



STATE OF MARYLAND JUDICIARY
Administrative Office of the Courts
REQUEST FOR PROPOSALS (RFP)
Project Name: Digitizing of Codes
Project # 7896

This procurement is being conducted as a Small Procurement as described in the Judiciary Procurement Policy, not to exceed \$25,000.

Purpose

The Administrative Office of the Courts (AOC) issues this Request for Proposals (RFP) for the Maryland State Law Library (MSLL) who is seeking a digitization contractor to:

- digitize materials from **historic codes of Maryland counties and Baltimore City**. Materials are in the public domain and permission is not required to reproduce these materials.
- digitize materials from **historic codes of Maryland municipalities**. Materials are in the public domain and permission is not required to reproduce these materials.

The materials are paper-based and primarily textual, such as books and bound volumes.

1. Scope of Work

The contractor shall provide MSLL with high-resolution scanned images (TIFF file) and single full-text searchable PDF/A-1a file for each publication, as described below. The Library shall make PDF files available online through the library catalog and scanned collection on the MSLL website.

Contractor will scan publications from:

- County codes of 23 Maryland counties and Baltimore City.
 - These materials consist of 165 publications with various pagination and sizes; a PDF will be made for each publication.
- Local municipal codes of 48 jurisdictions.
 - These materials consist of 74 publications with various pagination and sizes; a PDF will be made for each publication.

NOTE: All hard bound volumes need to be scanned either within the binding or have the ability to be rebound upon the completion of the project. The contractor should include a price proposal for returning to MSLL all publications that were unbound for scanning properly collated in their original covers AND a price proposal for the contractor to rebind the publications in-house.

Scope and Page Count:

Scope

239 bound publications
Approximately 64,300 pages in total

Page Count

County Codes:

165 publications approximately 51,500 pages

Municipal Codes:

74 publications approximately 12,800 pages

Condition

Overall, the paper is in relatively good condition. Most of the publications are bound and uniform in size. Some publications may have unique features requiring special attention, i.e., tabs, fold out pages, landscape orientation, etc.

Process and Delivery

The contractor will pick up boxed and labeled materials from MSLL within one (1) month of the date of the purchase order, and will complete the project within the one-year (1) contract term. MSLL will include a spreadsheet listing: all publications, the unique identifier for each publication, PDF metadata, and any special scanning instructions. Individual publications may include a separate sheet inserted in the publication listing any special instructions, i.e., publications to be excluded from scanning, etc. Identification sheets with instructions provided by MSLL are not to be scanned. Blank pages prior to the title page and end pages are not to be scanned. Cover pages with text or images are to be scanned. The contractor should contact MSLL regarding specific publications the contractor deems too fragile to scan.

The contractor should check for unique features:

- Dimensions should be sized to match the original, no magnification or reduction.

- Blank pages on publications with only one-sided printing are not to be scanned.
- Publications may be bound together in a single volume, when specified, a PDF will be made for a single publication.
- Tabbed pages within a publication are to be scanned and included as a page within the publication.
- Foldouts and maps within a publication are to be scanned and included as a page within the publication without adjusting the resolution.
- Foldouts and maps included as separate documents, such as within a pocket part, are to be scanned as a separate image file without adjusting the resolution. The contractor should name the image as part of the unique identifier (OCLC number). If a foldout is bigger than the maximum dimensions of the contractor's digitization equipment, the images should be captured in multiple images and stitched together as a single file, if possible.
- Landscape pages should be rotated (where appropriate) so that the page image appears in proper reading position on screen.

PDF/A-1a shall be the final file format for PDF files. All PDF files will be made full-text searchable. The contractor will perform a 100% review of the work product to ensure completeness and quality. MSLI may ask the contractor for replacement files that do not meet specifications at no additional cost to the library. Replacements should be received within one (1) month.

Upon agreement by the Library, the contractor may scan material at a faster pace than described above and/or request reasonable alternative means of identifying individual publications.

The contractor will deliver the final product and original documents to MSLI upon the completion of the project. The delivery will be via courier, traceable express mail, or some other method accepted in writing by MSLI.

File Names

PDF Files

File names are based on a Library-provided unique identifier with the .pdf extension. The unique identifier used in this collection will be the OCLC number. Publications with the same OCLC number will have a letter added at the end of the OCLC number. For example,

- Allegany County Codes

Code of the public local laws of Allegany County for 1963
Unique Identifier: 2531757_a

1973 Supplement: Code of the public local laws of Allegany County for 1963
Unique Identifier: 2531757_b

TIFF Files

The TIFF file image of each page will be appended to the unique identifier, as described above, with the .tif extension. For examples

PDF File Name 2531757_a.pdf
TIFF File Name 2531757_a.tif

File Size

PDF files should not exceed 20 MB. The contractor should have the ability to split files so they fit within these parameters and name the split files as parts.

PDF Metadata

Each PDF file shall include Library supplied metadata. Metadata will include: unique identifier, title, author, description (subject), keywords (date), and copyright status. Metadata for each publication will be included in a Library-supplied spreadsheet.

PDF file for Maryland County and Municipal Codes.pdf

Description
Advanced

Description

Document Title:

Author:

Author Title:

Description:

Description Writer:

Keywords:

Commas can be used to separate keywords

Copyright Status:

Copyright Notice:

Copyright Info URL:

Go To URL...

Created: 03/01/2018 8:34:18 AM
Modified: 03/01/2018 8:34:18 AM
Application: PScript5.dll Version 5.2.2
Format: application/pdf

OK Cancel

Powered By xmp

Special Considerations

Materials must be available to the Library within 24 hours of request. It is possible library staff may receive a request for some of these materials while they are at the contractor's site. Upon request, the contractor must arrange for the return of materials via Federal Express. The Library will pay for shipping via FedEx.

Imaging Requirements

Bitonal images: publications consisting of text only or with line art against the background paper color should be captured as bitonal images.

High Resolution Image:	TIFF G4
Resolution:	No lower than 300 DPI
Compression:	None
Color Mode:	Bitonal
Bit Depth:	1 bit
Technical Metadata:	Based on "Sustainability of Digital Formats: Planning for Library of Congress Collections" See http://www.digitalpreservation.gov/formats/fdd/fdd000022.shtml
TIFF File Delivery:	TIFF files delivered via USB External Drive
Derivative Files:	Derivative files will be in PDF/A-1a and be fast web view enabled
OCR:	PDF files will be full-text searchable. "Dirty OCR" is acceptable.

Grayscale images: When feasible, page images within a publication that use variously shaded gray graphs or diagrams, or variously shaded gray lines to distinguish among multiple chart or illustrative elements should be captured as grayscale images, otherwise the images may be captured as bitonal images.

High Resolution Image:	TIFF_6
Resolution:	No lower than 300 DPI
Compression:	Uncompressed
Color Mode:	Grayscale
Bit Depth:	8 bit
Technical Metadata:	Based on "Sustainability of Digital Formats: Planning for Library of Congress Collections" See http://www.digitalpreservation.gov/formats/fdd/fdd000022.shtml
TIFF File Delivery:	TIFF files delivered via USB External Drive
Derivative Files:	Derivative files will be in PDF/A-1a and be fast web view enabled
OCR:	PDF files will be full-text searchable. "Dirty OCR" is acceptable.

Color images: When feasible, page images within a publication that use variously shaded colors should be captured as grayscale images, otherwise the images may be captured as bitonal images.

Reporting Requirements

A final report delivered upon completion of the job shall include:

- List publications that were scanned
- Number of pages scanned
- Total cost

2. Location

The Maryland State Law Library
361 Rowe Blvd
Annapolis, MD 21401

- 3.** A Pre-Proposal Conference will be held on **April 25, 2018 beginning at 2:00 pm**, at the **Courts of Appeal Building, 361 Rowe Boulevard, Annapolis, MD 21401.**

Attendance at the Conference is not mandatory but prospective contractors are encouraged to attend to examine the materials.

Due to construction please read the following <https://www.courts.state.md.us/coappeals> on how to access the Court of Appeals Building.

4. Contract Type

The resulting contract shall be for Fixed Price.

5. Contract Term

The Contract resulting from this RFP shall begin **upon execution** and extend for a base period of **one year**.

6. Procurement Officer

The sole point-of-contact for purposes of this RFP prior to the award of any Contract shall be the Procurement Officer at the address listed below:

Lisa Lee, Procurement Officer
Administrative Office of the Courts
Procurement, Contract & Grant Administration
2003 C Commerce Park Drive
Annapolis, Maryland 21401
Telephone: 410-260-1263
Email: Lisa.Lee@mdcourts.gov

7. Form of Response

Proposals must be in writing.

- a. **Part I** – Technical proposal must include a written response to the Scope of Work that demonstrates the Offeror’s work plan, capabilities and experience in providing the required services, and
- b. **Part II** – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Worksheet).

8. Proposal Closing Date

All proposal must be received via email to the Procurement Office at the email address listed in Section Number 6, no later than **no later than 2:00 PM (local time) on May 11, 2018** in order to be considered.

9. Award Determination

The Contract resulting from this RFP will be awarded to the Offeror whose proposal is determined to be the most advantageous to the State, based on the evaluated spectrum of services proposed and price.

- Experience
- Availability
- Work Plan for this engagement
- Price

Attachment A - Price Proposal Worksheet

Offeror shall submit a complete quote for this project. AOC will not pay for any charges not listed in their quote.

*Fully loaded fixed price that includes all direct and indirect costs and profit for the Contractor to perform. Indirect costs shall include all costs that would normally be considered general and administrative costs and/or travel costs, or which in any way are allocated by the Contractor against direct labor hours as a means of calculating profit or recouping costs which cannot be directly attributable to the Contract.

Submitted by Authorized Signature	
Date	
Print Name and Title	
Company Name	
Company Address	
Telephone	Email address
Federal Tax Identification #	