



January 05, 2011

**Document Conversion Proposal  
Prepared for**

MIT Libraries-Acquisitions, Metadata & Enterprise  
Systems  
77 Massachusetts Ave., Bldg 14E-210

Contact: Beverly Turner  
Phone: (617)-253-7366  
Fax: (617)-253-2464  
e-mail: bturner@mit.edu

Cambridge, MA 02139

Proposal #: 1575\_2774

From: Linda Thomas

Terms: Net 30

---

**Statement of Work**

---

**Specifications for document conversion from MIT Libraries Microfiche**

**1) Deliverables:**

Searchable PDF files

**2) Client Supplied:**

68 Jacketed Microfiche

**3) Contractor Tasks:**

- Scan 68 jacketed microfiche at 400dpi bitonal GroupIV TIF

Note: on each fiche there are 6 rows; 14 frames per row

Note: some of the images are 2-up, but at a certain point there's a transition where it shifts to 1-up -- they are not intermingled

- Break out files by each publication within a fiche sleeve

Note: each sleeve may contain several reports done by fiscal year and some fiscal years may overlap (e.g. 1868-1869", etc.)

- File naming by publication title

- OCR output to create searchable PDF files named by Report

Note: some frames include charts and graphs that MIT Libraries assumes will not OCR; Crowley should just apply our best effort on those images

- Write output to CD media with simple label

**4) Period of Performance:**

A. Approximately 14 business days from receipt of Client Supplied items

**5) Security:**

A. All materials will be treated as confidential whether marked so or not

**6) Shipping and Handling:**

A. Client shall make arrangements for delivery of original materials and return delivery of original material

**7) Pricing:**

A. All pricing is an estimate based on a survey of the document collection and discussions regarding project requirements

B. Invoice will reflect actual page and document numbers processed

**Line Items**

<u>Quantity</u>	<u>Item Description</u>	<u>Unit Price</u>	<u>Total Price</u>
<b>Indexing</b>			
5,712 Pages	File Naming by Report Name	\$0.010	\$57.12
<b>CD/DVD-Mastering</b>			
1 CD-ROM	CD-ROM Master	\$18.000	\$18.00
<b>Conversion</b>			
5,712 Pages	Convert to PDF with Hidden Text	\$0.020	\$114.24
<b>Misc/Other</b>			
1 One Time Charge	Job Setup	\$250.000	\$250.00
5,712 Pages	Split out documents by Report Name	\$0.020	\$114.24
<b>Scanning Microfiche</b>			
5,712 Images	Scan jacketed fiche	\$0.070	\$399.84
		Subtotal:	<b>\$953.44</b>
		<b>Estimate Total:</b>	<b>\$953.44</b>

## Standard Conversion Conditions

Unless otherwise stated in the Statement of Work

### Prep & Reconstruction

- Documents will be delivered to the Crowley Company ready to scan. All types of bindings, staples, clips and fasteners will be removed. All page repairs, cutting, unfolding, cleaning and remounting of post-it notes will be performed prior to delivery.
- Document Reconstruction will not be performed. Documents may be rubber banded together or placed back in the original folder or binder.
- Replacing bindings, staples, clips and fasteners or placing documents back on to folder or binder posts will not be performed.

### Scanning (Books, Paper, Large Format)

- Scanned using the following methods:
  - DPI: 300 for any OCR type output.
  - DPI: 200 for any image only type output.
- All pages will be scanned in Bitonal (black and white) mode.
- Deskew: Automatic mode only -- depending on the source material all pages may not be deskewed correctly.
- Black Border Removal: Automatic mode only -- depending on the source material all pages borders may not be removed correctly.
- Blank Page Removal: Automatic mode only -- depending on the source material all blank pages may not be removed correctly.

### Scanning (Microfilm, Microfiche, Aperture Card)

- Scanned using the following methods:
  - DPI: 300 for any OCR type output.
  - DPI: 200 for any image only type output.
- All pages will be scanned in Bitonal (black and white) mode.
- Deskew: Automatic mode only -- depending on the source material all pages may not be deskewed correctly to Microform frame edge.
- Black Border Removal: Automatic mode only -- depending on the source material all pages borders may not be removed correctly. To Microform frame edge.
- Blank Page Removal: Automatic mode only -- depending on the source material all blank pages may not be removed correctly.

### Scanning (Photographs, Negatives, Slides)

- Scanned using the following methods:
  - DPI: 300
- All images will be scanned in Color mode 24 bit JPEG output.
- Deskew: Automatic mode only -- depending on the source material all pages may not be deskewed correctly.
- Black Border Removal: Automatic mode only -- depending on the source material all pages borders may not be removed correctly.

### Default Output File Format

- Binary Images: TIFF Multi-page Format
- Grayscale or Color: JPEG

### File Naming

- Sequential numeric 8.3 format

### Quality Control

- 10% Post process review of all output data and files

### Delivery Media or Method

- To Be Determined, but usually CD-ROM, DVD, Removable Drive or via FTP

### Shipping

- The client is responsible for delivery of material to and from The Crowley Company. If the client requests delivery and pickup to be managed by The Crowley Company we will charge the client the actual shipping cost plus handling.

### Retention of Material

- Materials must stay at The Crowley Company through completion of the QA process as it may be required for corrections.

### Back-up Copies of Deliverables

- The Crowley Company will maintain a backup copy of the delivered product for a period of time no longer than 3 months.

## Rights and Restrictions

This document contains confidential information of The Crowley Company, which is provided for the sole purpose of permitting the recipient to evaluate the proposal submitted herewith. In consideration of receipt of this document, the recipient agrees to maintain such information in confidence and not reproduce or otherwise disclose this information to any person outside the group directly responsible for evaluation of its contents. There is no obligation to maintain the confidentiality of any information which was known to the recipient prior to receipt of such information from The Crowley Company, or become publicly known through no fault of recipient, or is received without obligation of confidentiality to The Crowley Company. All conditions in this proposal are valid for a period not to exceed (thirty) 30-days unless extended in writing.

This proposal has been prepared in accordance with accepted techniques for content conversion and The Crowley Company's understanding of the clients requirements based on the information provided to us. All values, charts, designs, and related information contained in this proposal reflect The Crowley Company's best estimates based on this information. However, actual operating environment (including, among other aspects, speeds, configuration, personnel, and costs) may vary from the information furnished due to variation in volume, environment, personnel, and other factors and, therefore, The Crowley Company, cannot warrant the accuracy of such estimates without actual detail analysis of the application requirements.

### Standard Proposal Conditions

1. A purchase order (PO) or signed proposal and deposit (when required) must be received prior to the commencement of work.
2. Quoted prices remain in effect for a 30-day period from the date of the proposal.
3. Invoicing will occur with each deliverable or milestone.
4. Document conversion pricing contained in this proposal is based upon volume estimates supplied by the client. If actual volume is more than 10% lower than the supplied estimates, the price per unit may be subject to increase.
5. Samples provided by the client for the purpose of preparing the related proposal must be representative of the document structures for the complete data set. Should The Crowley Company encounter hard copy or electronic material that is significantly different than the samples provided or described, The Crowley Company reserves the right to terminate the contract or re-negotiate the pricing structure.
6. The client must provide a signed release for any and all copyright material that is provided to The Crowley Company to be scanned or converted electronically.
7. Unless otherwise directed by the client, The Crowley Company assumes that all books, journals, magazines or bound documents supplied for conversion may be cut or have the bindings removed to facilitate the scanning process. The Crowley Company will retain all source materials for 90 days following the completion of work, after which The Crowley Company will return the material at the client's expense.
8. The client and The Crowley Company will agree to a start date and schedule of production upon contract award. In the event of client deviations from the schedule, The Crowley Company will be notified at least 5 (five) days prior to the change. New setup charges may apply.
9. The client shall, upon the receipt of contract deliverables, have 10 (ten) working days to provide The Crowley Company, in writing, a list of any changes that are required to the material in order to meet the proposed Statement of Work.
10. Prior to, and during the implementation process, the client will make available a Subject Matter Expert (SME) who processes adequate decision-making authority for consultation on all structural issues that may arise. To avoid delivery delays, the SME will respond within 2 (two) business days to any questions raised by The Crowley Company.
11. The cost of delivering and returning hard copy or electronic media and materials shall be borne by the client and are in addition to the prices quoted in this proposal. All shipping charges will be billed at published rated.
12. On all conversion projects over 1000 pages, a sample of the material will be converted to validate the conversion process and the automated filters. This sample deliverable will be reviewed by the client and must be signed off before full production may proceed. Delays in approval will impact upon the delivery schedule. Any process or filter changes requested by the client once production has begun must be submitted in writing and will be undertaken at the rate of \$60.00 per hour.
13. Any client-approved purchases from third parties will be charged to the client at cost plus 15%.
14. The client will ensure that any electronic material provided to The Crowley Company will be scanned for viruses. The client assumes responsibility for delays in delivery resulting from client-introduced viruses.
15. To the extent that there is any inconsistency between the Standard Conditions, the Statement of Work and a Contract, PO or Proposal, then the Statement of Work and these Standard Conditions shall govern. To the extent that there is any inconsistency between the Statement of Work and these Standard Conditions, the Statement of Work shall govern.
16. If any provision of these conditions is held to be unenforceable, the parties shall substitute for the affected provision an enforceable provision that approximates the intent and economic impact of the effected provision. The failure or delay of The Crowley Company to enforce any of these conditions shall not be construed as a waiver of the same.
17. This agreement shall be governed by, subject to and interpreted in all respects in accordance with the laws of the United States of America and the State of Maryland. In the event of a dispute, both parties agree to mediation before litigation. In the event of litigation initiated by either party, the unsuccessful litigant shall be responsible for all legal or other fees associated with such litigation.

**How the logistics and conversion will be managed**

The Crowley Company will manage the project. A project manager will have overall responsibility for the project. The project manager will act as the primary point of contact between The Crowley Company, and the client. The project manager has full authority and responsibility of all aspects of the project. This will insure any issues are addressed in the most responsible, consistent method available.

Issues regarding notification or information transfer will be defined and implemented to insure the "lines of communication" are always open and available.

**How disputes will be resolved**

The assigned conversion project manager and The Crowley Company point of contact will be the final decision points of a dispute. Both parties will address all issues of the conversion and the joint agreement of the two will be final. The Crowley Company manager will make every attempt to resolve all issues of quality within The Crowley Company control. In some cases, the equipment / technology cannot resolve a quality issue. In this case, The Crowley Company manager will demonstrate the issues of concern and a joint decision will be agreed upon. At any point in the conversion, a condition / decision may effect the scope of the conversion. Both parties have the right to present a "change of scope" amendment to the contact. Both parties must agree to the "change of scope".

**Change of Scope**

Additional information that may be required or decisions about project variables that may be needed to continue will be submitted in writing. Prompt answers will help in retaining the project time estimates. If there will be any delays, the client will be notified immediately.

If project variables change, including, but not limited to, capacities, volumes, quality, output requirements, and/or delivery schedule, pricing will be modified to meet the mutually agreed upon change of scope. The Crowley Company. will be notified immediately if such change of scope occurs during the course of a formal project implementation.

Any change in the scope of work, including but not limited to, image resolution, indexing methods, delivery schedules, document preparation, issue resolution, may resulting a delay in product delivery. If there will be delays, the client will be notified immediately.

**Pick-up & Delivery Schedule**

The Crowley Company, will work with the client to develop a pick-up and delivery schedule that is mutually beneficial.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title