

RFQQ 14-01
Addendum 3

Questions and Answers for January 28 – 31, 2014

Question 6: Referring to RFQQ Section 3.1 (p. 6): Business information.

Section 3.1 ends with a requirement to include as part of the letter of submittal “the following information about the Vendor and any proposed subcontractors:” but this statement concludes the section. Is there a set of business information items that was supposed to follow this statement? Or will a response to the items in Section 3.2 suffice?

Answer: The punctuation here is confusing. The letter of submittal should include the information in sections 3.2.1 and 3.2.2. The information presented in the letter of submittal in answer to 3.2.1 can be even briefer than what is given in the body of the proposal.

Question 7: Referring to RFQQ Section 3.2.6 (p. 7): Customer services and support.

Refer to the eighth paragraph of this section which asks “Does your company provide an online database of microfilm inventory which libraries or individuals can search to see what is available for purchase?” Is this section asking about inventory stored for WSL or all inventory stored by us, regardless of who owns it?

Answer: We are most interested in customers being able to see what is available from the newspapers stored for WSL, but if the all the inventory could be seen, that would be fine. We are looking for how easy it will be to discover what titles are available, how many reels, what dates/years are available, etc. If possible, WSL would like to be able to refer customers to a site where they can easily figure out what they want to purchase with minimal intervention from WSL staff.

Question 8: Referring to RFQQ Section 3.3.1: Fees.

In the “Fees” section it states “Use the scenarios in sections 3.3.2 and 3.33 as examples...” but section 3.3.2 appears not to present any scenarios and there is no section 3.33. Should we instead be using Scenarios One and Two from sections 3.2.7.2 and 3.2.7.3 for our demonstration of charges?

Answer: Yes, the sections were mislabeled here. Please use Scenarios One and Two from sections 3.2.7.2 and 3.2.7.3 to demonstrate costs.

Question 9: Can the Library provide any indication of the anticipated annual quantity of pages to be filmed?

Answer: No, we cannot give an anticipated number of pages to be filmed this year until we get some of idea of costs from the proposals submitted. WSL has \$28,000 budgeted for microfilming.

Question 10: How many pages were microfilmed in the past year?

Answer: We don't have a page count for what was filmed last year. Due to technical problems in the microfilming process, we were unable to microfilm as much as we had budgeted for microfilming.

Question 11: Conflicts between the RFQQ and the standards document (Exhibit C): We noticed some discrepancies between the requirements laid out in the RFQQ and the standards document (Exhibit C). Which should we go by? For example, Section 1.1 of the RFQQ states that “All microfilm produced must meet the Washington State Standards for the Production and Use of Microfilm (Exhibit C)” and further identifies the requirement that film be “35mm silver halide” but in the Standards document in section 3.2 it states that “diaz is recommended” for the service copies.

Answer: Washington State Library uses 35mm silver halide for service copies. Please use 35mm silver halide to figure production times and costs for service copies for this proposal.

Question 12: Referring to Section 6 of Exhibit C (p. 11): film container identification.

Twelve different pieces of information which should be included on the labels are listed. Is this type of label required?

Answer: The film container identification label information listed in Section 6 of Exhibit C (p. 11) is specific to archival records such as government records and does not apply to newspapers. Much of this information should be included on the targets on the microfilm rolls. Please include in the proposal what your company would provide on the labels for newspaper microfilm: title, dates covered, etc.

Question 13: You asked about the process of other libraries and individuals ordering services as copies of microfilm.

Answer: Ideally, as much of the process of ordering, payment, shipping, etc. would be handled by the microfilming vendor and the agency/person ordering the microfilm. Because of copyright restrictions, WSL would need to approve each order before it is produced for the customer. We are looking for a process which makes it as convenient for all as possible.

Question 14: does the vendor have to keep service copies in stock or can service copies be produced on demand?

Answer: the volume of microfilm that would be ordered is low and producing copies as they are ordered (on demand) will be sufficient to serve WSL and other customers