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DATE: February 6, 2024

SUBJECT: REQUEST FOR PROPOSALS FOR HISTORICAL ASSET DIGITIZING SERVICES (RAMP ID # 208524)

FROM: Felicia Ansley, Contract Administrator

Pursuant to the Request for Proposals (RFP), all proposers were to submit any questions regarding this RFP by no later than January 25, 2024 at 3:00 p.m. Questions were to be submitted in writing, and all questions and responses were to be posted on [the Department's website](#) and www.rampla.org.

Below is a list of questions received from proposers, and the Department's response:

1. Q: Will a site visit to view the in-scope historical assets be possible?

A: Yes. Please refer to Addendum 1 to the RFP that was issued on December 21, 2023. Site tours were available on January 3rd, 4th, 10th, 11th, 17th and 18th, 2024.

2. Q: Will there be a bidder's walkthrough to allow the vendors to ask questions and view the scope of work and materials for scanning and conversion? This will be very helpful since it looks like there is mixed media, paper, newspaper, negatives, etc. that may need special handling from some of the items.

A: Please refer to Question 1.

3. Q: The RFP states that the selected consultant "shall have a Master's degree in archival or library science". I am a digital archivist/project manager that does not possess a Master's degree, but rather 20+ years of digital archiving for post production studios such as Disney, Universal and Paramount. Would I qualify to submit a proposal without the Master's degree?

A: Please refer to Amendment 1 of the RFP, which revised Section 2.5, "Consultant's Qualifications". At least one member of your proposed project team must hold either a Bachelor's degree or a Master's degree in Archival Studies, Archival Science or Library Science, with either 10 years or 5 years of experience, respectively.

- 4. Q: Does the Harbor Department have an expectation of the number of full time equivalent resources (FTEs) working on this project on site per year? (e.g. 4 FTEs on site per year)**
- A: We do not have any expectations about the number of FTEs. In your proposal, please discuss the number of FTEs that you believe will be required for this project.
- 5. Q: Can you estimate the volume/number of each media type in the collection (Photographs – print, negative, slides; videos; audio recordings; documents)?**
- A: Please refer to Section 2.2 of the RFP for the current estimates that are available. We do not have a complete inventory. We expect that the selected Consultant will conduct a full inventory of the Asset collection, as discussed in the Project Scope of Work (Section 2.3.1).
- 6. Q: What are the various sizes of the photographs?**
- A: Please refer to Question 5.
- 7. Q: What percentage of the photographs are color vs. the percentage that are black and white?**
- A: Please refer to Question 5.
- 8. Q: Are there any books included in the digitization project?**
- A: No. Digitizing books is not included in the scope of this agreement.
- 9. Q: Does the Harbor Department have an estimate of the number of Assets that currently have Unique Identifiers that will make it possible to determine if an Asset is currently digitized and/or cataloged in PastPerfect? How will the contractor identify if an asset was previously digitized and/or cataloged?**
- A: Please refer to Section 2.2 of the RFP. Each scanned Asset has a unique identifier. Once a Consultant has been selected, more specific information will be shared.
- 10. Q: What are the types and sizes of negatives? Is the desired output from negatives 1:1 or larger?**
- A: A definitive answer cannot be provided at this time, as the size and content of the Assets vary. Additional requirements will be discussed with the selected Consultant. Please refer to Section 2.4.1 of the RFP for scanning requirements.
- 11. Q: How are the 60,000 Assets that have been previously digitized currently stored? Will they be included in the materials that need to be rehoused (RFP Section 2.3.4)?**
- A: Part of these Assets will not have to be rehoused. However, there will be a need to assess the already digitized collection.
- 12. Q: What percentage of negatives exhibit damages (RFP Section 2.3.5)?**
- A: We cannot determine that percentage at this time. Please refer to Question 5.
- 13. Q: Were the damages caused to negatives caused by water, heat, or other physical contributors? What is the protocol for negatives that have damage**

that is beyond digital repair? What is the process for determining that an Asset is beyond repair?

A: Time and environmental conditions are believed to have contributed to degradation of the Assets. The Department will determine on a case-by-case basis which Assets will not be digitally restored. To our knowledge, none of the Assets have suffered water damage. We are seeking a Consultant to partner with the Harbor Department to assess and determine whether an Asset is beyond repair, and how to properly dispose of it if necessary.

14. Q: What type of scanner will the Harbor Department prefer to take ownership of? Document or negative scanner (we intend to employ multiple scanners to accommodate the various [mediums])? Will the Harbor Department take ownership of the software licenses after the project completion?

A: The Harbor Department would prefer a high-resolution flatbed scanner that can scan reflective media, slides, negatives and transparencies at a minimum resolution of 6,000 DPI (Dots Per Inch). The Department would assume ownership of the software licenses after project completion.

15. Q: Does the Harbor Department have a preferred vendor for archival supplies (RFP Section 2.4.8)? If yes, are there specific envelopes and boxes that are already in use? Can you provide those item names/numbers?

A: Yes. We currently procure archival supplies from both Gaylord Archival and Hollinger Metal Edge, Inc. We will share the specific item names and numbers with the selected Consultant.

16. Q: How much space is available for storage of archival rehousing supplies?

A: Please discuss the anticipated storage needs for archival supplies in your proposal.

17. Q: Who would be the points of contact and supporters of this project from the Harbor Department? Who are the project stakeholders, coordinators, and work approvers?

A: The specific Harbor Department staff that will be assigning, coordinating, supervising and approving tasks for this project will be disclosed to the selected Consultant.

18. Q: Will the Harbor Department consider awarding a contract for only Phase 1: Assessment in order to provide a firmer quote on the additional phases of work?

A: No, not at this time.

19. Q: Would the Harbor Department consider allowing offsite digitization of film reels to support the equipment necessary for safe transfers?

A: Yes, we will consider it only for the film reels.