



## AMENDMENT NO. 1

**NOTICE TO:** Prospective Firms

**FROM:** Smithsonian Institution  
Center for Folklife and Cultural Heritage (the Center)  
Ralph Rinzler Folklife Archives & Collections

**SUBJECT:** RFQ Titled: “Archival Mass Digitization Services”  
(Large Mixed Paper Collections)

**DATE:** April 12, 2018

---

The purpose of Amendment No. 1 is to add a request for additional pricing, to add additional information to the SOW, to offer a site visit to potential contractors and to extend the closing date as follows:

**I. ADDITIONAL INFORMATION TO BE ADDED TO THE RFQ UNDER:**  
**SECTION III - EVALUATION**  
**B. Pricing**

In addition to the 4 star level pricing requested, the Center also requests 3 star pricing for the following:

***Document and Manuscript Deliverables:***

**For Originals:**

- Resolution: 300 ppi
- Master File Format: TIFF
- Bit Depth: 8 or 16
- Color Space: Adobe 1998
- Color: Color

**For Photocopies (with no original components):**

- Resolution: 300 ppi
- Master File Format: TIFF
- Bit Depth: 8
- Color Space: SRGB
- Color: Greyscale

**Amendment No. 1**  
**Smithsonian Center for Folklife & Cultural Heritage**  
**Ralph Rinzler Archives & Collections**

---

**II. ADDITIONAL INFORMATION TO BE ADDED TO SOW UNDER SECTION TITLED:  
SET- UP**

The Center requires an object-level target in frame for photographs and artwork, but is not necessary for documents. The use of a device-level target to ensure accurate calibration at the beginning of each imaging session is a requirement for all materials.

**III. SITE VISIT AVAILABLE TO PROSPECTIVE FIRMS:**

A cross sample of items to be digitized may be viewed by appointment, in the Center's Ralph Rinzler Folklife Archives & Collections, 600 Maryland Ave, SW, Suite 2001, Washington, DC 20024, on the following dates and times:

Tuesday, April 17 through Friday, April 20, 2018, from 10 am to 5pm.  
Contact Claudia Telliho at [tellihoc@si.edu](mailto:tellihoc@si.edu) for appointments

**IV. RFQ CLOSING DATE & TIME:**

A new, revised closing date is established.

DELETE: 5pm on Friday, April 20, 2018; and

INSERT: 5pm on Friday, April 27, 2018;

**V. ACKNOWLEDGEMENT OF RECEIPT OF AMENDMENT NO. 1:**

Prospective firms are required to acknowledge Amendment No. 1 via email to:  
[tellihoc@si.edu](mailto:tellihoc@si.edu)

This acknowledgement may be included in your quote.

Please direct any questions pertaining to the Request for Quote and the Statement of Work, as well as requests for appointment to view the materials to:

Claudia Telliho  
Center for Folklife & Cultural Heritage  
Smithsonian Institution  
600 Maryland Ave. SW Suite 2001  
Washington, DC 20024  
[tellihoc@si.edu](mailto:tellihoc@si.edu)

Vendors may use the information above to submit a new QUOTE. If a vendor has already submitted a quote and wishes to rescind and re-send on the basis of the attached information, you may do so by the date extended in Amendment No. 1 – April 27, 2018. If vendor wishes CFCH to consider a bid that has already been submitted and does not wish to change, please indicate that, along with your Acknowledgement of Receipt.