

**STATE OF MARYLAND  
MARYLAND JUDICIARY  
ADMINISTRATIVE OFFICE OF THE COURTS (AOC)  
REQUEST FOR PROPOSALS (RFP)**

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

**1. Background**

The Administrative Office of the Courts is seeking a digitization contractor for Task Force Reports, historical Judiciary publications, and a small collection of reports on the revision of the Maryland Code. The contractor shall provide the Maryland State Law Library (MSLL) high-resolution scanned images (TIFF file) and single full-text searchable PDF/A file for each publication. The Library shall make the PDF file available online for public use.

**1.2 Description of materials to be converted**

The materials to be scanned are Maryland state government publications from legislative task forces and gubernatorial commissions, the Judiciary, and code revision committees. In many cases, MSLL has the only extant copy of these publications. Publications average 120 pages. Some are bound; others are in “paperback,” and shorter ones are in file folders.

**1.3 Statement of Work**

Approximately 400 publications

Approximately 48,000 pages

Approximately 300 pages to be scanned in full color

Binding—About 75% of publications are currently bound.

Size – About 95% are 8.5 x 11 inches, and the majority has a 1-inch margin. The other 5% vary in size, but most of these have smaller dimensions than the majority.

**Viewing Materials**

Prospective Offerors are encouraged to visit the Library to examine the materials. To schedule an appointment contact Kelly Moore. Contact information is listed in section 1.7.

**Handling requirements**

Most materials do not have any special handling requirements, but a few volumes may be in fragile condition, requiring sensitive care. Most materials are bound. The contractor is permitted to unbind the materials; however returned materials must be rebound with the original covers.

**Duration**

MSLL expects it will take approximately four (4) months to complete this project.

**Process and Delivery**

The contractor will receive a batch of approximately one hundred (100) publications each month. The Library shall assume the costs of shipping or delivering the publications to the contractor. Each batch will include a spreadsheet listing: all publications, the bibliographic number of 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. pages to be scanned in color, notes about foldout pages, special handling instructions, pages to be excluded from scanning, etc.

PDF/A-1a shall be the final file format for PDF files. All PDF files will be made full-text searchable. The Library does not expect each word of the publication to be reviewed, but does expect the contractor to use the best available software for character recognition.

The contractor shall have up to 30 days to scan batches of up to 100 publications. On completion of scanning, the contractor shall send that month's scanned publications via USB drive (or another mutually acceptable method of transmittal) to the Library within 35 days of the contractor's initial receipt of the batch of publications.

Publications that do not require re-binding shall be returned to the Library at the contractor's expense within 35 calendar days of the contractor's initial receipt of the batch of publications.

Publications that were un-bound for scanning shall be returned to the Library with their original covers within 2 months of the contractor's initial receipt of the batch of publications. The contractor shall assume the cost of re-binding the materials and shipping.

All materials shipped to the Library shall be insured for \$15.13 per publication.

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.

### **File Names and File Size**

#### **PDF Files**

Most file names will be based on the publication's bibliographic number (to be supplied by the Library) with the .pdf extension. Lengthier publications will include the part number(s) in the file name.

#### **TIFF Files**

The TIFF file image of each page will be appended to the bibliographic number with the .tiff extension.

#### **Example:**

PDF/A File Name	Single File:	b123456.pdf
TIFF File Name		b123456.tiff

## PDF Metadata

Each PDF file shall include Library supplied metadata. Metadata will include: title, author, copyright status and copyright statement. Metadata for each publication will be included in a Library- supplied spreadsheet.

File For Contactor-Task Force Reports without 856 by subject.pdf

Description  
Advanced

Description

Document Title:

Author:

Author Title:

Description:

Description Writer:

Keywords:

Commas can be used to separate keywords

Copyright Status: Unknown

Copyright Notice:

Copyright Info URL:

Go To URL...

Created: 12/29/2008 12:14:21 PM  
Modified: 12/29/2008 12:14:21 PM  
Application: PScript5.dll Version 5.2.2  
Format: application/pdf

OK Cancel

## Imaging Requirements

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  
OCR: PDF/A files will be full-text searchable. “Dirty OCR” is acceptable.

## Special Considerations

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

## **Reporting Requirements**

The contactor shall provide the Library with monthly status reports due the 1<sup>st</sup> of each month.

These reports shall list publications that are:

- At contractor's facility waiting to be scanned
- In the process of being bound
- Completed
  - For completed publications the contactor shall also include:
    - Number of pages scanned
    - Number pages scanned in color
    - Cost to bind (if applicable)
    - Total cost for each publication
    - Total cost expended to date

### **1.4 Contract Type**

The resulting Contract (Purchase Order) shall be based on Firm Fixed Price.

### **1.5 Contract Term**

The term of the Contract that results from this RFP shall be for six months upon award of the Contract which is expected to be on or about April 1, 2011.

### **1.6 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:

Kelly Moore, Procurement Officer  
Administrative Office of the Courts  
Telephone: 410-260-1583  
Email: [Kelly.Moore@mdcourts.gov](mailto:Kelly.Moore@mdcourts.gov)

### **1.7 Form of Response**

Proposals must be in writing. Two volumes must be separately prepared and submitted. Volume I – Technical proposals must not exceed five (5) pages in length (excluding attachments). Volume I must include a written response to the Statement of Work that demonstrates the offeror's capabilities and experience in providing the required services.

Volume II – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

### **1.8 Proposal Closing Date**

All proposals must be received via Email to the Procurement Office at the email address listed in Section 1.6, no later than 12:00 PM (local time) on Monday, March 21, 2011, in order to be considered.

### **1.9 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.

## Attachment A - Price Proposal Form

**FOR SERVICES AS PROPOSED, THE PRICE FOR CONTRACT TERM SHALL BE FOR:**

- Approximately 400 publications
- Approximately 48,000 pages
- Approximately 300 pages to be scanned in full color
- Binding—About 75% of publications are currently bound.
- Size – About 95% are 8.5 x 11 inches, and the majority has a 1-inch margin. The other 5% vary in size, but most of these have smaller dimensions than the majority.

Price per Unit	Total Price (to be invoiced in equal monthly increments)

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