

Request for Proposal:

The Arkansas History Commission (AHC) has received a grant from the Arkansas Natural and Cultural Resources Council for a ***Stage One Digitization (SOD)*** Project. The project is designed to:

- ✓ evaluate digital technology and how it has been used by others possibly including, but not limited to, the Denver Public Library Photo Collection, the Library of Congress, the Research Libraries Group, the Getty Institute, the Minnesota Historical Society's catalog of photographic images and the UC Berkeley Digital Library SunSITE.
- ✓ create a comprehensive plan for the digitization of AHC primary source materials.
- ✓ conduct a test digitization of selected AHC photo collections consisting of approximately 13,000 images.

Project summary

As a part of the project, a consultant will be hired to create:

- a comprehensive plan for the digitization of the AHC's primary source materials and/or their finding aids.
- specifications for choosing a contract vendor for digitization including (but not limited to) data entry, capture and resulting archival format resolutions, image evaluation, handling and security, shipping instructions, time schedule from image delivery to return, image delivery and corrections.
- instructions for handling of historical materials such as cased images and glass and nitrate negatives.
- values for checking digitized images returned by vendor including training of AHC staff accordingly.
- specifications for ***SOD*** project hardware (i.e., computers and printer) with the Department of Parks & Tourism Information Systems Manager.
- a plan for online in-house and Internet access for staff and patrons which includes the hardware and software needed for data and image interface.
- processes for photograph duplication of digitized images including purchase of a high-end photo printer such as the Fujix Pictography, patron pricing schedule to offset digital print costs and electronic payment processes (i.e., VISA, Mastercard, American Express).

Proposals

In order to correctly evaluate the AHC situation and assist in the project specifics, the consultant must make two to three trips to the AHC. The approximate cost (including trip expenses) for the ***SOD*** consultant is \$14,000.

If you would like to be considered for this contract, please submit eight (8) copies of a formal proposal that includes:

1. Candidate's education and work experience especially as it relates to existing large photodigitization projects.
2. Work samples.
3. Projects currently under contract with Government Agencies or Educational Facilities.
4. Three work-related references.

by noon July 15, 1999 to Lynn Ewbank, Arkansas History Commission, One Capitol Mall, Second Floor, Room 2B-215, Little Rock, AR 72201, (501) 682-6900, email lynn.ewbank@mail.state.ar.us.