

EBMUD Asset Scanning Project  
RFP Initial Availability – 04/28/2023

Responses to Questions

1. **Is it possible to visit EBMUD to evaluate the photos and slides to assist in developing a more accurate proposal?**
  - a. No, not at this time. We would like to give all vendors an equal opportunity to win this bid.
  - b. We will post several photos of our photos and slides. Hopefully, this will give you a feel for the condition of the assets. The prints and negatives are in manilla folders, labelled with unique image numbers. The slides/transparencies are in plastic sleeves in binders, labeled with unique image numbers.
  - c. We recommend documenting the costs of your base services and highlighting all assumptions. List any optional services or features as line-items with the associated costs.
  - d. After reviewing all proposals, EBMUD will select the most competitive proposals and initiate further discussions.
  
2. **There are no specifications or requirements regarding scan resolutions, file types (jpeg or tiff) or FADGI requirements.**
  - a. We will collaborate with the selected vendor to fine-tune these requirements. File type will be either jpeg or tiff.
  
3. **For the prints and transparencies that are duplicates, is the vendor expected to capture only one format for a maximum of 15,600 scans made of these materials? Or will EBMUD expect both formats to be captured in some cases?**
  - a. The vendor should choose the format that, when scanned, will produce the highest quality scan.
  
4. **What is the size range for the prints and negatives?**
  - a. Negatives are typically 35 mm format (24mm x 36 mm) each. We may have media format/120. Those would be 6 cm by 4.5 cm to 6 in X 9 in.
  
5. **Can EBMUD elaborate on the type of reference ID, if it's handwritten, typed, barcode, etc.?**
  - a. **Prints and negatives:** each unique image is placed in a manilla folder with a handwritten ID number on the folder and, usually, on the print. **Slides:** the unique slide number is handwritten on the cardboard or plastic slide mounts. **In all cases,** the ID numbers are clearly legible, and correspond with the descriptions noted in our database. Some have the photographer's copyright affix on the slide mount.
  
6. **What type of shipping service does EBMUD prefer, specialized art or standard courier?**
  - a. The priority is that the assets are protected from damage (heat, water, etc.) and do not get lost in transit.
  - b. For art shipping versus standard courier, vendor can provide a line item for each and costs. We are open to discussing this further.
  
7. **Will EBMUD pack and prepare the materials for transport?**

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- a. Yes, with guidance from the vendor.
- 8. **How many glass negatives are within the collection?**
  - a. There are less than 25.
- 9. **Should the new plastic sleeves be the same size as the item within? Or can one size of sleeve be used for all items?**
  - a. One-size sleeve is fine for now. Please include a line item for cost for new sleeves.
- 10. **What is different about V2 of the RFP document?**
  - a. There are no substantive differences in this version of the RFP other than a correction to the page numbering (e.g., 2 of 14 changed to 2 of 6).
- 11. **What is different about V3 of the RFP document?**
  - a. An amendment was added to update the proposal due date to June 2, 2023.
- 12. **Can you clarify the requirements around file naming?**
  - a. The District will provide a spreadsheet with the original asset ID and the new file ID. An example is below.

<b>EBMUD ID</b>	<b>new Asset ID</b>
S-66-3-1	M123
P-RC-801	M223
...	...

- b. Once the asset is scanned, the digital file needs to be named with the new Asset ID. Examples below:
  - Digital file for asset S-66-3-1 should be named M123.jpg
  - Digital file for asset P-RC-801 should be named M223.jpg
- c. We require the new Asset ID to be in the filename so that data in our DAM will match the digital asset.

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**Last updated: 05/25/2023**