Administrative Office of the Courts

Operations Division

Questions and Responses No. 1
Digitizing of Codes
Project# 7986

Ladies and Gentlemen:

The following questions for the above referenced RFP were received by email and are answered and posted for all prospective Offerors. The statements and interpretations contained in the following responses to questions are not binding on the Maryland Judiciary unless the RFP is expressly amended. Nothing in the Maryland Judiciary's response to these questions is to be construed as agreement to or acceptance by the Maryland Judiciary of any statement or interpretation on the part of the Offeror asking the question.

1. **Question:** How long does the Law Library expect this project to take?

   Response: We expect this project to take approximately 2 months to complete.

2. **Question:** Based on the description of the material and their condition (tab pages, foldouts, maybe some fragile). We are hesitant to disbinding the material. Would you be willing to send us photographs of the collection in lieu of attending the pre-proposal meeting?

   Response: While attendance at the Pre-Proposal meeting is recommended, pictures may be found in Attachment A to this Q&A.

3. **Question:** We would like a better idea of the document page sizes, including their foldouts. One of the bullet points outlined scanning oversized pages in multiple sections and stitching them together. We are not sure if this is just standard language or if there will actually be foldouts with this project.

   Response: Please see Attachment B – Special Features Summary to review approximate sizes and volume. Please see Attachment A to review sample Photos.

4. **Question:** What percentage of the total volume includes foldouts?

   Response: Approximately 8% of the publications contain foldouts – Please see Attachment B – Special Features Summary to review approximate sizes and volume.

5. **Question:** What is the measurement of the largest foldout?

   Response: The largest foldout is 35" x 23".

6. **Question:** What is the average size of foldouts?

   Response: Foldouts range in size from 12" x 12" to 35" x 23".

7. **Question:** File Naming – we would need clarification regarding the TIFF file name. It appears in the example on page four that we would return a multi-page TIFF file. Is that true?

   Response: An individual uncompressed TIFF file should be created for each page. File names should include the page/image number. For example:
   >2531757_a_pg1.tif or
   >2531757_a_1.tif or
   >2531757_a_no1.tif or
   >2531757_a_img1.tif

8. **Question:** Could you send us photos of the books that contain the historic codes of Maryland? In order to provide the most accurate and cost effective response, it would be helpful to see the condition of the bindings and pages. It also important to see how tightly the books are bound and if there is adequate gutter and margin to digitize the books while bound. Further, if we recommend disbinding, we would need to see how they are currently bound to best secure a quote for a comparable solution from our onsite bindery.

   Response: Please see Attachment A to review sample photos.

9. **Question:** Basically, using non-destructive scanning equipment that has enhanced automation features, we would be able to complete 80% of the project based on your budget allocation. Is there is any wiggle room with your budget?

   Response: This project is being solicited as a Small Procurement. We expect the total for the project to be less than $25,000. If no bids are received under this threshold, the project will need to be resolicited.

10. **Question:** QA accounts for a significant portion of the cost. Would you be willing to consider less than 100% QA?

    Response: Contractors may review a representative sample of the publications for quality control. Industry standard may be used, as long as corrections requested by the Library are made with no charge and received within 30 days of notification.

11. **Question:** Are you requiring 100% QC (page to image) of the deliverables?

    Response: Contractors may review a representative sample of the publications for quality control. Industry standard may be used, as long as corrections requested by the Library are made with no charge and received within 30 days of notification.

12. **Question:** Are the margins consistently 1-1.5 inches on all sides of the text block?

    Response: No, all margins are not consistent.

13. **Question:** For your foldouts – how many pages or what percentage of foldouts are there in the collection? Do you have sizes for the foldouts (min and max size is sufficient)? Are the foldouts tipped into the book or are they in a pocket within the book, or is it a mix of both tip-ins and pockets?

    Response: Please see Attachment B – Special Features Summary to review this information. The foldouts are a mix of tip-ins and pockets.

14. **Question:** Confirm if you will accept all images as bitonal or if you are looking for a hybrid solution in which all text only pages are bitonal; any pages with b&w photos/graphs are grayscale; and any color pages are scanned in color?
    *What percentage of the total volume are color?
    *What percentage of the total volume are grayscale
    *What percentage of the total volume are bitonal?

    Response: All images will not be accepted as bitonal. Publications with only text should be captured as bitonal images (approximately 54% of publications). Publications with black and white photos/graphs/maps should be scanned in its entirety as grayscale (approximately 44% of publications). Publications with color maps/text should be scanned as a hybrid with the pages noted as having color images captured in color and the rest of the publication captured as grayscale (approximately 2% of publications). Please see Attachment B to review more detailed information.

15. **Question:** Confirm if you are looking for a non-destructive solution in which all books are scanned bound, or if the preference is to cut the bindings and then have the bindings rebound. If cutting the books is the desired solution, please be specific about what kind of bindings you expect for the rebound books?

    Response: MSLL prefers a non-destructive solution for this project. Some loose-leaf materials may be sheet-fed. If materials are unbound, they should be returned properly collated in their original cover OR rebound in-house and returned to their original condition using the same color bindings and white print on the side.

16. **Question:** MSLL has asked for two options for conversion: destructive scanning with the re-binding of the materials post-scanning; and non-destructive scanning of the materials. Does MSLL have a preference? If the materials represent a one-of-kind resource of archival value, it stands to reason that a solely non-destructive option would be best suited to meet the MSLL's needs.

    Response: See question 15.

17. **Question:** If destructive scanning is a viable option for MSLL, what are the requirements for re-binding of the materials that were disassembled for processing? For example, are the volumes to be re-bound utilizing the original hardcopy covers?

    Response: See question 15.

18. **Question:** What % are loose-leaf?

Response: Approximately 10% of publications are not hard bound. These are generally stapled supplements or loose-leaf publications clipped/taped together in a folder.

19. **Question:** What % of collection are single sided?

Response: Approximately 18% of the collection is single sided.

20. **Question:** Can pages be put through high speed scanner?

Response: Yes. The paper quality should be sufficient to run through a high speed scanner.

21. **Question:** Proposal says one year turn-around. Do we want to send all at once? Receive final product and return materials upon completion of entire job?

Response: The contract term is for one year, however MSLL expects that will take approximately two (2) months to complete the project. The contractor will pick up boxed and labeled materials from MSLL within one (1) month of the date of the purchase order. We would prefer that there be at least two (2) pickups and deliveries, with one containing the County Codes and one containing the Municipal Codes. Additionally, all materials must be available within 24 hours of a request by MSLL (See RFP Section labeled "Special Considerations".) MSLL will pay for delivery via FedEx.

22. **Question:** Will all volumes be able to be picked up at one time?

Response: We would prefer that there be at least two (2) pickups and deliveries, with one containing the County Codes and one containing the Municipal Codes. Additionally, all materials must be available within 24 hours of a request by MSLL (See RFP Section labeled "Special Considerations".) MSLL will pay for delivery via FedEx.

23. **Question:** When requesting a volume, will you accept the digital deliverable instead of the physical volume?

Response: It depends on the requirements. Most of the time, this would be acceptable, but there may be instances where the physical volume is required.

24. **Question:** What percentage of the total collection includes only one sided/text pages?

Response: Approximately 18% of the collection is single sided.

25. **Question:** How does MSLL want the output files delivered? On an external USB hard drive? Via a secure FTP server?

Response: All files should be delivered via external hard drive provided by the awarded contractor.

26. **Question:** Would you be open to monthly pickups and invoicing or batching work?

    Response: Yes, but at no additional cost to MSLL. We expect that this should take approximately two (2) months to complete, so this may not be necessary.

27. **Question:** Do you want a pilot batch once the contract is awarded so that awarded vendor and MSLL can ensure expectations are being met?

    Response: Contractor will provide MSLL with PDF and TIFF files as a pilot sample of scanned publications before proceeding with the entire project, to ensure satisfactory outcome of the project.

28. **Question:** Is any material PII sensitive or copyrighted?

    Response: No, all materials are in the public domain.

Date Issued: May 3, 2018
Issued by: Lisa Lee, Procurement Officer