

**RFQQ 23-07**  
**Addendum 1**  
**Preproposal Conference 4/12/2023**  
**Questions and Answers**

1. The RFQQ does not mention any volume of digitization, however we are told that in the preproposal meeting the agency suggested around 60 newspapers per year. Not knowing how many pages/images might be in each newspaper we wonder if this task could range from just 600-2000 images in total each year. Or was the agency trying to indicate that there are 60 collections of newspapers which can be hundreds of issues and tens of thousands of pages filmed?

**I actually said that, in the past year, we received 60 reels of film produced with our current vendor. There may be as many as 750 frames (between 1350-1500 pages) on a reel. The number of newspaper issues we have microfilmed in a year could be more than that or less, depending on available staff time or budget.**

2. The purpose specifically states that this is a RFQQ to solicit proposals, however it's unclear if this response is just collecting a list of interested vendors to respond to a future proposal or if this is the proposal itself?

**This is the formal solicitation to vendors such that one will be awarded a contract for the services wanted.**

3. Can the agency provide any information about vendors currently or historically performing this work for the agency along with volume, utilization and pricing or a copy of the previous contract?

**This information requires a public information request. If you would like to submit a request, please send an email to [publicrecords@sos.wa.gov](mailto:publicrecords@sos.wa.gov)**

4. It's unclear if the agency is looking for a firm to just provide microfilming services or if they really intend to also digitize originals/microfilm, store and duplicate film and host imagery and it's unclear how much of these additional services are evaluated in the points structure. Can the agency consider clearly indicate and separate out optional services from the evaluation, costs and scoring or is it the intention of the agency to award based on a single firm that can provide the services whether they are ordered or not?

**It is our intention to award a contract based on a single firm that can provide the services whether they are ordered or not.**

5. Please confirm the Judy Pitchford is the RFQQ coordinator and the email submission goes directly to her and does not need to be submitted to a procurement website.

**Yes, this is correct**

6. Would a bid be accepted with the microfilm production starting from a digital image (digital to 35mm), or if the newspapers required microfilm captures strictly using a planetary camera.

**We require Library of Congress microfilming standards be followed (<https://www.loc.gov/rr/news/usnp/usnpguidelinesp.html>). These standards state that “Filming shall be done on a planetary camera with variable pull-down”, so microfilming from digital is not acceptable for what we need.**