DPI. Please confirm if the conversion would be based on 300 DPI or 400 DPI.

Answer: Section IV, Introduction, Paragraph 2: “The vendor may propose additional features and options to be considered.” When you describe your service please tell us why any particular format will be a better solution.

Question: Do we need to make the Printable Image PDF deliverables searchable?

Answer: yes

Question: ...about the Software:

Approximate number of users:

=Internal Users

----Users with rights to update/upload/download images

----Users with only view rights

----Admin Users

-Public Access

----Anonymous Users

----Named users (login with their library card#)

Image Counts

-Number of images to be stored

Answer: No software necessary

Question: PG 23 – Interfaces – What is meant by reasonable access? What function is required? Are you referring to Admin rights?

Answer: The Library is only interested in scanned microfilm. Please disregard the software and hosting language as part of the form template.

Question: PG 23 – 3. Support, b. Functional Support. For online user community – will this function only be a view or would they have access to send a file link to someone else?

Answer: The Library is only interested in scanned microfilm. Please disregard the software and hosting language as part of the form template.

Question: How many staff members would need training? Can this be done via Webex or video on demand training or is in-person a requirement?

Answer: The Library is only interested in scanned microfilm. Please disregard the software and hosting language as part of the form template.

Question: Chattanooga already has TEL. Would/could these converted newspapers be stored and accessed from that system once digitized? If so please provide details on that operating system and what type of files are needed for compatibility.

Answer: We need either the formats described in the RFP, or better formats that speak to the intent implied in the RFP listed format selection.

Question: What are the implementation and go-live timelines?

Answer: The Library is only interested in scanned microfilm. Please disregard the software and hosting language as part of the form template.

Question: If our solution includes open source technologies and custom development, is that acceptable?

Answer: The Library is only interested in scanned microfilm. Please disregard the software and hosting language as part of the form template.

Question: From a custom development standpoint, are you open to considering a solution that will be developed specifically for you with a ONE TIME COST ONLY and then all the source files and the solution will belong to you. This means that there will be no recurring cost other than maintenance and hosting costs if applicable.

Answer: The Library is only interested in scanned microfilm. Please disregard the software and hosting language as part of the form template.

Question: What is the flexibility for the solution provider to decide on specific technologies for the solution? Or do we have to use the specific technologies per the RFP?

Answer: The service we want - what this would look like would be the vendor would provide the Chattanooga Public Library with a shipping solution. Microfilm and a hard drive would be shipped. The vendor would scan the microfilm in a variety of formats listed in the RFP. And, the scans would look great and the searchable version would work well. Vendor ships back the hard drive and the microfilm. Library confirms everything has been received as agreed.

Question: What is the preference in buying the solution from multiple vendors in logical parts Vs having one vendor service the entire requirement? Is cost or solution the main consideration in this case?

Answer: The preference is for a single provider to service the entire requirement. Please refer to the solicitation document under "Evaluation Criteria" to review the considerations for selection.

Question: Can we have more details on the functional requirements, also what features will be reserved for city employees Vs general public

Answer: This is more of a conversation, and we are interested in the solution you propose. Both employees and the general public will be able to view the images.

Question: Is there a possibility to visit the Library in regards to the RFP? Just to confirm there are 275 rolls of microfilm.

Answer: It is not necessary to visit the Library in order to respond to this RFP. The Library staff has answered questions sufficiently in this document. That being said, all are welcome at the Chattanooga Public Library! There would be no reimbursement for any travel expenses.

END