COMMITTEE ON INSTITUTIONAL COOPERATION
19TH CENTURY AMERICAN FICTION PROJECT

REQUEST FOR PROPOSAL
FOR
DIGITAL IMAGING PRODUCTION SERVICES

DEADLINE TO INDICATE INTENTION TO SUBMIT PROPOSAL
AND TO REQUEST SAMPLE REEL
JANUARY 19, 2000

DEADLINE TO SUBMIT PROPOSALS
MARCH 1, 2000
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**Attachment A: List of Participants**

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I. INTRODUCTION

Nine members of the Committee on Institutional Cooperation (hereafter known as “CIC Partners”—see appendix A for complete list of participants) have joined together in a 3-year project to create a full-text electronic database of 19th century American fiction. This database will consist of 2,832 works published between 1851-1875 as identified by Lyle Wright in his bibliography, *American Fiction, 1851-1875: a Contribution Toward a Bibliography* (San Marino, CA: The Huntington Library, 1965). These works are available on microfilm by Primary Source Media as part of the *American Fiction 1774-1910* set.

The goals of the project are:

1) To digitize the approximately 750,000 pages from microfilm. The microfilm contains two pages per frame with some final frames containing only one page. Most digital images will therefore contain 2 pages, for a total of approximately 375,000 digital images;

2) To perform Optical Character Recognition (OCR) on the digital images;

3) To create a website on the model of *Making of America* [http://moa.umdl.umich.edu/moa/](http://moa.umdl.umich.edu/moa/), allowing for searching of the unedited OCR textbase while displaying page images of the works; and


The purpose of this RFP is to enable the CIC Partners to identify and select a vendor to produce high quality TIFF images of the microfilm originals. During a 3-year period, Indiana University will ship to the vendor 405 35mm microfilm reels for the production of digital images. The vendor will scan all pages as bi-tonal (one-bit) images at a resolution of 600 dpi, and print copies of each image. Images will be produced in TIFF 6.0 and compressed using ITU Group 4 (formerly CCITT), Intel byte order and shipped to Indiana University on CD-R media along with the microfilm reels.
II. PROPOSAL SUBMISSION INFORMATION

A. Requirements for Submission—please note earlier deadline to request samples.

1. Vendor must submit one (1) original and three copies of the proposals. Proposals must include Attachment A & B and should be directed to:

Lorelei Meeker  
Indiana University Purchasing  
400 East Seventh Street, Room 412  
Bloomington, IN  47405  
Phone:  812.855.4382  
Fax:  812.855.7839  
Email:  lmeeker@indiana.edu

2. Indiana University will not accept proposals and sample digital files received after March 1, 2000.

3. Failure of bidding vendor to follow all proposal submission instructions may be cause for the CIC Partners to disqualify the proposal.

4. All expenses for the preparation of proposals are the responsibility of the bidding vendors.

5. The Proposal format must parallel the structure of the RFP.

6. While creative proposals are encouraged, the proposal should be concise. Information that does not directly address issues related to this project, such as marketing brochures, should not be included within the proposal.

7. Any agreement resulting from this process shall not be an exclusive agreement. CIC Partners reserves the right to enter into agreements with other vendors.

B. Confidentiality and Retention of Proposals

All proposals submitted become the property of the CIC Partners. The CIC Partners will make all reasonable efforts to maintain proposals in confidence and will release proposals only to personnel involved with the evaluation of the project. If a vendor fails to respond to any portion of the RFP, the CIC Partners may interpret this as the vendor’s inability to meet specific requirements.

C. Amendments to the RFP

If this RFP is amended by the CIC Partners, the amendment will be sent to each vendor in writing. Vendors are required to acknowledge each amendment received in writing to the address listed in the RFP.
D. Exceptions to the RFP
The CIC Partners require each vendor to provide a list of exceptions taken to this RFP. Any exceptions taken must be identified and explained in writing. An exception is defined as the vendor’s inability to meet a mandatory requirement in the manner specified in the RFP. If the vendor provides an alternative solution when taking an exception to a requirement, the benefits of this alternative solution must be explained.

E. Vendor Communication During the RFP Process
From the RFP issue date and thereafter, communications between vendors and the CIC Partners may be in writing or by e-mail or fax and directed to the Purchasing Contract Manager listed in Section II, A, 1. All questions concerning the RFP must be made in writing and must reference the RFP page number and section number. Questions should be concisely stated and be numbered in sequential order. Answers will be returned in writing by the CIC Partners as quickly as possible.

F. Prime Vendor Relationship
The CIC Partners intend to purchase services from the vendor of the winning proposal to be known as the Prime Vendor. The vendor selected will be responsible for service performance. Subcontracting of image scanning and inspection may be allowed under this agreement with prior written approval, but the CIC Partners reserve the right to request information about any subcontracting relationship and reserves the right to reject the subcontractor. In the event of a subcontracting arrangement, the Prime Vendor assumes all responsibility for work performed by the subcontractor.

G. Rates
All proposed rates must be valid for ninety days after the proposal deadline.

H. Irregularities
Indiana University reserves the right to waive any irregularities, to reject any or all proposals and to select the proposal that, in the sole opinion of the University, best meets the University’s interests. The University also reserves the right to negotiate with potential bidders so that its best interests are served. Proposals will be evaluated on the assumption that the proposed rates are your most favorable.

I. Preliminary Production Test
The CIC Partners will require the bidding vendors to participate in a preliminary production test including scanning as part of the RFP process. All costs associated with the sample test will be borne by the vendor. On January 19, 2000, Indiana University will mail each vendor a sample of microfilm that is typical of the material to be scanned in this project. Vendors will receive material of similar volume and composition. The sample will be one 35mm microfilm reel that is representative of the range of document attributes (bi-tonal text) typical of the material to be scanned. The vendor will scan the first 5 frames of each volume on the reel, for a minimum of
25 frames, and provide a printed copy of each image. This test will be used to evaluate the vendor's capability to:

- Scan and generate high-quality and properly formatted TIFF output files
- Maintain a proper correspondence between physical page numbers and image numbers within a multipage document
- Adhere to the directory structuring, file naming, and TIFF header information conventions described in this document
- Inspect and store output files on CD-R
- Print images accurately
- Return originals in good condition.

Each vendor will return to Indiana University the original microfilm reel and the test digital files along with the RFP response by March 1, 2000. Vendors must respond in writing to Indiana University to suggestions and modifications based on the test results.

PLEASE INDICATE BY JANUARY 19, 2000 WHETHER YOU UNDERSTAND THE REQUIREMENTS OF THE RFP AND WHETHER YOU WILL BE RESPONDING TO IT, AND WHETHER YOU WISH TO RECEIVE THE SAMPLE REEL FOR THE PRELIMINARY PRODUCTION TEST.

J. Vendor Award

The successful vendor will be notified by March 31, 2000.

The vendor chosen for award should be prepared to have the winning proposal incorporated, along with all other written correspondence concerning this agreement, into a contract and/or purchase order for services. Any false or misleading statements found in the proposal may be grounds for disqualification.

Unsuccessful vendors will be notified in writing by April 15, 2000.

III. PROJECT TIMETABLE

The following outlines the project timetable for the services included in this RFP. Please note that the CIC Partners will require the chosen vendor to produce digital files at approximately 37,500 images per month.

Turn-around time for each shipment will be 2 months, counted from the date of receipt of microfilm reels at the vendor and the date of delivery of the images to Indiana University. Turn-around time for corrections for each shipment will be approximately four weeks, counted from the date of notification or receipt of the unacceptable products to the date of delivery of the corrected products to Indiana University.
<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 5, 2000:</td>
<td>RFP sent to vendors, with final bids due on March 1, 2000</td>
</tr>
<tr>
<td>January 19, 2000:</td>
<td>Response from vendors indicating that they intend to prepare a bid and wish to receive a sample reel</td>
</tr>
<tr>
<td>March 1, 2000:</td>
<td>Formal bids, digital samples and associated paperwork from vendors responding to the RFP received by Indiana University</td>
</tr>
<tr>
<td>March 31, 2000:</td>
<td>Vendor chosen and notified and written notification sent to unsuccessful vendors.</td>
</tr>
<tr>
<td>April 15, 2000:</td>
<td>Shipment #1 consisting of 75 microfilm reels containing approximately 75,000 frames sent from Indiana University to vendor.</td>
</tr>
<tr>
<td>June 15, 2000:</td>
<td>Shipment #1 images and originals returned from vendor to Indiana University.</td>
</tr>
<tr>
<td>July 15, 2000:</td>
<td>Digital images for Shipment #1 inspected at Indiana University. Vendor notified of rejected images with retakes due August 15. Indiana University and Vendor correspond to evaluate Shipment #1.</td>
</tr>
<tr>
<td>August 1, 2000:</td>
<td>Shipment #2 consisting of 75 microfilm reels containing approximately 75,000 frames sent from Indiana University</td>
</tr>
<tr>
<td>October 1, 2000:</td>
<td>Shipment #2 images and originals returned from vendor.</td>
</tr>
<tr>
<td>November 1, 2000:</td>
<td>Digital images for Shipment #2 inspected at Indiana University. Vendor notified of rejected images with retakes due December 1. Indiana University and Vendor correspond to evaluate Shipment #1.</td>
</tr>
<tr>
<td>January 2, 2001:</td>
<td>Shipment #3 consisting of 75 microfilm reels containing approximately 75,000 frames sent from Indiana University.</td>
</tr>
<tr>
<td>March 1, 2001:</td>
<td>Shipment #3 images and originals returned from vendor.</td>
</tr>
<tr>
<td>April 2, 2001:</td>
<td>Digital images for Shipment #3 inspected at Indiana University. Vendor notified of rejected images with retakes due April 15. Indiana University and Vendor correspond to evaluate Shipment #3.</td>
</tr>
<tr>
<td>May 1, 2001:</td>
<td>Indiana University and the vendor will correspond to evaluate progress, and identify and address production problems experienced by either party.</td>
</tr>
<tr>
<td>July 2, 2001:</td>
<td>Shipment #4 consisting of 75 microfilm reels containing approximately 75,000 frames sent from Indiana University to vendor.</td>
</tr>
<tr>
<td>September 3, 2001:</td>
<td>Shipment #4 received and approved by Indiana University.</td>
</tr>
<tr>
<td>January 2, 2002:</td>
<td>Shipment #5 consisting of 105 microfilm reels containing approximately 100,000 frames sent from Indiana University to vendor.</td>
</tr>
</tbody>
</table>
March 1, 2002: Shipment #5 received and approved by Indiana University.

PLEASE PROVIDE A WRITTEN CONFIRMATION OF YOUR ABILITY TO ADHERE TO THIS SCHEDULE. IF THE NUMBER OF PAGES PER SHIPMENT EXCEEDS YOUR CAPABILITIES, INDICATE HOW MANY PAGES PER SHIPMENT YOU WOULD BE ABLE TO HANDLE.

IV. PROJECT RESPONSIBILITIES: CIC PARTNERS

Indiana University project staff will be responsible for shipping to the vendor the microfilm reels to be scanned and performing quality control of image capture. The following provides a description of Indiana University’s project responsibilities, as well as the institutional infrastructure within which the vendor will be working.

A. Preparing Materials for Scanning

Project staff members will prepare and ship materials, which consist of 35mm microfilm reels averaging 1,000 frames per reel (approximately 2,000 pages).

B. Shipping Materials to Vendor

1. Materials will be sorted and packed by Indiana University, and costs associated with the shipping and handling of source materials to the vendor within the United States shall be borne by Indiana University. A packing slip will be included with each box, containing bibliographic information for each title.

2. Although the vendor will be required to perform rigorous quality control procedures (see Section VI, Project Responsibilities: Vendor), Indiana University will also perform a detailed inspection of the digital files. The vendor will ship digital files to Indiana University for inspection according to specifications noted below under Vendor Responsibilities. Indiana University will verify media integrity and file readability for all digital files. During quality control, technicians will identify missing/incomplete pages, pages out of sequence, and pages skewed, and will evaluate the image quality of the text. Any anomalies in image capture will be marked and compared against the originals.
The images of text must exhibit all of the following requirements:

For images consisting of text/line art, any or all of the following requirements must be exhibited when examining a 600 dpi paper printout without magnification:

• General legibility of the text;
• Full reproduction of the page, with skew under 2% from the original (100% of all pages);
• Sufficient contrast between text and background and uniform density across the image, consonant with original pages (100% of all pages);
• Text legibility, including the smallest significant characters (100% of all pages);
• Absence of darkened borders at page edges (98% of all pages);
• Characters reproduced with individual line widths (thick, medium, and thin) rendered faithfully (98% of all pages);
• Absence of wavy or distorted text (98% of all pages);

Magnification may be used to examine the edges and other defining characteristics of individual letters/illustrations. Under magnification the following text attributes are required for 98% of all pages:

• Serifs and fine detail should be rendered faithfully;
• Individual letters should be clear and distinct;
• Adjacent letters should be separated;
• Open regions of characters should not be filled in.

For illustrations and other graphics, the following attributes will be evaluated with or without magnification, as needed:

• Capture of the range of tones contained in the original;
• Consistent rendering of detail in the light and dark portions of the image;
• Even gradations across the image;
• Absence of moiré patterns and other distorting elements;
• The presence of significant fine detail contained in the original.

C. Identifying Unacceptable Images
Any images considered unacceptable by the CIC Partners due to image conversion will be returned to the vendor(s) with specific comments identifying the scope and nature of the problem. If the delivery media or any files are nonfunctional, they will also be returned to the vendor for corrections. The vendor will make all necessary adjustments and reproduce the images at their expense to achieve an acceptable level of quality as identified in the proposal and confirmed in the sample production test.

V. PROJECT RESPONSIBILITIES: VENDOR
The role of the vendor is critical to the success of the project. The vendor will be responsible for:
A. Receiving from Indiana University all 35mm microfilm reels of *American Fiction 1851-1875* covered in this project

B. Scanning all the page images contained on them

C. Inspecting the quality of the images

D. Naming directories and files

E. Delivering the image files on CD-R

F. Printing out each image

G. Returning the microfilm reels to Indiana University

The following sections describe vendor project responsibilities and provide instructions for vendor response.

A. Receiving Material from Indiana University

The vendor must acknowledge receipt of each item in a shipment, using an annotated copy of the packing slip. If any discrepancies to the packing slip are found, or the originals are problematic, the vendor needs to inform Indiana University immediately. All materials will be stored in a secure, dry location and are the vendor’s responsibility while in the vendor’s possession.

B. Scanning Procedures

1. Vendor shall exercise rigorous quality control to maintain consistency of output as described in ANSI/AIIM MS44-1988 (R1993), “Recommended Practice for Quality Control of Image Scanners”. The vendor shall ensure that the scanning system is free of dust and other distorting particles, that it maintains calibration throughout each shift, and that the appropriate technical targets are used.

2. Each microfilm reel is silver halide, 35mm with positive polarity and a reduction ratio of 14:1. Using a microfilm scanner, the vendor will scan all microfilm frames as bitonal (one-bit) images with no gray scale or color scanning at a resolution of 600 dpi. Each two-page frame should be scanned as one image.

3. Vendor staff will scan all pages of each microfilm reel, with the exception of the duplicate frames described below, unless otherwise instructed by the presence of instruction slips.

   a) Duplicate images: Many or most of the volumes on the reels sampled have as many as 8 duplicate frames following the final frame of each volume. In most cases, these frames are the next-to-last 2-page frame; in some cases, they are the last 2- or 1-page frame. These frames should not be digitized.

4. Each frame shall completely fill the scan area.

5. The frames will be aligned on the scanner platen in a manner to ensure little or no skew of the text from the original page (no more than 2%). Skew is measured from the two corners of the document image parallel to the longitudinal edge of the projected image frame.

6. The digital files will be properly oriented, ordered, and named to reflect the presentation of the original volume. Images should be scanned in the orientation they
appear in the bound volume. In other words, the orientation field should always
indicate that the image was scanned “upright” (i.e., with Orientation: row 0 = top, col. 0 = left hand side).

C. Quality Control
Vendor staff will perform quality control to ensure that each page is fully rendered, properly
aligned, and free of aliasing/ distortions.

PLEASE RESPOND WITH A DESCRIPTION OF YOUR EQUIPMENT, SOFTWARE, AND SERVICE ABILITIES FOR CREATING DIGITAL FILES TO THESE SPECIFICATIONS, INCLUDING YOUR QUALITY ASSURANCE PROCEDURES. INDICATE LOCATION(S) WHERE SCANNING WILL TAKE PLACE.

D. Directory and File Naming
The vendor is expected to return to Indiana University sufficient information to allow
determination of which image file corresponds to the physical page number in each volume. The CIC Partners expect to load the images into both UNIX and Windows environments. The vendor should follow these directory-structuring and -naming conventions and file-naming conventions:

1. The CD-R discs should be divided into separate directories for each volume. Each directory name should begin with “wr”, then the Wright item number, zero-padded to four digits. The Wright item number precedes each text on the microfilm. Examples: wr0003, wr0043, wr0385, wr2284. If a title has multiple volumes, two characters should be added, “v1” indicating the first volume, “v2” indicating the second, etc. Examples: /wr0004v1, /wr0394v2. It is not anticipated that there will be titles with more than 9 volumes.

2. Within each directory, files will be named to reflect the two pages contained within the frame, zero-padded to three digits, separated by a hyphen. It is not anticipated that there will be volumes with more than 999 pages.

Pages will be numbered according to these guidelines:

a. The most common file names will contain seven characters, such as 004-005 or 288-289.

b. Duplicate frames, described above in Section VI.B.3.a, “Duplicate images,” should not be filmed, and should not be included in shipment. The vendor would likely notice these duplicate images at the point of file naming—they would have the same page numbers already scanned. Should the vendor discover other duplicate frames within the volume, the discrepancy should be noted in the return packing instructions.

c. For pages without numbers that occur within a paginated sequence, such as is common for the first page of chapters or sections, use the logical page number in the sequence. Also, it is common for the page number of the first page of a chapter or section to occur at the bottom of the page, while the normal sequence of page numbers may occur in the upper margin.
The first page of the text itself may be unnumbered, but if possible, use the number prior to the second page of the text. This will lead to file names such as 00B-009 or 00C-001.

e. For pages without numbers inserted between pages with consecutive numbers, such as illustrations or tables, the previous page number, zero-padded to three digits, plus an “a” should be used. If this occurs multiple times, then “b”, “c”, etc. should be used. Thus, a frame with an unnumbered page facing page 5 would have a file name of 005a-005.

f. For volumes with no numbered pages, pages should be numbered consecutively, zero-padded to three digits.

g. Single pages within a frame should be numbered for just the one page, e.g., 029.
h. Unnumbered pages that occur before pagination begins, such as title pages and frontispieces, should be designated as 00A, 00B, etc.
i. Unnumbered pages that appear after the end of the text, such as in advertisements, should be numbered following the logical sequence. Numbered pages that appear after the end of the text should be numbered in the logical sequence of the main text.
j. Pagination that appears as Roman numerals should be translated to Arabic numbers and appended with a leading “R” for file names. For example, page vii becomes R07, etc.
k. When pages are numbered incorrectly in the original, the correct logical pagination should be used in the file name.
l. Page numbers that contain letter prefixes will be recorded according to the same rules as standard pages, except that any punctuation between the prefix and the number should be dropped. Thus page A-9 should be recorded as 0A9.
m. If the vendor discovers a situation that is not described in this section, they will contact Indiana University for instruction on how to proceed.
n. All files will have extensions of .tif.

Thus some examples of file names and extensions (these may not reflect the actual volumes):

- /wr0033/004-005.tif Pages 4-5 of Wright item 33.
- /wr0033/006-007.tif Pages 6-7 of Wright item 33.
- /wr0034/00A-00B.tif First 2 unnumbered pages of Wright item 34
- /wr0034/R04-R05.tif Pages iv-v of Wright item 34.
- /wr0039v1/100-101.tif Pages 100-101 of Wright item 39, vol. 1
- /wr0040/008-008a.tif Page 8 and facing page 8 of Wright item 40
- /wr0041/001-002.tif Pages 1-2 of a completely unnumbered volume, Wright item 40.

E. Delivery

Indiana University would like to receive all files from the vendor on CD-R media. Pages from individual physical volumes should all be together on the same CD. All rescans should also be delivered on CD-R.

F. Print-outs
Each image should be printed onto 8½ x 11 paper, landscape oriented.

G. Shipping Digital Files and Print-outs
All deliveries of products will be made within two months of receiving the physical volumes from Michigan. Vendor(s) will be responsible for all costs associated with shipping and handling of the products. Vendor(s) will pack the microfilm reels and print-outs, prepare a packing slip, insure each shipment, and ship via overnight courier the material to a designated contact person at Indiana University.

PLEASE VERIFY YOUR ABILITY FOR NAMING AS DESCRIBED AND PROPOSE A MECHANISM TO MANAGE THE NAMING PROCESS INCLUDING QUALITY ASSURANCE PROCEDURES. DESCRIBE HARDWARE AND SOFTWARE TO BE USED DURING THE PROCESS.

VI. PROJECT MANAGEMENT AND FORMAL CONDITIONS
A. Communication
In any agreement resulting from this process, the CIC Partners and the vendor shall designate representatives who shall be available upon request to answer questions and discuss any aspect of the project.

B. Delivery schedule
Indiana University and the vendor shall establish a regular schedule of shipments of materials between the two parties.

C. Cancellation for Non-Compliance
The CIC Partners or the vendor shall have the option to cancel the agreement upon thirty days written notice to the other party for performance that is not in compliance with all the instructions and specifications stated within this document.

D. Invoices
The vendor shall provide detailed invoices for each completed shipment within seven working days of delivery of the shipment to Indiana University. These invoices shall reflect the price structure delineated in the agreement and shall include the total number of pages scanned, the charge per page and the total price billed on the invoice. Invoices will be paid upon acceptance by the CIC Partners of the images, following inspection as described elsewhere in the RFP.

E. Standard Insurance Requirements:
### Insurance Requirements

<table>
<thead>
<tr>
<th>Insurance Type</th>
<th>Minimum Statutory Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Worker’s Compensation</strong></td>
<td>$500,000 each accident</td>
</tr>
<tr>
<td><strong>Employer’s Liability</strong></td>
<td>$500,000 policy limit</td>
</tr>
<tr>
<td><strong>General Liability (including Contractual)</strong></td>
<td>$500,000 each employee</td>
</tr>
<tr>
<td><strong>Automobile Liability</strong> (including owned &amp; non-owned)</td>
<td>$1,000,000 Combined Single Limit OR $1,000,000 each occurrence of Bodily Injury; AND $1,000,000 each occurrence of Property Damage</td>
</tr>
<tr>
<td><strong>Fire and Legal Liability</strong></td>
<td>An amount equal to the value of the premises under your care, custody or control.</td>
</tr>
<tr>
<td><strong>University as Additional Insured</strong></td>
<td>The Consultant shall add The Trustees of Indiana University, its officers, agents and employees as an additional insured under the commercial general and automobile liability policies.</td>
</tr>
</tbody>
</table>

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1. Not less than 30 days prior to the execution of this agreement, and annually thereafter during the life of this agreement or any extension thereof, _________ shall provide to the Indiana University Office of Risk Management, 400 E. 7th St., Poplars 705, Bloomington, IN. 47405 a valid certificate of insurance indicating general liability coverage in OCCURRENCE form; automobile liability; worker’s compensation and employer’s liability; the limits of each such coverage with minimums as listed elsewhere in this subsection; the company(ies) providing coverage, and certificate shall provide for not less than thirty (30) days notice of cancellation. IU reserves the right to accept or reject company(ies) providing coverages as listed in the current edition of the A.M. Best Key Rating Guide. Under no circumstances will the University accept an unrated company. 11/99

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### VII. RIGHTS OVER PRODUCTS

Indiana University will retain all physical and property rights over the microfilm reels, and the CIC Partners will retain all physical and property rights over the resulting digital images that are the result of the project described in this proposal. The vendor will be performing work for hire and therefore will be expected to sign a legal waiver regarding any use of the products delivered to the CIC Partners.

### VIII. PRICING

A. Prices quoted by the vendor shall be firm for the duration of the project.

B. Prices quoted by the vendor shall be net, unless otherwise specified by the CIC Partners.

C. Prices quoted should be per frame scanned.
IX. STATEMENT OF CAPABILITY, EXPERIENCE AND COMPANY VIABILITY

The vendor shall have the experience and capability to undertake this project.

1. Please provide a brief business summary (about one page) on your company. The summary should include whether you are a public or privately held company, how many years you have been in the digital imaging business, what your annual sales are, how many full and part time employees you have.

2. On the Vendor Information Sheet, Attachment B, please provide three customer references including contact name, telephone number or e-mail address, and a brief description of your business relationship with them. These references should be for services similar to what is requested in the RFP.
Attachment A: List of Participants

The following university libraries have agreed to participate in the project to digitize the collection described in Lyle Wright’s American Fiction 1851-1875:

Indiana University
Michigan State University
The Ohio State University
Pennsylvania State University
University of Illinois, Chicago
University of Illinois, Urbana-Champaign
University of Iowa
University of Michigan
University of Minnesota
University of Wisconsin
Attachment B: Required

VENDOR INFORMATION SHEET

All firms are expected to furnish the following information as part of their proposals (attach additional pages as required, please list the information requested in order and refer to the reference numbers listed herein):

A. The following corporate information:

Corporate Name ______________________________
Address ______________________________
City, State, ZIP ______________________________
Telephone ______________________________
Facsimile # ______________________________
Toll-Free Number (U S Wide) ______________________________
Responsible for IU: ______________________________
Branch Manager: ______________________________

B. List of references (See Section XI, item 2)

C. Organization and background

D. Number of employees

E. Proof of Insurance that includes carrier equipment and storage facilities.

Authorized Signator: __________________________________________


Attachment C: Required
NON-COLLUSION STATEMENT

By submission of this request, each Consultant and each person signing on behalf of any Consultant certifies, and in the case of a joint submittal, each party thereto certifies, as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

1. the content of this RFP response has been arrived at independently without collusion, consultation, communications, or agreement for the purpose of restricting competition as to any matter relating to service or cost with any other Consultant or with any competitor;

2. no attempt has been made or will be made by the Consultant to include any other person, partnership or corporation to submit or not to submit a response for the purpose of restricting competition and;

3. no employee, agent or Consultant of Indiana University has received or will receive any payment or any other form of compensation from the Consultant as a result of award of a contract or promise of award to the Consultant.

CORPORATE NAME OF BIDDER: _______________________________________________________

SIGNATURE: _______________________________________________________________________

PRINT NAME: _______________________________________________________________________

ADDRESS: _________________________________________________________________________

CITY: _____________________________________________________________________________

STATE: ________ ZIP CODE: ________-______

PHONE_________ TOLL FREE NO: _____________ FAX: ______________

The internal revenue code requires recipients of payments which must be reported on form 1099 to provide your taxpayer identification number (tin), federal identification number, or social security number:

Federal Identification Number ______________________________________

RETURN THIS PAGE WITH OTHER REQUIRED INFORMATION