

Scope of Work/Services

Houston Public Library

Professional Services/Community Purchase

INTRODUCTION:

The Houston Public Library is seeking a bid for Houston Forward Times Newspaper Digitization Project to provide stabilization, digitization, metadata, optical character recognition, and derivatives for 4 bound newspaper books of approximately 62,000 pages total. The volumes are approximately 16" Height x 11 ½" Width with varying depth ranging from 3 ½" - 5 ½". This solicitation is in accordance with the specifications, terms and conditions specified in the solicitation.

ELECTRONIC BIDDING:

In order to submit bid for the items listed below, vendor must fill in the pricing information on the "PLACE BID" page.

It is the intent of the City of Houston Public Library to solicit the lowest and best responsible bid or price under competitive conditions.

The following are the minimum acceptable specifications:

*****Work not to exceed in the amount of \$24,685.00******

Stabilization and Conservation:

- Conduct inhouse conservation to stabilize fragile items, may include deacidifying brittle paper prior to digitization
- Prepare bound volumes which includes removing covers and disbind to single sheets by loosening pages to remove pages from text block
 - Disbind, with as little loss or damage as possible and put the issues and pages in proper order, make a note of missing issues and pages.
- Books must be unbounded for digitization and rebounded upon completion
- All work must be performed at the contracted vendor's facilities

Imaging:

- Imaging performed on materials must be done by personnel with experience in the handling and care of special collections materials
- Direct capture of loose newspaper pages up to 20" x 16" in page size using non-destructive measure from overhead array camera
 - Use of a copy board stand with glass (includes disbound and single pages) is acceptable
- Image processing to crop off any excess copy board, resulting in a border no more than ¼" thick for TIFF formats
- No image retouching to master files
- Image enhancement or technique that alters the existing content of the records beyond cropping is unacceptable
- All digital ids are unique and contain specific information about the item
- Technical requirements must meet Minimal Image Specifications:

Preservation File	Access File	Resolution	Bit Depth	Color
TIFF	PDF (w/OCR)	600 dpi	24-bit	Color

For each newspaper page

- Page image in two raster formats
- Color, scanned for maximum resolution possible 600 dpi, relative to the original material, uncompressed TIFF 6.0 (see and Appendix A – File Format Specifications)
 - Same image, compressed as JPEG2000 (see and Appendix A – File Format Specifications)
 - Structural metadata to relate pages to title, date, and edition, to sequence pages within issue or section; and to identify associated image and OCR files

File Directory Structure and File Naming Conventions:

File naming convention includes the publication, year, month, day, and file number

- A sequential 3-digit number to files names and will restart with each issue
- **Publication-Year-Month-Day-fileNumber.filetype** (see Appendix A)
- Files will be organized in a file directory or folder system based on information found in the masthead such as title, year, month and day.

Derivatives and Optical Character Recognition:

- Optical Character Recognition (OCR):
 - Searchable PDFs from .jpg images w/uncorrected raw OCR - multi-page one PDF per issue
 - Uncorrected OCR extracted from the PDFs and output to TXT files (OCR plain text (.txt) files – one per PDF
 - Each OCR text file name corresponds to the page image it represents.
- Derivates
 - Provide derivative files including JPEG2000, Access Images - one per TIFF

Metadata:

- Provide metadata (structural, administrative technical) using Dublin Core Metadata Elements Set vocabularies and technical specifications
 - Structural metadata for pages, issues and editions, to support navigation of the structure of the publication organized by date
 - Use required elements appropriate to the newspaper title, level, issue/edition level and page level
- Provide metadata on the provided spreadsheet template supplied by HPL, See Appendix B for required fields)
 - TIFF files assigned a specific digital file names (digital id) as outlined in the file name schema (See Appendix A)
 - Access and PDF files should align with TIFF digital ids

Quality Control:

Verify image files for the following:

- Correct image file naming convention, as agreed upon
- Correct size, resolution, and file format (including verification of compliance with the PDF/A format for purported PDF/A files)
- Quality of image is the same as in the original item
- Image digitized at appropriate dpi for each image type
- Proper reading orientation (landscape or portrait)
- Image is not skewed or distorted
- File Validation which includes image review of 100% of images to ensure quality & accuracy
- Upon inspection, any image deemed of unacceptable quality must be re-digitized followed by a re-inspection of the new image.
- Ensure images are produced for every required page and that no pages are missing, page images have not been duplicated during the scanning process, and page images are numbered and delivered in the order they appear in the source unless otherwise instructed

Handling, Transfer, Storage and Security:

- The vendor must store all documents in a secure environment, with protection from damage due to the elements, human error, and other unforeseen threats including protection from burglary, fire, and other events that may cause harm to the records provided.

Data Delivery:

- Deliverables, which include the TIFFs, PDFs, and JPEGs, are to be delivered on up to three 1-terabyte hard drives provided by the vendor.
- Any removable media used to transfer images between the Vendor and HPL must be properly labeled. At a minimum, the following information must be included on a label on each piece of storage media used to transfer images and index data:
 - Customer Name
 - Records Series Title and Date
 - Range of Records (if appropriate)
 - Package or Media Number
- Vendor must pack and return all original bound volumes in their original boxes to the African American Library at the Gregory School, Houston Public Library.
- Vendor must return materials in their original condition
- Vendor must verify in writing that no files were damaged or lost
- Vendor must maintain its digital images logs for at least six months
- For delivery, the vendor shall organize the page images and related files for each newspaper title in a hierarchical directory structure sufficient for identification of the individual digital assets from the metadata provided. (See Appendix D – File and Directory Structure.)
 - Materials can be completed in batches and returned to HPL as external storage devices reach capacity

- All deliverables must be complete and returned to HPL by May 30, 2023.
- Ability to start service **February 1, 2023**
- Vendor shall provide an all-inclusive cost of all required services outlined plus include costs for any additional services such as set up, or delivery media, shipping, etc.

Appendix A. File Format Specifications

TIFF Profile

1. TIFF 6.0 uncompressed, representing the original size of the page
2. The TIFF will be 8-bit greyscale
3. Image processing will not be applied to the TIFF, except for deskewing. The TIFF will be as close to the original produced by the scanner as possible. Deskewing will be applied if the skew is greater than 3 degrees.
4. The JPEG 2000 file's height and width will be the same as the TIFF master file.

JPEG 2000 Profile

5. The JPEG 2000 file will conform with JP2 file format as specified in ISO/IEC 15444- 1:2000 (i.e., JPEG 2000, Part 1).
6. The JPEG 2000 file will be prepared after any image processing or clean-up is performed. The JPEG 2000 file will correspond with the image that is used for OCR.

PDF Profile

1. The PDF will open to Fit Page sizing.
2. The PDF will open to single page layout.
3. The PDF will open with neither document outline nor thumbnail images available.
4. The PDF will open with the tool bar, menu bar, and user interface elements visible.
5. The PDF will not open centered in the screen.
6. The PDF will not be encrypted, digitally signed, or have any security.
7. It is recommended that the PDF be linearized (also known as "Fast Web View").
8. The PDF must be PDF/A compliant and be compatible with Acrobat 5.0 or later.
9. Except where conflicting with any of the other requirements of this profile, conforming to PDF/A (ISO 19005-1) is recommended.
10. **Publication FT Vol. 12 Jan -June 1960 (Folder)**
 - a. **1960 (Folder)**
 1. **Vol.1-Issue7 (Folder)**
 1. **FT-1960-09-02-001.pdf**

CONTACT PERSON:

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MATERIALS:

Materials meets or exceeds the standard in the industry for improvement of the Services to be performed and conforms with respects to the specifications.

QUALITY ASSURANCE:

Should any material be found defective, not meeting specifications, or that which has not been approved in writing by the owner shall, upon discovery (including any time within the period of the guarantee), be replaced with the specified equipment or material at no additional cost to the City of Houston- Houston Public Library.

WARRANTY:

The Contractor shall guarantee all of the work that is performed under this contract, including all materials, workmanship, for a minimum of one (1) year from the date of full acceptance of the work.

DISCREPANCIES:

If there are discrepancies in the specifications, the Contractor shall ask for a clarification from the City prior to bid opening.

If no clarification is requested, the City's judgement shall rule.

INSURANCE:

Contractor must comply with the City of Houston insurance requirements, provide insurance certificate, insurance endorsements, and drug policy forms within three (3) days of request.

TERMINATION OF AGREEMENT:

This Contract may be terminated by the City Purchasing Agent upon thirty (30) days' notice in writing, if the materials and/or services furnished do not conform to the standard set forth herein; or if the deliveries and servicing of this Contract do not conform to the requirements detailed herein.

CONTRACT COMPLETION:

The Contractor shall complete this contract within (30) calendar days from date given notice to proceed. All work is to be performed during normal business hours.

PRODUCT LITERATURE/SPECIFICATION SHEETS:

To evaluate bids, the user department and the purchasing staff may require product literature/specification sheets. When required, the bidders(s) should submit the requested product literature/specification sheets within (5) calendar days from date of request.

FAILURE ON BIDDER'S PART TO FURNISH THE REQUESTED TECHNICAL DATA IN THE TIME LIMIT GIVEN ABOVE MAY BE CAUSE FOR REJECTION OF THE BID.

NO CONTACT PERIOD:

Neither bidder(s) nor any person acting on bidder(s)'s behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any appointed or elected official or employee of the City of Houston, their families or staff members. All inquiries regarding the solicitation are to be directed to the designated City Representative identified on the first page of the solicitation. Upon issuance of the solicitation through the pre-award phase and up to the date the City Secretary publicly posts notice of any City Council agenda containing the applicable award, aside from bidder's formal response to the solicitation, through the pre-award phase, written requests for clarification during the period officially designated for such purpose by the City Representative, neither bidder(s) nor persons acting on their behalf shall communicate with any appointed or elected official or employee of the City of Houston, their families or staff through written or oral means in an attempt to persuade or influence the outcome of the award or to obtain or deliver information intended to or which could reasonably result in an advantage to any bidder. However, nothing in this paragraph shall prevent a bidder from making public statements to the City Council convened for a regularly scheduled session after the official selection has been made and placed on the City Council agenda for action, or to a City Council committee convened to discuss a recommendation regarding the solicitation.

CANCELLATION:

The City has sole discretion and reserves the right to cancel this ITB, or to reject any or all bids received prior to contract award.