



Attachment B - Specifications

RFx: 3000023414

Title: Digital Film Transfer – SOS

I. DESCRIPTION OF MATERIALS

1. All film is part of the State Archives audiovisual collection.
2. The contents of the film reels are one of a kind and irreplaceable.
3. All film reels contain a high intrinsic value and are of continuing unique, historic interest.
4. The collection consists of 300 film reels at an estimated 30 minutes on each film reel.
5. The film reels to be sent to the Contractor's facility will consist of the following types: 257 reels of 16mm film, one reel of 35mm film, and 42 reels of 8mm film.

II. DESCRIPTION OF SERVICES/REQUIREMENTS

1. Secretary of State reserves the right to inspect the Contractor's facilities prior to the award of the contract and during the term of the contract. This inspection may include its receiving, storage, preparation, and production suite, as well as any other areas film reels may pass through. Contractor shall provide a contact name and number for the purposes of scheduling a facility inspection should it be needed.
2. Contractor shall provide all labor, materials, and services required to complete this work in a manner which is acceptable to the Secretary of State.
3. All work shall be performed at the Contractor's work site. No subcontractor shall be permitted to directly handle any of Secretary of State's original holdings.
4. The Contractor will provide a Removable Hard Drive for the files (G-Drive mobile USB from G-Technology or equivalent.)
5. Price shall be inclusive of the number of removable hard drives required to complete this project.
6. Please include a checksum.

III. HANDLING

1. Archival film reels should be handled in a clean work environment with dust-free and clutter-free worktables.
2. Smoking, beverages, and food shall be prohibited in the receiving and shipping areas, the media storage areas, technical equipment facility, and the work area where the film transfer occur.
3. All equipment that comes in contact with the film reels should be in good working order and cleaned regularly as recommended by the original equipment manufacturer.
4. Before digitization, the Contractor will assess the condition of all film reels. If a film reel is deemed to be too fragile or in too poor a condition to transfer, the Contractor should notify the Secretary of State Audiovisual Archivists. With permission from the Secretary of State, the Contractor may then skip said reels. Upon completion of the job, a list of any 'non-transferable reels' should be provided by the Contractor.

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IV. SPECIFICATION FOR DELIVERABLES

1. Preservation File: 4K – Quality scans – 10 bit uncompressed MOV – native aspect ratio (no pillar box) and native frame rate. Target bit rate 44-56 mbps.
2. Access Copy: H.264 MP4- 3840 X 2160 - native frame rate- target bit rate 25 mbps.
3. Mezzanine Copy: H264- 1280 X 720 (pillar box) - native frame rate- target bit rate 15 mbps.
4. Slates: The Contractor shall prepare an electronic slate and insert it at the head of each item identifying the recording by its Secretary of State identifier. The length of time the slate shall be visible is 5 seconds.
5. The Contractor shall be responsible for its own quality control of the files, subject to ultimate review by the Secretary of State. The Contractor shall check all files to ensure that the file matches the original, that the file plays back correctly, and that no digital artifacts have been introduced.
6. There are no nitrate assets included in this job.
7. Color correction is not required. Deliver flat scans.
8. Digitize the film in real-time and have the final deliverable as 4K MOV (pillar boxed is fine). “Native” refers to the aspect ratio and frame rate of the film. Faster or slower than real-time is acceptable. The equipment should be industry standard and not place any unnecessary strain on the film reels.
9. Scan to the native frame rate.
10. Scan master files at the native aspect ratio. Provide the 720p mezzanine files a 16x9 pillar box. Agency will go on recommendation by Contractor on what aspect ratio would produce a near -4K or 4K quality. Please use frame rate native to each reel. Regarding bitrate, Agency will go on recommendation by Contractor.
 - Access copies and mezzanine copies should have pillar boxing for use on the website. The master copy should be native aspect ratio.
11. The main deliverable needed, 4K uncompressed MOV files, will take massive amount of storage space. Individual files can be terabytes in size. The MP4 copies will be in tens of Gigabyte’s (Highest should be around 110GB). The vast majority of the reels are no longer than 30 minutes in duration, some being only 1 to 2 minutes long, so we do not anticipate the files being too large.
12. The 8mm film vary in length from 150 feet to 300 feet.
13. Hard drives are the only required deliverable. Use the maximum space possible on each drive and continue batched onto the next.
14. Metadata burn-in on the access copies will not be required.
15. Measurements of the reel (not the film) left to right from widest point:
 - a. 16mm Reel Diameters
 - i. 3 Inches x 26
 - ii. 3.5 Inches x 20
 - iii. 4 Inches x 15

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- iv. 5 Inches x 7
- v. 6 Inches x 2
- vi. 6.5 Inches x 13
- vii. 7 Inches x 66
- viii. 8 Inches x 5
- ix. 8.5 Inches x 1
- x. 9.5 Inches x 7
- xi. 10 Inches x 6
- xii. 10.5 Inches x 9
- xiii. 11 Inches x 3
- xiv. 12 Inches x 13
- xv. 12.5 Inches x 3
- xvi. 13.5 Inches x 1
- xvii. 14 Inches x 5
- xviii. 15 Inches x 11
- b. 35mm Reel Diameter:
 - i. 7 Inches x 1

V. SECURITY AND STORAGE

1. Given the historical and permanent record character of these film reels, the Contractor shall take all necessary steps to safeguard these materials in accordance with the provisions listed below.
2. These archival film reels should be safeguarded against theft, vandalism, unauthorized use, damage, and alterations of any kind.
3. Storage and use temperatures shall not exceed 75 degrees Fahrenheit and shall not exceed 50% humidity.
4. The Contractor's facility should have a fire detection system and be connected to an emergency signal company that will bring the fire department to the facility expeditiously.
5. The Contractor's facility should have good ventilation and be free from gaseous fumes such as those emitted from chemical stores of freshly painted rooms.

VI. PICK UP AND DELIVERY

1. Contractor will arrange for pickup of original film reels from Secretary of State for shipment. Each shipment will be accompanied by an inventory list. An email with an identical inventory list will also be sent to the Contractor. The film will be sent in one large batch.
2. Upon receipt of shipment, the Contractor shall verify the inventory and send a return email to Secretary of State confirming receipt within 12 hours of obtaining the film reels. The email shall also carefully perform a completed inspection and inventory upon receipt of all materials for adequacy with respect to the quality as well as quantity. The Contractor shall contact the

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Secretary of State immediately if there are any items listed on the inventory but not included with the materials received. Damaged materials shall be reported to Secretary of State.

3. All original film reels in their original containers and file based deliverables shall be returned to Secretary of State upon completion of work.
4. For shipment of originals and file deliverables media coming to Secretary of State, the Contractor will return the originals to their original tape case, package them securely, and label removable hard drives.
5. Each project completed by the Contractor shall be accompanied by a Contractor-created shipping inventory that lists each item by its number. Upon receipt of shipment, Secretary of State shall verify the inventory, and send an email that lists the items received. Receipt of the email shall then constitute a written record of the acceptance of the shipment by the Secretary of State. Therefore, any deviation(s) shall be known by both the Contractor and by the Secretary of State immediately.
6. The Secretary of State may return unsatisfactory file deliverable media to the Contractor not later than 30 calendar days after initial receipt of copies for re-transferring at the Contractor's expense. Neither Secretary of State nor the Contractor shall bear any responsibility for unsatisfactory copies that are the result of defects inherent in the originals.
7. There is no requirement on shipping/freight carrier.
8. The Secretary of State will pack and pallet the reels, however, we do require that vendors provide tote boxes to protect the film during shipping.

VII. PACKAGING AND LABELING

1. The original film reels and file deliverable media shall be packaged separately for shipment to Secretary of State.
2. Film reel originals: All film reels will be returned to Secretary of State in the original containers.
3. File deliverable media: The Contractor shall number each drive with the corresponding Secretary of State unique title or identifier range, the date the files were transferred to the drive ("Files created: mm/dd/yyyy.") The Contractor's name, logo or other identifier shall not appear on the drive.

VIII. ADDITIONAL CONDITIONS

1. Pricing for the bid is per each reel of film. There are 300 film reels at an estimated 30 minutes each.
2. Scope of work – project will be inclusive of all labor, materials, equipment, parts, supervision, freight/shipping, insurance, permits and or any other miscellaneous charges to produce a completed project acceptable to the agency. All work shall conform to the requirements of all law and ordinances in force in the locality in which the work is performed.
3. All corrections for work that is unsatisfactory shall be corrected at the Contractor's expense and

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should be completed satisfactorily before approval and final payment is made.

4. If it is discovered that additional work is required outside of the scope of this job, it will only be approved with authorization from the Agency and executed only with a written purchase order and/or change order.
5. Bidders are to provide references from three companies that they have done business with in the last year, at least one of which shall be from a project of similar size and scope as this solicitation, upon Agency request.
6. Invoices can be sent after each batch of drives are delivered.