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# GPO'S MASS DIGITIZATION PROJECT

## Pre-Proposal Conference

U.S. Government Printing Office

September 3, 2008

# Agenda

- 9:30-9:45: Arrive at GPO, Welcome and Logistics (Broadnax, Landgraf)
- 9:45-10:00: Introduction to GPO's Digitization Efforts (Davis)
- 10:00-11:30: GPO Responses to Frequently Asked Questions (GPO Panel: Haun-mohamed, Landgraf, Mauldin, Wiese, Knoll, Broadnax)
- 11:30-12:-00: Open Q &A Session
- 12:00pm: Adjourn

# Introduction of GPO Panelists

- Robin Haun-Mohamed, Director, Collection Management and Preservation
- James Mauldin, Manager, Office Of Archival Management
- Ginny Wiese, Senior Archives Specialist
- Kirk Knoll, Assoc. Director, Program Management Office
- Matt Landgraf, Lead Program Planner
- Albertha Broadnax, Contracting Officer

# Mass Digitization Project Background

- GPO's "A Strategic Vision for the 21<sup>st</sup> Century"
- Digitize the publications distributed through the Federal Depository Library Program (FDLP)
- What is the FDLP?

# Mass Digitization Project Background

- Cooperative relationship
- Receipt of digital master files for preservation at no cost to GPO
- Access copies to be made available through GPO's Federal Digital System (FdSys)
- Partner gets to keep a copy of the files that are digitized
- Free and permanent public access through the FDLP

# Background Continued

- Scope of project
- Standards
- Metadata (GPO provided/partner provided)
- Quality Control

# What is FDsys--Overview

GPO's Federal Digital System (FDsys) will be a world class system for managing official Government content.

The system will verify and track versions, assure authenticity, preserve content, and provide permanent public access.

The system is designed to be:

- Rules based
- Policy neutral
- Modular and adaptable



## Question #1:

- Since this is a no-cost procurement, what is the benefit for a private or public sector entity to participate with GPO on this effort?



## Answer #1:

- The contractor or contractors will be able to maintain a collection of files produced in the process for inclusion in their collections.

## Question #2:

- Will GPO entertain the idea of awarding to more than one contractor to do the digitization?

## Answer #2:

- Yes. In general, GPO will enter into relationships with contractors in accordance with strategies that are most advantageous to the Government.
- This may involve one contractor or multiple contractors, depending on GPO's needs and requirements.

## Question #3:

- What is GPO's expected time frame for completing this project?

## Answer #3:

- GPO has stated in the RFP that prospective contractors should propose a timeframe to GPO for when the project could be completed.
- GPO would like to have the entire legacy collection digitized in a period of three to five years.

## Question #4:

- How does this project relate to the various other projects that GPO is undertaking in relation to digitization?

## Answer #4:

- Inventory project
  - Project to identify current holdings held by GPO in preparation for the Mass Digitization project
  - RFI was issued and has closed, GPO is reviewing responses
- Microfiche scanning project
  - Out of scope for this RFP



## Question #5:

- Is GPO planning to revise its digitization specifications?

## Answer #5:

- GPO may update its digitization specifications and requirements for digitized content. These changes could be based on:
  - New guidelines to be soon published by the National Digitization Strategy Advisory Board (NDSAB)
  - New preservation format requirements

## Question #6:

- What inventory does GPO currently have on hand to be digitized immediately after this contract has been awarded?

## Answer #6:

- In-house publications
  - 216 pallets on hand at GPO
- Inventory project
  - Project to identify current holdings held by GPO in preparation for the Mass Digitization project
  - RFI was issued and has closed, GPO is reviewing responses
- GPO will be working with Regional Depository Libraries and other institutions to obtain materials to be digitized

## Question #7:

- When will digitized content be made available by GPO through FDsys?

## Answer #7:

- The ability for FDsys to accept converted content is currently scheduled for the third increment of the first release
- GPO is currently planning possible steps to make content available from GPO before this timeframe

## Question #8:

- Who will pay for the shipping of tangible materials to and from GPO during this project?



## Answer #8:

- GPO will pay shipping costs for materials that are shipped TO the contractor.
- The contractor will pay shipping costs for materials that are shipped back to GPO.

## Question #9:

- How would GPO prefer to have electronic materials delivered by the contractor(s)?

## Answer #9:

- Files must be delivered directly to GPO (e.g., via ftp, sftp, or external storage device) within ten days of acceptance by GPO.
- Posting the files to a Web server will NOT be a sufficient method of delivery.

## Question #10:

- GPO has stated that it will provide descriptive metadata for each publication to be digitized. What metadata will be provided?

## Answer #10:

- GPO plans to collect metadata about each publication to be digitized, which will then be sent to the digitization contractor(s).
- Sufficient metadata will be present to identify each publication as unique.

# Question #11

- Will GPO accept proposals from contractors that plan to work with sub-contractors?

# Answer #11:

- Yes. All such arrangements should be disclosed in the proposal.
- After award, written consent is required from GPO in order for contractors partner with new sub-contractors.



## Question #12:

- Will GPO consider Non-US sources for this procurement?

## Answer #12:

- Nothing precludes GPO from accepting a proposal from and awarding to a non-US entity.

# Questions?