RLG Model Request for Information (RFI)

for Digital Imaging Services

The Research Libraries Group, Inc.

This document was prepared by Cornell University under contract to RLG. It is a sample (or model) of how the *RLG Guidelines for Creating a Request for Proposal (RFP) for Digital Imaging Services* can be adapted to meet the needs of almost any digital imaging project.

RLG Model Request for Information (RFI)
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CORNELL UNIVERSITY LIBRARY

REQUEST FOR INFORMATION (RFI)
FOR DIGITAL IMAGING PRODUCTION SERVICES
May 15, 1998

The purpose of this Request for Information is to enable Cornell University Library to identify vendors who would like to receive a Request for Proposal (RFP) to bid on a digital conversion project involving the creation of 300,000 digital images and associated metadata. Supported by a grant from the Jane Smith Foundation, Cornell will digitize a collection of research library materials (books and serials) related to 19th century New York State and local history. Up to 1,000 volumes (300,000 pages) will be selected, scanned, and SGML encoded in a 10 month period (October 1998 - July 1999). Cornell is seeking a vendor (or group of vendors) to perform the digital conversion, metadata creation (directory structuring, file naming, header information input, indexing), text conversion (OCR), SGML encoding (TEI Lite DTD), and to produce printouts of the digital files.

Please note the following important dates associated with the RFI and RFP:

Friday, June 5, 1998, 5PM	Vendor responses to RFI due.
July 27, 1998	Cornell University Library sends the Request for Proposal (RFP) to vendors.
August 10, 1998, 5PM	Vendors notify Cornell University Library indicating whether they will be responding to the RFP and wish to receive the sample volumes for scanning.
August 17, 1998	Cornell University Library supplies each vendor with sample volumes and accompanying instructions for the Preliminary Production Test.
September 21, 1998, 5PM	Vendors deliver to Cornell University their RFP response, plus the sample volumes and the products of the preliminary test.
Week of October 5, 1998	RFP responses evaluated and Vendor(s) chosen.
Week of October 19, 1998	Contract(s) awarded, and unsuccessful vendors notified.
November 6, 1998	Shipment #1 consisting of 5,000 pages sent from Cornell to vendor(s).
November 27, 1998	Shipment #1 products returned from vendor(s) to Cornell.
December 14, 1998	Shipment #2 consisting of 40,000 pages sent from Cornell to vendor(s).
January 8, 1999	Shipment #2 products returned from vendor(s). Shipment #3 consisting of up to 50,000 pages sent to vendor(s) from Cornell.

February 5, 1999	Shipment #3 products returned from vendor(s). Shipment #4 consisting of up to 50,000 pages sent to vendor(s) from Cornell.
March 8, 1999	Shipment #4 products returned from vendor(s). Shipment #5 consisting of up to 50,000 pages sent to vendor(s) from Cornell.
April 2, 1999	Shipment #5 products returned from vendor(s). Shipment #6 consisting of up to 50,000 pages sent to vendor(s) from Cornell.
May 7, 1999	Shipment #6 products returned from vendor(s). Shipment #7 consisting of up to 50,000 pages sent to vendor(s) from Cornell.
June 7, 1999	Shipment #7 products returned from vendor(s).
July 9, 1999	All retakes due to Cornell.

If you are interested in receiving a formal RFP, please complete and send back the attached form via fax, email, or mail by **June 5, 1998, 5 p.m.** to:

Anne R. Kenney
Associate Director
Department of Preservation and Conservation
214 Olin Library
Cornell University Library
Ithaca, NY 14853

Fax: 607-255-9346
Phone: 607-255-9346
Email: ark3@cornell.edu

For those vendors who prefer responding via email, an electronic copy of this RFI is available for downloading at the following URL: ftp://cornell.library.preservation.edu/RFI

Cornell University Library
Request For Information (RFI)
For Digital Imaging Production Services

RESPONSE FORM

1. During this 10-month project (October 1998 - July 1999), nearly 300,000 pages will be processed, including scanning, metadata creation, text conversion, SGML encoding, and printing. Therefore, we anticipate shipping 50,000 pages/month to vendor(s). Please confirm your ability to meet such a production workload.

2. We anticipate that the majority of images can be captured as 600 dpi bitonal images. Some of the volumes contain halftones that will require grayscale scanning or enhancement if captured bitonally. Please indicate your capability to scan images as:

   _____600 dpi bitonal

   _____600 dpi bitonal, with enhancement for halftone capture (please describe)

   _____300 dpi, 8-bit gray

   _____400 dpi, 8-bit gray

3. Most of the volumes will be disbound prior to shipment to the vendor(s). Many of the pages will be brittle and must be handled carefully. We anticipate the majority of them will have to be placed one page at a time on the scanning platen and that automatic document feed handlers will not be used for most of the volumes. Please indicate whether you have experience doing the following:

   _____Manually scanning one page at a time on a flatbed scanner

   _____Scanning bound volumes

4. The physical dimensions of pages will vary from 4" x 6" to 11" x 17". Please indicate the page dimensions you can handle:

   _____ 4" x 6" _____8.5"x 11" _____8.5" x 14" _____11"x 17"

5. Bitonal images should be captured as TIFF 6.0 files with Intel byte order, and compressed using ITU Group 4 (formerly CCITT). Grayscale images should be compressed in lossless mode using JPEG compression. Please confirm that you can deliver images adhering to these file formats and compression techniques.

6. Cornell will require the vendor(s) to create associated metadata to facilitate the matching of image files (file names) with physical volumes, and to provide bibliographic access to the files in several levels. Metadata creation will include directory structuring, file naming, indexing, and TIFF header data input. Please indicate your capability to provide these services.

7. All the images created during this project will be converted to text (ASCII) through OCR processing at 99% accuracy level (maximum 1 error in every 100 words). The ultimate goal is to encode the textual information for indexing and other text manipulation purposes using the SGML TEI Lite DTD. Please indicate your capability to provide OCR and SGML encoding services.

8. The vendor(s) will print 600 dpi paper copies of digital images to facilitate Cornell's quality inspection and creation of hard copy replacements for the brittle originals. Please describe briefly your printing services.

9. Where will the production (scanning, metadata creation, OCR, SGML encoding, printing) take place?

10. Cornell would like to receive all files from the vendor on CD-R media. The CDs should comply with the ISO-9660 standard. Please confirm that you can deliver the products (images, metadata, SGML encoding) in this output/delivery media.

11. Respondents to the RFP will be asked to participate in a preliminary production test as part of the RFP process. This test will include scanning, metadata creation, text conversion (OCR), SGML encoding, and printout creation from the digital images. Please indicate your willingness to perform this test free of charge as part of your response to the RFP.

IF YOU WOULD LIKE TO RECEIVE A COPY OF THE RFP
RETURN YOUR RESPONSE VIA MAIL, EMAIL, OR FAX
NO LATER THAN *JUNE 5, 1998, 5 PM* TO:

Anne R. Kenney, Associate Director
Department of Preservation and Conservation
214 Olin Library, Cornell University Library
Ithaca, NY 14853
Fax: 607-255-9346 Phone: 607-255-9346 Email: ark3@cornell.edu

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