

ADDENDUM NUMBER THREE

October 26, 2020

**RFP #20-906-34;
CONTRACTOR TO DIGITIZE AGED DOCUMENTS FOR THE HOUSING AUTHORITY OF NEW ORLEANS**

THIS ADDENDUM IS BEING ISSUED TO INCORPORATE THE FOLLOWING IN THE REFERENCED REQUEST FOR PROPOSALS

ITEM #1 WRITTEN QUESTIONS RECEIVED

Q1: Are the materials able to be packed and shipped via commercial shipper (FedEx, UPS) to the vendor's location within the continental US?

A1: The documents are to be packed and shipped by any commercial carrier of the vendor's choice. The costs for packing and shipping will be at the vendor's expense. The vendor shall be responsible for all material lost or damaged in shipping.

Refer to "Part II – SCOPE OF SERVICES" in the RFP.

Q2: Will the RFP be awarded to one vendor or multiple vendors?

A2: The RFP will be awarded to one vendor.

Q3: Are vendors allowed to work with a contractor to outsource a portion of the project?

A3: Yes, vendors are allowed to outsource work to subcontractors. The Vendor shall be completely responsible for the work of its subcontractors.

Q4: Please provide more details about the collection:

- **Number of boxes**
- **Size of boxes, or average size**
- **Format and breakout of bound vs loose single documents**
- **Type of bindings, number of bound items that can be disbound**
- **Size of the items, including page w x h, and if bound, volume thickness (this is especially relevant to those that must remain bound)**
- **Number of pages equaling final images, including blanks**

A4: Refer to "ADDENDUM NO. 1, ITEM #2, EXHIBIT A" for photographs of documents.

Q5: Are the items printed simplex or duplex? If both, can HANO break out a percentage for each?

A5: Unknown.

Q6: What percentage of the collection has water damage, contains mold, and will need remediation?

A6: Unknown.

Q7: Is HANO expecting the vendor to use an automated document fed scanner, and if so, are those items to be re-bound or recycled?

A7: All items are to be returned to HANO as bound volumes. Therefore, any bound volume that is unbound, must be re-bound before it is returned to HANO.

Q8: Will HANO be identifying and flagging the items that must remain bound?

A8: Any volume can be unbound, but all volumes that are unbound must be re-bound before being returned to HANO

Q9: Can HANO supply the specifications for the bindings for the re-binding?

A9: The binding upon return to HANO must generally match the binding that exists now. Only very slight deviations in the current binding style will be considered acceptable.

Q10: Can HANO provide the specifications for the digitization

- ppi
- Bit-depth
- Post-capture processing (split bound 2-up, crop, rotate, skew)
- Derivatives

Q10: Specifications for digitizing are as follows:

- Scan for internet viewing at 600 ppi;
- Bit-depth – 16 bits;
- Post-capture processing (split bound 2-up, crop, rotate, slew) – Scanned image page scale should be 100%. Images should be rotated to proper reading orientation;
- Derivatives – Output should be pdf or TIFF format.

Q11: Is HANO seeking methods that qualify as best practices as recommended by industry guidelines for the creation of archival-quality digital images?

A11: Yes.

Q12: Is HANO taking delivery of the archival TIFF images?

A12: Yes.

Q13: Will HANO be expecting the vendor to perform a visual inspection of the images?

A13: Yes, vendors should inspect the digitized documents, as well as the re-bound volumes, before returning items to HANO.

Q14: If OCR is required, is HANO expecting corrected or re-keyed OCR?

A14: No.

Q15: Will HANO allow digital images to be delivered on portable hard drives?

A15: Yes.

Q16: Will HANO be providing an itemized inventory list of the materials?

A16: No.

Q17: Can HANO share more detailed photos of the materials with the vendors that represent a fair portion of the materials demonstrating: the housing, enclosures, examples of both loose and bound documents, a photo of bound materials closed and opened to show the binding?

A17: See A4 of this Addendum.

Q18: Are there any foldouts or content that extends beyond the page edge?

A18: None known.

Q19: Are the materials able to be flattened with glass?

A19: At the vendor's discretion. HANO is seeking the return of digitized documents, and the return of bound volumes

Q20: Can sample items be sent to the vendor?

A20: No, sample documents cannot be issued, however, vendors may request a date/time to view the documents at HANO.

Q21: Please clarify how the files should be named for final delivery?

A21: The files should be named as follows:

Document Name; Author(s) Name, if available; Significant Date

Q22: If metadata is to be keyed from the original document, please list the elements to be keyed, the location and frequency throughout the collection plus the final delivery requirements for providing the metadata.

A22: Metadata to be keyed as Descriptive:

Company Name; Document Type; Document Name; Author(s) Name, if available; and Significant Date.

Q23: Please clarify the timeline for the project from the contract award, receiving materials to project completion.

A23: Vendor should complete the project within 150 days from the contract award.

Q24: The SOW states the job must be turned around in 150 calendar days. If there isn't an inventory or a total number of documents/images it prevents a vendor from committing to a specific schedule.

A24: HANO may allow for an extension of the due date depending upon justifiable concerns and issues noted by the selected vendor.

Proposals must be received by the Housing Authority of New Orleans (HANO) in the Department of Procurement and Contracts by 2:00 p.m. CST on Friday, October 30, 2020. All terms and conditions shall remain as stated in the original Request for Proposals. All addenda must be acknowledged.

END OF ADDENDUM NUMBER THREE