

EAST BAY MUNICIPAL UTILITY DISTRICT

REQUEST FOR PROPOSAL for EBMUD Asset Scanning Project

Contact Person: Raymond Lee, Project Manger

Phone Number: 510-287-0495

Email Address: raymond.lee@ebmud.com

RESPONSE DUE

by

4:30 P.M.

on

Friday, May 19, 2023



375 Eleventh Street, Oakland, CA 94607

Website: www.ebmud.com

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INTRODUCTION:

This notice is an invitation from the East Bay Municipal Utility District (EBMUD, District) in Oakland, California to respond to a Request for Proposals to scan historic assets (photos, negatives, slides) into digital files for ingestion into our digital asset management (DAM) software system.

OVERVIEW:

EBMUD has a rich archive of photographic and other visual assets. There are approximately 15,000 legacy print photographs, which also may have associated negatives, and approximately 27,000 slides. Each asset is tagged with a reference number. Once scanned, the digital images with their correct file name will be uploaded into EBMUD's new DAM software system.

SUBMISSION AND SELECTION:

EBMUD intends to select the respondent or respondents who best meet the requirements, as listed on the following page.

With your proposal, provide background and experience of your organization and describe your core services. To be considered, the attached P-025 Contract Equity Program Summary must be completed and returned with your submission.

EBMUD expects to begin this contract immediately once contract terms have been negotiated and signed. Responses to this RFP should be submitted by email to raymond.lee@ebmud.com no later than 4:30 pm on Friday, May 19, 2023.

Any questions regarding this Request for Proposals should be referred to Raymond Lee at 510-287-0495 or raymond.lee@ebmud.com.

REQUIREMENTS:

EBMUD seeks to satisfy the following requirements.

SCANNING OF PHYSICAL ASSETS AND SUBMISSION OF DIGITAL FILES**Scanning of Archive of Non-Digital Images**

- Provide high resolution scans of approximately 15,600 prints or negatives from the EBMUD archives. Most images have both a print and negative available, but in some cases only one. If the file has both a print and a negative, the vendor will work with the District to choose which version to use.
- Provide high resolution scans of approximately 27,500 slides and transparencies from the EBMUD archives (majority 35mm slides with some transparencies to 5" x 7" format or larger)
- Describe handling and storage procedures that ensures assets will not get lost in transit or in storage.
- Describe ability and experience in scanning prints, slides and negatives including ability to scan assets to the maximum color and spatial detail contained in the source images.



- Describe experience in handling historic prints, negatives (including a few glass negatives) and slides.
- Describe how you would perform the scanning of old and fragile assets.
- Describe ability to scan prints, negatives and slides that may be degraded to best access the loss in color, detail, etc.
- Provide a sample of scanned image files in jpeg and TFF at the highest resolution to test, then move forward with the full set of scans with the agreed upon format and resolution.
- File names shall be created per specifications below to accommodate ingestion into District's DAM.
 - o A spreadsheet will be provided
 - Column 1 – EBMUD unique ID
 - Column 2 – MerlinID
 - o An EBMUD unique ID will be associated with each physical asset
 - o The MerlinID shall be used as the digital file name (e.g. [MerlinID.jpeg])

Submission of Digital Images

- Vendor shall transport and store digital files securely using AES-256 encryption or a cipher with equivalent or greater cryptographic strength. Due to the probable size of the files, District may specify file delivery using mailed encrypted drives or other methods that it deems feasible.

Costs

- Provide line-item costs for all aspects of this project including shipment and handling, secure storage of assets, scanning of assets, submission of digital files, and return of physical assets.
- Provide line-item costs for scanning existing archives for 1) prints/negatives and 2) slides for noted quantities.
- Provide line-item costs to clean and remove dust from prints, slides and negatives.
- Provide line-item costs to return scanned images in new plastic sleeves versus returning them in existing sleeves.
- Describe any additional costs to ensure quality of scans of the assets themselves.

Overall Project and Timeline

- Deliver sample scans for approval intermittently throughout the scanning process at intervals of 25%, 50% and 75% completion for each type of image (e.g., glass, negatives, prints, slides) for quality assurance.
- Describe the process and estimated timetable, including acquiring physical assets, scanning samples, gathering District feedback, returning digital and physical assets, etc.

RFP REVIEW CRITERIA:

- A. Technical Criteria:** In each area below, an evaluation will be made of the probability of success of, and risks associated with, the RFP response:
- a. **Services** – A comparison will be made of the proposed services and techniques within the requirements of this RFP. Credit will be given for convenience, responsiveness, and technical expertise.



- b. **Receipt, Process and Submission** – A comparison will be made as to the thoroughness of the description of the workflow for processing the assets.
- B. **Cost:** An evaluation will be made of: (1) Reasonableness (e.g., does the proposed pricing accurately reflect the vendor's efforts to meet requirements and objectives?), (2) Realism (e.g., is the proposed cost appropriate to the nature of the products and services to be provided?), and (3) Affordability. Consideration of price in terms of overall affordability may be controlling in circumstances where two or more RFP responses are otherwise judged to be equal, or when a superior RFP response is at a price that the District cannot afford.
- C. **Implementation Plan and Schedule:** The District will evaluate the vendor's implementation plan and schedule for alignment with EBMUD's needs. Additional credit will be given for the identification and planning for mitigation of schedule risks.
- D. **Methodology:** RFP responses will be evaluated against the RFP specifications and questions below:
 - a. Does the methodology depict a logical approach to fulfilling the requirements of the RFP?
 - b. Does the methodology contribute to achieving the objectives set out in the RFP?
 - c. Does the methodology interface with the District's time schedule?
- E. **Completeness of proposal in meeting all requirements**
- F. **Relevant Experience:** RFP responses will be evaluated against the RFP specifications and the questions below:
 - a. Does the vendor have relevant and quality experience scanning/archiving historical photo assets that meet the criteria above?
 - b. Does the vendor provide references of organizations where they provided similar services?
 - c. How long has the vendor been in business?
- G. **References:** Please submit three references.
- H. **Contract Equity Program:** Consideration will be given for compliance with Contract Equity Program, including local business status, small business status, and diversity of team members/subconsultants.

SCOPE:

EBMUD intends to award a contract for this one-time service.



AMENDMENTS**A. May 16, 2023**

EBMUD expects to begin this contract immediately once contract terms have been negotiated and signed. Responses to this RFP should be submitted by email to raymond.lee@ebmud.com no later than 4:30 pm on Friday, **June 2, 2023**.



EXHIBIT A

Employment Data and Certification Instructions (P-025)

