



AMENDMENT NO. 2

NOTICE TO: Prospective Firms

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

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

DATE: April 20, 2018

The purpose of Amendment No. 2 is to address a number of questions raised by vendors. Listed below are the questions and answers.

I. Questions

1. Based upon the total quantity of 186.25 cubic feet of papers, artwork, and photographic materials (some oversized) in the entire two collections:
 - a. What is the approximate percentage/quantity of original documents/manuscripts in the collection? [Roughly estimated at 87,000 items.](#)
 - b. What is the approximate percentage/quantity of photocopied documents/manuscripts in the collection? [Roughly estimated at 43,000 items.](#)
 - c. What is the approximate percentage/quantity of 35mm negatives in the collection? [Roughly estimated at 2,000 35mm negatives.](#)
 - d. What is the approximate percentage/quantity of 120mm negatives in the collection? [Very few, and negligible in terms of percentage of collections.](#)
 - e. What is the approximate percentage/quantity of 4x5 negatives in the collection? [Very few, and negligible in terms of percentage of collections.](#)
 - f. What is the approximate percentage/quantity of prints and photographs in the collection? [Roughly estimated at 2,000 prints.](#)

- g. What is the approximate percentage/quantity of oversized documents/manuscript in the collection? It is estimated that less than 8% of the materials intended for digitization are oversized.
- h. What is the approximate percentage/quantity of oversized prints/photographs in the collection? It is estimated that less than 2% of the materials intended for digitization are oversized photographs.
2. What are the maximum dimensions of oversized items? 16" x 20"
3. Does RRFAC have an electronic version of a finding aid, spreadsheet or other CSV file regarding the items and any associated metadata which it can provide to the contractor? Yes, there are folder-level finding aids for both collections. PDFs provided for both.
4. Provide details regarding RRFAC's conventions for filenames and directory structure? Conventions and directory structure will be provided upon award of contract.
5. Provide any specific requirements that RRFAC has for transportation of the collection materials by the contractor to/from RRFAC?

The collection should be transported via ground transportation (van, truck or other vehicle), directly from the RRFAC to the vendor's location. The Collection will be boxed and ready for transport. The Contractor may opt to transport between the office and the vehicle via flatbed handcart, pallet or other means. A climate controlled vehicle is not necessary.

Commercial General Liability Insurance is required when the Contractor is required to bring a vehicle onto SI property, and/or transport SI-owned property. Contractor should maintain Commercial General Liability in the amount of \$1,000,000.00 listing Smithsonian as additional insured. Should the Contractor use a third party for transport, the Contractor must ensure that the third party carries the auto insurance stated above.

Auto insurance is required when the Contractor is required to bring a vehicle onto SI property, and/or transport SI-owned property. Contractor should maintain Business Automobile Liability including coverage for "any auto" including standard (ISO Form) coverage for (1) bodily injury, (2) property damage, and (3) uninsured motorists as part of this contract. Per Accident Limit: \$1,000,000.00 (One million dollars). Smithsonian will be listed as additional insured.

Insurance for Subcontractors: Should vendor use subcontractors in the provision of any Services under this Agreement, vendor will ensure that all subcontractors are adequately insured as required above for their activities pertaining to this Agreement. Smithsonian Institution will be listed as additional insured.

6. What is the approximate age of the collection? Oldest materials date back to 1926, but the bulk of materials date from 1950–1990.
7. What is the condition of the collection? Mixed. Many documents, and most photographs and negatives are in fine condition, but some materials exhibit acidification /brittleness, tears, damage from adhesives, or are on thin, onionskin paper.

8. What target is required for film negatives? [The RRFAC uses ISA film targets for black-and-white negatives in house.](#)
9. Does a device-level target need to be verified for FADGI-4-star performance level, and if so, how frequently? [Yes, at the beginning of every digitization session \(example: morning, afternoon\). The RRFAC verifies using the free Delt.ae application using ISA targets. For documents \(bulk of collection\), verifying device-level target at FADGI 3-star will be sufficient.](#)
10. Does an object-level target need to be verified for FADGI-4-star performance level, and if so, how frequently? [We are not yet certain that this will be necessary. This will be discussed with the contractor upon award.](#)
11. Upon completion of a batch of materials, what does RRFAC require to receive from the contractor in order for the contractor to submit an invoice for the corresponding batch? [An itemized invoice listing costs associated with each format and action taken.](#)
12. In addition to General Liability Insurance for in the amount of \$1,000,000, does RRFAC require the contractor to carry additional insurance binders in order to cover the two collections while in transit to/from RRFAC and while in the contractor's possession? If so, what is the valuation of the two collections? [See #5 above. Nothing else is required.](#)

II. ACKNOWLEDGEMENT OF RECEIPT OF AMENDMENT NO. 2:

Prospective firms are required to acknowledge Amendment No. 2 via email to: tellihoc@si.edu

This acknowledgement may be included in your quote.

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.