DIGITIZATION
VENDORS RFQ

November 18, 2009
(updated November 30, 2009)
I. Introduction

PROJECT BACKGROUND – MINNESOTA DIGITAL LIBRARY

The Minnesota Digital Library (MDL) (http://www.mndigital.org/) – professionals from libraries, archives, historical societies and museums across Minnesota – supports education, scholarship and enrichment through Internet access to this collection. The MDL provides a server and database environment and imaging support that is the technical foundation for current and future digitization activities.

Minnesota Reflections is the initial and ongoing digitization effort of the MDL. This digitization project, begun in 2004-05, now involves more than 110 participating historical societies, special archives, libraries and other organizations. The MDL works collaboratively with organizations to help them digitize their collections and then to provide access to the people of Minnesota to those digital objects.

The MDL and participants have digitized more than 45,000 unique photographs, maps, journals, documents, letters and works of art, and have collected information on these images, creating a searchable database to help people access and use them. The MDL is conducting Phase 6 of this project in 2009-10. Funding to create Minnesota Reflections has come through a series of Library Services and Technology Act grants provided by the State Library Services unit of the Minnesota Department of Education.

Administratively, the Minnesota Digital Library operates under the umbrella of Minitex, a library information network located at the University of Minnesota – Twin Cities.

MINNESOTA REFLECTIONS

Minnesota Reflections is the first online project of the Minnesota Digital Library Coalition. It is a collection of more than 45,000 images and documents depicting the history of Minnesota. More than 110 participants, including historical societies, public libraries, special archives, universities and colleges, have shared their original materials with the Minnesota Digital Library. A profile of each contributor is available at http://reflections.mndigital.org/cdm4/about.php.

- Search Minnesota Reflections

Audiences

Minnesota Reflections targets the following audiences in providing access to the participating organizations’ collections:

- For participating organizations–providing an administrative tool for the cataloging and management of information and digital resources
- For K-12 educators–providing primary sources and research materials, and instructional resources
- For K-12 students–providing primary sources and research materials
- For family historians–providing primary sources and research materials for a specific person
• For the public—providing personal enrichment and general information about events and places
• In addition, Minnesota Reflections has proven to be a valuable resource for commercial users by providing a tool for locating material for use in publications and other products

II. PROJECT DESCRIPTION

The intent of this Request for Qualifications (RFQ) is to solicit industry input in order to increase the Minnesota Digital Library’s capacity for digitizing collections and to gather information and experience levels, that can help us focus on possible solutions for large and small scale digitization projects and to inform our contributors about such solutions.

Project timeline

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov. 18, 2009</td>
<td>RFQ ISSUED</td>
</tr>
<tr>
<td>Ongoing</td>
<td>RFQ DUE</td>
</tr>
<tr>
<td>Beginning Dec. 14, 2009, and ongoing</td>
<td>VENDORS EVALUATED &amp; LIST OF RECOMMENDED VENDORS ESTABLISHED WITH MDL PROJECT STAFF</td>
</tr>
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</table>

III. PROPOSALS

SUBMITTING A RESPONSE
The MDL will accept responses to this RFQ on an ongoing bases.

Submit one (1) electronic copy in PDF format jasonroy@umn.edu and jane.wong@mnhs.org. Qualified vendors and organizations will be added to the Minnesota Digital Library’s list as they complete the process of describing and verifying their qualifications.

NOTE: The MDL is collaborating with organizations across the state on digitization efforts. Organizations could begin seeking information on vendors identified through this RFQ as early as Dec. 14, 2009.

WHO MAY RESPOND
We are accepting responses from anyone in industry, government, academia, or library service organizations with the capacity, equipment, and experience to handle digitization projects who can meet
our standards and technical requirements. Organizations capable of providing limited forms of digitization may respond to this RFQ.

This RFQ should also serve as a supplement to Minnesota Digital Library standards and best practices and guidelines (http://www.mndigital.org/digitizing/standards/) for organizations interested in doing their own digitizing.

**FORMAT OF RFQ RESPONSES**
The following outline is offered to assist in the development of your response. You should include:

- A cover letter briefly summarizing your response, such as indicating to which areas you are responding and whether supporting documentation is included in your response
- Your response covering all of the areas of information requested by this RFQ including requests for information found in the Project Scope of Work and the Appendix sections

Although the MDL and Minitex, will not limit the size of responses, it encourages you to consider limiting your response (not counting any supporting documentation) to no more than 15 pages. If you consider supporting documentation to be necessary, please indicate which portions of the supporting documentation are relevant to this RFQ.

**DISTRIBUTION OF RFQ RESPONSES**
The Minnesota Digital Library will also post on its Web site the list of qualified vendors and their responses to this RFQ. The MDL will make a checklist of the capabilities of qualified vendors available to the public on the Minnesota Digital Library Web site. People interested in finding qualified vendors may consult these online resources and may consult with the MDL regarding the results of this RFQ.

**REIMBURSEMENT**
Neither the MDL nor its participants will reimburse submitters for any costs incurred in conjunction with their responses to this RFQ.

**RFQ RESPONSE CONTACT**
Companies and organizations responding to this RFQ shall designate a single contact person within that company or organization for receipt of all subsequent information regarding this RFQ.

All vendors, companies and organizations must agree not to sub-contract work obtained through this RFQ without the express written permission of the MDL and contributing organizations.

**Questions Regarding this RFQ**
Any technical questions regarding this RFQ should be sent to:
  - Marian Rengel, MDL Outreach Coordinator
  - Learning Resources & Technology Services, Miller Center B41-9
  - St. Cloud State University
  - 720 Fourth Avenue South
V. PROPOSAL EVALUATION

REVIEW PROCESS
This RFQ is issued with the intent to survey industry to obtain information that provides guidance, which will inform our contributors and potential contributors of suitable digitization vendors.

Clarification
To fully comprehend the information contained within a response to this RFQ, the reviewing group may seek further clarification on each response. This clarification may be requested in the form of verbal communication by telephone, written communication, electronic communication, or a face-to-face meeting.

VI. Project scope of work – formats & standards
We are hoping to identify vendors who have the capacity to provide one or more of the following digitization services to our contributors while adhering to the corresponding standards:

<table>
<thead>
<tr>
<th>Content</th>
<th>Standards (Appendix Location)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photos and oversized photos</td>
<td>Appendix A</td>
</tr>
<tr>
<td>Maps and plat books</td>
<td></td>
</tr>
<tr>
<td>Manuscript documents including: Letters, diaries, annuals or chronicles, genealogical, historical, literary, and religious documents</td>
<td>Appendix A</td>
</tr>
<tr>
<td>Graphics: engravings, lithographs, line art, graphs, diagrams, illustrations, technical drawings and other visual representations</td>
<td>Appendix A</td>
</tr>
<tr>
<td>Artwork</td>
<td></td>
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<tr>
<td>Audio</td>
<td></td>
</tr>
<tr>
<td>Newspapers</td>
<td></td>
</tr>
<tr>
<td>File naming Conventions</td>
<td>Appendix B</td>
</tr>
<tr>
<td>Technical Metadata Guidelines</td>
<td>Appendix C</td>
</tr>
</tbody>
</table>

Each format has its own standards, requirements for handling, and minimum requirements for equipment used to digitize the materials.
The Minnesota Digital Library follows the Western States Digital Imaging Best Practices Version 1.0, January 2003. These are now made available to the public through the BCR (formerly Bibliographical Center for Research) in Aurora, Colorado, now home to the Collaborative Digitization Program. (Note: the MDL has not adopted the revision of these standards, known as BCR’s CDP Digital Imaging Best Practices Version 2.0.).

You will find more information about our digitizing and metadata standards at: http://mndigital.org/digitizing/standards/

SECURITY
Contributing organizations are entrusting valuable, unique and original materials into the vendor’s care. Unless otherwise agreed to, the scanning digitization work completed under this RFQ will be manual, hand-fed digitizing. No sheet feeding is permitted. Organizations responding to this RFQ must be able to demonstrate experience in working with rare historical documents and objects. Organizations seeking the services of vendors identified through this RFQ process will be responsible for delivering their collections to the digitization site, so transportation will not be a concern of the vendor responding to this RFQ.

The MDL needs vendors to ensure that the materials of contributing organizations will not be damaged in the vendor’s care.

Requirements:

- What experience does your company have with historic materials?
- What measures do you take to ensure the security of materials in your care?
- What are your handling practices?

QUALITY CONTROL
List all quality control procedures in place for ensuring that all materials are properly and accurately scanned according to the MDL’s digitization standards. Also provide specific information about any variation in quality control procedures due to the format of the original material.
Appendix A - Digitization Standards

PHOTOGRAPHS AND OVERSIZED PHOTOGRAPHS

<table>
<thead>
<tr>
<th>Master</th>
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</thead>
<tbody>
<tr>
<td><strong>File Format</strong></td>
<td>TIFF - uncompressed</td>
</tr>
</tbody>
</table>
| **Bit Depth** | 1 bit bitonal  
8 bit grayscale  
24 bit color |
| **Spatial Resolution** | 3000 to 5000 pixels across the long dimension |
| **Spatial Dimensions** | 100% of original |

Requirements:
- Vendor must supply information on any restrictions on the size of the original materials due to vendor’s scanning equipment limitations.
- Vendor must provide a comprehensive list of equipment, including both hardware and software, used in the creation of this digital asset. See Appendix C for more technical metadata guidelines.
- Vendor must include a Tiffen (formerly Kodak) Separation Guide for all flatbed and oversized color and grayscale scanning.

MAPS AND PLAT BOOKS

<table>
<thead>
<tr>
<th>Master</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>File Format</strong></td>
<td>TIFF - uncompressed</td>
</tr>
</tbody>
</table>
| **Bit Depth** | 1 bit bitonal  
8 bit grayscale  
24 bit color |
| **Spatial Resolution** | 3000 to 5000 pixels across the long dimension, but no less than 300 ppi |
| **Spatial Dimensions** | 100% of original |

Requirements:
- Vendor must supply information on any restrictions on the size of the original materials due to vendor’s scanning equipment limitations.
- Vendor must provide a comprehensive list of equipment, including both hardware and software, used in the creation of this digital asset. See Appendix C for more technical metadata guidelines.
- Vendor must include a Tiffen (formerly Kodak) Separation Guide for all flatbed and oversized color and grayscale scanning.
TEXTUAL DOCUMENTS – BOOKS, MAGAZINES, JOURNALS, ETC.

Requirements:

- Vendor must supply information on any restrictions on the size of the original materials due to vendor’s scanning equipment limitations as well as their ability to scan both bound and unbound textual materials.
- Vendor must provide a comprehensive list of equipment, including both hardware and software, used in the creation of this digital asset. See Appendix C for more technical metadata guidelines.
- Vendor must include a Tiffen (formerly Kodak) Separation Guide for all flatbed and oversized color and grayscale scanning.

GRAPHICS

Masters

<table>
<thead>
<tr>
<th>File Format</th>
<th>TIFF - uncompressed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bit Depth</td>
<td>8 bit grayscale</td>
</tr>
<tr>
<td></td>
<td>24 bit color</td>
</tr>
<tr>
<td>Spatial Resolution</td>
<td>3000 to 5000 pixels across the long dimension</td>
</tr>
<tr>
<td>Spatial Dimensions</td>
<td>100% original</td>
</tr>
</tbody>
</table>

Requirements:

- Vendor must supply information on any restrictions on the size of the original materials due to vendor’s scanning equipment limitations.
- Vendor must provide a comprehensive list of equipment, including both hardware and software, used in the creation of this digital asset. See Appendix C for more technical metadata guidelines.
- Vendor must include a Tiffen (formerly Kodak) Separation Guide for all flatbed and oversized color and grayscale scanning.

Artwork

<table>
<thead>
<tr>
<th>File Format</th>
<th>TIFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bit Depth</td>
<td>24 bit RGB color</td>
</tr>
<tr>
<td>Spatial Resolution</td>
<td>3000-5000 across the long dimension</td>
</tr>
<tr>
<td>Spatial Dimensions</td>
<td>100% of original</td>
</tr>
</tbody>
</table>
Requirements:

- Vendor must supply information on any restrictions on the size of the original materials due to vendor’s scanning equipment limitations.
- Vendor will provide a comprehensive list of equipment, including both hardware and software, used in the creation of this digital asset. See Appendix C for more technical metadata guidelines.
- Vendor will include a Tiffen (formerly Kodak) Separation Guide for all flatbed and oversized color and grayscale scanning.

### AUDIO

<table>
<thead>
<tr>
<th>Source</th>
<th>Sample Rate</th>
<th>Bit Depth</th>
<th>File format</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spoken word</strong></td>
<td>44.1 kHz</td>
<td>16-bit 24-bit</td>
<td>WAV - uncompressed</td>
</tr>
<tr>
<td><strong>Field Recordings</strong></td>
<td>96 kHz</td>
<td>16-bit 24-bit</td>
<td>WAV - uncompressed</td>
</tr>
<tr>
<td><strong>Musical Recordings</strong></td>
<td>96 kHz</td>
<td>16-bit 24-bit</td>
<td>WAV - uncompressed</td>
</tr>
</tbody>
</table>

Requirements:

- Vendor will identify which analog audio formats they are able to convert.
- Vendor may be asked to merge multiple recordings into a single master file (e.g. a single oral history interview that spans two sides of a cassette.)

### NEWSPAPERS SCANNED FROM PAPER OR MICROFILM

<table>
<thead>
<tr>
<th>Master</th>
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</thead>
<tbody>
<tr>
<td>File Format</td>
<td>TIFF – uncompressed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bit Depth</td>
<td>8 bit Grayscale</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resolution</td>
<td>400 ppi</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spatial Dimensions</td>
<td>100% of original</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Requirements:

- Newspapers are scanned one page per TIFF (microfilm that contains two pages per frame must be outputted as two TIFF files).
- If capture at a resolution of 400 ppi is technically impossible due to the high reduction ratio of certain images, then the resolution can be adjusted down to 300 ppi.
- Vendor must provide a comprehensive list of equipment, including both hardware and software, used in the creation of this digital asset. (Appendix D)
- Vendor must identify whether it can convert either paper or microfilm, or both.
Appendix B – File Naming Conventions

All electronic files created as a result of the scanning process must conform to the following standard naming convention:

For master digital files: three-digit institutional ID + unique sequential number series. The holding institution will provide vendors with the appropriate three-digit code at the outset of the project.

For example, if the contributing organization is St. Cloud State University, the file name for the master file would have this form:

- stc1234567.tif
- stc1234568.tif
- stc1234569.tif

For postcards and other two-sided resources only—please use the same filename for both sides, appending and ‘a’ and ‘b’ as appropriate.

  e.g.   stc123456a.tif
         stc123456b.tif

For longer complex object types such as books, diaries and plat books, use the filenaming conventions as listed above.

The required metadata spreadsheet that accompanies each project must be named as follows: three-digit institutional ID + _yyyymmdd. The date must refer to the year, month and day on which the scanning was completed. Refer to Appendix C for information regarding technical metadata capture.

  e.g.   stc20091215.csv
Appendix C – Technical Metadata Guidelines

In addition to all master digital file assets, each vendor must provide accompanying technical metadata related to the scanning process. The following is a list of required fields to include. The final spreadsheet must be delivered as a tab-delimited CSV file. This information must be available for every digitized asset created.

2. Local Identifier (to be supplied by the institution contributing originals)
3. MDL Identifier (file name for the asset as outlined in Appendix B)
4. Publisher
5. Date Digital
6. Type
7. Format
8. digiSPECSformat
9. digiSPECSsize
10. digiSPECSbitdepth
11. digiSPECSresolution
12. digiSPECScompression
13. digiSPECSwidth
14. digiSPECSheight
15. digiSPECShardware
16. digiSPECSsoftware
17. digiSPECSsystem
18. digiSPECSchecksum

For more information on these fields, including full definitions and data entry examples, refer to the full guidelines available on the Minnesota Digital Library’s website at [http://www.mndigital.org/digitizing/standards/metadata2006.pdf](http://www.mndigital.org/digitizing/standards/metadata2006.pdf).
Appendix D – Scanning Services and Equipment Worksheets

Please identify the scanning services your firm is able to provide. All scanning services must be done in accordance with the specifications addressed in this Request for Qualifications.

Standard Flatbed scanning (color & B/W) up to ____x____ inches

Oversized scanning (color & B/W) up to ____x____ inches

Color & B/W scanning of textual materials (bound) up to ____x____ inches

Color & B/W scanning of textual materials (unbound) up to ____x____ inches

Bitonal scanning of textual materials (bound) up to ____x____ inches

Bitonal scanning of textual materials (unbound) up to ____x____ inches

35mm slide transparencies ___ yes ___ no

Other film transparencies (negative and positive) up to ____x____ inches

Audio conversion (per one hour of original recording)
  Audio cassette ___ yes ___ no
  Reel-to-reel (any type) ___ yes ___ no
  Other sound recordings ___ yes ___ no

List other supported types:___________________________________________

____________________________________________________________________

Newspapers
  Grayscale scanning of paper originals up to ____x____ inches
  Grayscale scanning from 35mm positive microfilm ___ yes ___ no
  Grayscale scanning from 35mm negative microfilm ___ yes ___ no
  Grayscale scanning from 16mm positive microfilm ___ yes ___ no
  Grayscale scanning from 16mm negative microfilm ___ yes ___ no

Please note your ability to deliver to the MDL the digitized asset
  Gold CD ___ yes ___ no
  Gold DVD ___ yes ___ no
  External Hard Drive ___ yes ___ no
  SFTP ___ yes ___ no
Please provide a comprehensive list of all hardware and software used in the digitization process. Identify which equipment will be used for each of the scanning services requested in this RFQ.

Hardware:

Software:
Additional Peripherals:

Firm Name

___________________________________________________

___________________________________________________

Firm Address

___________________________________________________

___________________________________________________

City, State, Zip

___________________________________________________

___________________________________________________

Telephone   Federal Identification Number

___________________________________________________

___________________________________________________

Signature

___________________________________________________

___________________________________________________

Name and Title of Authorized Signer

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