

SOLICITATION, OFFER AND AWARD		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING	PAGE 1 OF 115 PAGES
2. CONTRACT NUMBER	3. SOLICITATION NUMBER S-LC04017	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input type="checkbox"/> NEGOTIATED (RFP)		5. DATE ISSUED 12/31/2003	6. REQUISITION/PURCHASE NO.
7. ISSUED BY CODE The Library of Congress OCGM/FEDLINK Contracts 101 Independence Avenue, S.E. Washington, DC 20540-9414		8. ADDRESS OFFER TO (If other than Item 7)			

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder"

SOLICITATION

9. Sealed offers in original and copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in Item 7 until 2pm local time Tues., February 4, 2004.

CAUTION -- LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME Deborah Burroughs	B. TELEPHONE (NO COLLECT CALLS)			C. E-MAIL ADDRESS dbur@loc.gov
		AREA CODE 202	NUMBER 707-0460	EXT.	

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OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated

13. DISCOUNT FOR PROMPT PAYMENT <i>(See Section I, Clause No. 52.232-8)</i>	10 CALENDAR DAYS	20 CALENDAR DAYS	30 CALENDAR DAYS	CALENDAR DAYS
14. ACKNOWLEDGMENT OF AMENDMENTS <i>(The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):</i>	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE
15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)	
15B. TELEPHONE NUMBER	<input type="checkbox"/> 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.		17. SIGNATURE	18. OFFER DATE
AREA CODE	NUMBER	EXT.		

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION		
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c) () <input type="checkbox"/> 41 U.S.C. 253(c) ()		23. SUBMIT INVOICES TO ADDRESS SHOWN IN ITEM (4 copies unless otherwise specified)		
24. ADMINISTERED BY (If other than Item 7)	CODE	25. PAYMENT WILL BE MADE BY CODE		
26. NAME OF CONTRACTING OFFICER (Type or print)		27. UNITED STATES OF AMERICA (Signature of Contracting Officer)		28. AWARD DATE

IMPORTANT -- Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

PRESERVATION SERVICES FOR LIBRARY AND ARCHIVAL COLLECTIONS

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PART I - THE SCHEDULE

**SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS
CONTRACTOR COST PROPOSAL**

The contractor shall furnish the services not otherwise provided by the Government under the terms of this agreement to provide a variety of preservation services for FEDLINK member agencies. Services shall be performed in accordance with section C, Statement of Work, as well as by individual task orders which shall be set forth for all services to be performed. The contractor may bid on all or any lots or parts of lots.

Services and prices may be offered on a fixed basis for all customers and/or may be further defined and negotiated for individual customers by Library of Congress (LC) FEDLINK Contracting Officers.

The service categories listed in this section represent the most common preservation services. Other services described in the contractor's response may be appended to this list either in the spaces provided or on additional pages.

Quantities, units, and unit prices requested in this section may be given as estimated ranges. Actual prices for some services may be based on a quote for time and materials after examination of items to be treated or duplicated and may be so indicated.

Prices, services, terms and conditions found in catalogs or brochures do not apply to the extent that they modify or conflict with the prices, services, terms and conditions of this Basic Ordering Agreement.

NOTE: For examination, evaluation and providing cost estimate, travel and per diem rates shall not exceed government rate identified in the Joint Travel Regulations (JTR).

CLIN	SUPPLIES/SERVICES				
B.1.	LOT 1 -CONSERVATION OF RARE BOOKS AND OTHER BOUND RARE LIBRARY AND ARCHIVAL MATERIALS (Section C.3.)				
	Actual prices for services may be based on a quote for time and materials after examination of items to be treated. Contractor may supply prices for labor or protective enclosures, or both. Contractor shall supply cost for examination, evaluation, and providing cost estimate if also providing cost for Labor.				
CLIN	SUPPLIES/SERVICES	QUANTITY	UNIT	PRICE RANGE	
B.1.1.	LABOR (hourly rate) includes treatment processes and materials				
1001	Principal Conservator				
1002	Conservator				
1003	Conservation Technician				

CLIN	SUPPLIES/SERVICES	QUANTITY	UNIT	PRICE RANGE	
B.1.2.	PROTECTIVE ENCLOSURES				
B.1.2.1.	Clamshell boxes, buckram				
1004	Single wall, up to 10" in height and 2" in depth				
1005	Single wall, up to 12" in height and 2" in depth				
1006	Single wall, up to 14" in height and 2" in depth				
1007	Double wall, up to 16" in height and 2" in depth				
1008	Double wall, up to 20" in height and 2" in depth				
1009	Double wall, up to 24" in height and 2" in depth				
1010	Double wall, up to 30" in height and 2" in depth				
1011	Other buckram clamshell box (describe)				
B.1.2.2.	Clamshell boxes, linen				
1012	Single wall, up to 10" in height and 2" in depth				
1013	Single wall, up to 12" in height and 2" in depth				
1014	Single wall, up to 14" in height and 2" in depth				
1015	Double wall, up to 16" in height and 2" in depth				
1016	Double wall, up to 20" in height and 2" in depth				
1017	Double wall, up to 24" in height and 2" in depth				
1018	Double wall, up to 30" in height and 2" in depth				
1019	Other linen clamshell box (describe)				
B.1.2.3.	Phase boxes				
1020	Single wall, up to 10" in height and 2" in depth				
1021	Single wall, up to 12 in height and 2" in depth				
1022	Single wall, up to 14" in height and 2" in depth				
1023	Double wall, up to 16" in height and 2" in depth				
1024	Double wall, up to 20" in height and 2" in depth				
1025	Double wall, up to 24" in height and 2" in depth				
1026	Double wall, up to 30" in height and 2" in depth				
1027	Other phase box (describe)				

CLIN	SUPPLIES/SERVICES	QUANTITY	UNIT	PRICE RANGE	
B.1.2.4.	Machine-made boxes				
1028	Single wall, up to 10" in height and 2" in depth				
1029	Single wall, up to 12" in height and 2" in depth				
1030	Single wall, up to 14" in height and 2" in depth				
1031	Double wall, up to 16" in height and 2" in depth				
1032	Double wall, up to 20" in height and 2" in depth				
1033	Double wall, up to 24" in height and 2" in depth				
1034	Double wall, up to 30" in height and 2" in depth				
1035	Other machine-made box (describe)				
B.1.2.5.	Pamphlet binders				
1036	7" x 9"				
1037	8" x 10"				
1038	9" x 12"				
1039	Other pamphlet binder (describe)				
B.1.2.6.	Four-flap folders				
1040	7" x 9"				
1041	8" x 10"				
1042	9" x 12"				
1043	Other four-flap folder (describe)				
B.1.2.7.	Other protective enclosures (describe)				
B.1.3.	OTHER LOT 1 RELATED OFFERINGS (describe)				
B.1.4.	LOT 1 DISCOUNTS				
B.1.4.1.	Basic LOT1 FEDLINK discount from commercial rates (The prices offered in this proposal represent a discount of _____ % from commercial rates)				
B.1.4.2.	Other LOT 1 related discounts (describe)				

CLIN	SUPPLIES/SERVICES				
B.2.	LOT 2 - CONSERVATION OF FLAT PAPER AND OTHER UNBOUND LIBRARY AND ARCHIVAL MATERIALS (Section C.4.)				
	Actual prices for services may be based on a quote for time and materials after examination of items to be treated. Contractor may supply prices for Labor or Protective Enclosures, or both. Contractor shall supply cost for Examination, Evaluation, and Providing Cost Estimate if also providing cost for Labor.				
CLIN	SUPPLIES/SERVICES	QUANTITY	UNIT	PRICE RANGE	
B.2.1.	LABOR (hourly rate) includes treatment processes and materials				
2001	Principal Conservator				
2002	Conservator				
2003	Conservation Technician				
B.2.2.	PROTECTIVE ENCLOSURES				
B.2.2.1.	Clamshell boxes, buckram				
2004	Single wall, up to 10" in height and 2" in depth				
2005	Single wall, up to 12" in height and 2" in depth				
2006	Single wall, up to 14" in height and 2" in depth				
2007	Double wall, up to 16" in height and 2" in depth				
2009	Double wall, up to 20" in height and 2" in depth				
2010	Double wall, up to 24" in height and 2" in depth				
2011	Double wall, up to 30" in height and 2" in depth				
2012	Other buckram clamshell box (describe)				
B.2.2.2.	Clamshell Boxes, linen				
2013	Single wall, up to 10" in height and 2" in depth				
2014	Single wall, up to 12" in height and 2" in depth				
2015	Single wall, up to 14" in height and 2" in depth				
2016	Double wall, up to 16" in height and 2" in depth				
2017	Double wall, up to 20" in height and 2" in depth				
2018	Double wall, up to 24" in height and 2" in depth				
2019	Double wall, up to 30" in height and 2" in depth				
2020	Other linen clamshell box (describe)				

CLIN	SUPPLIES/SERVICES	QUANTITY	UNIT	PRICE RANGE	
B.2.2.3.	Phase Boxes				
2021	Single wall, up to 10" in height and 2" in depth				
2022	Single wall, up to 12 in height and 2" in depth				
2023	Single wall, up to 14" in height and 2" in depth				
2024	Double wall, up to 16" in height and 2" in depth				
2025	Double wall, up to 20" in height and 2" in depth				
2026	Double wall, up to 24" in height and 2" in depth				
2027	Double wall, up to 30" in height and 2" in depth				
2028	Other phase box (describe)				
B.2.2.4.	Machine-made boxes				
2030	Single wall, up to 10" in height and 2" in depth				
2031	Single wall, up to 14" in height and 2" in depth				
2032	Double wall, up to 16" in height and 2" in depth				
2033	Double wall, up to 20" in height and 2" in depth				
2034	Double wall, up to 24" in height and 2" in depth				
2035	Double wall, up to 30" in height and 2" in depth				
2036	Other machine-made box (describe)				
B.2.2.5.	Pamphlet binders				
2038	7" x 9"				
2038	8" x 10"				
2039	9" x 12"				
2040	Other pamphlet binder (describe)				
B.2.2.6.	Four-flap folders				
2041	7" x 9"				
2042	8" x 10"				
2043	9" x 12"				
2044	Other four-flap folder (describe)				
B.2.2.7.	Other protective enclosures, e.g. post binders (describe)				

CLIN	SUPPLIES/SERVICES	QUANTITY	UNIT	PRICE RANGE	
B.2.3.	OTHER LOT 2 RELATED OFFERINGS (describe)				
B.2.4.	LOT 2 DISCOUNTS				
B.2.4.1.	Basic LOT 2 FEDLINK discount from commercial rates (The prices offered in this proposal represent a discount of _____ % from commercial rates)				
B.2.4.2.	Other Lot 2 related discounts (describe)				

B.3.	LOT 3 - PRESERVATION PHOTOCOPYING/ SCANNING OF BOOKS (Section C.5.)				
	<p>For the following categories, please give baseline prices for photocopying/scanning with a minimum resolution of 500 dpi, and Quality Control of materials in English language, in fair to good condition, less than 3.5" thick, containing no foldouts, requiring no special handling. Quantities, units, and unit prices requested in this section may be given as estimated ranges. Actual prices for some services may be based on a quote for time and materials after examination of items to be copied/scanned and may be so indicated. Dimensions are in reference to page size.</p>				
CLIN	SUPPLIES/SERVICES	QUANTITY	UNIT	PRICE RANGE	
B.3.1.	Disbind and copy, up to 8 ½" x 11"				
3001	Bi-tonal				
3002	Grayscale				
3003	Color				
B.3.2.	Copy as bound, up to 8 ½" x 11"				
3004	Bi-tonal				
3005	Grayscale				
3006	Color				
B.3.3.	Disbind and copy, up to 11" x 17"				
3007	Bi-tonal				
3008	Grayscale				
3009	Color				
B.3.4.	Copy as bound, over 11" x 17"				
3010	Bi-tonal				
3011	Grayscale				
3012	Color				
B.3.5.	Disbind and Copy, other size (describe)				
3013	Bi-tonal				
3014	Grayscale				
3015	Color				
B.3.6.	Copy as bound, other size (describe)				
3016	Bi-tonal				
3017	Grayscale				
3018	Color				
B.3.7.	Additional charge for copying bound books				

CLIN	SUPPLIES/SERVICES	QUANTITY	UNIT	PRICE RANGE	
B.3.8	BINDING and other related services				
3019	Double-adhesive fan bind volume up to 14"				
3020	Double-adhesive fan bind volume up to 17"				
3021	Double-adhesive fan bind other size volume (describe)				
3022	Charge for binding per 1" over 17"				
3023	Spine Stamping (author/title) per line				
3024	Spine Stamping (call number) per line				
3025	Spine label				
3026	Front cover stamping				
3027	Special plate stamping				
3028	Pocket (buckram)				
3029	Pocket (acid-free paper)				
3030	Joining and tipping				
3031	Erasing				
3032	Tape Mend original pages				
B.3.9.	Over size volume handling				
B.3.10.	Foldouts, including tip-ins				
3033	Bi-tonal, up to 8 ½" x 11"				
3034	Bi-tonal, up to 11" x 17"				
3035	Bi-tonal, up to 22" x 34"				
3036	Bi-tonal, up to 33" x 44"				
3037	Grayscale, up to 8 ½" x 11"				
3038	Grayscale, up to 11" x 17"				
3039	Grayscale, up to 22" x 34"				
3040	Grayscale, up to 33" x 44"				
3041	Color, up to 8 ½" x 11"				
3042	Color, up to 11" x 17"				
3043	Color, up to 22" x 34"				
3044	Color, up to 33" x 44"				

CLIN	SUPPLIES/SERVICES	QUANTITY	UNIT	PRICE RANGE	
B.3.11.	Collation and preparation of paginated materials				
3045	Collation of unpaginated pages				
3046	Handling Over-size material				
3047	Handling Overlaps				
3048	Other special handling				
3049	Original returned wrapped in brown paper				
3050	Shrink-wrap original				
3051	Provide protective box for original				
B.3.12.	DIGITAL FACSIMILE (optional)				
3056	Copy provided in TIFF files, on CD-ROM				
3057	Copy provided in PDF, on CD-ROM				
3058	Copy provided in other digital format (describe), on CD-ROM				
3059	Digital output on other medium (describe format and medium)				
B.3.13.	OTHER LOT 3 RELATED OFFERINGS (describe)				
B.3.14.	LOT 3 SHIPPING AND HANDLING				
B.3.15.	OTHER LOT 3 CHARGES, if applicable (for example, setup, minimum charge)				
B.3.16.	LOT 3 DISCOUNTS				
B.3.16.1	Basic LOT 3 FEDLINK discount from commercial rates (The prices offered in this proposal represent a discount of _____ % from commercial rates)				
B.3.16.2.	Other LOT 3 related discounts (describe)				

CLIN	SUPPLIES/SERVICES				
B.4.	LOT 4 - PRESERVATION MICROFILMING (Section C.6)				
	NOTE: Available microfilming services may vary. The contractor should clearly indicate the scope of available services.				
CLIN	SUPPLIES/SERVICES	QUANTITY	UNIT	PRICE RANGE	
B.4.1.	FILM DUPLICATION Dimensions are in reference to film size				
4001	16mm polyester base, customer supplied original				
4002	16mm polyester base, contractor created original				
4003	35 mm polyester base, customer supplied original				
4004	35 mm polyester base, contractor created original				
4005	105 mm polyester base, customer supplied original				
4006	105 mm polyester base, contractor created original				
4007	Other film (describe)				
B.4.2.	POLYSULFIDE TREATMENT				
4008	16mm polyester base, customer supplied original				
4009	16mm polyester base, contractor created original				
4010	35 mm polyester base, customer supplied original				
4011	35 mm polyester base, contractor created original				
4012	105 mm polyester base, customer supplied original				
4013	105 mm polyester base, contractor created original				
4014	Other polysulfide treatment (describe)				
B.4.3.	<p>MICROFILMING OF MATERIALS IN FAIR TO GOOD CONDITION: NOTE: Available microfilming services may vary. For example, contractors may choose not to provide collation and preparation services. The contractor should clearly indicate the scope of available services in Section C.</p> <p>For the following categories, please give baseline prices per exposure for preservation microfilming, including Collation, Preparation, Programming, Targeting, Filming the Master Negative, Quality Control, and Housing in Enclosures for materials in fair to good condition with normal contrast, in English language, of uniform standard size, with minimal fading, using standard orientation, requiring no special handling. Dimensions are in reference to film size. Quantities, units, and unit prices requested in this section may be given as estimated ranges. Actual prices for some services may be based on a quote for time and materials after examination of items to be filmed and may be so indicated.</p>				
B.4.3.1	BOOKS				
4015	High contrast microfilming, 16 mm				
4016	High contrast microfilming, 35 mm				
4017	High contrast microfilming, 105 mm				

CLIN	SUPPLIES/SERVICES	QUANTITY	UNIT	PRICE RANGE	
4018	High contrast microfilming, other size (describe)				
4019	Continuous tone microfilming, 16 mm				
4020	Continuous tone microfilming, 35 mm				
4021	Continuous tone microfilming, 105 mm				
4022	Continuous tone microfilming, other size (describe)				
4023	Color microfilming, 16 mm				
4024	Color microfilming, 35 mm				
4025	Color microfilming, 105 mm				
4026	Color microfilming, other size (describe)				
B.4.3.2.	MANUSCRIPTS				
4027	High contrast microfilming, 16 mm				
4028	High contrast microfilming, 35 mm				
4029	High contrast microfilming, 105 mm				
4030	High contrast microfilming, other size (describe)				
4031	Continuous tone microfilming, 16 mm				
4032	Continuous tone microfilming, 35 mm				
4033	Continuous tone microfilming, 105 mm				
4034	Continuous tone microfilming, other size (describe)				
4035	Color microfilming, 16 mm				
4036	Color microfilming, 35 mm				
4037	Color microfilming, 105 mm				
4038	Color microfilming, other size (describe)				
B.4.3.3.	NEWSPAPERS				
4039	High contrast microfilming, 16 mm				
4040	High contrast microfilming, 35 mm				
4041	High contrast microfilming, 105 mm				
4042	High contrast microfilming, other size (describe)				
4043	Continuous tone microfilming, 16 mm				
4044	Continuous tone microfilming, 35 mm				
4045	Continuous tone microfilming, 105 mm				
4046	Continuous tone microfilming, other size (describe)				

CLIN	SUPPLIES/SERVICES	QUANTITY	UNIT	PRICE RANGE	
4047	Color microfilming, 16 mm				
4048	Color microfilming, 35 mm				
4049	Color microfilming, 105 mm				
4050	Color microfilming, other size (describe)				
B.4.3.4.	SCRAPBOOKS				
4051	High contrast microfilming, 16 mm				
4052	High contrast microfilming, 35 mm				
4053	High contrast microfilming, 105 mm				
4054	High contrast microfilming, other size (describe)				
4055	Continuous tone microfilming, 16 mm				
4056	Continuous tone microfilming, 35 mm				
4057	Continuous tone microfilming, 105 mm				
4058	Continuous tone microfilming, other size (describe)				
4059	Color microfilming, 16 mm				
4060	Color microfilming, 35 mm				
4061	Color microfilming, 105 mm				
4062	Color microfilming, other size (describe)				
B.4.3.5.	OVERSIZED ITEMS On Flat Paper (i.e. maps)				
4063	High contrast microfilming, 16 mm				
4064	High contrast microfilming, 35 mm				
4065	High contrast microfilming, 105 mm				
4066	High contrast microfilming, other size (describe)				
4067	Continuous tone microfilming, 16 mm				
4068	Continuous tone microfilming, 35 mm				
4069	Continuous tone microfilming, 105 mm				
4070	Continuous tone microfilming, other size (describe)				
4071	Color microfilming, 16 mm				
4072	Color microfilming, 35 mm				
4073	Color microfilming, 105 mm				
4074	Color microfilming, other size (describe)				
4075	Collation and Preparation Services				

CLIN	SUPPLIES/SERVICES				
B.4.4.	<p>MICROFILMING MATERIALS IN POOR CONDITION NOTE: Available microfilming services may vary. For example, contractors may choose not to provide collation and preparation services. The contractor should clearly indicate the scope of available services in Section C.</p> <p>For the following categories, please give baseline prices per exposure for preservation microfilming, including Collation, Preparation, Programming, Targeting, Filming the Master Negative, Quality Control, and Housing in Boxes for embrittled materials, or materials in poor condition, with multiple fade changes, uniform standard size, using standard orientation, requiring no additional handling. Dimensions are in reference to film size. Color microfilming is optional</p>				
CLIN	SUPPLIES/SERVICES	QUANTITY	UNIT	PRICE RANGE	
B.4.4.1.	BOOKS				
4076	High contrast microfilming, 16 mm				
4077	High contrast microfilming, 35 mm				
4078	High contrast microfilming, 105 mm				
4079	High contrast microfilming, other size (describe)				
4080	Continuous tone microfilming, 16 mm				
4081	Continuous tone microfilming, 35 mm				
4082	Continuous tone microfilming, 105 mm				
4083	Continuous tone microfilming, other size (describe)				
4084	Color microfilming, 16 mm				
4085	Color microfilming, 35 mm				
4086	Color microfilming, 105 mm				
4087	Color microfilming, other size (describe)				
B.4.4.2.	MANUSCRIPTS				
4088	High contrast microfilming, 16 mm				
4089	High contrast microfilming, 35 mm				
4090	High contrast microfilming, 105 mm				
4091	High contrast microfilming, other size (describe)				
4092	Continuous tone microfilming, 16 mm				
4093	Continuous tone microfilming, 35 mm				
4094	Continuous tone microfilming, 105 mm				
4095	Continuous tone microfilming, other size (describe)				
4096	Color microfilming, 16 mm				
4097	Color microfilming, 35 mm				
4098	Color microfilming, 105 mm				

CLIN	SUPPLIES/SERVICES	QUANTITY	UNIT	PRICE RANGE	
4099	Color microfilming, other size (describe)				
B.4.4.3.	NEWSPAPERS				
4100	High contrast microfilming, 16 mm				
4101	High contrast microfilming, 35 mm				
4102	High contrast microfilming, 105 mm				
4103	High contrast microfilming, other size (describe)				
4104	Continuous tone microfilming, 16 mm				
4105	Continuous tone microfilming, 35 mm				
4106	Continuous tone microfilming, 105 mm				
4107	Continuous tone microfilming, other size (describe)				
4108	Color microfilming, 16 mm				
4109	Color microfilming, 35 mm				
4110	Color microfilming, 105 mm				
4111	Color microfilming, other size (describe)				
B.4.4.4.	SCRAPBOOKS				
4112	High contrast microfilming, 16 mm				
4113	High contrast microfilming, 35 mm				
4114	High contrast microfilming, 105 mm				
4115	High contrast microfilming, other size (describe)				
4116	Continuous tone microfilming, 16 mm				
4117	Continuous tone microfilming, 35 mm				
4118	Continuous tone microfilming, 105 mm				
4119	Continuous tone microfilming, other size (describe)				
4120	Color microfilming, 16 mm				
4121	Color microfilming, 35 mm				
4122	Color microfilming, 105 mm				
4123	Color microfilming, other size (describe)				
B.4.4.5.	OVERSIZED ITEMS On Flat Paper (i.e. maps)				
4124	High contrast microfilming, 16 mm				
4125	High contrast microfilming, 35 mm				
4126	High contrast microfilming, 105 mm				

CLIN	SUPPLIES/SERVICES	QUANTITY	UNIT	PRICE RANGE	
4127	High contrast microfilming, other size (describe)				
4128	Continuous tone microfilming, 16 mm				
4128	Continuous tone microfilming, 35 mm				
4129	Continuous tone microfilming, 105 mm				
4130	Continuous tone microfilming, other size (describe)				
4131	Color microfilming, 16 mm				
4132	Color microfilming, 35 mm				
4133	Color microfilming, 105 mm				
4134	Color microfilming, other size (describe)				
4135	Collation and Preparation Services				
4136	Extra bibliographic research				
4137	Handling Fold-outs				
4138	Handling Overlaps				
4139	Disbinding				
4140	Shrink-wrap original				
4141	Return original wrapped in brown paper				
4142	Provide protective box for original				
B.4.5.	MASTER NEGATIVE STORAGE (optional)				
4143	Storage per reel, per year				
B.4.6.	CATALOGING OF MICROFILMED ITEMS (optional)				
B.4.7.	OTHER LOT 4 RELATED OFFERINGS (describe)				
B.4.8.	LOT 4 SHIPPING AND HANDLING				
B.4.8.1.	LOT 4 Rush charges				
B.4.9.	OTHER LOT 4 CHARGES, if applicable (for example, setup, minimum charges)				
B.4.10.	LOT 4 DISCOUNTS				
4200	Basic LOT 4 FEDLINK discount from commercial rates (The prices offered in this proposal represent a discount of _____ % from commercial rates)				
4201	LOT 4 Volume discounts (describe)				
4202	LOT 4 Customer-specific discounts				
4203	Other LOT 4 related discounts (describe)				

CLIN	SUPPLIES/SERVICES				
B.5.	LOT 5 - PRESERVATION DUPLICATION OF PHOTOGRAPHS AND NEGATIVES (Section C.7.)				
	For the following categories, please give baseline prices for duplication from an original whose base is not curled or damaged. Quantities, units, and unit prices requested in this section may be given as estimated ranges. Actual prices for some services may be based on a quote for time and materials after examination of items to be duplicated and may be so indicated. Dimensions are in reference to film/print size.				
CLIN	SUPPLIES/SERVICES	QUANTITY	UNIT	PRICE RANGE	
B.5.1	BLACK & WHITE DUPLICATION				
B.5.1.1.	Interpositives				
5001	35 mm				
5002	Up to 4" x 5"				
5003	Up to 5" x 7"				
5004	Up to 8" x 10"				
5005	Up to 11" x 14"				
5006	Other size (describe)				
B.5.1.2.	Duplicate Negatives				
5007	35 mm				
5008	Up to 4" x 5"				
5009	Up to 5" x 7"				
5010	Up to 8" x 10"				
5011	Up to 11" x 14"				
5012	Other size (describe)				
B.5.1.3.	Copy Negatives (Negative generated from photographing original photographic or other flat artwork)				
5013	Up to 2 1/4" x 3"				
5014	Up to 4" x 5"				
5015	Up to 5" x 7"				
5016	Up to 8" x 10"				
5017	Up to 11" x 14"				
5018	Other size (describe)				

CLIN	SUPPLIES/SERVICES	QUANTITY	UNIT	PRICE RANGE	
B.5.1.4.	Archivally Processed Prints				
5019	Fiber-based, up to 5" x 7"				
5020	Fiber-based, up to 8" x 10"				
5021	Fiber-based, up to 11" x 14"				
5022	Fiber-based, up to 16" x 20"				
5023	Fiber-based, up to 20" x 24"				
5024	Resin coated, up to 5" x 7"				
5025	Resin coated, up to 8" x 10"				
5026	Resin coated, up to 11" x 14"				
5027	Resin coated, up to 16" x 20"				
5028	Resin coated, up to 20" x 24"				
B.5.1.5.	Archivally Processed Photograph Enlargements				
5029	Fiber-based, up to 5" x 7"				
5030	Fiber-based, up to 8" x 10"				
5031	Fiber-based, up to 11" x 14"				
5032	Fiber-based, up to 16" x 20"				
5033	Fiber-based, up to 20" x 24"				
5034	Resin coated, up to 5" x 7"				
5035	Resin coated, up to 8" x 10"				
5036	Resin coated, up to 11" x 14"				
5037	Resin coated, up to 16" x 20"				
5038	Resin coated, up to 20" x 24"				
B.5.1.6.	Archivally Processed Contact Prints				
5039	Fiber-based, up to 4" x 5"				
5040	Fiber-based, up to 5" x 7"				
5041	Fiber-based, up to 8" x 10"				
5042	Resin coated, up to 4" x 5"				
5043	Resin coated, up to 5" x 7"				
5044	Resin coated, up to 8" x 10"				
5045	Handling over-sized items				

CLIN	SUPPLIES/SERVICES	QUANTITY	UNIT	PRICE RANGE	
5046	Handling curled or damaged film				
5047	Special handling (describe)				
B.5.2.	COLOR DUPLICATION				
B.5.2.1.	Interpositives				
5048	35 mm				
5049	Up to 4" x 5"				
5050	Up to 5" x 7"				
5051	Up to 8" x 10"				
5052	Up to 11" x 14"				
5053	Other size (describe)				
B.5.2.2.	Duplicate Negatives				
5054	35 mm				
5055	Up to 4" x 5"				
5056	Up to 5" x 7"				
5057	Up to 8" x 10"				
5058	Up to 11" x 14"				
5059	Other size (describe)				
B.5.2.3.	Negatives from Copying Original				
5060	Up to 2 1/4" x 3"				
5061	Up to 4" x 5"				
5062	Up to 5" x 7"				
5063	Up to 8" x 10"				
5064	Up to 11" x 14"				
5065	Other size (describe)				
B.5.2.4.	Archivally Processed Prints				
5066	Fiber-based, up to 5" x 7"				
5067	Fiber-based, up to 8" x 10"				
5068	Fiber-based, up to 11" x 14"				
5069	Fiber-based, up to 16" x 20"				
5070	Fiber-based, up to 20" x 24"				
5071	Resin coated, up to 5" x 7"				

CLIN	SUPPLIES/SERVICES	QUANTITY	UNIT	PRICE RANGE	
5072	Resin coated, up to 8" x 10"				
5073	Resin coated, up to 11" x 14"				
5074	Resin coated, up to 16" x 20"				
5075	Resin coated, up to 20" x 24"				
B.5.2.5.	Archivally Processed Photograph Enlargements				
5076	Fiber-based, up to 5" x 7"				
5077	Fiber-based, up to 8" x 10"				
5078	Fiber-based, up to 11" x 14"				
5079	Fiber-based, up to 16" x 20"				
5080	Fiber-based, up to 20" x 24"				
5081	Resin coated, up to 5" x 7"				
5082	Resin coated, up to 8" x 10"				
5083	Resin coated, up to 11" x 14"				
5084	Resin coated, up to 16" x 20"				
5085	Resin coated, up to 20" x 24"				
B.5.2.6.	Archivally Processed Contact Prints				
5086	Fiber-based, up to 4" x 5"				
5087	Fiber-based, up to 5" x 7"				
5088	Fiber-based, up to 8" x 10"				
5089	Resin coated, up to 4" x 5"				
5090	Resin coated, up to 5" x 7"				
5091	Resin coated, up to 8" x 10"				
B.5.2.7.	Color Slides and Color Copy Negatives (of original photograph or other flat artwork) (35 mm slide)				
5092	Up to 4" x 5" transparency				
5093	Up to 5" x 7" transparency				
5094	Up to 8" x 10" transparency				
5095	Up to 4" x 5" negative				
5096	Up to 5" x 7" negative				
5097	Up to 8" x 10" negative				

CLIN	SUPPLIES/SERVICES	QUANTITY	UNIT	PRICE RANGE	
5098	Handling over-sized items				
5099	Handling curled or damaged film				
5100	Special handling (describe)				
B.5.3.	OTHER LOT 5 RELATED OFFERINGS (describe)				
B.5.4.	LOT 5 SHIPPING AND HANDLING				
B.5.5.	OTHER LOT 5 CHARGES, if applicable (for example, setup, minimum charges)				
B.5.6.	LOT 5 DISCOUNTS				
5200	Basic LOT 5 FEDLINK discount from commercial rates (The prices offered in this proposal represent a discount of _____ % from commercial rates)				
5201	Other LOT 5 related discounts (describe)				

CLIN	SUPPLIES/SERVICES	QUANTITY	UNIT	PRICE RANGE	
B.6.	LOT 6 - PRESERVATION CONSULTATION AND TRAINING (Section C.8.)				
B.6.1.	CONSULTING				
6001	General preservation planning				
6002	Disaster planning				
6003	Disaster recovery consulting				
6004	Treatment plans				
6005	Other preservation and conservation consulting (describe)				
B.6.2.	SURVEYS				
6006	General preservation needs assessment				
6007	Collection assessment				
6008	Collection surveys				
6009	Item-by-item surveys				
6010	Other surveys (describe)				
B.6.3.	EDUCATION AND TRAINING				
6011	Workshops at contractor facility				
6012	Workshops at customer's site				
6013	Seminars at contractor facility				
6014	Seminars at customer's site				
6015	Other programs (describe)				
B.6.3.1.	Training material (contractor shall provide each student attending workshop with one current complete set at no additional charge)				
B.6.4.	OTHER RELATED OFFERINGS (describe)				
B.6.5.	DISCOUNTS				
6100	Basic FEDLINK discount from commercial rates (The prices offered in this proposal represent a discount of _____ % from commercial rates)				
6101	Volume discounts (describe)				
6102	Customer-specific discounts				
6103	Other related discounts (describe)				

SECTION C - STATEMENT OF WORK

C.1. BACKGROUND.

C.1.1. THE FEDLINK PROGRAM. The Federal Library and Information Network (FEDLINK) is a nationwide interagency consortium sponsored by the Library of Congress (LC or The Library) through its Federal Library and Information Center Committee (FLICC). FEDLINK offers federal libraries, information centers and other federal offices information retrieval and library support services to help them fulfill their crucial mission of keeping the Government and the nation informed. FEDLINK contracting for library services began in 1974 with a delegation of procurement authority (DPA) from the General Services Administration to LC. Both the Office of Management and Budget and the General Accounting Office encouraged the program's development and use by federal agencies. In many ways, FEDLINK's simplified contracting procedures and voluntary cooperative approach anticipated the federal procurement reforms. Although a DPA is no longer necessary for the program, the FEDLINK approach retains the benefits that come from centralization and experience.

C.1.2. AUTHORITY. Acting as a servicing agency under the Library of Congress Fiscal Operations Improvement Act, P.L. 106-481, Section 103 (2 U.S.C. §§ 182c.), the Library uses its extensive knowledge of the information industry and library operations to establish contractual agreements for commercial library/information products and then makes these agreements available to other federal offices. LC/FEDLINK contractual agreements are established through formal procurement processes that meet the requirements of the Federal Acquisition Regulation (FAR). LC/FEDLINK agreements are available to federal offices in the executive branch (including the armed forces), the legislative branch, the judicial branch, and independent agencies. In addition, contractors to government agencies who are authorized to use federal sources of supply are able to purchase through FEDLINK. Although the contracts meet the standards demanded by librarians and other information professionals, LC/FEDLINK users are not limited to libraries. Legal offices, laboratories and information centers, analysts, scientists and other end-users in federal agencies may acquire their electronic and print publications through FEDLINK.

C.1.3. FEDLINK CONTRACTS. In FY03 federal offices bought more than \$95 million in commercial off-the-shelf information services through FEDLINK. The program's broad range of contracts includes: access to electronic databases and other publications, document delivery, periodical subscription services, acquisition of print materials from book wholesalers and publishers, and membership in bibliographic utilities (for cataloging, resource sharing, interlibrary loan, and reference services). FEDLINK thus offers its 1,000 participating organizations "one stop shopping" for their information and library support requirements. Agencies with little experience with the information industry can take advantage of LC's expertise and save considerable time and expense in purchasing print and electronic publications and library services.

C.1.4. FEDLINK SERVICES. FEDLINK also provides fiscal support to members of the cooperative. When establishing an interagency agreement (IAG) with LC to use FEDLINK services, the member may choose to transfer funds to LC to pay invoices for services ordered through the IAG. Under this "transfer pay" option, the contractor sends invoices to FEDLINK, where FEDLINK Fiscal Operations (FFO) staff examine them, pay the contractor electronically, and send the member a statement of account with copies of the paid contractor invoices. With transfer pay, the contractor only has to deal with one government financial office and the member is relieved of the invoice processing workload. Alternately, members may choose a direct invoice/payment relationship with contractors. Terms for the transfer pay or direct pay options, information on delivery order/contracts and invoice procedures are described in Section G of this agreement.

C.1.5. QUALIFYING CONTRACTORS. Contractors who qualify for the FEDLINK program will be those who demonstrate a thorough understanding of the technical requirements of the preservation services described herein; who have the required experience and facilities to provide efficient, quality services; whose past performance demonstrates reliability and professionalism; and whose prices represent cost savings for the Government and the FEDLINK membership.

C.1.6. INSTRUCTIONS FOR PROPOSALS. A glossary is included in Section C.9. In this agreement annual periods reflect the federal fiscal year (October 1 through September 30) unless otherwise noted. All prices shall be in US dollars. Invoices and payments shall be in US dollars. Detailed directions for the format of proposals are given in Section L - Instructions, Conditions and Notices to Offerors. Through the proposal, the contractor shall demonstrate understanding of the technical requirements of the offered lot(s) and the capability to provide the services offered. Contractors may supply sample materials (catalogs, management reports, invoices, etc.) to

illustrate the narrative description of their services required by Section L, but shall not submit such materials in lieu of narrative description.

C.2. SCOPE OF WORK.

C.2.1. OBJECTIVE. This solicitation is issued to establish a Basic Ordering Agreement (BOA), a procurement vehicle which defines the terms, conditions and pricing for service from contractors, for the acquisition of preservation resources for FEDLINK member agencies. A task order or purchase order issued against this BOA, not the BOA itself, shall be the contract between the Customer (FEDLINK member agency) and the contractor. The objective of individual projects is to provide preservation services to the highest professional standards in order to enable items to be used safely and to assure their long-term preservation. In addition, agencies may seek services that provide information about specific collections or increase staff knowledge of general preservation and conservation issues.

C.2.2. PRESERVATION OF LIBRARY COLLECTIONS. FEDLINK member agencies hold rare and special collections of books, manuscripts, works of art on paper, documents, photographs, maps, architectural drawings, and graphic materials. These are the intellectual and cultural heritage records of the United States. Many of these materials requiring preservation vary widely in date of origin, composition, and condition. They also have different histories of storage and handling. The majority of agencies have no facilities or staff to cope with their preservation problems. Successful preservation treatment/copying of the collections requires outsourcing to well-trained, experienced professionals with special skills as well as specialized equipment.

C.2.3. GENERAL REQUIREMENTS. The agreement is divided into six lots. Contractors may offer services under any and all lots.

C.2.3.1. Lot 1 - Conservation of Rare Books and Other Bound Rare Library and Archival Materials (Including Protective Enclosures). Under this lot, the contractor provides services to preserve items in a manner consistent with their readability, durability, aesthetic quality, and monetary value. Conservation treatments may be performed on books and bound documents, and other material found within the items such as maps, photographs, illustrations on a variety of materials including but not limited to paper and vellum (or other similar material). Under this lot, the contractor may supply protective enclosures without conservation treatment.

C.2.3.2. Lot 2 - Conservation of Flat Paper and Other Unbound Rare Library and Archival Materials (Including Protective Enclosures). Under this lot, the contractor provides services to preserve items in a manner consistent with their readability, durability, aesthetic quality, and monetary value. Conservation treatments may be performed on manuscripts, architectural drawings, photographs, maps, wallpaper, globes, and other documents on a variety of materials including, but not limited to paper and vellum (or other similar material). Conservation treatments may also be performed on works of art on flat paper, vellum and other similar materials. Sculpture, paintings, and other works of art are excluded, and should be referred to a conservator of art objects. Under this lot, the contractor may supply protective enclosures without conservation treatment.

C.2.3.3. Lot 3 - Preservation Photocopying/Scanning of Books. Under this lot, the contractor creates preservation facsimile copies of books. The items may be monographs or volumes from serials, series, or multi-volume monographs. They may be in any language and may vary in size. They may include plates, photographs, graphs, maps, charts, drawings, engravings or other illustrated material. Some illustrated material may be foldouts or in pockets. The items may require cataloging and/or labeling with classification or shelving numbers.

C.2.3.4. Lot 4 - Preservation Microfilming. Under this lot, the contractor copies library and archival materials onto preservation microfilm. The items may be manuscripts, works of art on paper, and other documents, including scrapbooks, monographs or volumes from serials, series, or multi-volume monographs. The items may be in any language and may vary in size. They may include plates, photographs, graphs, maps, charts, drawings, engravings or other illustrated material. Some illustrated material may be foldouts or in pockets. The items may be cataloged and/or labeled with classification or shelving numbers.

C.2.3.5. Lot 5 - Preservation Duplication of Photographs and Negatives. Under this lot, the contractor creates preservation copies of photographs and photographic negatives on stable material. Motion picture film and filmstrips are excluded.

C.2.3.6. Lot 6 - Preservation Consultation and Training. Services offered under this lot may include workshops and seminars on preservation and conservation topics; consultation on conservation needs of specific collections or objects; training of technicians; and/or general preservation needs assessment surveys, collection surveys, and item-by-item surveys.

C.2.3.7. Other Services, Processes, or Technology. Contractors offering other related services, processes, or technologies which are not found in the following sections for Lots 1-5 shall provide sufficient description of these processes or technologies in their technical/managerial proposal in order for them to be reviewed by the technical evaluation panel and accepted as part of the proposal. Specifications for these services, processes, or technologies shall be according to industry standards.

C.2.4. REQUIREMENTS APPLICABLE TO ALL LOTS.

C.2.4.1. PROJECT MANAGEMENT. For each task order under this agreement, the contractor shall designate a project manager as the main point of contact between the requiring agency and the contractor.

C.2.4.1 (a) The contractor's project manager shall be thoroughly familiar with the terms of the task order, have thorough knowledge of current relevant preservation techniques, practices, and standards, and have in-depth knowledge of the contractor's processes and procedures and the day-to-day operation of the contractor's facility.

C.2.4.1 (b) The contractor's project manager or designated alternate shall be available within a period of 24 hours after receipt of notification (telephone, fax, or in writing) from the agency to discuss any matter concerning the project.

C.2.4.1 (c) The contractor's project manager shall monitor all work performed under the task order. This individual shall have the ability and authority to make inquiries of the agency's project manager regarding questions of a technical and administrative nature, answer any questions from the agency's project manager concerning work performed under the task order, and resolve problems.

C.2.4.2. INSURANCE AND SECURITY.

C.2.4.2 (a) The contractor shall take all reasonable precautions to safeguard all agency-furnished materials and return such material to the agency in good condition with the completion of each task order. The contractor shall be responsible for the safekeeping of all agency materials while in its facilities, and during transit to or from the contractor facility. The contractor shall safeguard agency material against theft, vandalism, fire, flood, rodent and insect infestation, and other hazards. Agency materials shall be handled only by the contractor's employees, and only in connection with work under the task order.

C.2.4.2 (b) The contractor shall be liable for damage or loss of the original items owned by the agency which would have been avoided by the contractor exercising reasonable care. The contractor's liability shall not exceed the appraised value (if one exists) of the items or the cost of replacing or repairing the damaged or lost items. The agency will determine whether the contractor shall replace or repair damaged items. If a loss occurs, an independent appraiser may be called upon to determine the value of the items lost or damaged.

C.2.4.2 (c) Insurance coverage shall be provided by the contractor on a 'door-to-door' basis; i.e. from time the shipment leaves the agency until the receipt of the finished work and originals returned to the agency. The contractor shall have sufficient insurance to cover the loss of or damage to each original item in performance of the task order. The insurance shall be provided by specific policy(ies) or by inclusion of the risks in the contractor's existing policy(ies), and shall be issued for the duration of task order performance. A copy of the insurance policy(ies) shall be sent to the agency not later than thirty (30) days after contract award. The contractor shall either factor the cost of insurance into the hourly charge for labor, or include it in the form of a dollar amount per \$1,000 valuation/month, with the dollar amount to be negotiated with the agency. The valuation is the responsibility of the agency.

C.2.4.2 (d) During transport to and from the agency, it is important that materials, including the agency's originals and duplicates created by the contractor, be maintained in an environment in which the ambient temperature remains between 55 and 72 degrees F. and that the relative humidity does not exceed 55%. These conditions shall be observed and maintained during transport and in the contractor's production facility. Whenever original materials are not in the process of being treated/duplicated, they should be stored in a secure and climate controlled area. The

contractor shall either factor the cost of transport into the hourly charge for labor, or include it as a separate amount, to be negotiated with the agency.

C.2.4.3. REPORTING REQUIREMENTS AND DELIVERABLES. When items are received at the contractor facility, the inventory of items shall be checked and a copy of the verified inventory shall be returned to the agency's project manager within five (5) working days, or other time period mutually agreed upon by the contractor and agency. The agency's project manager will authorize all services in writing. Work shall be completed and originals returned to the agency within the designated performance period along with the required written reports. See sections for individual Lots for specific reporting requirements and deliverables.

C.2.4.4. SUBCONTRACTING. All preservation services shall be done on the premises of the contractor unless written permission to do otherwise is granted by the LC Contracting Officer. No subcontracting shall be permitted without the express written approval of the LC Contracting Officer.

C.2.4.5. REQUIRING AGENCY RESPONSIBILITIES. The FEDLINK customer agency will supply:

C.2.4.5 (a) Agency Project Manager. The requiring agency will appoint a project manager as the main point of contact between the contractor and the agency. The agency's project manager will be responsible for authorizing work instructions, treatment plans, and acceptance of deliverables; monitoring the contractor's work; and communicating with the contractor's project manager regarding questions of a technical and administrative nature.

C.2.4.5 (b) Copyright Compliance. The agency is responsible for ensuring that copies are made in compliance with U.S. copyright law.

C.2.4.5 (c) For Lots 1 and 2:

- (1) Original item(s) requiring conservation.
- (2) A detailed written inventory of the item(s) included in shipments/deliveries requiring conservation treatment
- (3) Detailed description, photographic surrogates and documentation, and preliminary recommendations for treatment.
- (4) The approximate value of the item(s). Any materials of particularly high value will be noted.
- (5) In the case of a project consisting solely of protective enclosures, the agency will provide a request for protective enclosures including dimensions, style, and material.

C.2.4.5 (d) For Lots 3, 4, and 5:

- (1) Original items from which preservation copies/duplicates shall be made.
- (2) A detailed written inventory of the items included in shipments/deliveries requiring preservation treatment.
- (3) Any materials of particularly high value will be noted.
- (4) Work instructions and requirements for the items requiring preservation services.

C.3. LOT 1 - SPECIFIC REQUIREMENTS FOR CONSERVATION OF RARE BOOKS AND OTHER BOUND RARE LIBRARY AND ARCHIVAL MATERIALS.

C.3.1. CONSERVATION OF RARE BOOKS AND OTHER BOUND RARE LIBRARY AND ARCHIVAL MATERIALS. Conservation treatments may be performed on books and other documents, as well as maps, photographs, illustrations, and other material found within the items, on a variety of materials including but not limited to paper and vellum (or other similar material) in accordance with Section C.2.4., Requirements applicable to all lots.

C.3.1.1. All work shall be performed in accordance with the *Code of Ethics* and *Guidelines for Practice* of the American Institute for Conservation of Historic and Artistic Works (AIC). These documents are available online from the AIC: <http://aic.stanford.edu/pubs/ethics.html>.

C.3.1.2. Items shall be treated and returned within the performance period specified by the agency along with a detailed written report of the treatment performed. See Section C.3.10. Documentation Specifications.

C.3.1.3. Protective Enclosures. Under this lot, the contractor may supply protective enclosures without conservation treatment. For this type of project, only certain requirements apply. See section C.3.1.1. for specific requirements.

C.3.2. CONSERVATION TREATMENTS. Treatments shall be performed in a manner consistent with the durability, readability, the aesthetic quality, and monetary value of the item(s).

C.3.2.1. For readability, volumes shall be bound so that they open easily and lay nearly flat unless such a method is historically inappropriate or specified by the agency. Print in the internal margins shall be readily legible.

C.3.2.2. For durability, materials and workmanship shall be of first quality with as little tendency to chemical degradation or mechanical deterioration as possible. Materials shall be permanent and of appropriate durability. Processes shall be in accordance with current professional conservation practice and meet the highest standards.

C.3.2.3. Aesthetic quality of the item is primarily a function of the original creation of the object and of the materials used in its creation. The quality and integrity of the workmanship and appropriateness of the conservation treatment shall serve to maintain the aesthetic quality of the item. Purely cosmetic treatments shall generally be minimal.

C.3.2.4. Specific Conservation Treatments.

- (a) Surface cleaning
- (b) Removal of damaging mends
- (c) Stain reduction
- (d) Stabilization of friable media
- (e) Washing in water
- (f) Deacidification (aqueous and non-aqueous)
- (g) Paper repair including leafcasting
- (h) Repair of original binding, housing
- (i) Titling on spines or labels
- (j) Encapsulating leaves with polyester film
- (k) Producing appropriate housings including mats, phase and drop-spine boxes, and other housing
- (l) Collation and disbinding
- (m) Sewing through the folds on cords or tapes
- (n) Rebinding in leather, cloth, paper, vellum, tawed skin, and other specified material
- (o) Other required or desired conservation treatments not listed here

C.3.2.5. Subsequent Preservation Services. Preservation photocopying, photographic duplication, or microfilming are optional services under other Lots of this agreement which may be applied to the item(s) in conjunction with conservation treatment.

C.3.3. PERSONNEL REQUIREMENTS. Contractor personnel shall include a principal conservator with overall responsibility for all aspects of the conservation work, who will inspect the materials to receive treatment and make recommendations concerning their treatment, and will oversee conservation treatments performed by subordinates. The principal conservator or a senior conservator will perform the treatments presenting the greatest technical difficulty. The actual bench work may be performed by subordinate conservators, with the above exception. Conservation technicians and trainees may perform the simpler tasks under the close supervision of a conservator.

C.3.3.1 The principal conservator and the conservators performing treatment must provide evidence of appropriate training and of continuing training on and familiarity with recent techniques, procedures, and materials in book and paper conservation.

C.3.3.2. All personnel engaged in the project must have prior experience in conservation treatments of similar nature and complexity to those required by the specific project described in the task order.

C.3.4. PRELIMINARY EXAMINATION OF ITEMS. The principal conservator or the conservator who will perform the majority of the treatments shall examine each item individually and prepare a report, including cost estimates, on each item's condition. Examination and evaluation may be at the agency or in the conservation

laboratory of the contractor, as agreed upon by agency and contractor. The contractor shall indicate costs for examining the item(s) and providing the cost estimate under Section B.1.

C.3.5. TREATMENT PLAN. Before work begins, a written treatment plan and cost estimate for each item or group of items shall be prepared by the principal conservator and submitted to the agency's project manager. The agency's project manager and the principal conservator shall agree on specific treatments based on the condition of the item(s) and the conservator's recommendations. The agency's project manager will authorize all treatment plans in writing before treatment begins.

C.3.5.1. Any changes to the approved treatment plan, including changes in materials or processes, must be mutually agreed upon by both contractor and agency and authorized by the agency's project manager in writing.

C.3.6. TREATMENT MATERIALS. Materials used in treatment shall be permanent and of appropriate durability. All materials shall be provided by the contractor and shall be of first quality.

C.3.6.1. Leather. First quality skins shall be used and skins shall pass the PIRA test. Goatskin, tawed leather, and vellum from tanners such as Russell, Harmatan, Hewit, and Cowley may be used.

C.3.6.2. Cloth. New bindings shall be covered in stable cloths that are suitable in weight and appearance for each individual volume. Cloth repairs shall most often be done using airplane linen colored with acrylic pigments. Internal hinges shall be made of unbleached airplane linen. Sewing thread shall be made of unbleached linen.

C.3.6.3. Paper. Paper case papers should be used for limp paper bindings; stable text weight papers may be used for covering stiff-board bindings. Occasionally decorated papers may be used to cover the boards of stiff-board bindings. End leaves must be constructed of neutral colored, pH neutral or alkaline paper and may be handmade or machine made.

C.3.6.4. Vellum. Limp vellum bindings with or without cloth or alum-tawed leather ties may be used on lightweight and small volumes.

C.3.6.5. Japanese Paper. Repair tissue should be of 100% Kozo fiber. It should be an appropriate weight, color, and transparency for each individual use. Text must be legible through repairs; tissue used to fill losses and mend tears shall be strong enough to withstand handling and should not create a breaking edge.

C.3.6.6. Adhesives. Cooked wheat or rice starch should be used for mending and initial spine linings. Methyl cellulose may be used for adhering bookplates, as a poultice, or as part of a mixture of adhesives. Polyvinyl acetate may be used where the adhesive does not come in contact with the text block or original binding.

C.3.6.7. Polyester Film. Melinex or other equivalent inert polyester films shall be used for encapsulations. The minimum weight required to support the object should be used.

C.3.6.8. Other Materials. The contractor shall provide sufficient description of additional materials in their technical/managerial proposal in order for them to be reviewed by the technical evaluation committee and accepted as part of the proposal. Specifications for these materials shall be according industry standards.

C.3.7. TREATMENT PROCESSES. Processes shall be in accordance with current conservation practice and shall meet the highest standards.

C.3.7.1. Surface Cleaning. Objects should be cleaned using a soft brush, grated vinyl eraser, block vinyl eraser, or latex or chemical sponges, as appropriate to the material being cleaned. Accretions and mold residue may be removed mechanically.

C.3.7.2. Washing. Paper should be washed when necessary to remove dirt and acids. Paper to be washed shall be surface-cleaned prior to washing. All materials must be tested prior to treatment for solubility in all solutions with which the object will be treated. Paper shall be resized following washing only when necessary.

C.3.7.3. Deacidification (Alkalization) of Paper. If an object is washed in water, it may be deacidified with a magnesium bicarbonate or calcium carbonate. When media are soluble in water or magnesium bicarbonate, the paper may be treated with methoxy magnesium methyl carbonate (Wei T'o) or a suspension of magnesium oxide particles in a perfluoro compound (Bookkeeper) or an approved equivalent. Deacidification of objects of high artifactual value shall be carefully considered. Many colored materials should not be deacidified. Papers made with high quality fibers and those in good condition may not require deacidification.

C.3.7.4. Removal of Previous Repairs. Damaging repairs such as ones made with glassine, silk, and pressure-sensitive tape may be removed. Previous repairs made with staining adhesives shall be removed. Techniques for removal may include immersion in water or organic solvents and the local use of water, organic solvents, heat, steam, and poultices.

C.3.7.5. Stain Reduction. Disfiguring stains on objects of aesthetic value may be reduced by bleaching with artificial light, or by chemical bleaching if necessary. Chemical bleaching agents must be used under highly controlled conditions and must be fully removed from the paper following treatment.

C.3.7.6. Paper Repair. Tears shall be mended and losses filled with Japanese tissue. Tears, weak areas, insect damage, etc., at or near the edge of a leaf and any other large areas of damage shall be repaired to the degree possible without causing distortion of the page. Very weak and heavily damaged leaves may be lined with Japanese paper if necessary. Folds shall be reinforced as necessary. Fills shall match the thickness and color of the leaf as closely as possible. Losses may also be leaf cast or filled by inlaying a paper of an appropriate weight, texture and color. If the use of water-based adhesives is undesirable because of weakness of the paper or its tendency to form tide lines, heat-set tissue prepared with acrylic resin and lens tissue according to AIC guidelines may be used.

C.3.7.7. Trimming. Artifacts shall not be trimmed.

C.3.7.8. Sewing. Unbleached linen thread of the appropriate weight shall be used as long as it is available. Sewing may be supported, using cords or linen tapes, or unsupported on text blocks with only one or two gatherings. If possible, sewing shall be through the original holes. No spines shall be sawed and no text blocks shall be overcast. The sewing selected shall allow for maximum openability in relation to the appropriate structure and style of binding for the individual volume. Interior hinges made of airplane linen should be sewn on with the new endpapers if the volume is being rebound.

C.3.7.9. Treatment of Endpapers. End leaves from previous bindings with notations should be preserved as part of the volume. New end leaves should be sewn onto the text block through the fold. One or two folio end leaves may be used depending on the binding structure. Existing bookplates shall be incorporated into the new binding when specified.

C.3.7.10. Binding. Covering material may be full, half, or quarter leather; vellum; starch-filled, acrylic-coated cloth or paper-lined cloth; or paper. Structures may be laced-in, split board, limp vellum, or paper or cloth case. Sewing supports shall be laced-in or put up onto the board. Supports shall not be cut at the top of the shoulder or at the joint.

C.3.7.11. Polyester Film Encapsulation. Polyester film shall be sealed along the edges with an ultrasonic welder.

C.3.7.12. Titling and Decoration. Information to appear on the spine of the volume will be clearly designated by the agency. Typical information includes author, title, and sometimes date of publication. Titles shall be horizontal whenever possible, but may be vertical if the spine is narrow. Call numbers may be required, typically appearing at the tail of the spine. Titles may be stamped or tooled directly on the covering material or onto a leather or paper label. Paper labels may be stamped or printed by machine. Leather spines and labels may be tooled in gold leaf or stamped in foil. Ornamentation applied to the leather spine and boards may be in blind, gold leaf, or foil.

C.3.7.13. Boxing and other protective enclosures. Protective enclosures shall be constructed to the dimensions of the volume and any associated material to be retained. The housing may be a phase box, drop-spine box, a portfolio, or other enclosure, as deemed appropriate to the object. The housing shall be constructed of stable materials such as those recommended in section C.3.7.10, Binding.

C.3.7.14. Other processes. The contractor must provide sufficient description of additional processes in their

technical/managerial proposal in order for them to be reviewed by the technical evaluation committee and accepted as part of the proposal. Specifications for these processes shall be according industry standards.

C.3.8. QUALITY REVIEW. The principal conservator shall inspect each item after treatment to verify the absence of errors and defects in workmanship and to ensure the work performed meets the requirements specified in the treatment plan approved by the agency.

C.3.9. AGENCY INSPECTION AND ACCEPTANCE. The agency will inspect each item individually upon receipt for errors or defects in workmanship and to verify the work was performed in accordance with the approved treatment plan. The agency will notify the contractor of items which failed inspection. The agency's project manager will consult with the principal conservator to decide further action.

C.3.9.1. The agency reserves the right to return items failing inspection to the contractor for corrective treatment at no additional cost to the agency.

C.3.9.2. The agency will notify the contractor of acceptance of completed work within thirty (30) days of receipt (or other mutually agreed-upon time period).

C.3.10. DOCUMENTATION SPECIFICATIONS. Written and photographic records shall be kept for the treatment of all items. This section does not apply to projects consisting solely of supplying protective enclosures.

C.3.10.1. Initial Documentation. The principal conservator or the conservator who will perform the majority of the treatments shall examine each volume individually upon receipt or at the agency and prepare a detailed report including the following:

- (a) Basic bibliographic information, consisting of at least title, date, and brief description
- (b) Condition of item
- (c) Photograph(s) of item

C.3.10.2. Treatment Plan. The principal conservator or the conservator who will perform the majority of the treatments shall prepare a treatment plan for each volume including the following:

- (a) Basic bibliographic information, consisting of at least title, date, and brief description
- (b) Detailed report on condition of item
- (c) Detailed recommended treatments to be performed
- (d) Materials to be used in treatment
- (e) Cost estimate

C.3.10.3. Final Report. A conservator shall prepare a final treatment report, including the following:

- (a) Condition on receipt
- (b) Treatments performed
- (c) Materials used in treatment
- (d) Name and location of the facility which performed treatment
- (e) Month and year in which treatment was completed
- (f) Photograph(s) of item after treatment

In addition to preparing a final report, the contractor may also attach a report to the back paste down of rebound volumes or to the interior boards of protective boxes.

C.3.11. REQUIREMENTS FOR PROTECTIVE ENCLOSURES. For projects consisting of protective enclosures only, the following requirements apply.

C.3.11.1. Materials. Materials used in constructing protective enclosures shall be permanent and of appropriate durability. All materials shall be provided by the contractor and shall be of first quality. Housing shall be constructed of stable materials such as those recommended in section C.3.7.10, Binding.

C.3.11.2. Processes. Construction of protective enclosures shall be in accordance with current professional

conservation practice and meet the highest standards. Protective enclosures shall be constructed to the dimensions of the volume and any associated material to be retained. The housing may be a phase box, drop-spine box, a portfolio, or other enclosure, as deemed appropriate to the object.

C.4. LOT 2 - SPECIFIC REQUIREMENTS FOR CONSERVATION OF FLAT PAPER AND OTHER UNBOUND RARE LIBRARY AND ARCHIVAL MATERIALS.

C.4.1. CONSERVATION OF FLAT PAPER AND OTHER UNBOUND RARE LIBRARY AND ARCHIVAL MATERIALS. Conservation treatments may be performed on manuscripts, architectural drawings, photographs, maps, wallpaper, globes, and other documents on a variety of materials including but not limited to paper, vellum (or other similar material) and other similar materials in accordance with Section C.2.4, Requirements applicable to all lots. Conservation treatments may also be performed on works of art on flat paper, vellum, and other similar materials. Paintings, sculpture and other three-dimensional art objects are excluded from this lot and should be referred to a conservator of art objects.

C.4.1.1. All work shall be performed in accordance with the *Code of Ethics and Guidelines for Practice* of the American Institute for Conservation of Historic and Artistic Works (AIC). These documents are available online from the AIC: <http://aic.stanford.edu/pubs/ethics.html>.

C.4.1.2. Items shall be treated and returned within the performance period specified by the agency along with a detailed written report of the treatment performed. See Section C.4.10., Documentation Specifications.

C.4.1.3. Protective Enclosures. Under this lot, the contractor may supply protective enclosures only. For this type of project, only certain requirements apply. See section C.4.11. for specific requirements.

C.4.2. CONSERVATION TREATMENTS. Treatments shall be performed in a manner consistent with the durability, readability, aesthetic quality, and monetary value of the item(s).

C.4.2.1. For durability, materials and workmanship shall be of first quality with as little tendency to chemical degradation or mechanical deterioration as possible. Materials shall be permanent and of appropriate durability. Processes shall be in accordance with current professional conservation practice and meet the highest standards.

C.4.2.2. Aesthetic quality of the item is primarily a function of the original creation of the object and of the materials used in its creation. The quality and integrity of the workmanship and appropriateness of the conservation treatment shall serve to maintain the aesthetic quality of the item. Purely cosmetic treatments shall generally be minimal.

C.4.2.3. Specific Conservation Treatments.

- (a) Surface cleaning
- (b) Removal of damaging mends
- (c) Stain reduction
- (d) Stabilization of friable media
- (e) Washing in water
- (f) Deacidification (aqueous and non-aqueous)
- (g) Paper repair including leaf casting
- (h) Repair of original housing, globe form, mounting
- (i) Encapsulating leaves with polyester film
- (j) Producing appropriate housings including mats, phase and drop-spine boxes, and other housing
- (k) Collation and disbinding
- (l) Other required or desired conservation treatments not listed here

C.4.2.4. Subsequent Preservation Services. Preservation photocopying, photographic duplication, or microfilming are optional services under other Lots of this agreement which may be applied to the item(s) in conjunction with conservation treatment.

C.4.3. PERSONNEL REQUIREMENTS. Contractor personnel shall include a principal conservator with overall responsibility for all aspects of the conservation work, who will inspect the materials to receive treatment and make recommendations concerning their treatment, and will oversee conservation treatments performed by subordinates. The principal conservator or a senior conservator will perform the treatments presenting the greatest technical difficulty. The actual bench work may be performed by subordinate conservators, with the above exception. Conservation technicians and trainees may perform the simpler tasks under the close supervision of a conservator.

C.4.3.1. The principal conservator and the conservators performing treatment must provide evidence of appropriate training and of continuing training on and familiarity with recent techniques, procedures, and materials in book and paper conservation.

C.4.3.2. All personnel engaged in the project must have prior experience in conservation treatments of similar nature and complexity to those required by the specific project described in the task order.

C.4.4. PRELIMINARY EXAMINATION OF ITEMS. The principal conservator or the conservator who will perform the majority of the treatments shall examine each item individually and prepare a report, including cost estimates, on each item's condition. Examination and evaluation may be at the agency or in the conservation laboratory of the contractor, as agreed upon by agency and contractor. The contractor shall indicate costs for examining the item(s) and providing the cost estimate under Section B.2.

C.4.5. TREATMENT PLAN. Before work begins, a written treatment plan and cost estimate for each item or group of items shall be prepared by the principal conservator and submitted to the agency's project manager. The agency's project manager and the principal conservator shall agree on specific treatments based on the condition of the item(s) and the conservator's recommendations. The agency's project manager will authorize all treatment plans in writing before treatment begins.

C.4.5.1. Any changes to the approved treatment plan, including changes in materials or processes, must be mutually agreed upon by both contractor and agency and authorized by the agency's project manager in writing.

C.4.6. TREATMENT MATERIALS. Materials used in treatment shall be permanent and of appropriate durability. All materials shall be provided by the contractor and shall be of first quality.

C.4.6.1. Japanese Paper. Repair tissue should be of 100% Kozo fiber. It should be an appropriate weight, color, and transparency for each individual use. Text must be legible through repairs; tissue used to fill losses and mend tears shall be strong enough to withstand handling and should not create a breaking edge.

C.4.6.2. Adhesives. Cooked wheat or rice starch should be used for mending and backing. Methyl cellulose may be used as a poultice or as part of a mixture of adhesives. Polyvinyl acetate may be used where the adhesive does not come in contact with the text block or original binding.

C.4.6.3. Polyester Film. Melinex or other equivalent inert polyester films shall be used for encapsulations. The minimum weight required to support the object should be used.

C.4.6.4. Mats and Mounts. These should be made of acid free material (100% ragboard).

C.4.6.5. Other Materials. The contractor must provide sufficient description of additional materials in their technical/managerial proposal in order for them to be reviewed by the technical evaluation committee and accepted as part of the proposal. Specifications for these materials shall be according industry standards.

C.4.7. TREATMENT PROCESSES. Processes shall be performed in accordance with current conservation practice and shall meet the highest standards.

C.4.7.1. Surface Cleaning. Objects should be cleaned using a soft brush, grated vinyl eraser, block vinyl eraser, or

a latex or chemical sponge, as appropriate to the material being cleaned. Accretions and mold residue may be removed mechanically.

C.4.7.2. Washing. Paper should be washed when necessary to remove dirt and acids. Paper to be washed shall be surface-cleaned prior to washing. All materials must be tested prior to treatment for solubility in all solutions with which the object will be treated. Paper shall be resized following washing only when necessary.

C.4.7.3. Deacidification (Alkalization) of Paper. If an object is washed in water, it may be deacidified with a magnesium bicarbonate or calcium carbonate. When media are soluble in water or magnesium bicarbonate, the paper may be treated with methoxy magnesium methyl carbonate (Wei T'o) or a suspension of magnesium oxide particles in a perfluoro compound (Bookkeeper) or an approved equivalent. Deacidification of objects of high artifactual value shall be carefully considered. Many colored materials should not be deacidified. Papers made with high quality fibers and those in good condition may not require deacidification.

C.4.7.4. Removal of Previous Repairs. Damaging repairs such as ones made with glassine, silk, and pressure-sensitive tape shall be removed. Previous repairs made with staining adhesives shall be removed. Techniques for removal may include immersion in water or organic solvents and the local use of water, organic solvents, heat, steam, and poultices.

C.4.7.5. Stain Reduction. Disfiguring stains on objects of aesthetic value may be reduced by bleaching with artificial light, or by chemical bleaching if necessary. Chemical bleaching agents must be used under highly controlled conditions and must be fully removed from the paper following treatment.

C.4.7.6. Paper Repair. Tears shall be mended and losses filled with Japanese tissue. Tears, weak areas, insect damage, etc., at or near the edge of a leaf and any other large areas of damage shall be repaired without causing distortion of the page. Very weak and heavily damaged leaves may be lined with Japanese paper if necessary. Folds shall be reinforced as necessary. Fills should match the thickness and color of the leaf as closely as possible. Losses may also be leaf cast or filled by inlaying a paper of an appropriate weight, texture and color. If the use of water-based adhesives is undesirable because of weakness of the paper or its tendency to form tide lines, heat-set tissue prepared with acrylic resin and lens tissue according to AIC guidelines may be used.

C.4.7.7. Trimming. Artifacts shall not be trimmed.

C.4.7.8. Polyester Film Encapsulation. Polyester film shall be sealed along the edges with an ultrasonic welder.

C.4.7.9. Boxing (and other protective enclosures), Matting, and Reframing. Protective enclosures shall be constructed to the dimensions of the item and any associated material to be retained. The housing may be a phase box, drop-spine box, a portfolio, or other type as appropriate to the object. The housing shall be constructed of stable materials. Mats should consist of a window mat and backboard of 4-ply museum mounting board, preferably 100% ragboard. The object shall be attached to the backboard using Japanese paper hinges and starch paste. Original frames should be cleaned and reused when appropriate.

C.4.7.10. Other Processes. The contractor must provide sufficient description of additional processes in their technical/managerial proposal in order for them to be reviewed by the technical evaluation committee and accepted as part of the proposal. Specifications for these processes shall be according industry standards.

C.4.8. QUALITY REVIEW. The principal conservator shall inspect each item after treatment to verify the absence of errors and defects in workmanship and to ensure the work performed meets the requirements specified in the treatment plan approved by the agency.

C.4.9. AGENCY INSPECTION AND ACCEPTANCE. The agency will inspect each item individually upon receipt for errors or defects in workmanship and to verify the work was performed in accordance with the approved treatment plan. The agency will notify the contractor of items which failed inspection. The agency's project manager will consult with the principal conservator to decide further action.

C.4.9.1. The agency reserves the right to return items failing inspection to the contractor for corrective treatment at no additional cost to the agency.

C.4.9.2. The agency will notify the contractor of acceptance of completed work within thirty (30) days of receipt (or other mutually agreed-upon time period).

C.4.10. DOCUMENTATION SPECIFICATIONS. Written and photographic records shall be kept for the treatment of all items. This section does not apply to projects consisting solely of supplying protective enclosures.

C.4.10.1. Initial Documentation. The principal conservator or the conservator who will perform the majority of the treatments shall examine each volume individually upon receipt or at the agency and prepare a detailed report including the following:

- (a) Basic bibliographic information, consisting of at least title, date, and brief description
- (b) Condition of item
- (c) Photograph(s) of item

C.4.10.2. Treatment Plan. The principal conservator or the conservator who will perform the majority of the treatments shall prepare a treatment plan for each volume including the following:

- (a) Basic bibliographic information, consisting of at least title, date, and brief description
- (b) Detailed report on condition of item
- (c) Detailed recommended treatments to be performed
- (d) Materials to be used in treatment
- (e) Cost estimate

C.4.10.3. Final Report. A conservator shall prepare a final treatment report, including the following:

- (a) Condition on receipt
- (b) Treatments performed
- (c) Materials used in treatment
- (d) Name and location of the facility which performed treatment
- (e) Month and year in which treatment was completed
- (f) Photograph(s) of item after treatment

In addition to preparing a final report, the contractor may also attach a report to the back paste down of rebound volumes or to the interior boards of protective boxes.

C.4.11. REQUIREMENTS FOR PROTECTIVE ENCLOSURES. For projects consisting of protective enclosures only, the following requirements apply.

C.4.11.1. Materials. Materials used in constructing protective enclosures shall be permanent and of appropriate durability. All materials shall be provided by the contractor and shall be of first quality. Housing shall be constructed of stable materials such as those recommended in section C.3.7.10, Binding.

C.4.11.2. Processes. Construction of protective enclosures shall be in accordance with current professional conservation practice and meet the highest standards. Protective enclosures shall be constructed to the dimensions of the volume and any associated material to be retained. The housing may be a phase box, drop-spine box, a portfolio, or other enclosure, as deemed appropriate to the object.

C.5. LOT 3 - SPECIFIC REQUIREMENT FOR PRESERVATION PHOTOCOPYING/SCANNING OF BOOKS

C.5.1. PRESERVATION PHOTOCOPYING/SCANNING OF BOOKS. The contractor creates preservation facsimile copies from bound volumes. The items may be monographs or volumes from serials, series, or multi-volume monographs. They may be in any language and may vary in size. They may include plates, photographs, graphs, maps, charts, drawings, engravings or other illustrated material. Some illustrated material may be foldouts or in pockets. The items may require cataloging and/or labeling with classification or shelving numbers.

C.5.1.1. The contractor may offer other related services which are not found in the following sections. The contractor must provide sufficient description of these services in their technical/managerial proposal in order for

them to be reviewed by the LC Contract Services technical evaluation panel and accepted as part of the proposal. Specifications for these services shall be according industry standards.

C.5.1.2. The contractor shall perform preservation photocopying/scanning in accordance with Section C.2.4, Requirements applicable to all lots. The contractor staff shall have experience in preservation photocopying/scanning of serials, series, monographs, and multi-volume monographs.

C.5.1.3. Guidelines and Standards. The contractor shall follow the guidelines stated in “Guidelines for Preservation Photocopying,” *Library Resources and Technical Services*, vol. 38, no. 3, pp. 289-290; “Archival Copies of Thermofax, Verifax, and Other Unstable Records” by Norvell M. M. Jones, National Archives and Records Administration *Technical Information Paper* No. 5, and its appendix; and *Guidelines for Preservation Photocopying of Replacement Pages* from the Association for Library Collections & Technical Services, a division of the American Library Association, and the following national standards and guidelines:

American National Standards Institute. *Library Binding*, **ANSI/NISO/LBI Z39.78-2000**

American National Standards Institute. *Permanence of Paper for Printed Publications and Documents in Libraries and Archives*, **ANSI Z39.48-1992(R1997)**

American National Standards Institute. *Durable Hard-Cover Binding for Books*, **ANSI Z39.66-1992(R1998)**

American National Standards Institute. *Data Elements for Binding Library Materials*, **ANSI/NISO Z39.76-1997**.

American Society for Testing and Materials (ASTM). *Standard Specification for Bond and Ledger Papers for Permanent Records*, **D3290-00**.

American Society for Testing and Materials (ASTM). *Standard Specification for Copies from Office Copying Machines for Permanent Records*, **D3458-00**.

NARA technical information can be found on the NARA web site:
http://www.archives.gov/publications/technical_publications.html

The ALA guidelines can be found on the ALA ALCTS web site:
http://www.ala.org/Content/ContentGroups/ALCTS1/Publications10/Web_Publications/Preservation3/Guidelines_for_Preservation_Photocopying_of_Replacement_Pages/Guidelines_for_Preservation_Photocopying_of_Replacement_Pages.htm

ANSI standards may be obtained from American National Standards Institute: 25 West 43rd Street, 4th Floor, New York, NY 10036; telephone: 212.642.4900; fax: 212.398.0023; online store:
<http://webstore.ansi.org/ansidocstore/default.asp>.

NISO publications may be obtained by going the web site: <http://www.niso.org/standards/index.html>. For further information, contact NISO, 4733 Bethesda Ave., Suite 300, Bethesda, MD 20814, telephone: 301-654-2512; fax: 301-654-1721.

ASTM standards may be obtained from American Society for Testing, 100 Barr Harbor Drive, West Conshohocken, PA 19428-2959, telephone: 610-832-9585, fax: 610-832-9555, web site:
<http://www.astm.org>.

Standards may also be obtained from TechStreet: <http://www.techstreet.com>.

C.5.2. PREPARATION OF ORIGINALS. Each volume shall be processed individually, following treatment instructions provided on and accompanying instruction form.

C.5.2.1. Instruction Forms. The contractor shall provide the instruction forms. The agency will complete an

instruction form for each volume to be reproduced in a preservation copy. The instruction form shall be used to provide all lettering instructions and binding information the contractor needs to produce a preservation copy.

C.5.2.2. Packing Slips. The contractor shall provide packing slips for the agency to complete for each shipment. The agency will complete a packing slip showing title and other information, such as call number, of each volume to be copied and the total number of volumes. The contractor shall be accountable for each and every volume on the packing slip.

C.5.2.3. Collation. Collation verifies page order, legibility, completeness of the copy text, and artifactual qualities of the original. The work described in this paragraph may be performed by the agency or by the contractor, at the agency's discretion. Each original volume shall be inspected and collated before cutting for reproduction, i.e., each page or leaf will be examined to determine whether there are missing pages, the volume is or is not in correct order, and determine missing or incomplete text or images. Any irregularities found shall be detailed in writing to the agency's project manager.

C.5.2.4. Mending and Repair. The contractor shall mend or repair broken or torn pages discovered during the collation process to facilitate copying and allow the original volume to be reassembled for storage in as complete a form as possible. The contractor shall use archival (preferably transparent) tape for mending.

C.5.2.5. Colophon. The contractor shall add a colophon page in the back of the volume that indicates that the copy is a preservation facsimile made in compliance with copyright law, contractor's name, compliance with requirements of **ANSI/NISO Z39.48-1992(R1997)** permanence of paper, place and date of reproduction, and name of the producer of the facsimile. The contractor should add the ANSI permanent paper compliance symbol. Extra blank leaves may be added at the front and back, which become flyleaves in the bound facsimile.

C.5.2.7. Disbinding. Whenever possible, rare books shall be copied intact. If disbinding is necessary to fully capture text or to prevent damage during filming, cutting the spine folds shall be avoided. If requested by the agency, volumes may be cut into separate leaves, disbound into folios, or copied in their bound form, according to the agency's specifications on the instruction form.

C.5.2.7 (a) The contractor shall trim or cut the minimum amount needed to release the leaves at the spine. The covers shall be detached and the text divided into segments, working from the inside. The minimum amount of trim necessary to release the leaves at the spine shall be applied to each segment.

C.5.2.7 (b) Volumes to be cut shall be inspected for narrow gutter margin, inner foldout folds, manuscript annotations, printed tables, centerfold illustrations or other components that could be damaged by cutting the folds. If cutting could crop the contents, the contractor shall slit the pages manually through the folds. In cases where the text block is fragile and cannot withstand use of a guillotine, the contractor shall slit the pages manually.

C.5.2.7 (c) Under no circumstances shall the contractor's method of disbinding cause damage to the text block.

C.5.2.7 (d) Under no circumstances shall the contractor damage foldouts while cutting volumes.

C.5.2.7 (e) The contractor shall not trim the text block to standard heights in order to achieve uniformity.

C.5.3. PAPER. Paper used for preservation facsimiles shall meet or exceed ANSI Standard *Permanence of Paper for Printed Publications and Documents in Libraries and Archives*, **ANSI Z39.48-1992(R1997)**, or subsequent edition. An immense selection of alkaline papers, which meet this standard, is available in a range of weights and color shades. Factors influencing the choice of paper are the ease with which the paper will feed through the photocopier/printer, the receptivity of the paper to toner fusing, and the permanence and durability of the sheet.

C.5.3.1. Paper grain shall run head to tail in the finished volume so as to allow the volume to be opened without resistance. Sheet sizes are dictated by sizes the copier/printer will receive and by the size of books to be copied.

C.5.4. REPRODUCTION. The preservation facsimile shall have consistent clarity, fidelity to the original, and contrast throughout with full black print in the text and even gradations and medium values in continuous tone

images. Digital gray scale reproduction is required of most black and white photography and bi-tonal reproduction is required of the rest. Color illustrations shall be reproduced in color unless other directions appear on the instruction form accompanying the volume.

C.5.4.1. No reproduction of dust, debris, or scratches from the equipment shall appear on the facsimile.

C.5.4.2. No reproduction of mends or repairs performed by the contractor shall appear on the facsimile.

C.5.4.3. Marginalia, agency-produced notations, author notations, and property stamps shall be reproduced, unless otherwise directed on the instruction form accompanying the volume.

C.5.4.4. All photocopies shall successfully pass the "tape-pull" test as described in "Guidelines for Preservation Photocopying," *Library Resources and Technical Services*, vol. 38, no. 3, pp. 289-290 and "Archival Copies of Thermofax, Verifax, and Other Unstable Records" by Norvell M. M. Jones, National Archives and Records Administration *Technical Information Paper* No. 5, and its appendix.

C.5.4.5. The facsimile copy shall match the collation of the original. The image on each page shall replicate the original page and its placement in the original. Blank leaves shall appear as they do in the original. Registration of the verso and recto of a leaf shall maintain the registration of the original. No registration keys or marks are to be added to the copy.

C.5.4.6. Unless the agency specifies otherwise on the instruction form, the original margins surrounding the text are to be preserved, excepting the gutter margin, which shall be sufficient for subsequent photocopying to capture the entire text without damaging the volume, at a minimum 2.54 cm (1") after binding. Volumes with 6 mm (1/4") or less on the head, tail and/or fore-edge shall be copied with a minimum of 13 mm (1/2") margin unless other instructions are included in the instruction form accompanying the volume. The agency may wish to increase the page size by a small amount, for example, 5mm (3/16ths inch) at head, tail, and fore-edge, and 20mm (3/4ths inch) from the gutter or fold edge of the original is suggested.

C.5.4.7. Constant awareness of the condition of the original and the quality of the facsimile copy is required to minimize errors and blemishes. The contractor shall treat conditions such as discoloration of the original, broken pages, faint text, text and/or graphics drifting in relation to the margins, cropped margins, illustrations or information extending into the margin, and page size variations.

C.5.4.8. Copying from bound books requires patience and careful handling. As volumes are flipped over and flattened for exposure, then flipped back for page turning, damage may result. Copying from disbound folios is less harmful, but still requires additional attention to page sequence. Care shall be taken that pages that extend into the cover hinge or hang over the front of the copier are not damaged.

C.5.4.9. Preservation facsimile copying using photocopiers with digital scanning capability may or may not produce a digitized master. Another option is digital scanning to produce bound hard copies and/or files containing images of the reproduced facsimile copy in TIFF, PDF, or other desired format. A compact disc product may also be available. The contractor shall use industry standards for the digital scanning of items.

C.5.5. BINDING. Binding shall be performed in accordance with the national standards and guidelines cited in Section C.5.1.3, Guidelines and Standards.

C.5.5.1. The method of leaf attachment will be specified on the instruction form accompanying the volume. Facsimile copied texts are typically double-fan adhesive bound, although oversewing may be used in some instances, at the agency's discretion. Double-fanned texts over 40 mm (1-9/16ths inches) thick tend to sag and should be reinforced by using stronger lining and cover-to-text attachment techniques.

C.5.5.2. Notching is permitted, no deeper than 2 mm (1/6"). The number of notches shall be the minimum required to enhance exposure to adhesive.

C.5.5.3. Center folds, foldouts and pockets can be accommodated with blank sheets, perforated at the gutter for easy removal after binding. These stubbed sheets are inserted in the text block in a quantity to compensate for the thickness of the enclosures, and are bound in with the text.

C.5.5.4. The agency may require that the contractor insert an electromagnetic security device. The agency or the contractor may supply these devices. The contractor shall insert one electromagnetic security device on the text block between text block and spine lining.

C.5.5.5. Volumes shall be rounded and backed unless otherwise specified by the agency.

C.5.5.6. Spine lining shall comply with specifications in the Library Binding standard cited in Section 5.1.3, Guidelines and Standards. Unless otherwise specified by the agency, spine lining shall extend to within 6 mm (1/4") of the head and tail and onto each board by 32 mm (1 1/4").

C.5.5.7. Covers shall meet or exceed library binding standards.

C.5.5.8. Spaces between the inlay and the boards shall be uniform and typically no greater than 6 mm (1/4").

C.5.6. LETTERING. Lettering shall consist of data supplied by the agency on the instruction form, including but not limited to authors, titles, variable information for serials (e.g., volume number, subseries, parts, dates), call numbers, and custodial (collection) locations.

C.5.6.1. Lettering shall be stamped legibly, according to the specifications on the instruction form accompanying the volume. As an alternative, volumes may be provided with laser printed paper labels, according to the specifications supplied by the agency.

C.5.7. CONTRACTOR INSPECTION OF THE FACSIMILE. The contractor shall carefully open and critically inspect all volumes for defects in photocopying, registration, margins, structure, errors in lettering, and any other defects prior to packing for shipment. The reviewer shall flag errors and return the copy and original to the copier operator for corrections.

C.5.7.1. The agency shall be notified immediately if any volume that requires corrections cannot be delivered with the rest of the shipment. The contractor shall deliver corrected volumes within 15 working days from the date of notification by the contractor (or other mutually agreed-upon period).

C.5.7.2. The contractor shall maintain quality control reports for each shipment. The contractor shall provide a copy of a quality control report form in the response.

C.5.8. SHIPPING AND HANDLING. The agency may request the contractor to supply cartons and packing material for packing the original items.

C.5.8.1. The contractor shall pack and ship original volumes and completed preservation facsimile copies separately on different days as security against loss.

C.5.8.2. Disbound originals shall be shrink-wrapped prior to shipment unless otherwise specified by the agency.

C.5.8.3. See also **Section D, Packing and Shipping.**

C.5.9. AGENCY INSPECTION AND ACCEPTANCE. The agency will inspect each bound preservation facsimile copy volume created by the contractor.

C.5.9.1. Collation shall be exactly the same as the original, including blank leaves and pages.

C.5.9.2. Information stamped on the cover or appearing on labels shall be exactly as specified on the instruction form.

C.5.9.3. The agency will inspect bindings for defects in the structure or appearance of the binding, including but not limited to incorrect binding type, pages out of order, incorrect lettering, incorrect trim, poor joint adhesion, poor

casing, broken sewing, text invaded or torn, foldouts damaged, loose pages, loose spine, inadequate spine lining, split endpaper, wrong color, lettering inappropriate to size of volume, excessive adhesive, smudged case, text block nicked, spine lining extending beyond head/tail.

C.5.9.4. The agency will perform random “tape-pull” tests as described in “Guidelines for Preservation Photocopying,” *Library Resources and Technical Services*, vol. 38, no. 3, pp. 289-290 and “Archival Copies of Thermofax, Verifax, and Other Unstable Records” by Norvell M. M. Jones, National Archives and Records Administration *Technical Information Paper* No. 5, and its appendix.

C.5.9.5. Shipments with any volume failing the random “tape-pull” test shall be returned in their entirety for recopying at no additional cost to the agency. The failed copied volumes and the original volumes shall be returned at the contractor’s expense for correction.

C.5.9.6. The agency will notify the contractor of the requirement for correction of any volumes with errors and/or defects in workmanship. Upon receipt of any volumes for correction, the contractor shall confirm receipt of the shipment in writing to the agency’s project manager. Corrected volumes shall be completed and returned within 15 working days from date of notification from the agency (or other mutually agreed-upon time period).

C.5.9.7. The agency will notify the contractor of acceptance of completed work within thirty (30) days of receipt (or other mutually agreed-upon time period).

C.6. LOT 4 - SPECIFIC REQUIREMENTS FOR PRESERVATION MICROFILMING

C.6.1. PRESERVATION MICROFILMING. Under this lot, the contractor copies library and archival materials onto preservation microfilm. The items may be manuscripts, works of art on paper, and other documents, including scrapbooks, monographs or volumes from serials, series, or multi-volume monographs. The items may be in any language and may vary in size. They may include plates, photographs, graphs, maps, charts, drawings, engravings or other illustrated material. Some illustrated material may be foldouts or in pockets. The items may be cataloged and/or labeled with classification or shelving numbers.

C.6.1.1. The contractor shall perform preservation microfilming in accordance with Section C.2.4, Requirements applicable to all lots. The contractor staff shall have experience in preservation microfilming, including collation, preparation of targets, programming microfilm reels, and microfilming which meets the nationally recognized standards and guidelines listed below.

C.6.1.3. Guidelines and Standards. In performing work under this contract, the contractor must adhere to the following standards, guidelines, and specifications. In situations where there is a conflict between a specification and guideline, the ANSI standards normally prevail. The most recent version of a standard, including supplements, shall be used.

American National Standards Institute. *Specifications for 16mm and 35mm Roll Microfilm*, **ANSI/AIIM MS14-1996**.

American National Standards Institute. *Micrographics - Splices for Image Film - Dimensions and Operational Constraints*, **ANSI/AIIM MS18-1992 (R1998)**

American National Standards Institute. *Microfilm of Documents, Operational Procedures/Inspection and Quality Control of First-Generation Silver-Gelatin*, **ANSI/AIIM MS23-1998**.

American National Standards Institute. *Dimensions for Reels Used for 16-mm and 35-mm Microfilm* (revision and redesignation of ANSI PH5.6-1968), **ANSI/AIIM MS34-1990**.

American National Standards Institute. *Recommended Practice for Operational Procedures/Inspection and Quality Control of Duplicate Microforms of Documents and from COM* (includes supplement), **ANSI/AIIM MS 43a-1991**.

American National Standards Institute. *Information and Image Management - Recommended Practice for*

the Inspection of Stored Silver-Gelatin Microforms for Evidence of Deterioration, **ANSI/AIIM MS45-1990**.

American National Standards Institute. *Recommended Practice for Microfilming Public Records on Silver-Halide Film*, **ANSI/AIIM MS48-1999**.

American National Standards Institute. *ISO Test Chart No. 2 - Description and Use*, **ANSI/AIIM MS51-1991**.

American National Standards Institute. *Micrographics - Standard Recommended Practice for Microfilming Printed Newspapers on 35mm Roll Microfilm*, **ANSI/AIIM MS111-1994**.

American National Standards Institute. *Imaging Materials - Processed Silver-Gelatin Type Black-and-White Film - Specifications for Stability* (revision and redesignation of ANSI/NAPM IT9.1-1992) (same as ANSI/ISO 10602-1995), **ANSI/NAPM IT9.1-1996**

American National Standards Institute. *Imaging media -- Photographic Processed Films, Plates, and Paper -- Filing Enclosures and Storage Containers*, **ANSI IT9.2-1998**

American National Standards Institute. *Imaging Materials - Photographic Films - Specifications for Safety Film* (revision and redesignation of ANSI PH1.25-1984 (R1989)) (same as ANSI/ISO 543-1990 (R1995)), **ANSI/NAPM IT9.6-1991 (R1996)**.

American National Standards Institute. *Imaging Media -- Processed Safety Photographic Films -- Storage*, **ANSI/NAPM IT9.11-1993**

American National Standards Institute. *Imaging Media -- Photographic Activity Test*, **ANSI/NAPM IT9.16-1993**

American National Standards Institute. *Eye-Legible Information on Microfilm Leaders and Trailers and on Containers of Processed Microfilm on Open Reels*, **ANSI/NISO Z39.62-2000**.

International Organization for Standardization. *Photography -- Processed photographic materials -- Photographic activity test for enclosure materials*, **ISO 14523:1999**

International Organization for Standardization. *Imaging materials - Processed Photographic Films, Plates and Papers - Filing Enclosures and Storage Containers*, **ISO 18902:2001**

International Organization for Standardization. *Imaging Materials -- Photographic Films -- Specifications for Safety Film*, **ISO 18906:2000**

International Organization for Standardization. *Imaging Materials -- Processed Safety Photographic Films -- Storage Practices*, **ISO 18911:2000**.

International Organization for Standardization. *Photography -- Determination of Residual Thiosulfate and Other Related Chemicals in Processed Photographic Materials -- Methods Using Iodine-Amylose, Methylene Blue and Silver Sulfide*, **ISO 18917:1999**.

American National Standards Institute. *Micrographic Microfiche*, **ANSI/AIIM MS5-1992 (R1998)**

RLG Preservation Microfilming Handbook. Mountain View, CA: Research Libraries Group, 1992.

RLG Archives Microfilming Manual. Mountain View, CA: Research Libraries Group, 1994.

Preservation Microfilming: A Guide for Librarians and Archivists, 2nd ed. Chicago: American Library Association, 1996.

York, NY 10036; telephone: 212.642.4900; fax: 212.398.0023; online store:
<http://webstore.ansi.org/ansidocstore/default.asp>.

ISO standards may be obtained online from International Organization for Standardization:
<http://www.iso.org/iso/en/prods-services/catalogue/intstandards/CatalogueListPage.CatalogueList>. Micrographics standards are found under category 37, Document Imaging Applications.

Information about purchasing a copy of the RLG publications may be obtained by calling 800-537-7546 or visiting the RLG publications web site: <http://www.rlg.org/pub.html>.

To acquire a copy of *Preservation Microfilming: A Guide for Librarians and Archivists*, contact ALA Order Fulfillment, P.O. Box 932501 Atlanta, GA 31193-2501; telephone: 1-866-746-7252 fax: 770-442-9742

Standards may also be obtained from TechStreet: <http://www.techstreet.com>.

C.6.2. LOT 4 - PACKING AND SHIPPING. The agency may request the contractor to supply cartons and packing material for packing the original items.

C.6.2.1. Packing slips will provide information such as the number of volumes, category of materials, bibliographic information and/or bibliographic records for each item or title, and if appropriate, the agency's master negative numbers. Special instructions and flags may be provided by the agency for unusual materials or materials requiring special handling.

C.6.2.2. The contractor shall acknowledge receipt of each item in the shipment in writing, usually by annotating the packing slip enclosed in the shipment. In the event an item is missing, the agency's project manager must be notified immediately.

C.6.2.3. Each item shall be checked against the bibliographic information provided by the agency to ensure that the information (author, title, publication date, imprint, etc.) matches and that all volumes of a title are present. If a volume or volumes are missing, the title shall be placed on hold, and the contractor shall notify the agency's project manager immediately.

C.6.2.4. All items that were packed by the agency in a shipment shall be returned together in a single delivery shipment, packed in the same manner in which they were originally shipped. Original items, print masters, and service positive copies may be shipped together on the same date, but master negative must be shipped in separate containers on a different day. Each shipment shall contain a packing slip designating the number of volumes, category of contents, and the agency's master negative numbers, if applicable.

C.6.2.5. See also **Section D Packing and Shipping**.

C.6.3. PREPARATION OF MATERIALS. Material to be microfilmed shall be carefully prepared (i.e., collation, disbinding if necessary, programming, target preparation) following the pre-filming procedures and guidelines specified in the *RLG Preservation Microfilming Handbook*, 1992 and *Preservation Microfilming, a Guide for Librarians and Archivists*, 1996.

C.6.3.1. Unless otherwise specified by the agency, the contractor shall comply with recommendations in the *RLG Archives Microfilming Manual*, 1994, especially in Chapter 8, "Planning for the Future, Film Digitization."

C.6.4. COLLATION. The contractor shall perform a thorough page-by-page collation and identify any missing pages or other irregularities or features including but not limited to damaged pages, errors in pagination, foldouts, illustrations, photographs, blank pages. The contractor shall maintain detailed collation records. The contractor shall track the total number of pages to be filmed. Once collated and complete, items shall be programmed into reels and bibliographic targets prepared. Items shall be properly organized, collated, and described prior to filming to reduce errors and ensure quality. The contractor shall submit a sample collation record to be used in microfilming projects.

C.6.5. PROGRAMMING REELS. Prior to filming, each item shall be programmed. Reel breaks shall occur in logical places, for example, at the end of a title, volume, or year.

C.6.5.1. Titles less than one reel in length shall not be split between reels.

C.6.5.2. Filming orientation (image placement). The filming orientation generally shall be based on original format and size of item. The agency's project manager shall consult with the contractor to determine the specific filming orientation requirements.

C.6.5.2 (a) For monographs and serials, the IIA position shall generally be used. If the dimensions of the original and the type size do not allow it, then image placement IIB may be used.

C.6.5.3. Reduction ratio. Reduction ratios generally shall be determined by the filming orientation and the dimensions of the material to be microfilmed. (See **ANSI/AIIM MS23-1998**: "Reduction".) The goal is to fill the image area across the width of the film as seen on the camera's projected image area, with all edges of the document visible in the image. The agency's project manager shall consult with the contractor to determine the specific reduction ratio requirements.

C.6.5.3 (a) The contractor shall submit a chart giving dimensions and corresponding reduction ratios. Any reduction ratio charts applicable for specific filming orientation or types of materials should also be submitted.

C.6.5.4 (b) It is generally desirable to achieve a constant reduction ratio within a title. If the majority of the material is of similar size with few larger items, the reduction ratio may be set for the predominant size and subsequently adjusted for each large item. Reduction ratio changes within the same title should be identified by a target.

C.6.5.4 (c) Oversize material. The reduction ratio should be changed for each oversize image to fit into a single frame. After the image is filmed, the camera shall be returned immediately to the original reduction ratio to continue the volume/title. This process should be repeated each time an oversize image occurs, unless otherwise specified by the agency.

C.6.5.4 (d) When images are too large to fit in a single frame at the normal reduction/filming orientation, they should be filmed first as a whole at a higher reduction so as to fit within one frame, then at the original reduction ratio in sections from left to right and from top to bottom. An overlap of at least one inch should be provided between adjacent sections.

C.6.5.5. Maximum exposures. Once the filming orientation has been determined, the contractor shall determine the number of pages (frames) per reel based on specifications in the *RLG Preservation Microfilming Handbook* and *Preservation Microfilming, a Guide for Librarians and Archivists*. The contractor shall leave room on each reel for targets and second exposures for material containing both text and illustrations or exhibiting variations in background or text color.

C.6.6. LOT 4 TARGETS. Targets shall be prepared according to the standards and guidelines listed in Section C.6.1.3, Guidelines and Standards.

C.6.6.1. Standard Targets. The contractor shall submit a copy of the standard targets used. Standard targets include Start, Density, Resolution, End of Title, etc. The agency's project manager will consult with the contractor to determine which standard targets are mandatory.

C.6.6.2. Start and title targets shall be eye-legible without magnification at the beginning of each reel. See **ANSI/NISO Z39.62-2000**.

C.6.6.3. Project-specific targets. The contractor shall prepare targets requested by the agency for which exact information is provided, such as project identification and copyright statement. The agency's project manager will consult with the contractor to determine the project-specific targets.

C.6.6.4. Custom targets. If requested, the contractor shall prepare targets specific to the volume, title, or reel for

which exact information is provided, such as master negative number, eye-legible title, bibliographic record, guide to contents, reel contents, etc. The agency's project manager will consult with the contractor to determine custom targets.

C.6.6.5. Condition targets. The contractor shall prepare targets necessary to inform a user of a problem, irregularity, or other situation that affects all or part of the material on a reel. Examples of conditions requiring targets are missing pages, irregular pagination, and mutilated pages. The agency's project manager will consult with the contractor to determine targets for condition.

C.6.6.6. Extra bibliographic research may be provided if requested by the agency.

C.6.7. FILMING PROCEDURES. All film stock shall be undamaged and known to be fully effective, based on the manufacturer's expiration data. Unless otherwise specified by the agency, film shall be 35 mm, non-perforated, extremely fine-grain silver-gelatin type, on polyester base, as described in **ANSI/NAPM IT9.1-1996**. Film shall be at least 0.13mm (4 mil) thick.

C.6.7.1. High contrast microfilm. Film for the master negative shall be Kodak 2461 Imagelink HQ or equivalent. Film for the print master negative shall be Kodak Direct Duplicating Film type 2468, 2470 or equivalent non-reversing silver gelatin nonperforated polyester-based duplicating film pre-approved by the agency. Kodak 2468 is preferred for materials with poor contrast between text and background. Kodak 2470 is preferred for items with fine lines, light printing, or half-tone or continuous tone illustrations. Film for the service positive copy shall be positive polarity, medium contrast, coated on a polyester base. Kodak Duplicating Microfilm Type 2462 or equivalent is suitable.

C.6.7.2. Continuous Tone (CTF) microfilm. Film for all three generations (master negative, print master negative, and service positive copy) may be Kodak Direct Duplicating Microfilm 2470 or the equivalent. The continuous tone process shall be fully understood to ensure all processing is completed according to established microfilming standards.

C.6.7.3. Color microfilm. Master negative, print master, and service copies shall be on Ilfochrome film (or equivalent), a direct positive silver dye bleach film. Generally, master negative, print master, and service copies are first-generation negatives (camera negatives).

C.6.7.4. Only a trained operator shall perform the actual filming of agency material. The trained operator shall follow practices described in the *RLG Preservation Microfilming Handbook*, 1992 and *Preservation Microfilming, a Guide for Librarians and Archivists*, 1996.

C.6.7.5. The contractor shall follow all nationally recognized standards and specifications for materials, processing, and procedures and guidelines as described in the *RLG Preservation Microfilming Handbook*, 1992 and *Preservation Microfilming, a Guide for Librarians and Archivists*, 1996. Attention shall be paid to resolving problems such as multiple toned and color images, "bleed-through", "show-through", pencil markings and fine-lined inscriptions, age discoloration and fading, and mottling. The contractor shall examine all images closely, prior to filming, to determine if multiple exposures are required to ensure optimum image quality. If there is any doubt on the part of the contractor as to optimum image quality if there is only one exposure, multiple exposures shall be taken.

C.6.7.6. Whenever possible, rare books shall be copied intact. If disbinding is necessary to fully capture text or to prevent damage during filming, cutting the spine folds should be avoided. Volumes shall be filmed bound and intact, unless the agency has disbound volumes or has specified that the contractor shall disbind the volume or cut strings. Bound volumes must be filmed in a book cradle that will not damage the original. If the contractor determines that a bound volume cannot be filmed without damage to the volume or loss of content, the agency shall be contacted to decide whether that volume should be disbound or returned to the agency unfiled. The contractor shall not disbind any volume without the explicit permission of the agency. If requested by the agency, volumes may be cut into separate leaves or disbound into folios, according to the agency's specifications on the instruction form.

C.6.7.7. Unless otherwise specified by the agency, the cover, end papers, and all pages shall be filmed, including any blank pages that figure in consecutive pagination, whether actually numbered or not.

C.6.7.8. Items with inserts and foldouts shall be identified during collation and flagged. Folded maps, charts, and illustrations that are larger than the size of the text pages shall be filmed in correct order as they appear within the text unless otherwise specified by the agency.

C.6.7.9. If the contractor makes more than one exposure of any image for which normal illumination/exposure is inadequate to reproduce the original item, the first exposure shall be at the normal illumination and subsequent ones shall be at the adjusted illumination(s). Whenever possible, an in-frame target shall be used to indicate an intentional multiple exposure.

C.6.7.10. Torn or damaged pages that reveal text of the following pages shall be backed with white paper to show clearly the area that has been lost. Mending or repair shall be negotiated between the agency and contractor prior to proceeding with any mending or repair work.

C.6.7.11. For continuous tone and color microfilm, the contractor shall film a controlled gray card and Kodak Gray Scale at the beginning of each reel, in addition to the standard resolution target. The Kodak Color bar shall also be filmed at the beginning of each color reel.

C.6.8. QUALITY CONTROL. The following quality control requirements are to be followed by the contractor without exception.

C.6.8.1. Inspection and quality control data shall be recorded on a quality control report form and a copy of the form shall be delivered to the agency for each title filmed when that title occupies less than one reel of film. When a title extends over more than one reel of film, a quality control report form shall be delivered for each reel.

C.6.8.2. The contractor shall submit a copy of quality control forms. It is expected that the report form will include image orientation, reduction ratio, resolution of the beginning and ending resolution targets, maximum density of the beginning and ending targets, individual image background maximum density readings, image background density averages for title/reels, minimum density, resolution readings, number of exposures, and other technical factors.

C.6.8.3. While master negative film is being processed, daily (or weekly if agreed to by the agency and the contractor) a sample of film shall be tested for residual thiosulfate and other chemicals in accordance with **ISO 18917:1999** and **ANSI/NAPM IT9.1-1996** (methylene blue test). If the test is conducted in-house, monthly third-party verification by an independent laboratory shall be carried out. Test results shall meet requirements of **ANSI/NAPM IT9.1-1996**. Copies of all test results shall either be sent to the agency or kept on file by the contractor and made available for inspection by the agency upon request, at the agency's discretion.

C.6.8.4. See **ANSI/AIIM MS23-1998**: "Description of Defects". Steps shall be taken to ensure that equipment used for inspection will not scratch or otherwise damage the film.

C.6.8.5. Visual Inspection.

C.6.8.5 (a) High contrast and Continuous Tone microfilm. Each reel of master negative film shall be inspected frame by frame, over a light box, for visible defects and missing pages. Resolution readings shall also occur over a light box. Every reel of print master negative and service positive copy film shall be inspected to ensure legibility and freedom from defects.

C.6.8.5 (b) Color microfilm. Each master negative, print master, and service copy shall be inspected frame by frame for visible defects and missing pages over a light box.

C.6.8.6. Density readings. Every master negative shall have density readings taken using a transmission densitometer with a reading aperture of 1 mm. Readings shall be either reel by reel, or title by title, whichever is more often. Density readings shall be recorded on the quality control form.

C.6.8.6 (a) High contrast microfilm.

(1) Maximum Density. For high contrast microfilm, the readings shall establish that maximum density (background density) falls within the acceptable range of .8 to 1.3 based on the type of original item. RLG guidelines specify the following background density levels for high contrast master negatives based on contrast of original items: high contrast 1.00-1.30; medium contrast 0.90-1.10; and low contrast 0.80-1.00.

Two maximum density readings per reel shall be taken and recorded of background areas of the image representative of the background on which text appears. No text or clear part of the film shall be included in the area being read.

(2) Minimum density of master negative reels shall not be higher than 0.10. Report results of two readings per reel test using a densitometer which is calibrated before every use. Record results on the quality control form.

(3) Minimum density for the print master negative shall meet the film manufacturer's recommendation. At least one density reading per reel shall be taken of the minimum density and recorded on the quality control form.

(4) Minimum density for the service positive copy shall be less than 0.15. At least one density reading per reel shall be taken of the minimum density and recorded on the quality control form.

C.6.8.6 (b) The results of the density readings shall be averaged and recorded on a quality control report form. Individual density readings shall not vary by more than 0.20 within a title, nor may average densities of titles on the same reel vary by more than 0.20. If a specific item requires an exception, it must be noted on the written quality control form.

C.6.8.6 (c) Continuous Tone microfilm. Specifications for continuous tone microfilming may vary according to the process used (see below for examples). The agency and the contractor shall consult as to what specifications are desirable for a given project. For continuous tone microfilm, the density readings shall establish that maximum density (background density) falls within the acceptable range of 1.85 - 2.0. Minimum density of master negative reels shall fall within the range of 0.12 - 0.21. At least one density reading per reel shall be taken of the minimum density and recorded on the quality control report form. The density reading for the controlled gray card filmed at the beginning of each continuous tone reel must fall within the acceptable range of 0.80 - 1.10. For the Kodak Gray Scale filmed at the beginning of each reel, 15 out of 21 shades of gray must be distinguishable.

NOTE: At the discretion of the agency, quality control for continuous tone microfilm may omit density readings and rely on intensive visual inspection, comparing the continuous tone microfilm to the original.

C.6.8.6 (d) Color microfilm. For color microfilm, the controlled gray card maximum density must fall within the range of 1.30 - 1.65. For the Kodak Gray Scale filmed at the beginning of each reel, 11 out of 21 shades of gray must be distinguishable. Color fidelity will also be examined, in reference to the Kodak Color Bar.

C.6.8.7. Resolution. All ratings must be recorded on the quality control report form.

C.6.8.7 (a) High Contrast and Continuous Tone Microfilm. Every reel of master negative film shall be evaluated for resolution using the Quality Index method (described in **ANSI/AIIM MS23-1998**) either reel by reel or title by title, whichever is more often. A Quality Index rating of not less than 8.0 for the third generation (service positive copy) of print using the line count threshold is required unless otherwise specified by the agency.

C.6.8.7 (b) Color microfilm. The master negative, print master negative and service copy must each have a resolution of 100 line pairs.

C.6.8.8. Splices. There shall be no more than six splices per reel of master negative film. There shall be no more than 6 inches between splices. With the exception of leaders and trailers, there shall be no splices in second or third-generation high contrast or continuous tone microfilm (print master negative and service positive copies). For color microfilm, there shall be no more than six splices per reel of the master negative, the print master, and service copies. All retakes shall be spliced in proper sequence. Retakes shall include at least two full frames preceding and succeeding the pages being refilmed. All splices shall be made in accordance with **ANSI/AIIM MS18-1992 (R1998)**. An ultrasonic welder/splicer must be used. There shall be no splices between the technical target and the first 10 frames of text. If a technical target must be refilmed, a minimum of the following 10 frames of text shall also be refilmed. The quality control report shall include the number of splices, if any, and their location on the master negative.

C.6.8.9. Framing. Framing shall be consistent and regular within each title. The image shall not be skewed more than 10 percent (9 degrees) from parallel with the longitudinal axis of the film, unless the agency specifies a more stringent requirement. Skew is measured from the two corners of the document image parallel to the longitudinal edge of the projected image frame.

C.6.8.10. Spacing. Spacing between frames shall be consistent in frame-to-frame distance. Separation between titles on the master negative film, and for color microfilm the print master negative and service copies as well, shall not be less than 4 inches.

C.6.8.11. Leaders and Trailers. Every reel shall have a leader and trailer of the same base material and thickness as the remainder of the film. The length for master negatives, print master negatives and color microfilm service copies shall be the length dictated by the equipment being used, typically 1 - 2 meters long. Service positive copy film leaders and trailers on high contrast and continuous tone microfilm shall be no less than 20 inches long.

C.6.8.12. Physical Defects. The microfilm produced in accordance with these specifications shall exhibit no scratches, holes in the emulsion or base, tears, finger marks, chemical residue or other defect that might adversely affect the quality and legibility of the images.

C.6.9. LOT 4 STORAGE ENCLOSURES

C.6.9.1. Reels. Processed film shall be stored wound with the START target at the outer end, in accordance with ANSI/AIIM MS23-1998. Storage reels shall be chemically inert (as specified in ANSI/NAPM IT9.1-1996 and ANSI/NAPM IT9.11-1993), sturdy, and of dimensions conforming to ANSI/AIIM MS34-1990 and shall be free of mold-release agents. Spools used for unexposed film shall not be substituted for storage reels (See ISO 18902:2001 and ANSI IT9.2-1998).

C.6.9.2. All components of fasteners must conform to ANSI/NAPM IT9.1-1996 and ANSI/NAPM IT9.11-1993. The agency will specify what information, if any, shall be included on the fastener. Examples are the microfilm control number, title, reel number, and dates or volume/parts/issues on the reel.

C.6.9.3. Boxes. All processed film shall be stored on reels in non-damaging reel boxes no larger than 4" x 1-5/8" x 3-15/16", made of acid- and lignin-free buffered paper or board. Wrappers must be buffered and acid- and lignin-free and held together by button and string ties to keep the film from unwinding. Rubber bands, paper clips, tape or other fasteners must not be used to confine film on reels. Boxes and wrappers must meet all requirements of ISO 18902:2001, ANSI IT9.2-1998, ANSI/NAPM IT9.1-1996, and ANSI/NAPM IT9.11-1993. The contractor shall provide the agency with Photographic Activity Test results for the boxes and wrappers to be used (see ISO 14523:1999 and ANSI/NAPM IT9.16-1993). No contractor name, logo, insignia or other information not required by the agency shall appear on the boxes or wrappers.

C.6.10. LABELING. The agency will specify the information to be included on the reel box labels. Examples of label data include master negative number; title; volume number(s); date ranges such as month, day, and year range; type of copy (master negative, print master, service positive), and number of microfilmed feet.

C.6.11. AGENCY INSPECTION AND ACCEPTANCE. The agency reserves the right to review 100% of microfilm reels for accuracy and completeness. When the error rate for 10 (or other amount specified by the agency) reels of microfilm which are reproducible, chemically stable, and bibliographically complete is 0%, the agency shall perform random sampling of completed work.

C.6.11.1. Errors which reduce the life or usability of the microfilm shall be returned to the contractor for correction.

C.6.11.2. Errors which result in inability of the end-user to view complete, legible pages which were made available for microfilming on the positive microfilm or in the inability of the end-user to obtain reproducible eye-readable copy using a microfilm reader in good condition shall be returned to the contractor for correction. The agency's project manager may ask to inspect the original collated items with the contractor to determine the cause of certain problems originally deemed errors.

C.6.11.3. The agency shall inspect splicing, framing, spacing, resolution in accordance with the specifications outlined in **Section C.6.8, Quality Control**.

C.6.11.4. The agency shall visually inspect each reel for physical defects.

C.6.11.5. The agency shall return to the contractor the master negative of microfilm which did not pass inspection. The contractor shall correct all errors and defects identified by the agency at no additional cost to the agency before an item is accepted. If samples from batches of microfilm contain errors or defects, the entire batch shall be returned for a second quality review, corrections and quality control report by the contractor.

C.6.11.6. The agency will notify the contractor of acceptance of completed work within thirty (30) days (or other mutually agreed-upon time period).

C.6.12. SPECIAL MICROFILMING SERVICES. The agency may request additional services including but not limited to those in the following list. Specifications for these services shall be according industry standards. The contractor must provide sufficient description in their technical/managerial proposal in order for these services to be reviewed by the technical evaluation committee and accepted as part of the proposal. Any special treatments requiring extra charges shall not be carried out by the contractor without the explicit permission of the agency.

C.6.12.1. Methods of microfilming other than those specified above may be requested by the agency, for example, creation of microfiche, preservation microfilming of non-book formats, rare items, or items requiring special handling.

C.6.12.2. Fill-in acquisition. The contractor supplies missing pages so that an item may be filmed as a whole.

C.6.12.3. Creation of cataloging surrogate. The contractor supplies cataloging information for uncataloged items.

C.6.12.4. Bibliographic control of microfilm produced, for example, prospective cataloging and post-filming updating of records.

C.6.12.5. Digital scanning of microfilm.

C.6.12.6. Duplication of microfilm.

C.6.12.7. Polysulfiding of microfilm.

C.6.12.8. Print master negative storage.

C.6.13. LOT 4 DELIVERABLES

C.6.13.1. Procedures Guide. Within the framework of task order specifications and requirements, the agency's project manager and the contractor shall work together at the outset and throughout the performance of the task order to identify the need for new or revised procedures and to draft whatever guidelines, procedures, forms, flags, etc., are needed to allow preparation and filming tasks to be performed as accurately and efficiently as possible.

C.6.13.2. Completed preservation microfilm of items provided by the agency. The microfilm shall conform to the standards for filming quality and permanence as described in **ANSI/AIIM MS23-1998** and **MS111-1994**.

C.6.13.3. Completed quality control and inspection forms. These shall be submitted for each reel shall accompany the reel in its box. See **Section C.6.8, Quality Control**.

C.6.13.4. Original items. Original items shall either be returned to the agency, or they shall be disposed of, if the agency so specifies.

C.6.13.5. Management Reports. At the agency's option, the contractor shall submit management reports.

C.6.13.5 (a) Monthly reports. Statistics on the status of titles shall be accumulated monthly. These reports shall include for each title microfilmed the number of volumes, number of issues prepared, number of pages prepared, and number pages microfilmed and date shipped to the agency. These reports shall also include for each title the date the quality inspection reports and reels were sent, number and nature of target and other corrections which were necessary, and date corrected microfilm was approved.

C.6.13.5 (b) Annual Report. The contractor shall submit an annual report within 30 days of Fiscal Year End (September 30) (or other agreed upon time). The report shall include a cumulative summary of statistics and a narrative summary covering problems overcome, problems not yet resolved, recommendations for ways to improve the accuracy, efficiency, or speed of any part of the microfilming project.

C.6.13.5 (c) Final Report. At the agency's option, the contractor shall submit a final report within 15 days (or other agreed upon time) of task order completion, unless otherwise specified by the agency. This report shall include a summary of all annual reports and a summary (not to exceed 250 words) of major accomplishments.

C.7. LOT 5 - SPECIFIC REQUIREMENTS FOR PRESERVATION DUPLICATION OF PHOTOGRAPHS AND NEGATIVES.

C.7.1. PRESERVATION DUPLICATION OF PHOTOGRAPHS AND NEGATIVES. This lot applies to the duplication of negatives and prints onto stable material. The contractor may duplicate original nitrate and acetate negatives as well as other original items that require duplication, such as glass plates and lantern slides. Prints may be created from the duplicate negatives. Collections may also contain unique prints that require a copy negative to be created in order to generate additional prints. The housing of the new negatives, old negatives, and prints is also covered under this lot. Motion picture film and filmstrips are excluded.

C.7.1.1. Work shall be performed in accordance with Section C.2.4, Requirements applicable to all lots. The negatives shall be duplicated by producing an archival, film positive (i.e., an interpositive) using a continuous tone, black and white, panchromatic film, and by producing duplicate negatives from the interpositives using a continuous tone, black and white film, as described in the specifications below. All interpositives and duplicate negatives shall be housed in enclosures approved by the agency. The contractor shall perform all labor and be responsible for the acquisition or purchase of all necessary equipment and supplies, except those specified herein as being provided by the agency.

C.7.1.2. Standards cited for Lot 5 are listed in Section C.7.17 Standards.

C.7.2. PURPOSE/OBJECTIVES. Reformatting negatives in library, archival, and museum collections will serve these purposes:

- (a) Preserve the valuable information contained in the deteriorating negatives and prints;
- (b) Allow removal of hazardous material from collections (for example, nitrate film) that may have a direct impact on the health and safety of staff and can result in disastrous fires;
- (c) Ensure stable archival storage containers for reformatted copies;
- (d) Make photographic resources more available for research and use.

Specifications for fulfilling these objectives are described in detail below.

C.7.3. TONE REPRODUCTION APPROACH: SHADOW NORMALIZATION. The approach to the tone reproduction for duplicating these negatives is to be the shadow normalization method that was conceived at the National Archives, with input from Library of Congress staff in 1990. With this approach the shadow density of each original negative is measured and the exposure for each interpositive is adjusted to reproduce the shadow portion of the image on the interpositive at a selected aimpoint density near the "shoulder" of the characteristic curve. The duplicate negatives are exposed using a standard exposure. This approach eliminates the problem of loss of detail on the interpositives with very dense negatives and allows for the objective evaluation of the tone reproduction of both the interpositives (IPs) and duplicate negatives (DNs) using a densitometer. An assessment of an entire batch of IPs and DNs can be made from an analysis of a sampling of IPs and DNs, rather than inspecting every single IP and DN. This approach to tone reproduction has been used extensively at both the National Archives and the Library of Congress, and has been used by many other institutions across the country and worldwide.

C.7.3.1. Variability and Limits.

C.7.3.1.1. The National Archives has measured the variability of standard photographic duplication systems and has established plus-or-minus limits for both the average shadow density (directly controlled by exposure and indirectly effected by development) and the average contrast (controlled by development) of a batch or roll of IPs and DNs; as well as broader plus-or-minus limits for individual IPs and DNs.

C.7.3.1.2. The limits for variability and the percentage of IPs and DNs that shall fall within the cited limits, for a system that is in control and has a normal variability, are as follows:

Individual Interpositives and Duplicate Negatives-

	Limits	Max. Standard Deviation	% of IPs and DNs Within Limits for Systems in Control
Shadow Density	<u>±</u> 0.30	0.10	99.7%
Contrast	<u>±</u> 0.30	0.10	99.7%

Average for a Batch or Roll of Interpositives and Duplicate Negatives-

	Limits	Max. Standard Deviation	% of Batches or Rolls Within Limits for Systems in Control
Shadow Density	<u>±</u> 0.12	0.06	95%
Contrast	<u>±</u> 0.12	0.04	99.7%

C.7.3.1.3. Normal distribution curves (traditional bell curves) and the standard deviations cited above have been measured for individual interpositives produced on sheet film by contact printing and by using graphic arts cameras, for individual interpositives produced on 5" (126mm) long roll-film and on 70mm long roll-film, and for individual duplicate negatives produced via contact printing on both sheet film and on long roll-film. Also, normal distribution curves and the standard deviations cited above have been measured for batches of and rolls of both interpositives and duplicate negatives produced via all the methods cited above.

C.7.3.1.4. Limits for shadow density and contrast of individual interpositives and duplicate negatives and for the average contrast of batches or rolls of interpositives and duplicate negatives have been selected to accommodate 99.7% of all specimens produced in a duplication system that is in control; the limits are equal to three times the average maximum standard deviation (a standard QC control limit in commercial labs).

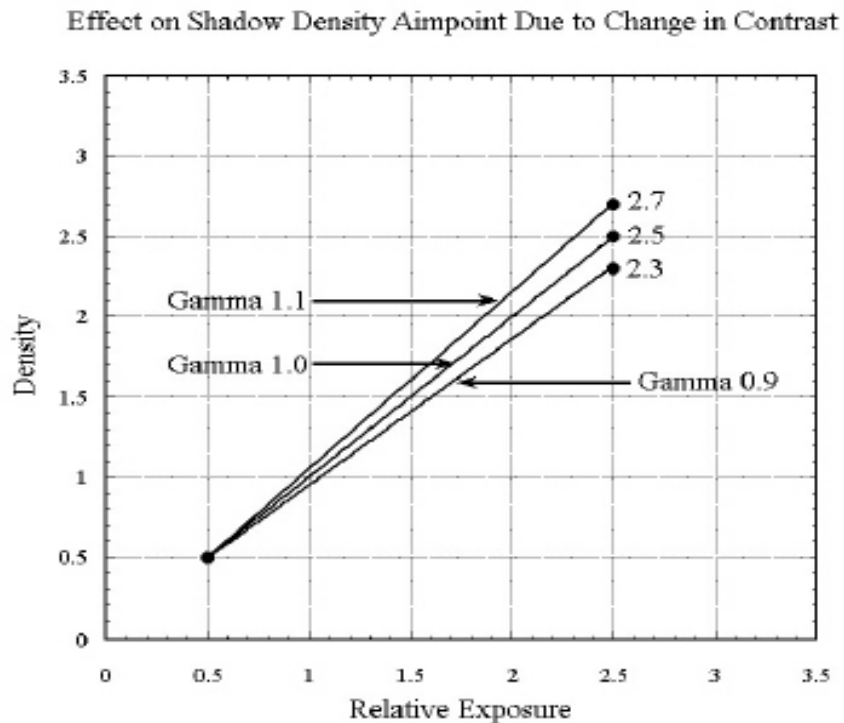
C.7.3.1.5. The limit for average shadow density for batches or rolls of interpositives and duplicate negatives has been selected to accommodate 95% of all specimens produced in a duplication system that is in control; the limit is equal to two times the average maximum standard deviation. A larger variability limit would defeat the purpose of the shadow normalization approach, i.e. the production of interpositives and duplicate negatives with uniform shadow density, and is not considered appropriate. For a normal duplication system that is in control, at most no more than 5% of all batches or rolls will have to be redone due to normal variation in the average shadow density to be in compliance with the cited limits. However, it is potentially possible to control the variability for average contrast within closer tolerances, i.e. a lower standard deviation, and this would eliminate the need to redo any batches or rolls.

C.7.3.1.6. Also, for original negatives that have informational value, but low intrinsic value, or are deteriorated, it is appropriate to consider using a broader range for the limit on average shadow density for a batch or roll. In this case, a limit equal to three times the average maximum standard deviation could be used or limits of ± 0.18. Limits larger than those cited in this specification are not considered appropriate, and duplication systems that cannot achieve the cited limits are considered to be not in control. This specification requires that all batches or rolls meet the ± 0.12 limit (see Inspection and Acceptance). At the agency's sole discretion the ± 0.18 limit may be used for selected batches or runs of negatives; agency shall indicate that a batch of negatives falls into this category prior to the beginning of the duplication of that batch.

C.7.3.2. Interpositive Shadow Density Aimpoint and Variability.

C.7.3.2.1. The average shadow density for a batch of or roll of interpositives is directly controlled by exposure, but is indirectly and highly influenced by changes in contrast. A small change in the average contrast will produce a larger proportional change in the average shadow density.

C.7.3.2.2. The graph below illustrates how the interpositive shadow density varies at three different contrast (gamma) levels. The three plots represent the straight line portion of a characteristic curve for a film processed to a contrast of 0.9, 1.0, and 1.1. For a contrast of 1.0, the shadow will be rendered at a density of 2.5 (a typical aimpoint value). If the contrast varies from 1.0 to 0.9, then for the exact same exposure the shadow density will be rendered at 2.3. If the contrast varies from 1.0 to 1.1, then for the exact same exposure the shadow density will be rendered at 2.7. Therefore, if contrast is allowed to vary from 1.0 ± 0.10 (0.9 to 1.1), then the shadow density will vary from 2.5 ± 0.20 (2.3 to 2.7). In theory, this simple relationship predicts that in order to control the average shadow density within a desired range, then the average contrast needs to be controlled within approximately half that range. In practice, the difference in relative variability is less than predicted and the measured values for average shadow density do not vary greater than 50% (1.5 times) greater than the variation for average contrast.



C.7.3.2.3. The higher the selected shadow density aimpoint for interpositives, the greater the inherent variability of the average shadow density. Using the simple mathematical model described above, it is possible to predict the variability of the average shadow density at different aimpoints (and the corresponding density ranges accommodated in a duplicate) and different levels of contrast variability.

Aimpoint Density	Approximate Density Range Accommodated	Contrast Variation	Average Shadow Density Variation
2.5	2.0	± 0.05	± 0.10
		± 0.10	± 0.20
		± 0.15	± 0.30
		± 0.20	± 0.40
2.6	2.1	± 0.05	± 0.105
		± 0.10	± 0.21
		± 0.15	± 0.315
		± 0.20	± 0.42
2.7	2.2	± 0.05	± 0.11
		± 0.10	± 0.22
		± 0.15	± 0.33
		± 0.20	± 0.44
2.8	2.3	± 0.05	± 0.115
		± 0.10	± 0.23
		± 0.15	± 0.345
		± 0.20	± 0.46

C.7.3.2.4. As can be seen in the chart above, both an increase in the interpositive aimpoint density and an increase in the allowable variation in average contrast will cause a proportional increase in the variability of the average shadow density. In practice, the increased variability of using a higher shadow density aimpoint for the interpositives has been measured; for interpositives with a shadow density of 2.5, the measured standard deviation is 0.06, and for interpositives with a shadow density of 2.2, the measured standard deviation is only 0.04.

C.7.3.2.5. In addition to the higher variability associated with higher aimpoint densities, another disadvantage to interpositives with higher shadow density aimpoints is that they require substantially more exposure (either higher lamp intensity or longer exposure time – a 0.3 density increase in shadow density aimpoint requires a full stop increase in exposure) to print the duplicate negatives. Most historic gelatin dry-plate glass negatives and historic silver-gelatin film negatives have maximum density ranges of less than 2.0, and only occasionally for both these types of negatives are negatives seen with density ranges of greater than 2.1; higher interpositive shadow density aimpoints which would duplicate larger density ranges are not necessary. Therefore, for all of these reasons it is not necessary, desirable, or recommended to use higher aimpoint densities for the interpositive shadow density; typical interpositive shadow density aimpoints shall range between 2.4 and 2.6.

C.7.3. RECEIPT OF ORIGINAL NEGATIVES.

C.7.3.1. All work shall be performed at the contractor's work site. The contractor's work site shall be available for inspection by agency personnel prior to contract award and at any time during the performance of the contract. The agency will package the negatives and will deliver the negatives to the contractor or may request that the contractor pick up the original materials. The contractor shall state in the proposal the shipping company that will be used. A return receipt is required for all shipments.

C.7.3.2. It is recommended that no more than 1,000 originals be shipped from the agency in a given shipment. Each shipment will be accompanied by an inventory provided by the agency. The inventory shall individually list each original negative, by item number and description. Within five (5) days of receipt the contractor shall confirm each shipment and provide the agency with a Receipt of Materials Report to identify all items that were received.

C.7.3.3. If a batch is rejected, the agency will halt further deliveries until corrections are made and the work has been accepted.

C.7.4. PRELIMINARY INSPECTION. At the agency's option, upon receipt of each shipment, the contractor shall carry out a visual inspection of each batch of film to determine the type of film, if applicable, and that it is not too deteriorated to duplicate (according to the sources cited in the paragraph below).

C.7.4.1. If visual inspection is not enough to identify the film, the contractor and the agency shall confer to decide if further testing is warranted to unequivocally identify the base material. Further testing shall not be done without approval of the agency. Step-by-step procedures to be used for identification must be provided to the agency prior to the beginning of production. Procedures must follow standard, published techniques commonly used in the archival field such as Andrew Robb and Monique Fischer, "Guidelines for Care and Identification of Film-Base Photographic Materials"; or Douglas W. Nishimura, "Testing of Film Base Photographic Materials" in Carolyn L. Rose, Catharine A. Hawks, and Hugh H. Genoways eds., *Storage of Natural History Collections: A Preventive Conservation Approach*, (Iowa City, Iowa: Society for the Preservation of Natural History Collections, pp. 385-391 and pp. 392-393, 1993.)

C.7.4.2. If the contractor deems some items within a batch too deteriorated to duplicate, the contractor shall pull those items from the sequence. A place marker of material that passes the Photographic Activity Test (**ISO 14523:1999** and **ANSI/NAPM IT9.16-1993**) shall be put in place of each item to clearly identify removed items. A list of these items shall be created and provided to the agency when they are identified. This list shall also be provided to the agency when all items are returned. The deteriorated items shall be kept separate from the originals and returned with the rest of the originals in the batch upon project approval by the agency.

C.7.5. PRINTING OF INTERPOSITIVES.

C.7.5.1. All interpositives shall be either:

C.7.5.1 (a) Contact printed, from the original negatives, printed emulsion to emulsion, onto uncut sheets of a continuous-tone, black and white, panchromatic polyester-based (7 mil) film, using **Ilford 100 Delta Professional**, **Agfa Agfatone Pan Film P330p (discontinued)**, or equivalent film. Film to be approved by the agency prior to the beginning of production. Or,

C.7.5.1 (b) Filmed using a large format camera system, from the original negatives, filmed emulsion up, at 100% of original size onto uncut sheets of a continuous-tone, black and white, panchromatic polyester-based (7 mil) film, using **Ilford 100 Delta Professional**, **Agfa Agfatone Pan Film P330p (discontinued)**, or equivalent film. Camera system and film to be approved by the agency prior to the beginning of production. Or,

C.7.5.1 (c) Filmed using a long roll-film camera system, from the original negatives, filmed emulsion up, as 6cm x 7cm (or 6cm x 9cm) images on 70mm wide rolls or as 4" x5" images on 5" (or 105mm) wide rolls, using a continuous-tone, black and white, panchromatic polyester-based (4 mil or 5 mil) film, using **Eastman Kodak Panchromatic Separation Film 2238** or equivalent film. Camera system and film to be approved by the agency prior to the beginning of production.

C.7.5.2. Any change in film type during the course of a project shall be approved in advance by the agency.

C.7.5.3. Magnification for Camera Duplication. Generally, all negatives shall be filmed at an appropriate magnification so the images on the interpositives fill the frame without any cropping of the images of the original negatives, and images shall not be reduced to smaller than 50% of original size as measured by linear magnification. The limit of 50% reduction is a general guideline; there may be specific cases where the duplication film is of high enough resolution and fine enough grain or where the quality of the original negatives is marginal, that more reduction of the image is appropriate. Also, it may be proposed to film groups of similarly sized negatives at standard fixed linear magnifications; as an example, on 5" wide roll film all negatives equal to or smaller than the modern medium-format of 4.5cm x 6cm could be filmed at a standard linear magnification of 200%, enlarged to twice the normal size, without the image size being maximized for the specific format being filmed. Methods for dealing with the magnification of the images when doing camera duplication shall be proposed to and approved by the agency prior to the beginning of production.

C.7.5.4. Sensitometric Tests for Interpositives. Sensitometric tests shall be conducted and a developer/development time regimen shall be selected that yields a contrast of 1.0 and a linear tonal scale that can accommodate the reproduction of a density range of at least 2.0. These tests will also determine the lower and upper limits of the linear tonal range of the film being used when the previous conditions are met.

C.7.5.5. Exposure for Interpositives. Exposure shall be adjusted for each negative, so that the shadow density of each image will be the same on each interpositive. The aimpoint for the shadow density on the interpositives shall be selected so that the shadow density of the images is reproduced in each case at a density no less than 2.0 density units above the lower limit of the linear tonal range and the aimpoint density shall not be higher than the density of the upper limit of the linear tonal range of the film being used. Typically, the interpositive shadow density aim point will be in the range of densities between 2.4 and 2.6. The preferred aimpoint for the shadow density on the interpositives for this project shall be a density of 2.5. The aimpoint may be changed based on actual testing. A report of this regimen shall be submitted to the agency prior to the beginning of production.

C.7.5.6. Resolution Tests. Resolution tests shall be conducted to insure uniform contact for contact-printed interpositives and to insure accurate focusing for interpositives that are imaged using a camera.

C.7.5.6 (a) Prior to the beginning of production of contact-printed interpositives, a resolution test chart shall be contact printed onto the film for interpositives, using the same printing equipment that will be used during production, and shall be submitted for approval.

C.7.5.6 (b) Prior to the beginning of production of interpositives imaged using a sheet film camera or a long-roll film camera system, a resolution test chart shall be filmed onto the film for interpositives, using the same camera equipment that will be used during production, and shall be submitted for approval. All resolution tests shall be filmed at the same magnification as the original negatives will be filmed. During production of interpositives using a long-roll film camera system, a target with a resolution test chart shall be filmed at the beginning of each roll and at the end of each roll to verify the accuracy of focus and to insure uniformity of focus throughout the roll. All resolution tests shall be filmed at the same magnification as the original negatives will be filmed. The target shall include a roll identification.

C.7.5.7. Deteriorated Negatives. If the agency wishes the contractor to duplicate deteriorating or delaminated acetate negatives, the contractor shall do so according to the following requirements:

C.7.5.7 (a) For optical printing of interpositives onto 70mm or 5"(126mm)/105mm long roll-film, all deteriorating or delaminated acetate negatives shall be duplicated and kept in the normal sequence of negatives.

C.7.5.7 (b) For contact printing of interpositives, the contractor must, before duplicating, re-inspect each negative for deterioration. Delaminated acetate negatives shall be duplicated in a vacuum easel to ensure good contact between the original deteriorated negative and the film producing the interpositive. It is acknowledged that using a vacuum easel may cause physical damage to the delaminated original negatives. All delaminated original negatives shall be kept in original sequence with the other negatives.

C.7.5.8. Stained Negatives. Negatives that are stained (yellow staining being the most common) shall be duplicated. Appropriate measures shall be taken to compensate for stains. These measures, which are subject to approval in advance, may include the use of appropriate colored filters over the exposing light source to minimize the effect of any staining. The method used shall have minimal influence on the tonal scale and contrast

reproduction of the negatives as interpositives. The contractor's proposed measures shall be addressed in the technical proposal.

C.7.5.9. Cleaning of Original Negatives. On an as-needed basis only, dusting of negatives is permitted using clean soft brushes, blower bulbs, anti-static brushes, and compressed air when approved in advance by the agency; vacuum cleaners or mini vacuums shall not be used. All other cleaning methods and procedures shall be approved by the agency prior to the beginning of production and shall be carried out only in cases where the image quality of the duplicates will be compromised if not cleaned.

C.7.6. PRINTING OF DUPLICATE NEGATIVES

C.7.6.1. All duplicate negatives shall be either:

C.7.6.1 (a) Contact printed, from the interpositives, printed emulsion to emulsion, onto uncut sheets of a continuous-tone, black and white film, using **Eastman Kodak Aerographic RA Duplicating Film 4425, Ilford 100 Delta Professional, Eastman Kodak Commercial Film 4127 (discontinued)**, or equivalent polyester-based (7 mil) film to be approved by the agency prior to the beginning of production. Or,

C.7.6.1 (b) Contact printed on a roll-to-roll contact printer, from the rolls of interpositives (if a long roll-film camera systems is used to produce the interpositives), emulsion to emulsion, on 70mm wide rolls or on 5" (or 105mm) wide rolls, using a continuous-tone, black and white film, using **Eastman Kodak Aerographic RA Duplicating Film 2425** or equivalent polyester-based film (4 mil or 5 mil) to be approved by the agency prior to the beginning of production.

C.7.6.2. Any change in film type during the course of a project shall be approved in advance by the agency.

C.7.6.3. Sensitometric Tests for Duplicate Negatives. Sensitometric tests shall be conducted and a developer/development time regimen shall be selected that yields a contrast of 1.0 and a linear tonal scale that can accommodate the reproduction of a density range of at least 2.0. These tests determine the lower limit of the linear tonal range of the film being used when the previous conditions are met. A report of this regimen shall be submitted to the agency prior to the beginning of production.

C.7.6.4. Exposure for Duplicate Negatives. A standard exposure shall be selected for all duplicate negatives so that the shadow density of the images will be placed at the lower limit of the linear tonal scale. All duplicate negatives will be printed at one standard exposure. Typically, the duplicate negative shadow density aim point will be in the range of densities between 0.4 and 0.6. The preferred aimpoint for the shadow density on the duplicate negatives for this contract is a density of 0.5. The aimpoint may be changed based on actual testing.

C.7.6.5. Resolution Tests. Resolution tests shall be conducted to ensure uniform contact for contact-printed duplicate negatives and film. Prior to the beginning of production of contact-printed duplicate negatives, sheet-to-sheet printing and roll-to-roll printing, an interpositive of a resolution test chart (produced for the resolution test for the interpositives, imaged in the same manner as normal production interpositives) shall be contact printed onto the film for duplicate negatives using the same printing equipment that will be used during production. This resolution test shall be submitted to the agency for approval.

C.7.7. PROCESSING OF INTERPOSITIVES AND DUPLICATE NEGATIVES

C.7.7.1. In order to produce the most accurate reproduction of the original negatives possible, interpositives and duplicate negatives shall be processed to a contrast (gamma) of 1.0 ± 0.10 .

C.7.7.2. Polysulfide Treatment. If the agency requests, interpositives and duplicate negatives may be treated with a solution of polysulfide toner. Effectiveness of treatment shall be evaluated using the test method described in *ANSI/NAPM IT9.15-1997, The Effectiveness of Chemical Conversion of Silver Images Against Oxidation—Methods for Measuring*. Report of this evaluation shall be submitted in the monthly quality control report.

C.7.7.3. Tonal Scale Tests. As a separate production standard demonstrating adherence to this requirement and objective, the contractor shall use a gray scale (step-wedge) to model the response of the film/developer/development time combination for the film being used to produce the interpositives and the film

being used to produce the duplicate negatives. The contractor shall supply tonal scale tests before beginning production of interpositives and duplicate negatives, and upon the completion of every 1,000 interpositives and every 1,000 duplicate negatives. If the collection contains fewer than 1,000 originals, the tonal scale tests shall be supplied at the mid-point of the duplication of interpositives and duplicate negatives.

C.7.7.4. The tests shall consist of an interpositive of the gray scale and a gray scale duplicate negative contact printed from the interpositive test, each developed to **illustrate the idealized response of the duplicating film for the negatives being duplicated**. The interpositive gray scale shall be imaged in the same way as the interpositives and the duplicate negative grayscale shall be contact printed in the same way as the duplicate negatives. Each test shall be accompanied by a graph of the characteristic curve (d-log E curve, H + D curve) of the film/developer/development time combination, for verification that the linear tonal scale can accommodate the reproduction of a density range of at least 2.0 and to illustrate the idealized response of the film when images are processed to a gamma of 1.0 ± 0.10 . The characteristic curves shall be submitted for approval prior to the beginning of production.

C.7.7.5. Film Washing. All film shall be thoroughly fixed and thoroughly washed. The level of residual thiosulfate (fixer, hypo) ions shall be measured using a methylene blue test, **ISO 18917:1999**. The level of residual thiosulfate ions in all processed and washed interpositives and duplicate negatives shall not exceed 0.014 g/m^2 (grams per square meter) (equivalent to 1.4 micrograms per square centimeter) as per **ANSI/NAPM IT9.1-1996**. This test shall be done before production begins and shall be performed on a bi-weekly basis (once every two weeks) for the processor(s) used to process film for this contract. The results of the bi-weekly methylene blue tests shall be submitted on a monthly schedule and shall be provided to the agency within 2 working days of obtaining the final results. Should any given test fail, processing shall halt until a test with passing results is performed, and any affected interpositives or duplicate negatives shall be rewashed at the contractor's expense.

C.7.7.6. The contractor shall submit clear samples of processed film from the same processor that is being used for the production for this contract, both the film for the interpositives and film for the duplicate negatives. Film samples shall be forwarded to the agency for confirmation testing by methylene blue test, shall be provided within 2 working days of processing, and shall be submitted on a monthly basis.

C.7.8 SPLICING FOR INTERPOSITIVES AND DUPLICATE NEGATIVES ON ROLL-FILM

C.7.8.1. For interpositives on 70mm wide, 5" wide, or 105mm wide long roll-film, all interpositives that the contractor or the agency finds to be defective shall be edited out of each roll by the contractor and all remakes shall be spliced into the roll in the original order by the contractor. All splicing shall be done using an ultrasonic splicer only, no tape splicing shall be allowed. Enough space shall be left on either side of a splice to allow good contact during printing, this can be achieved by cutting a poor quality image in half and splicing at the point in the middle of the image.

C.7.9. STORAGE ENCLOSURES AND ARRANGING ENCLOSURES

C.7.9.1. Interpositives and duplicate negatives produced by contact printing shall be sleeved in individual archival paper enclosures/envelopes and placed in archival storage boxes. All interpositives and duplicate negatives shall be placed in the sleeves with the emulsion side facing away from the glued seam of the sleeve, and all original negatives shall be replaced in their sleeves in the same manner.

C.7.9.2. The rolls of interpositives produced by filming the negatives on 70mm-wide film shall be left on an uncut roll and stored on a metal reel in a polypropylene or metal film can approved by the agency. Duplicate negatives produced on rolls of 70mm wide film shall be cut into strips of three images and placed in high-density polyethylene or polypropylene pages (referred hereafter as poly pages) by the contractor. Also, the contractor shall place the pages of duplicate negatives in folders and boxes.

C.7.9.3. The interpositives produced on 5"(126mm) or 105mm wide roll-film may be left on the roll and stored on a metal reel in an approved metal can, or may be cut into individual interpositives and stored in individual paper enclosures/envelopes and placed in archival storage boxes. Duplicate negatives produced on rolls of 5"(126mm) or 105mm wide film shall be cut and sleeved in individual paper enclosures/envelopes and placed in archival storage boxes.

C.7.9.4. All housing supplies and storage enclosures described in this, or any other section in these specifications, shall meet **ANSI IT9.2-1998** or **ISO 18902:2001**; and shall pass the Photographic Activity Test, **ISO 14523:1999** and **ANSI/NAPM IT9.16-1993**. All materials used by the contractor to store the interpositives and duplicate negatives created by the contractor to fulfill the requirements of this contract shall be approved by the agency prior to the beginning of production.

C.7.9.5. Sleeve, Film Can, and Storage Box Identification. Before the interpositives and duplicate negatives are placed in the new sleeves, all item-level identifications on the old sleeves of the corresponding original negatives shall be copied onto the new envelope either by hand using a pencil. Photocopying as an alternative method of marking is permitted provided no damage is done to any original items. The information shall appear on the front of the envelope, the back of the envelope being the side with the glued seam. Holding an envelope with the open side up, the information shall be written or photocopied along the top edge of the envelope. It is the responsibility of the contractor to insure that negative numbers on the sleeves match those appearing on the negatives and interpositives.

C.7.9.6. If the item-level identification on an original negative differs from the item-level identification on its original envelope, the agency shall be contacted immediately to help resolve the discrepancy.

C.7.9.7. The agency will provide examples of each sleeve to the contractor showing the placement of series and item codes, if applicable. For interpositives that are produced on long roll film, the contractor shall label the film can with the range of negative numbers of the images on the roll of film and shall provide an itemized list of all negative numbers on each roll of film.

C.7.9.8. Contractor Identification on the Sleeves, Film Cans, and Storage Boxes. Each interpositive and duplicate negative sleeve, film can, and storage box shall be stamped with the name of the contractor and the month and year in which the interpositive/duplicate negative was produced (for example, "Interpositive Produced by XXX, 10/91"). Exact wording of such a stamp shall be addressed in the technical proposal and subject to approval by the agency prior to the beginning of production. The placement of this stamped marking shall be on the seam (verso – the side that does not open) of each interpositive sleeve. The ink for the stamp shall be approved prior to use, shall be non-reactive with photographic materials, shall be the equivalent of the GPO stamp pad ink, and shall be applied lightly. All film cans of rolled interpositives and storage boxes shall be marked in a similar manner.

C.7.10. PERSONNEL REQUIREMENTS. For purposes of this agreement, key personnel roles are defined as the project manager and designated alternate, darkroom technician(s), and inspector(s). The contractor's project manager or designated alternate shall have full authority to represent the contractor in all matters regarding the project.

C.7.10.1. The contractor's project manager/designated alternate shall be available within a period of 24 hours after receipt of notification (telephone, fax, or in writing) from the agency to discuss any matter concerning the project.

C.7.11. QUALITY CONTROL PROCEDURES

C.7.11.1. Contractor Responsibility. A quality control program specific to a project shall be initiated, documented, and maintained throughout the life of the contract. The quality control plan shall address all specification and reporting requirements associated with each phase of contract performance beginning with receipt of the original negatives through delivery and approval (acceptance) by the agency. The contractor shall be responsible for performing all inspections or evaluations of the quality of all interpositives and duplicate negatives during production to ensure the quality of the interpositives and duplicate negatives. Inspection equipment shall be of appropriate quality, accuracy, and quantity to ensure that all requirements are met. The quality control plan shall also include procedures addressing the packaging/marketing requirements and delivery requirements.

C.7.11.2. The contractor shall submit a quality control report or summary with each batch of original negatives, interpositives, and duplicate negatives. At a minimum, the quality control report shall document all inspections performed and remakes produced for the specific batch. Also, a quality control report shall be submitted with every batch that is redone by the contractor after being returned by the agency for having failed inspection.

C.7.11.3. Contractor Facilities. While on-site at the contractor's facilities, all the agency property shall be stored in a locked vault or windowless storage area (except during periods of the actual contractual work) and secured from theft or damage. The contractor's facility shall be protected by a fire alarm and by a security system. Storage vaults

or rooms shall be temperature and humidity controlled; the temperature shall be 55 to 72 degrees F and the relative humidity stable between 30 and 50 percent. Verification that these conditions exist must be certified and submitted in writing prior to the beginning of production. Thereafter, on a monthly basis and within 2 working days of obtaining the final reading, the contractor shall provide to the agency a written record of the daily high and low temperature and humidity readings in the storage areas for that period. This data shall be provided to the agency within 24 hours of a request for such data. Should any deviation from the required conditions arise, the contractor shall immediately initiate corrective measures to ensure the safety of the negatives, and notify the agency of the situation.

C.7.11.4. Quality Control Reports. The contractor shall document all quality control procedures and actions taken and the following specific reports shall be submitted. The reports below are expected to be submitted to the agency on time, and the contractor must notify the agency immediately if reports listed below cannot be submitted according to the schedule. See Section **C.7.15, Deliverables** for a list of all reports.

C.7.11.4 (a) Receipt of Materials Form. Report is due no later than five (5) days after the arrival of shipment of original negatives to contractor premises. The report shall include the following information:

[Name of contractor] is in receipt of the following materials or items:
Shipment number
First and last item numbers (for general collection identification)
Missing items (itemize, or describe individual items or shipment variations as they differ from attached inventory)
Signature of staff member responsible for inventory control
Name of agency
Date

C.7.11.4 (b) Temperature and Relative Humidity Records. Daily readings (either as a daily record or as a weekly record) shall be taken beginning the day of receipt of the first shipment of negatives and the results shall be submitted to the agency on a monthly basis, within 2 working days of the last reading, and upon request.

C.7.11.4 (c) Methylene Blue Tests Results and Film Samples. First results are due on the first day of production and tests shall be performed on a bi-weekly basis thereafter. Methylene blue tests results shall be submitted to the agency on a monthly basis, and within 2 working days of obtaining the final test results. Film samples shall be submitted to the agency on a monthly basis and within 2 working days of processing.

C.7.11.4 (d) Evaluation of Effectiveness of Polysulfide Toning. If polysulfide treatment has been applied, first test results are due on the first day of production and tests are to be performed on each batch. Test results shall be submitted to the agency monthly, and within 2 working days of obtaining the final test results.

C.7.11.4 (e) Tonal Scale Tests and Characteristic Curves. First results are due on the first day of production, and submitted to the agency after production of every 1,000 interpositives and for production of every 1,000 duplicate negatives. If the collection contains 1,000 or fewer originals, the tonal scale tests shall be supplied at the mid-point of the duplication of interpositives and duplicate negatives.

C.7.11.4 (f) Resolution Tests. First results are due on the first day of production, and for roll-film duplication, submitted as a target at the beginning and end of each roll of interpositives and duplicate negatives.

C.7.11.4 (g) Visual Examination. The contractor shall ensure that the interpositives and duplicate negatives do not have any of the following:

- (1) nicks or gouges
- (2) scratches or abrasions
- (3) buckling
- (4) the presence of dirt or foreign matter
- (5) "pinholes"
- (6) finger prints
- (7) stains
- (8) water spots
- (9) flow marks

- (10) processing roller marks
- (11) static marks
- (12) uneven density
- (13) interference patterns (Newton's rings)
- (14) cracking or breakage of negatives
- (15) overexposed or underexposed interpositives/duplicate negatives
- (16) contrast of interpositives/duplicate negatives too high or too low
- (17) lack of sharpness and resolution
- (18) interpositive/duplicate negative printed backwards
- (19) incomplete image (including cropping or absence of negative number)
- (20) image not centered and square, no more than 10° rotation from square
- (21) missing notch code
- (22) defective enclosures- such as failed or puckered seams, excessive adhesive, etc.
- (23) incorrect labeling of paper negative IP and DN enclosures and boxes, IP cans, DN pages, folders, or boxes
- (24) overstuffed boxes
- (25) image is numbered incorrectly or the frame number is illegible
- (26) dust, dirt, "pinholes" or foreign matter imaged on the interpositives or duplicate negatives will be evaluated using the following guidelines:
 - it is unacceptable if the foreign matter is reproduced in an area of the photographic image that obscures information, detail or other content of the image that is conspicuous or important.
 - it is unacceptable if it is obtrusive in terms of contrast, size, or excessive number of occurrences on a single copy.
 - it is unacceptable if it is repeated from one interpositive/duplicate negative to the next.
 - it is unacceptable if it is introduced during preparation or duplication process, such as glove lint, hair, etc.

C.7.11.4 (h) Quality Control Summary. Report shall be included with each batch of interpositives and duplicate negatives and for each batch of reduplicated negatives previously rejected as unacceptable by the agency.

C.7.12. PACKING, MARKING, AND DELIVERY

C.7.12.1. All items shall be returned to the agency. This includes:

- (a) Interpositives,
- (b) Duplicate negatives,
- (c) Copied original film negatives,
- (d) Any uncopied deteriorated original negatives, which shall be packaged separately in cartons for return.

C.7.12.2. Each set of interpositives, duplicate negatives, and original materials shall be packed in separately labeled cartons and sealed to provide protection against dirt, water, exposure to light, and physical damage. Each carton shall contain no more than 500 negatives, interpositives, or duplicate negatives. All original negatives, interpositives, and duplicate negatives shall be in numerical order. The quantity and the sequence of interpositives in a carton shall be matched exactly with the quantity and the sequence of duplicate negatives and original negatives in the other corresponding cartons. Cartons of deteriorated original negatives shall be clearly labeled to distinguish them from the cartons of copied and uncopied original negatives, interpositives, and duplicate negatives. The contractor shall provide the agency with a complete list of negative numbers and a total for each carton of original negatives and corresponding cartons of interpositives and cartons of duplicate negatives.

C.7.12.3. If the contractor must rearrange the collection to shoot the items by density or for any other reason, the items must be placed back in their original order as supplied by the agency before being returned to the agency.

C.7.12.4. See also section **D, Packing and Shipping.**

C.7.13. SAFEGUARDING MATERIAL. The archival nature of these records requires extreme care in handling the original negatives, the interpositives, and the duplicate negatives. Original negatives and corresponding

interpositives and duplicate negatives will be transported in separate shipments from the contractor to the agency via an accepted overnight carrier or in a vehicle with an ambient temperature of between 55 and 72 degrees F. The contractor's proposal shall specify the overnight carrier(s) to be used. If the latter conveyance is used, during transportation the materials shall be under the personal surveillance and in the custody of a representative of the contractor at all times. Each shipment shall be returned to the individual who sent the shipment to the contractor, and a signed receipt will be required at the agency.

C.7.13.1. The interpositives and duplicate negatives shall be shipped first, the contractor shall not ship the original negatives until the agency acknowledges receipt of the interpositives and duplicate negatives.

C.7.13.2. All materials shall be packaged in an appropriate manner to insure that no materials will be damaged during transit. Containers shall not be placed one on top of another. Cartons shall be placed in the vehicle in a manner that will prevent them from tipping over; this is to prevent spillage which might result in the materials being mixed together, being lost, or damaged.

C.7.14. AGENCY INSPECTION AND ACCEPTANCE

C.7.14.1. Contractor Facilities. The agency's inspector and other designated by the agency reserve the right to inspect the contractor's facilities during the actual production of interpositives and duplicate negatives, including all laboratories, work areas, and storage areas.

C.7.14.2. Inspection of Interpositives and Duplicate Negatives. Upon receipt of a shipment of interpositives and duplicate negatives, the agency's inspector(s) reserves the right to survey and test a sample of the interpositives and duplicate negatives. The agency shall require at least 30 days for the testing and approval procedures prior to acceptance. The agency reserves the right to reject interpositives and duplicate negatives based on inspection and evaluation procedures described below. The contractor shall not be held responsible for damage to the interpositives or duplicate negatives caused by the inspection or handling by the agency. The overall quality of the interpositives and duplicate negatives will be evaluated using the following procedures:

C.7.14.3. Methylene Blue Tests. The agency's inspector shall conduct methylene blue tests to determine the level of residual thiosulfate ions present in the film of interpositives and duplicate negatives. The agency reserves the right to reject interpositives and duplicate negatives based on the result of methylene blue tests.

C.7.14.4. Visual Examination. At a minimum, 10% of each batch or one hundred interpositives and one hundred duplicate negatives, whichever quantity is smaller, but no less than fifty IPs and DN's, will be randomly selected out of each batch and inspected. (In cases where batches have fewer than 50 items, all interpositives and duplicate negatives for the batch shall be inspected.) The items shall be inspected under 4X to 8X magnification on a light table (transmitted light) and with raking light (reflected light) for any one of the following defects:

- (a) nicks or gouges
- (b) scratches or abrasions
- (c) buckling
- (d) the presence of dirt or foreign matter
- (e) "pinholes"
- (f) finger prints
- (g) stains
- (h) water spots
- (i) flow marks
- (j) processing roller marks
- (k) static marks
- (l) uneven density
- (m) interference patterns (Newton's rings)
- (n) cracking or breakage of negatives
- (o) overexposed or underexposed interpositives/duplicate negatives
- (p) contrast of interpositives/duplicate negatives too high or too low
- (q) lack of sharpness and resolution
- (r) interpositive/duplicate negative printed backwards
- (s) incomplete image (including cropping or absence of negative number)

- (t) image not centered and square, no more than 10° rotation from square
- (u) missing notch code
- (v) defective enclosures- such as failed or puckered seams, excessive adhesive, etc.
- (w) incorrect labeling of paper negative IP and DN enclosures and boxes, IP cans, DN pages, folders, or boxes
- (x) overstuffed boxes
- (y) image is numbered incorrectly or the frame number is illegible
- (z) dust, dirt, “pinholes” or foreign matter imaged on the interpositives or duplicate negatives will be evaluated using the following guidelines:
 - it is unacceptable if the foreign matter is reproduced in an area of the photographic image that obscures information, detail or other content of the image that is conspicuous or important.
 - it is unacceptable if it is obtrusive in terms of contrast, size, or excessive number of occurrences on a single copy.
 - it is unacceptable if it is repeated from one interpositive/duplicate negative to the next.
 - it is unacceptable if it is introduced during preparation or duplication process, such as glove lint, hair, etc.

C.7.14.5. Surface Imperfections. Final evaluation of any surface imperfections, such as scratches, marks, blemishes, etc., that are visible under reflected light, but not clearly visible via transmitted light, will be made by printing the interpositive(s) to produce a duplicate negative or by printing the duplicate negative(s) onto photographic paper to see if the imperfections are reproduced on the next generational copy. Printing will be done using a diffuse light source, such as a diffuse color enlarger head. If the imperfections are photographically reproduced, then the interpositive(s) or duplicate negative(s) shall be rejected.

C.7.14.6. Accuracy and Completeness of Frame Numbering and Labeling of Enclosures. The agency’s inspector(s) shall inspect the accuracy and completeness of the frame numbering of the 10% sampling of interpositives and duplicate negatives. The inspector(s) shall inspect the accuracy and completeness of the labeling of the storage envelopes or cans for interpositives, envelopes or storage pages and folders for duplicate negatives, and storage boxes; any groups of materials found to be mislabeled will be returned to the contractor for correction.

C.7.14.7. Densitometer Apertures. The densitometer apertures used to measure the density values of original negatives, interpositives (IPs) and duplicate negatives (DNs), shall be sized in proportion to the linear magnification of the IPs and DNs in comparison to the original negatives. The following chart specifies the apertures for different linear magnifications:

Linear Magnification	Aperture to Measure Original Negatives	Aperture to Measure IPs and DNs
2X enlargement	2mm	4mm
1.5X enlargement	2mm	3mm
1.3X enlargement	3mm	4mm
1X for small negs. - 35mm	2mm	2mm
1X for med. to large negs. - 2 1/4" to 8" x 10"	3mm	3mm
1X for large negs. - 8" x 10"	4mm	4mm
0.75X reduction	4mm	3mm
0.67X reduction	3mm	2mm
0.5X reduction	4mm	2mm

C.7.14.8. Densitometric Evaluation of Interpositives. In order to insure that all interpositives are processed to the proper contrast, and the aimpoint density is achieved for the shadow density, the agency's inspector(s) shall use the following qualitative, evaluative procedure. Of the random sample group examined for defects, at least ten original negatives and their corresponding interpositives shall be measured using a transmission densitometer (X-Rite Model 310 or equivalent color densitometer with appropriate apertures as cited above) to determine the following information:

density ranges of the original negative (Dmax-Dmin) and the interpositive (corresponding Dmax-Dmin),

contrast of the interpositive (contrast = density range of IP divided by the density range of the original), and

shadow density of the interpositive (corresponding to the shadow density on the original negative).

The sensitometric calculations and densitometric measurements shall be averaged and the standard deviation calculated. The results shall be evaluated in the following manner:

Contrast- As a sample group, the mean (average) contrast of the 1% random sample of interpositives shall be 1.0 ± 0.12 . Therefore, the allowable range of contrast for the sample group shall be between 0.88 and 1.12.

Additionally, the contrast for individual interpositives shall be 1.0 ± 0.30 . Therefore, any one interpositive within the sample group may have a contrast between 0.70 and 1.30.

Shadow Density- As a sample group, the mean (average) shadow density of the quality control sample of interpositives shall be the approved aim point density 2.5 ± 0.12 . Therefore, the allowable range for the shadow density for the sample group shall be between 2.38 and 2.62.

Additionally, the shadow density for individual interpositives shall be a the approved aim point density 2.5 ± 0.30 . Therefore, the actual range of acceptable shadow density of any one interpositive within the sample group shall be between 2.2 and 2.8.

C.7.14.9. Densitometric Evaluation of Duplicate Negatives. In order to insure that all duplicate negatives are processed to the proper contrast and the aimpoint density is achieved for the shadow density, the agency's inspector(s) shall use the following qualitative, evaluative procedure. Of the quality control sample examined for defects, at least ten original negatives and their corresponding duplicate negatives shall be measured using a transmission densitometer (X-Rite Model 310 or equivalent color densitometer with an appropriate aperture as cited above) to determine the following information:

density ranges of the original negatives (Dmax-Dmin) and the duplicate negatives (corresponding Dmax-Dmin),

contrast of the duplicate negatives (contrast = density range of DN divided by the density range of the original), and

shadow density of the duplicate negatives (corresponding to the shadow density on the original negative).

The densitometric measurements shall be averaged and the standard deviation calculated.

The results shall be evaluated in the following manner:

Contrast- As a sample group, the mean (average) contrast of the quality control sample of duplicate negatives shall be 1.0 ± 0.12 . Therefore, the allowable range of contrast for the sample group shall be between 0.88 and 1.12.

Additionally, the contrast for individual duplicate negatives shall be 1.0 ± 0.30 . Therefore, any one

duplicate negative within the sample group may have a contrast between 0.70 and 1.30.

Shadow Density- As a sample group, the mean (average) shadow density of the quality control sample of duplicate negatives shall be the approved aim point density 0.5 ± 0.12 . Therefore, the allowable range for the shadow density for the sample group shall be between 0.38 and 0.62.

Additionally, the shadow density for individual duplicate negatives shall be at the approved aim point density 0.5 ± 0.30 . Therefore, the actual range of acceptable shadow density of any one duplicate negative within the sample group shall be between 0.2 and 0.8.

C.7.14.10. Packaging. In addition to the above, the agency will visually inspect deliverables for the following packaging defects:

- (a) defective enclosures
- (b) incorrect labeling of poly pages, if applicable
- (c) folders or boxes
- (d) overstuffed boxes

C.7.14.11. The agency will also inspect for any of the following:

- (a) List of each item included in the shipment
- (b) All original negatives returned undamaged
- (c) Negatives in original order with possible removal of any deteriorated items marked by a place-marker
- (d) Deteriorated negatives housed separately from original negatives along with a list enumerating each item (if deteriorated negatives were not duplicated)
- (e) Individually identified interpositives for each original negative returned undamaged
- (f) Individually identified duplicate negative for each original negative returned undamaged
- (g) Proper labeling and storage housing for all originals and copies

C.7.14.12. Testing Results, Acceptance and Rejection. If more than 5% of a batch of interpositives or 5% of a batch of duplicate negatives, based on their respective sample, are found to be defective, for any of the reasons listed in **C.7.14.4 Visual Examination** and **C.7.14.6 Accuracy and Completeness of Frame Numbering and Labeling of Enclosures**, the entire batch will be returned to the contractor for re-inspection and reduplication of defective items and correction of labeling errors at the contractor's expense. When calculating the 5% limit, to avoid rounding errors the specific number shall always be rounded up to the next higher whole number. If it is necessary to return a batch to the contractor for correction of defective items, the contractor shall maintain a list of the interpositives or duplicate negatives selected for reduplication upon this re-inspection process. This list shall be included with the lot when it is returned to the agency for the second time. If fewer than 5% of the interpositives or 5% of the duplicate negatives from a batch are found to be defective, then only those found to be defective shall be returned to the contractor for correction.

C.7.14.12 (a) Concerning the densitometric evaluation and sensitometric calculations:

Individual interpositives or duplicate negatives found to be defective, using the ± 0.30 limit, as part of the densitometric evaluation shall be returned to the contractor for correction at the contractor's expense.

In instances where incorrect shadow density (indicating a pervasive exposure or processing problem) or incorrect contrast (indicating a pervasive processing problem) is determined using the evaluation procedure described in Densitometric Evaluation, the entire batch or roll(s) will be returned for reduplication of the entire batch or roll(s) at the contractor's expense. In order to confirm that the limits cited above for average contrast or average shadow density have been exceeded for a batch of or roll of interpositives or duplicate negatives, an additional 10 images shall be randomly selected from the batch or roll and the average contrast and average shadow density shall be recalculated using the total number images for the new sample.

C.7.14.13. The agency shall provide written notification of any problems. Any problem identified in **Section C.7.14.12, Testing Results, Acceptance and Rejection** can be deemed as a basis for rejection and items will be returned to the contractor for correction at no additional cost to the agency. If the agency disapproves work, the

contractor must repeat the reformatting process until all parties are satisfied.

C.7.14.14. The agency shall notify the contractor of acceptance of completed work within thirty (30) days (or other mutually agreed-upon time period).

C.7.15. DELIVERABLES. There are four sets of deliverables for this project:

- (1) The tracking, environmental monitoring, and quality control reports.
- (2) The quality control sample for testing by the agency's inspector.
- (3) The completed duplicate materials (negatives and interpositives), returned in the same sequence as the originals were provided, properly housed and labeled.
- (4) The returned and undamaged original materials in original housings. These materials shall be separated into two groups:
 - (A) negatives copied and place markers (passing **ISO 14523:1999** and **ANSI/NAPM IT9.16-1993**) for the deteriorated negatives pulled from the sequence
 - (B) deteriorated nitrate negatives

C.7.15.1. Tracking, Environmental Monitoring and Quality Control Reports. The contractor shall document all quality control procedures and actions taken. The following reports shall be submitted:

- (a) Receipt of Materials Report
- (b) Temperature and Relative Humidity Records
- (c) Nitrate Identification
- (d) Monthly Report
- (e) Methylene Blue Test Results and Film Samples
- (f) Tonal Scale Tests and Characteristic Curves
- (g) Resolution Tests

C.7.15.2. Quality Control Sample. The contractor shall provide a quality control (QC) sample for review by the agency's inspector. The Inspector can carry out the following examination/testing:

- (a) Methylene blue tests
- (b) Visual Inspection
- (c) Identification of accuracy and completeness of frame numbering and labeling of enclosures
- (d) Densitometric evaluation of interpositives
- (e) Densitometric evaluation of duplicate negatives

The sample will be returned to the contractor at the end of the quality control review.

C.7.15.3. The Duplicate and Original Negatives. After duplication, quality control, re-housing, and agency approval the following shall be packaged separately in cartons for return to the agency.

- (a) The interpositives
- (b) The duplicate negatives
- (c) The copied original film negatives
- (d) Any uncopied deteriorated negatives
- (e) Other items created under the terms of the task order, such as prints and copy negatives

C.7.15.4. If the contractor must rearrange the collection to shoot the items by density or for any other reason, the items must be placed back in their original order as supplied by the agency before being returned to the agency.

C.7.16. LOT 5 ADDITIONAL SERVICES. The contractor may provide the following services.

C.7.16.1. Prints may be created from the duplicate negatives.

C.7.16.2. Collections may also contain unique prints that require a copy negative to be created in order to generate additional prints.

C.7.16.3. Other Services. The contractor must provide sufficient description of additional services in their technical/managerial proposal in order for them to be reviewed by the technical evaluation committee and accepted as part of the proposal. Specifications for these services shall be according industry standards.

C.7.17. STANDARDS. The contractor shall use the latest version of and supplements to these standards in performing the requirements under this lot.

American National Standards Institute. *Imaging Materials - Processed Silver-Gelatin Type Black-and White Film - Specifications for Stability* (revision and redesignation of ANSI/NAPM IT9.1-1992) (same as ANSI/ISO 10602-1995), **ANSI/NAPM IT9.1-1996**

American National Standards Institute. *The Effectiveness of Chemical Conversion of Silver Images Against Oxidation-Methods for Measuring*, **ANSI/NAPM IT9.15-1997**

American National Standards Institute. *Imaging Media – Photographic Activity Test*, **ANSI/NAPM IT9.16-1993**

International Organization for Standardization. *Photography -- Processed photographic materials -- Photographic activity test for enclosure materials*, **ISO 14523:1999**

American National Standards Institute. *Imaging media -- Photographic Processed Films, Plates, and Paper -- Filing Enclosures and Storage Containers*, **ANSI IT9.2-1998**

International Organization for Standardization. *Photography -- Determination of residual thiosulfate and other related chemicals in processed photographic materials -- Methods using iodine-amylose, methylene blue and silver sulfide*, **ISO 18917:1999**.

ANSI standards may be obtained from American National Standards Institute: 25 West 43nd Street, 4th Floor, New York, NY 10036; telephone: 212.642.4900; fax: 212.398.0023; online store: <http://webstore.ansi.org/ansidocstore/default.asp>.

ISO standards may be obtained online from International Organization for Standardization: <http://www.iso.org/iso/en/prods-services/catalogue/intstandards/CatalogueListPage.CatalogueList>. Micrographics standards are found under category 37, Document Imaging Applications.

C.8. LOT 6 - SPECIFIC REQUIREMENTS FOR PRESERVATION CONSULTATION AND TRAINING.

C.8.1. PRESERVATION CONSULTATION AND TRAINING. The contractor shall provide preservation consultation and/or training services in accordance with Section C.2.4., Requirements Applicable to All Lots.

C.8.2. CONSULTING. The contractor may provide consultation including but not limited to:

- (1) General preservation planning
- (2) Disaster planning
- (3) Disaster recovery
- (4) Treatment plans
- (5) Other preservation and conservation issues

C.8.3. SURVEYS. Preservation survey reports provide the foundation for preservation planning and ensure that funds are allocated according to carefully identified priorities. The contractor may provide surveys including but not limited to:

- (1) General preservation needs assessments
- (2) Collection assessment

- (3) Collection surveys
- (4) Item-by-item surveys
- (5) Other surveys

C.8.4. EDUCATION AND TRAINING.

C.8.4.1. The contractor may provide educational programs at the agency's site or at contractor facilities.

C.8.4.2. The contractor shall supply a training catalog/course descriptions to the agency.

C.8.4.3. The contractor may provide education and training including but not limited to:

- (1) Workshops
- (2) Seminars
- (3) Other Related programs

C.9. GLOSSARY.

Acetate film - Safety film with a base composed principally of cellulose acetate or triacetate.

Adhesive - A general term for any of several substances capable of bonding materials to each other by chemical or mechanical action, or both, and which may be activated by water, non-aqueous solvents, pressure, heat, cold, or other means. ¹

Adhesive binding - A method of securing loose leaves into a solid text block by means of an adhesive rather than by means of sewing, stitching, etc. ¹

Agency - Any federal library, information center, or individual office from all branches of the federal government. See also Customer.

AIC - American Institute for Conservation of Historic and Artistic Works

AIIM - Association for Information and Image Management ⁷

Album - A book of blank leaves designed to contain written records, clippings, postage stamps, and the like. ¹

ANSI - American National Standards Institute - a private, non-profit organization (501(c)3) that administers and coordinates the U.S. voluntary standardization and conformity assessment system. ANSI is the official U.S. representative to the International Organization for Standardization (ISO) and, via the U.S. National Committee. Aqueous - Containing water, or water based. ¹

Background - the portion of a document, drawing, microfilm, or print that does not include the line work, lettering, or other information. ⁷

Backing - Process of shaping a ridge or shoulder on each side of the spine of a text block after rounding it, and prior to lining it. Backing accommodates the thickness of the boards, and provides a hinge along which they swing. Backing also helps to prevent the spine of the text block from collapsing into a concave shape over time. See Rounding. (*LBI Standard Glossary*, p. 13) ⁵

Barrier sheet - (guard sheet) A leaf inserted in a book to prevent the transfer of ink (and possibly acid substances) from a plate or illustration to a facing page, as well at times to elucidate the plate or illustration it accompanies. ¹

Base - A transparent plastic material, usually of cellulose triacetate or polyester, upon which a photographic emulsion or other material may be coated. ⁷

Basic Ordering Agreement (BOA) - procurement vehicle which establishes the terms, conditions and pricing for services/supplies from contractors. A task order, delivery order or purchase order issued against the BOA, not the

BOA itself, is the contract between the customer and the contractor.

Bind in - An instruction to the bookbinder to bind into the book separate supplementary material, as designated by the customer. ¹

Bleeding - 1. Discoloration of the surface of a paper due to the migration of residual oils. 2. The tendency of colored papers to stain contiguous leaves, usually due to the presence of water or moisture of some kind. ¹

Blind blocking - The process of lettering or decorating a book with binder's brass or zinco only, i.e., without gold leaf, ink, or foil. ¹

Blind stamping - Stamping a leather cover with small tools that were cut intaglio so that the impression is in relief. ¹

Board - General term used for pasteboard, millboard, strawboard, etc, all of which are used to form the foundation for book covers. They are made of various pulped or laminated fibrous materials pressed into large flat sheets, which are then cut to size and covered with cloth, leather, paper, or other material to form the book covers. ⁵

Book cloth - Specially prepared cloth material used as a covering material for book covers. A thin woven cloth (like muslin) that has been dyed, filled, impregnated, or coated with some compound, and subjected to heat and pressure. Book cloth falls into three main categories: 1. starch-filled (where the spaces in the cloth-weave are filled with starch, sometimes called sized book cloth), 2. acrylic-, pyroxylin- or vinyl-impregnated, and 3. plastic coated. Book cloth is lighter than buckram and comes in a variety of colors. ⁵

Book cradle - A device that supports bound volumes for microfilming [or other duplication] in a position so pages are open flat and parallel to the focal plane of the camera. ⁷

Bound in - An insert which has been sewn in with the sections of a book. ¹

Brittleness - Property of a material that causes it to break or crack when deformed by folding or flexing. In the practical test, if a corner of a leaf of paper cannot withstand two double folds without breaking off, it is deemed brittle. ⁷

Buckram - A heavy weave cotton (or linen) cloth filled, impregnated, or coated with different compounds (mainly starch but also other materials) to enhance body, finish and durability. ⁵

Camera negative - The film used in the camera for exposure, or first-generation film. ⁷

Case - The cover of a book that consists of two boards, an inlay, and covering material. In a commercial bindery, the case is usually made separately from the text block and later attached to the text block later in a step called casing-in. (*LBI Standard*, Glossary, p. 13) ⁵

Casing in - The process of securing the text block and attached endpapers into a case that was produced as a separate operation, lettered and sometimes decorated. ¹

Cellulose nitrate - Transparent plastic that was used from about 1890 as a film base but, because of its flammability, has not been manufactured since 1951. ⁷

Center fold - The two center pages of a section or, more specifically, the two center pages of a periodical issue, printed side by side on a continuous sheet so that there is no margin between them. ¹

Clamshell box - Custom-fitted protective enclosure used especially for bound volumes. Traditionally made of two "trays," attached to a case, which interlock securely when closed. Also known as a "double-tray box." ⁷

Collate - 1. To put the leaves, issues, or sections of a serial publication or book in the correct order; to make certain that no text, maps, charts, illustrations, etc., are missing; to determine if margins are adequate for the desired type of sewing, as well as for trimming; to note tears, or other damage to leaves in need of repair. ¹ 2. To review an item (usually by examination of signatures, leaves, and illustrations) to ascertain whether it is complete and in the correct order, to note any irregularities, and to identify any problems that may require additional preparation. ⁷

Collating mark - A heavy line, 6 points thick and about 24 points long, which appears on the back of a folded section of a book after the printed sheet is folded. ¹

Conservation - The programmatic component of preservation that uses chemical and physical techniques to maintain, as much as possible or feasible, the physical integrity of materials in their original format. Conservation treatment may be carried out to return deteriorated or damaged items to stable and usable condition or to render materials capable of being safely duplicated. Treatment also may be performed to reverse previous treatment that over time has proven to be unsuitable or that has placed an item in jeopardy because of unstable components. ⁷

Consortium - FEDLINK or a group of FEDLINK customers acting together to purchase goods or services.

Continuous tone filming - Photographic process in which an image with varying shades of gray is produced, generally using low-contrast film. ⁷

Contract - Mutually binding legal relationship obligating the seller to furnish the supplies/services and the buyer to pay for them.

Contract Line Item Number (CLIN) - Numbering scheme used to identify price or cost elements of the statement of work.

Contracting Officer - Government official with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings on behalf of the government.

Contractor - Organization providing preservation and/or conservation services to agencies.

Contrast - An expression of the relationship between the high and low brightness of a subject or between the high and low density of a photographic image. ⁷

Copy negative - A negative generated from photographing original photographic or other flat artwork.

COTR/COR - Contracting Officer's Technical Representative.

CS - Library of Congress Contract Services.

CTF - Continuous tone film(ing).

Deacidification - The neutralization or removal of acid in a material. ¹

Delamination - The splitting apart of one or more of the layers of a laminate due to failure of the adhesive, or cohesive failure of the laminate. ¹

Delivery Order - An order for supplies placed against an established contractual vehicle or with government sources.

Densitometer - Instrument used to determine the density of an image or film base by measuring the amount of light reflected or transmitted under standardized geometrical and spectral conditions. ... ⁷

Density - Opacity of film; light-absorbing quality of a processed photographic image. Key density measures on a master negative are the maximum density and the minimum density. ⁷

Direct Pay - The customer agency has a direct invoice/payment relationship with contractor. LC authorizes the customer to use an LC/FEDLINK Basic Ordering Agreement and the customer's local contracting officer issues local task orders via LC/FEDLINK.

Disbind - To remove a text block from its case and remove the spine. Employed for tightly bound volumes and for those with brittle paper when a volume cannot be opened fully enough for successful filming [or scanning]. The term is also used for other less-radical treatments that require rebinding, e.g., removing the case and separating the volume into sections, cutting some sewing threads, etc. ⁷

Discounts - Favorable terms for government customers, assuring lower costs for commercial services. Contractors are encouraged to offer additional discounts for high volume users, customer-specific incentive discounts for accounts above certain specified thresholds, and any special discount offers.

Double fan adhesive binding - A type of adhesive binding where the back margin of each leaf in an unglued text block is exposed to 1/16" or less for an application of adhesive. The margin is exposed on both sides of each leaf by clamping the text block on a vice-like press and then pushing against the text block first in one direction, then the other, thereby fanning or separating the edges of the leaves. (*LBI Standard*, §6.3, p. 5)⁵

Duplicate - 1. A copy of a microform made by contact printing or by optical means; 2. To make multiple copies of a document or microfilm, usually with the aid of a master or intermediate.⁷

Edges - The three outer extremities of the folded sections of book, usually trimmed and sometimes decorated in some manner¹

Electronic Funds Transfer (EFT) - Government contractors are required to accept electronic payments for goods and services rendered.

Emulsion - Micro-thin layers of coating in a medium on a film base in which light-sensitive ingredients are suspended; triggered by light to create a chemical reaction resulting in a photographic image.⁶

Emulsion layer - The image layer of photographic films, papers, and plates.⁷

Emulsion side - The side of the film coated with emulsion. In contact printing and enlarging, the emulsion side of the film – dull side – should face the emulsion side of the photo paper-shiny side.⁶

Encapsulation - The process whereby a flat document of paper or other fibrous writing material (such as papyrus) is held between two sheets of transparent polyester film by sealing around the edges, providing physical support against handling and storage hazards.⁷

Endpapers (endsheets) - The units of two or more leaves placed in the front and back of a book between its covers and text block. In rare instances the endpaper may consist of a single leaf.¹

Examination - The investigation of the structure, materials, and condition of cultural property including the identification of the extent and causes of alteration and deterioration.²

Exposure - 1. The act of exposing a sensitive material to radiant energy; 2. The time during which a sensitized material is subjected to the action of radiation; 3. The product of radiation intensity and the time during which it acts on the photosensitive material.⁷

Eye-legible - Capable of being read by humans without magnification.

Eye-legible type - On a target, font size that is legible without magnification after filming.⁷

Fading - Loss in density of photographic images.⁷

Feathering - A printing fault seen as the spreading or feathering of the ink outside the printing area and generally along the direction in which the fibers lie. It may be a result of excess solvent in the ink, unsuitable paper, or both.¹

Federal Acquisition Regulation (FAR) - Official regulation governing federal contracting and purchasing.

Federal Library and Information Center Committee (FLICC) - created in 1965 by the joint action of LC and the Bureau of the Budget (currently the Office of Management and Budget) to advocate federal library and information center policies and programs, professional development and effective cooperative resource sharing.

Federal Library and Information Network (FEDLINK) - the nationwide interagency cooperative procurement consortium sponsored by LC and FLICC which provides service contracts for commercial library and information services.

FFO - FEDLINK Fiscal Operations. This unit handles accounts payable and accounts receivable functions.

Film - Any sheet or strip of transparent plastic base coated with a light-sensitive emulsion. ⁷

Film base - Plastic support, typically of polyester or cellulose triacetate, onto which the emulsion and backing layers are coated. ⁷

First generation - See Generation.

Fix - to remove undeveloped silver gelatin from the film or photographic paper. Through the use of fixer solution, light-sensitive crystals are dissolved in water and washed away. This permanently fixes the image on the film negative or print and prevents further reaction with light. ⁷

Flat back - Also known as square back. A casebound text block that has not been rounded or backed. (*LBI Standard*, Glossary, p.14) ⁵

Fly leaf - Leaf forming that part of the folded endsheet not pasted down to the inside of the cover board. Its function is to protect the first or last leaves of the text block. ⁵

FNO - FEDLINK Network Operations. Professional library and information specialists provide customer support.

Fogging - Darkening or discoloring of a negative or print or lightening or discoloring of a slide caused by 1. exposure to non-image-forming light to which the photographic material is sensitive, 2. too much handling in air during development, 3. over-development, 4. outdated film or paper, or 5. storage of film or paper in a hot, humid place. ⁶

Foldouts - Inserts that are larger than the trim size of the book or other publication and which must be folded before insertion. When they are the same height as the book but wider they may be tipped in, but when they are both higher and wider, or just higher, they must be lipped. ¹

Foxing - A descriptive term used for scattered spots commonly reddish-brown in color, but also applied to spots of other coloration ranging from yellow to black, found in paper sheets. Despite sixty years of research there remains uncertainty as to the cause. It may be fungal, from metal debris left in the paper stock during the papermaking process, from the interaction of moisture and cellulose, or may be due to multiple causes. ²

Frame - The part of microfilm exposed to light in a camera during an exposure, consisting of the image area, frame margin, and frame line. ⁷

Friable - Easily crumbled.

Front edge (fore edge) - The edge of a book opposite the spine. ¹

Gathering - The process of collecting, and arranging in proper order for binding, the printed sheets or sections of a publication, which, in the case of sections, takes place after folding. 2. The group of leaves formed by folding and combining the one or more sheets or half sheets which make up a section (signature). ¹

Generation - One of the successive stages of photographic reproduction of an original or a master. The first generation is the camera film. Copies made from this first generation are second generation, etc. Preservation microfilming generally encompasses a first generation (camera negative or master negative), second generation (printing master), and third generation (service copy) made from the printing master. ⁷

Gilding - The art or process of adhering thin metal leaf to a surface, e.g., the leather cover or edges of a book, so as to approximate the effect of solid or inlaid metal. ¹

Glassine tape - Glassine tape, which is the paper backed, with a water-soluble adhesive, is sometimes used to repair torn book leaves, although it will eventually turn yellow and may damage the paper. ¹

Grain direction - Direction in which the majority of the fibers in a piece of paper or board are aligned and to the

direction in which the warp threads run in cloth. Grain direction in all man-made materials used in bookbinding should run parallel to the spine of the volume. (*LBI Standard*, Glossary, p. 14).⁵

Gray scale - Array of adjacent neutral-density areas varying by a predetermined rate or step from black to white.⁷

Guard - 1. A strip of cloth or paper pasted around or into a section of a book so as to reinforce the paper and prevent the sewing thread from tearing through. 2. A strip of cloth or paper on which an illustration, map, etc., may be attached and sewn through with the section, thus allowing free flexing.¹

Guarding - The operation of attaching a guard for the purpose of providing a hinge for a map, illustration, etc., to strengthen the fold between two conjugate leaves, or to assist in relieving the strain of the endpaper caused by the opening of the book.¹

Guillotine - A machine used for cutting large numbers of sheets of paper and board, and also in library binding for trimming the edges of books.¹

Gutter - The adjoining inner margins of two facing printed pages, i.e., the margin at the sewn fold of a section.¹

Head - 1. The margin at the top of a printed page. 2. The top of a book or leaf. 3. The top of the spine of a book where the headband is located. 4. The top edge of a bound book.¹

High contrast - A relationship of image tones in which the light and dark areas are represented by extreme differences in density.⁷

Hinge - 1. The strip of fabric (usually linen or cambric), or paper placed between the two parts of a library-style cloth-jointed endpaper, for the purpose of providing additional strength at the point of flexing. 2. Any Japanese copying paper or linen stub that allows for the free flexing of an insert, leaf, etc.¹

Image orientation - Placement of images with respect to the edges of the film.⁷

Interagency Agreement (IAG) - establishes the terms of the service relationship between LC/FEDLINK and customer agencies. The IAG specifies the period of the agreement, describes the services to be provided, gives the terms for payment and cites the authority for the program.

Intermediate - Duplicate microform specifically prepared for producing further copies.⁷

Interpositive - a positive image on film.

Japanese paper (Japanese copying paper) - A very thin, strong paper made in Japan from long-fibered stock, such as mitsumata and the paper mulberry. It is a very versatile paper, and depending on the thickness, may be used for mending torn book leaves, for the overall lining of paper as reinforcement, for reinforcing the folds of sections, or for mending hinges. Japanese copying paper is for the most part handmade, the fibers being pulped by hand and the sheets made on molds of bamboo or hair. The length of the fibers gives the paper exceptional strength and wearing characteristics, and when it is torn, the fibers pull apart rather than tear.¹

LC - Library of Congress

LBI - Library Binding Institute

Leaf attachment - Means by which leaves of a text block are attached to one another along the binding edge. (*LBI Standard*, Glossary, p. 15)⁵

Leafcasting - A system by which archival papers can be repaired by mechanical means rather than manually. The principal of the method is similar to that of papermaking itself: paper pulp in a water suspension is pulled through areas of loss in a document so as to fill the lacunae with freshly cast paper.¹

Light box - A device for inspecting film that employs a back-illuminated translucent surface.⁷

Lignin - A highly polymeric material occurring with cellulose in plant material, and which is considered to be largely responsible for the strength of the wood. ¹

Limp binding - A binding which does not have stiff boards but instead has flexible cloth, leather, vellum, or paper sides, which may or may not be lined. The term, however, is seldom applied to paper sides. ¹

Lining (spine lining) - 1. The process of reinforcing the spine of a sewn book, after gluing-up, rounding and backing, and before covering or casing-in. The spine lining material (which is usually a fabric) does not generally extend closer than within 1/8 inch of the head and tail of the text block. In edition and library binding, the lining material, or initial liner, if there is more than one, extends beyond the edges of the spine, and is attached to the boards of the case; any subsequent lining, however, stops at the shoulders of the spine. ¹

Lipped - A method of accommodating a throw out that is longer than the trimmed height of the book. A portion of a leaf to be folded adjacent to the gutter margin is cut away, i.e., lipped, so that the remaining portion may be folded without buckling and creasing the binding margin. ¹

Lot - A section of the statement of work (SOW) which describe related but discrete services or products. The SOW outlines applicability of lots for contractors.

Low contrast - A relationship of image tones in which the light and dark areas are represented by small differences in density.

Marble - To impart a veined or mottled appearance to the edges of a book or the surface of a paper, cloth, leather, in order to simulate an appearance of marble. ¹

Margin - Space around the edges of a page outside the printed or written matter. The four margins are commonly designated as: head or top margin; tail, lower, or bottom margin; fore edge, outer or outside margin; and back, inner, or gutter margin. ⁵

Master - A document or microform from which duplicates or intermediates can be obtained. ⁷

Master negative - In preservation microfilming, a first-generation silver-gelatin, safety-based camera negative that is manufactured, processed, and stored in accordance with nationally accepted standards, specifications, and guidelines to achieve a life expectancy of at least 500 years. Also called preservation master negative. ⁷

Medium contrast - A relationship of image tones in which the light and dark areas are represented by average or normal differences in density. ⁷

Member - Agencies participating in the FEDLINK program, also known as customers. Members include agencies and individual offices from all branches of the federal government and contractors to federal agencies. Each FEDLINK member/customer agency is identified by a unique four-character ID.

Mending - Refers to the minor repair of a book with no replacement of any material or the separation of the text block from its case or covers. Mending can be a long, involved process. The mending of torn leaves, for example, in which the tears occur in the folds, involves a process which necessarily includes taking the book completely apart. ¹

Methylene blue - A chemical dye formed during the testing of archival permanence of processed images using the methylene-blue test method. ⁷

Microfiche - A microform in the shape of a rectangular sheet having one or more microimages usually arranged in a grid pattern with a heading area across the top. In the United States, microfiche sheets are typically 105mm x 148mm (approximately 4" x 6"). ⁷

Microfilm - 1. High-resolution photographic film in the shape of a strip or roll, used to record images reduced in size from the original. 2. To record microphotographs on film. ⁷

Negative - Image in which the polarity is opposite that of the original. ⁷

Nitrate - See Cellulose nitrate.

Non-aqueous deacidification - A method of deacidifying paper which utilizes alcohol, or some other non-aqueous solvent, for the deacidifying chemical. Aqueous methods cannot be used to treat archival materials in cases in which the ink is susceptible to the action of water; therefore, in such cases a non-aqueous method is essential. ¹

Notching - Process of cutting parallel grooves into the spine perpendicular to the binding edge to strengthen adhesive bindings (*LBI Standard*, Glossary, p.15). ⁵

Openability - That characteristic of a bound book which allows the leaves to lie relatively flat when the book is open, with no weight or pressure applied (especially along the binding edge). Openability depends to a certain degree on the size of the book, and to a considerable degree on the weight and thickness of the paper, its grain direction in the book (which should be parallel to the spine), the method of sewing, and the overall quality and structure of the binding. ¹

Overcasting - A method of hand sewing in which groups of single sheets are sewn together using a single length of thread which passes through the paper and over the back edges of the leaves. ¹

Oversewing - Method of side sewing thin sections of leaves, one to another in succession near the back edge, to create a semi-flexible text block. For all oversewn volumes, a minimum binding margin of 5/8 inch (after milling) is desirable. (*LBI Standard* §6.1, p. 3). ^{5, 7}

Pamphlet binder - An open or closed box designed to hold a number of pamphlets, sheets, and the like. ¹

Parchment - A translucent or opaque material made from the wet, limed, and unhaired skins of sheep, goats, or similar smaller animals, by drying at room temperature under tension, generally on a wooden frame known as a stretching frame. ¹

Paste down - The half of an endsheet that is pasted to the inside of the cover board. ⁵

Phase box - Custom-fitted protective enclosure used primarily for bound volumes. Traditionally made of two pieces of heavy-weight paper board that are cut and creased to produce a base board, four walls, and four flaps. The flaps fold over and enwrap the volume, and the box is held closed by button-and-string ties, Velcro dots, or similar means. Derives its name from the concept that such boxing may be used as one phase of preservation until the item can be reformatted, repaired, rebound, or otherwise conserved. ⁷

PDF - Portable Document Format, by Adobe Systems, Inc., is a universal file format that preserves fonts, formatting, graphics, and color of any source document, regardless of the application and platform used to create it. Adobe PDF files are compact and can be shared, viewed, navigated, and printed as originally intended with free Adobe Acrobat Reader software.

PIRA test - An accelerated deterioration (decay) test designed for vegetable-tanned bookbinding leathers, and developed by the Printing Industries Research Association of Great Britain. ¹

Plate - An illustration printed separately from the text of the book, often on a different type of paper. ¹

Polarity - Change or retention of the dark-to-light relationship of an image. ⁷

Polyester - A transparent plastic made from polyethylene terephthalate and used as a film base because of its dimensional stability, strength, resistance to tearing, and relative nonflammability. ⁷

Polysulfide treatment - Process in which sulfur compounds are used to convert the silver in silver-gelatin film to silver sulfide, which can better resist oxidation caused by high temperature, high humidity, and atmospheric pollutants. May be applied during film processing or as a postprocessing step. ⁷

Portfolio - 1. A case used to protect loose drawings, plates, papers, and the like. It usually consists of two sheets of board covered with paper or cloth, with a wide cloth or paper joint forming the "spine." It generally has flaps of cloth or cloth lined with paper, attached to the three edges of the lower board which turn in to contain the material

enclosed. Tapes are attached at the head, tail, and fore edge, or at the fore edge alone, to secure the contents. ¹

Positive - Image in which the polarity is the same as that of the original. ⁷

Post binder - A form of loose-leaf (mechanical) binder. The screw posts for the binders may be either solid or sectional, the former being used for storage binders, the latter for books being actively used. As the volume of the book increases, half-inch or inch-long sections are added to the posts. ¹

Preservation - The totality of processes and operations associated with the protection, maintenance, and stabilization of objects against damage or deterioration and with the treatment of damaged or deteriorated objects. May include the transfer of information to another medium, such as microfilming or photocopying, whereby the intellectual content of the original is largely preserved. ⁷

Preservation facsimile - Plain paper copy created by the xerographic or other imaging process intended to preserve the intellectual content of an unstable or damaged original document. To meet preservation requirements, specifications regarding paper quality, toner type, and the fusion of toner to paper must be met. ⁷

Preservation microfilming - The activities of selection, preparation, film production, quality assurance, bibliographic control, and storage associated with the production of microforms that may be undertaken to preserve the intellectual content of deteriorated, unstable, or damaged materials, to provide a security copy of highly valuable records, and/or to provide a use copy to minimize handling of original materials. Entails the use of materials and methods that have maximum longevity and creates a master negative film product that is housed under controlled storage conditions and used only to make a print master. ⁷

Print master (printing master) - A duplicate microform specifically prepared for producing further copies. ⁷

Processed film - Film that has been exposed to suitable radiation and has been treated to produce a fixed or stabilized visible image. ⁷

Programming - 1. The process of determining the contents of each reel (including targets) prior to filming. 2. Programming is a combination of calculating the maximum number of exposures per reel based on both the reduction ratio and the frame position, and using this figure, deciding where an appropriate bibliographic or chronological break can be made. ⁷

Protective enclosure - A container made of durable, chemically stable materials and designed to provide physical support and a barrier against environmental factors such as light, pollutants, etc. ⁷

Pull-off box - A simple or elaborate book shaped box designed primarily to hold a book, but also used to contain pamphlets, manuscripts, etc. Occasionally it opens at the side or front, but it more often consists of two separate parts, one telescoping over the other, hence its name. In its most elaborate form, it often has a rounded back (spine) with raised bands, projecting squares, a leather covering, and possibly one or more spring catches. When properly constructed, it provides nearly air-tight protection. The book is generally provided with a separate wrapper. ¹

Quality assurance - Procedures undertaken by or at the request of the organization that initiates, manages, and pays for services to assess the product's compliance with standards and guidelines. ⁷

Quality control - 1. Planned systematic activities necessary to ensure that a medium, module, or system component conforms to established technical requirements. 2. All actions that are taken to ensure that a department or organization delivers products that meet performance requirements and that adhere to standards and specifications. 3. Policies, procedures, and systematic actions established for the purpose of providing and maintaining a certain degree of confidence in the longevity of the product and performed by the organization. ⁷

QC - Quality control.

Quality index - The subjective relationship between legibility of printed text and the resolution pattern resolved in a microimage. Used to predetermine legibility in the resulting images. Governed by ANSI standards and RLG specifications. ⁷

Rebacking - The renewal or replacement of the material covering the spine of a book. ¹

Recase - Process of fitting the text block with a new case when the original sewing thread of the text block is unbroken and intact. (*LBI Standard*, §6.4, p .6) ⁵

Recto - 1. The right-hand page of an open book or manuscript, usually bearing an odd page number. 2. The first side of a printed or ruled sheet as distinct from the verso. ¹

Reduction ratio - The relationship (ratio) between the dimensions of the original or master and the corresponding dimensions of the microimage; e.g., reduction ratio is expressed as 1:24. ⁷

Reformat - To reproduce an item in a different physical form or medium, e.g. through microfilming, photocopying, etc. ⁷

Register - In printing, a term used to indicate that the type area of the recto of the sheet coincides exactly with that of the verso 2. In folding, the exact alignment of images so that the print of one leaf is exactly over that of the preceding and following leaves. ¹

Relaxation (humidification and flattening) - methods used to remove wrinkles, curls, folds and creases from paper, parchment, or cloth whereby moisture is introduced to the item causing the item to flatten and remain in equilibrium with the surrounding relative humidity.

Resewing - The process of removing a text block from its case or covers, removing the spine lining (if any), old adhesive, as well as the original sewing thread, and then resewing the sections. In conservation bookbinding, this usually implies the same method of sewing as the original. ¹

Residual thiosulfate ion - Ammonium or sodium thiosulfate (hypo) remaining in film or paper after washing. ⁷

Resizing - The process of applying sizing material to paper that has had part of its original sizing removed, either accidentally, e.g., by wetting, or deliberately during washing to remove stains, deacidification, etc. ¹

Request for Proposal (RFP) - A solicitation document that contains the narrative description and specifications of supplies or services to be provided, pricing terms, contract clauses, terms and conditions, instructions and notices to offerors for Proposal submission, and evaluation factors for award of Contract or BOA.

Request for Quote (RFQ) - A solicitation document that is issued containing a Statement of Work (SOW) describing the requiring agency's specific requirements and/or tasks to be performed. Contractor quotes must contain the following: (a) technical response demonstrating understanding of the customer's specific requirements; and (b) cost or pricing data specific to the requirement.

Resolution - The ability of a photographic system to record fine detail. ⁷

Restoration - Treatment procedures intended to return cultural property to a known or assumed state, often through the addition of non-original materials. ³

RLG - Research Library Group. See <http://www.rlg.org>.

Rounded and backed - A rounded text block that has had its spine further shaped with a shoulder at front and back to receive the boards. ¹

Rounding - Process of hammering or manipulating the text block spine into a convex shape preparatory to backing. Rounding diminishes the effect of swelling caused by the thickness of the sewing threads or the application of glue from an adhesive binding. It also helps to prevent the text block spine from falling into a concave shape after years of use or of standing upright on a shelf. ⁵

Safety film - Comparatively nonflammable film support (base) that meets ANSI and ISO requirements for such film. May include safety cellulose-ester (acetate) base and safety polyethylene terephthalate (polyester) base. ⁷

Scanning - Technique for converting human-readable images into digital form. ⁷

Second generation microfilm - A microfilm copy made from the camera negative (the first generation). ⁷

Service copy - Distribution copy; use copy. Microform copy (generally but not always, a film positive) which is distributed for end use. ⁷

Sewing - The process of securing the sections or leaves of a publication by means of thread in such a manner as to insure a consecutive and permanent unit. There are two basic approaches to sewing a book: 1) through the center sewing frame folds of the sections, e.g., flexible sewing; and 2) through the sides of the leaves, e.g., oversewing. ¹

Shoulder - Outer edge of a rounded text block spine against which the cover board fits. The shoulder is made when a book is rounded and backed. Also called a ridge, butt, flange, groove, abutment and ledge. ⁵

Signature - The group of pages produced by folding a single printed sheet, ready for sewing or gluing into a book. ⁴

Silking - The process of applying a thin, transparent, finely meshed silk cloth to one or both sides of a leaf as a means of repairing or preserving it. ¹

Sizing - A coating preparation that tends to make a surface impervious to penetrating agents.

Skew - Condition in which edges or angles on an item are not aligned exactly parallel with or perpendicular to the edges of the film. ⁷

Slipcase - A box made to order for a specific book, or other archival material, and used for protection. ¹

Splice - A joint made by ultrasonic welding two pieces of film together so they will function as a single piece when passing through a camera, processing machine, viewer, or other apparatus. ⁷

Stabilization - Treatment procedures intended to maintain the integrity of cultural property and to minimize deterioration. ²

Stamp - An engraved design on a block, or the impression of a block or stamp on the covers of a book, as distinct from a decoration executed by a roll, or one cut into the leather. ¹

Statement of Work (SOW) - The narrative text which defines the specific requirements of the services or supplies to be provided.

Stubbing - Process of adding sheets of paper to text block to accommodate inserts. (Guide to the LBI Standard, §5.4, p.8) ⁵

Tail - The lower or bottom edge of a book, usually implying the very edge of the covers and spine. ¹

Target - 1. Any graphic or textual document or chart containing identification information, coding, test charts, or information that helps patrons use and interpret a microform. 2. An aid to technical or bibliographic control that is photographed on the film along with items, titles, collections, reels, etc. ⁷

Task order - Order for services placed against an established contractual vehicle or with Government sources.

Tawing (tawed leather) - A process of treating prepared hide or skin (usually pigskin or goatskin) with aluminum salts and (usually) other materials, such as egg yolk, flour, salt, etc. After treatment the skin is dried in air (crusted) and held in this condition for several weeks to allow the development of stabilization or "aging" effects. ¹

Text block - The body of a book, consisting of the leaves, or sections, making up the unit to be bound, rebound, or restored. It excludes all papers added by the bookbinder, including board papers, endpapers, etc. ¹

Throw out - A map, table, diagram, etc., designed to be consulted regardless of the page of the text the reader is consulting. It is done by means of an extended guard (the size of the leaf of the book), to which the map, etc., is

attached at the outer edge. If the map is to be folded, a compensation guard may be required to compensate for the thickness of the map. ¹

Tidelines - Residue caused by an agent placed on paper that will cause degradation products within the paper to move and pool together.

TIFF - Tag(ged) Image File Format. A portable, extensible specification for the description of images.

Tip-in - Thin line of adhesive is applied along the edge of a leaf (usually along the binding edge), and the leaf is tipped onto another leaf (usually at the binding edge). (*LBI Standard, Glossary*, p. 17) ⁵

Tonal range - Relative ability of a light-sensitive material to reproduce accurately the varying tones between black and white. ⁷

Transfer Pay Option - FEDLINK customers may choose to transfer funds for services to the Library of Congress and have FEDLINK's accounting service handle the invoices, pay contractors electronically and send monthly statements of account to customers.

Treatment - The deliberate alteration of the chemical and/or physical aspects of cultural property, aimed primarily at prolonging its existence. Treatment may consist of stabilization and or restoration. ²

Trim - 1. To cut a sheet of paper to an exact size. 2. To cut the edges of a leaf, or group of leaves of a book. ¹

Trimming - The operation in which bound books and other printed materials are reduced to their final size before casing or attachment of the boards. ¹

Vellum - Originally, a translucent or opaque material produced from calfskin that had been soaked, limed and unhaired, and then dried at normal temperature under tension, usually on a wooden device called a stretching frame. Today, however, vellum is generally defined as a material made from calfskin, sheepskin, or virtually any other skin obtained from a relatively small animal, e.g., antelope. ¹

Water stain - A blemish on book papers, documents, etc., caused by the movement of materials within the paper, such as coloring matter, dust, acids, and the like, resulting from the paper being wetted with water, either accidentally or during washing. The water itself does not stain the paper, unless it contains impurities which leave it and enter the paper fibers. ¹

1. Roberts, Matt T. and Don Etherington. *Bookbinding and the Conservation of books: A Dictionary of Descriptive Terminology*. Washington, D.C.: Library of Congress, 1982.

2. AIC Paper Conservation Catalog.

3. AIC Directory, 1999.

4. Advanced Book Exchange. ABE Books Glossary. http://vfp.abebooks.com/cgi/abe.exe/routera%5e_pr=glossary

5. University of Florida George A. Smathers Libraries, Preservation Department, Binding Unit. Glossary <http://www.uflib.ufl.edu/preserve/binding/glossary.htm>.

6. Kodak Glossary of Photographic Terms. <http://www.kodak.com/global/en/consumer/glossary/glossaryContents.shtml>

7. *Preservation Microfilming: A Guide for Librarians and Archivists*. Lisa L. Fox, ed. Chicago: American Library Association, 1996.

SECTION D - PACKAGING AND MARKING

D.1. CONTAINERS. Objects shall be wrapped individually (if applicable) and packed carefully and securely in durable cartons, sealed to prevent leakage, with adequate protective padding. All shipments shall be packed in durable containers which meet U.S. Postal Service or other special courier requirements as specified in each task order.

D.1.1. Boxes shall weigh no more than 40 pounds if delivered by the contractor or no more than 18 pounds if shipped unless otherwise specified by the agency.

D.2. LABELING. Packages shall be labeled appropriately and delivered in a timely manner as specified in each task order. Shipments shall be sent return receipt requested.

D.3. RETURN SHIPMENTS. All documents for return shipments, including shipping labels and invoices, shall refer to the shipment number of the original shipment to facilitate tracking.

D.3. PACKING SLIP. A packing slip prepared by the contractor shall be provided for each carton delivered. Sample packing slips shall be provided with the response. At a minimum, packing slips shall indicate the following information:

- a. Contractor name and address
- b. LC/FEDLINK BOA number and Service ID
- c. LC/FEDLINK Delivery/Task order number
- d. Ship To Name and Address
- e. Date of Shipment
- f. Description of Contents

D.3.1. Items which require correction or special handling and cannot be returned with the original order shall be identified on the packing slip as lacking from the original shipment.

D.4. PACKAGE TRANSPORT. Items transported by the contractor shall not be left unattended at any time during transit. All items shall be fully insured during transit.

D.4.1. Original items and completed copies shall be shipped separately for security reasons.

D.4.2. It is the responsibility of the contractor to ensure that shipments are delivered on schedule as identified in the task order and mutually agreed upon between contractor and agency.

SECTION E - INSPECTION AND ACCEPTANCE

E.1. NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE

NOTICE: The following solicitation provisions and/or contract clauses pertinent to this Section are hereby incorporated by reference:

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

52.246-2 INSPECTION OF SUPPLIES – FIXED PRICE (AUG 1996)

52.246-4 INSPECTION OF SERVICES - FIXED PRICE (AUG 1996)

52.246-6 INSPECTION -- TIME-AND-MATERIAL AND LABOR-HOUR (MAR 2001)

E.2. REQUIRING AGENCY INSPECTION AND ACCEPTANCE

For each task order, all completed work will be inspected by the requiring agency's project manager or designated inspector to insure that it meets the requirements of the statement of work and the specific work instructions.

Errors made by the contractor, which are identified by the agency's inspection process, shall be corrected without additional charge to the agency, and returned within thirty (30) days (or other specified time period) of the contractor having received the items for correction. The contractor shall pay for extra transportation or mailing costs resulting from such errors.

Whenever items are withheld from a return shipment for any reason, the return consignment must have documentation with it listing the items that have been withheld and the explanation for such action.

At any time during the contract period, the contractor shall permit representatives from the agency to inspect the contractor facility during its normal working hours.

Additional agency inspection and acceptance criteria specific for each LOT is detailed in Section C - Statement of Work.

SECTION F - DELIVERIES OR PERFORMANCE

F.1. NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE

NOTICE: The following solicitation and/or contract clauses pertinent to this section are hereby incorporated by reference:

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

52.242-15	STOP-WORK ORDER	AUG 1989
52-247-34	F.O.B. DESTINATION	NOV 1991

F.2. PERIOD OF PERFORMANCE. The period of performance of this Basic Ordering Agreement shall be from date of award through September 30, 2004 with four(4) one(1)-year options. The Library of Congress reserves the right to exercise the option to renew this Basic Ordering Agreement for a second through fifth year with the mutual consent of the Contractor and as may be in the Library's best interest. The contracting officer shall provide written preliminary notice of intent to renew at least 60 days prior to BOA expiration.

F.3. PLACE OF DELIVERY. The place of delivery is F.O.B. destination in accordance with FAR 52.247-34 unless the agency agrees to an alternate arrangement, all deliveries shall be made to the agency as specified in each task order. All shipments to the requiring agency shall be made via UPS, Federal Express, DHL, Emory, or comparable service, unless the contractor can provide local delivery service.

F.5. OPTION TO EXTEND THE TERM OF THE BOA. The Library reserves the right to extend the term of this Basic Ordering Agreement with the mutual consent of the Contractor and as may be in the Library's best interest. The contracting officer shall provide written preliminary notice of intent to renew at least 60 days prior to BOA expiration.

SECTION G - CONTRACT ADMINISTRATION DATA

G.1 LC/FEDLINK Contracts. The contractual vehicles issued as a result of this solicitation shall be Basic Ordering Agreements (BOA) pursuant to FAR 16.7. These shall be multi-agency contractual vehicles established in accordance with the Library of Congress (LC) Fiscal Operations Improvement Act, P.L. 106-481, Section 103 (2 U.S.C. §§ 182c.) Any federal agency may be authorized to place orders under this BOA in accordance with the terms and procedures described herein.

G.1.1. BOA/Contract Modifications.

G.1.1 (a) Constant Pricing and Discount. The vendor shall maintain constant pricing and discount schedules under this BOA for the period from date of award through September 30, 2004 and subsequent fiscal year option periods.

G.1.1 (b) Addition of Services and/or Changes to BOA. For the life of the BOA, the vendor shall offer no services other than those specified herein unless specific application is made to LC/ Contracts Services to modify this BOA to incorporate additional services and/or changes. Any new services or changes which are approved by the LC Contracting Officer shall be officially added to the BOA by modification. Requests for approval to modify the BOA shall be sent via email, fax, or handcarried to:

The Library of Congress
Office of Contracts & Grants Mgmt., FEDLINK Contracts section
ATTN: Deborah Burroughs, Contract Specialist
John Adams Bldg., Room LA-318
101 Independence Avenue, SE
Washington, DC 20540-9414
Fax #: 202-707-0485
Email: dbur@loc.gov

Overnight express mail (FedEx, UPS, USPS, DHL, etc) should be addressed as follows:

The Library of Congress, Contracts 20540-9414
9140 East Hampton Drive
Capital Heights, MD 20743

ATTN: Deborah Burroughs, FEDLINK Contracts, LA-318

G.1.2. Correspondence with FEDLINK Customers. Vendor correspondence, announcements, notification of offering, etc. that reference services offered through the LC/FEDLINK Program must be submitted to LC/FEDLINK for approval. Submit correspondence, prior to release, for approval via email or fax to:

The Library of Congress
FEDLINK Fiscal Operations
ATTN: James Oliver, Vendor Services Coordinator
John Adams Bldg., Room LA-224
101 Independence Ave., SE
Washington, D.C. 20540-4935
Fax #: 202-707-4999
Email: joli@loc.gov

Overnight express mail (FedEx, UPS, USPS, DHL, etc) should be addressed as follows:

The Library of Congress, FLICC/FEDLINK 20540-4935
9140 East Hampton Drive
Capital Heights, MD 20743

ATTN: James Oliver, FEDLINK Fiscal Operations, Room LA-224

G.2. CUSTOMER USE OF FEDLINK BOAS. The FEDLINK program provides both contracting and accounting support to federal agencies and organizations authorized to use federal sources of supply.

G.2.1. Ordering Procedures. Customers shall review all products and services offered and shall determine which products and services best meets the customer agency's requirements for each order in accordance with procedures provided in FAR 16.505. All BOA awardees will be provided fair opportunity for consideration for each order exceeding \$2,500.

G.2.2. FEDLINK Service Options. LC/FEDLINK offers customers only one service option for preservation service contracts:

G.2.2.1. Transfer-Pay. Under the transfer pay option, a customer transfers both FEDLINK administrative fees and estimated annual service dollars to LC via a signed interagency agreement or other LC-approved customer agency document authorizing the transfer of funds to LC. On behalf of the customer, LC/Contracts issues a task/delivery order to the vendor in the amount specified on the interagency agreement or funds transfer document. After receiving the task/delivery order, the vendor provides service to the customer and submits the customer's invoices to FEDLINK. FEDLINK reviews the invoices, rejects improper ones, and pays acceptable ones from the customer's account. FEDLINK sends the customer copies of rejected invoices, copies of all paid invoices, and a regular account statement. The customer reviews the invoices and reports any irregularities to FEDLINK, who resolves them with the vendor. Transfer pay processes are described in detail in section G.3.

G.3. TRANSFER-PAY PROCEDURES AND REQUIREMENTS

G.3.1. Registration. Customers indicate their intent to use LC/FEDLINK BOAs by completing the online registration form on the FEDLINK website at www.loc.gov/flicc, indicate how they intend to transfer service dollars to LC, and establish the funding level for their services by submitting an annual FEDLINK registration form. Prospective customers may register any time during the fiscal year until a cutoff date specified by FEDLINK.

G.3.2. Customer Agency Purchase Agreements. Customer agencies initiate purchase agreements with LC for services through the registration process. The purchase agreement with LC may be in the form of a purchase order, interagency agreement, MIPR, or any agency document authorizing the transfer of funds to the Library. To constitute valid agreements all such documents must be signed/accepted both by the agency and by LC/FEDLINK. After LC signs and returns the purchase agreement, LC Financial Services Directorate (LC/FSD) invoices the agency for the funds obligated to LC. The customer may also elect to use an alternative customer agency document to transfer or obligate funds to LC. LC/Contracts issues task/delivery orders to the vendors listed in the amounts specified on the purchase agreement or alternative customer agency authorizing document. Upon receipt of the task/delivery order the vendor may initiate service for the customer. Customers may request amendments to their purchase agreements orders during the year (until a cutoff date specified by FEDLINK), and thus may add or delete services and/or change funding levels. LC/Contracts issues task/delivery order modifications accordingly.

G.3.3. Initiating Preservation Services.

G.3.3.1. Pre-order Competition. Vendors shall be required to provide price quotes, indicating level of service available, to registered FEDLINK users for purposes of evaluation before the appropriate Vendor(s) is (are) chosen and firm orders are placed.

G.3.3.2. Requests for quotes (RFQ). When customers register for preservation services under the FEDLINK program, they shall submit a Statement of Work (SOW) with detailed descriptions of services required for price quotes. RFQ's for services expected to exceed \$2,500 shall be initiated by LC/FEDLINK contracts staff. Competition will be performed for customers whose requirements exceed \$2,500 or upon agency request. Price comparisons will be required for agency requirements below \$2,500.

G.3.3.3. Customer Statement of Work (SOW). The Customer's SOW will describe in detail each Task a customer requires in each Lot. Photographic samples may be provided for contractor's to provide preliminary quotes. If examination of the actual materials is required before price quotes can be submitted, each contractor shall submit a written request and arrangements will be coordinated between LC/Contracts staff and the customer agency.

G.3.3.4. Price Quotes. For award pursuant to RFQ, price quotes shall be specific to each Task and shall be based upon BOA unit prices submitted under each Lot. For award pursuant to RFQ, it is understood that the contractor's quotation, based on actual work described in the Customer's SOW, may vary slightly from Section B estimated prices, depending on the condition and value of the agency's materials and complexity of Tasks requested. Awards without RFQ may be made only for Task Orders under \$2,500 where LC/Contracts and the customer determine a clear match exists between Contractor capabilities and basic customer requirements and where the customer has no additional technical requirements. In the case of awards without RFQ, charges shall not exceed prices listed in Section B.

G.3.3.5. Task Order Awards. The customer agency's Task Order will subsequently be awarded to that vendor able to provide the required services for the lowest price, as well as meet the agency's requirements for service. Cost to the government resulting from a change of vendor shall be considered in the evaluation, as well as other factors such as agency service requirements and past performance history for that agency.

G.3.3.6. Task Order Options. If later option years are exercised for the FEDLINK BOA, the customer agencies may exercise Task Order option years with its previously selected vendor.

G.3.3.7. Multiple Task Order awards Agencies may reserve the option to establish accounts with multiple vendors. In such cases, the smallest unit of award shall be a specific Task which comprises all materials in a Lot. In other words, one Task cannot be submitted for quotes and subsequently divided for business. If multiple accounts with multiple Tasks are intended and the aggregate of business authorized for preservation services exceeds the threshold limits, appropriate competition will be performed.

G.3.4. FEDLINK Task Orders and Delivery Orders. LC/Contracts issues a task/delivery order to the vendor for each FEDLINK customer using the vendor's service in the transfer pay mode under the LC/FEDLINK BOA. LC/Contracts may also issue task/delivery order modifications that reflect amendments to customers' purchase agreements - to change services or adjust funding levels, for example. Upon receipt of the official LC task/delivery order, the vendor may begin service for the customer under the terms of the current BOA. The vendor shall not begin, renew, cancel, or convert to the LC/FEDLINK Contract any service for any FEDLINK customer until a task/delivery order for that customer for that service for the current fiscal year has been received. The vendor shall not provide services to the customer in excess of the "not to exceed" (NTE) dollar amount indicated on the original task/delivery order or as amended by any task/delivery order modification. The Government is not liable for services or products provided which exceed the NTE dollar amount. Authority to provide service under an LC task/delivery order expires on September 30 of each fiscal year unless specifically stated otherwise on the task/delivery order.

G.3.4 (a) Order Acceptance and Notification. The vendor shall inform FEDLINK Fiscal Operations (FFO) in writing of any account identification or user identification the vendor has assigned to the customer within a reasonable time from receipt of task/delivery orders from LC/Contracts Services. This notification confirms the Vendor's acceptance of the order under this BOA. Upon receiving the order, the vendor shall contact the customer immediately to begin service. If the vendor questions an order, the questions shall be noted on the task/delivery order and the task/delivery order returned to LC/Contracts Services within ten (10) days. Send customer identification via fax or email to the following address:

The Library of Congress
FEDLINK Fiscal Operations
ATTN: James Oliver, Vendor Services Coordinator
John Adams Bldg., Room LA-224
101 Independence Ave., SE
Washington, D.C. 20540-4935
Fax #: 202-707-4999
Email: joli@loc.gov

G.3.4 (b) Customer Identification. FEDLINK assigns a unique four-character FEDLINK ID to each customer. After receiving the task/delivery order, **all** vendor correspondence and oral communications with FEDLINK regarding customers shall identify the customer by the FEDLINK ID and task/delivery order number for the customer as indicated on the task/delivery order. The vendor may also assign its own account numbers, user IDs or other identifiers to customers, but may not use these identifications instead of the FEDLINK ID.

G.3.5. FEDLINK Invoice Instructions. FEDLINK's transfer pay accounting service is intended to help FEDLINK customers manage the Government funds entrusted to them legally, efficiently, and effectively. FEDLINK simplifies processing and achieves economies of scale for both customers and vendors. However, with centralized, third party processing there can be delay in reporting to the customer. Therefore, it is important that the vendor cooperate with FFO to ensure that invoices, usage reports, credits, and refunds are submitted promptly, are complete and accurate.

C.3.5 (a) An invoice is the vendor's bill or written request for payment under the task/delivery order for supplies delivered or services performed. The vendor shall prepare invoices and submit them to FFO for review and processing. FFO will forward approved invoices to LC/FSD for payment. All proper invoices (except summary invoices) and all detailed usage reports shall include the information specified below and be formatted as specified below. Invoices that do not meet these specifications are defective. FFO will reject them and return them to the vendor without payment. Invoices for products/services that exceed the funding level authorized on the task/delivery order will be rejected for insufficient funds and returned to the vendor without payment. FEDLINK will not make partial payments to accommodate customer funding levels. Rejected invoices will be accompanied by a form indicating the reason for rejection. The vendor shall promptly resubmit the invoice when the condition(s) causing the rejection have been corrected.

G.3.6. Invoice Information. The vendor shall supply the following information on all invoices:

G.3.6 (a) Invoice Data Elements.

(1) Vendor identification:

- Two-character FEDLINK Service ID assigned to the vendor.
- Name and address of the vendor.
- Vendor official to whom payment is issued.
- Contact information for person to be notified in event of defective invoice.

(2) Customer identification:

- FEDLINK ID
- Name and address of agency using service

(3) Order information:

- Task/delivery order / modification number.
- Order date or period of performance in mm/dd/yyyy format.
- Invoice number.
- Invoice date in mm/dd/yyyy format.
- Contract line item number, where practicable, or descriptive information sufficient to identify Schedule B item which corresponds to invoiced item.
- Description, quantity, unit, unit price, and extended price of supplies delivered or services performed.
- Discount applicable to individual FEDLINK customers, either by line item or against the invoice total, as appropriate.
- Any prompt payment discount.
- Any other information or documentation required by other specific requirements elsewhere in the Contract (such as evidence of shipment)

G.3.6 (b) Invoice Number. Individual invoices shall have unique numbers. Any invoice (including credit invoices) with a number which duplicates another invoice's number is defective and will be rejected.

G.3.6 (c) Fiscal Year of the Invoice. An invoice reflects individual items/services ordered by the customer in accordance with an authorized task/delivery order. The fiscal year to which an invoice must be charged is governed by the task/delivery order number, not by the vendor's invoice date. Thus, items ordered on September 30th against a current task/delivery order will be charged to the current fiscal year, even though they may not be delivered and invoiced until after the next fiscal year has begun. It is therefore extremely important that the task/delivery order number and order date be clearly identified on the invoice and that it correctly reflect the fiscal year with which the particular item orders are associated. Invoices for subscriptions shall be clearly distinguishable from reports of usage under the subscription (for which no additional payment is due.) The vendor shall not combine charges from separate fiscal years on a single invoice.

G.3.6 (d) Discounts. Discounts earned by individual customers shall be calculated on the individual invoice or institution detail for the FEDLINK customer. FFO is not responsible for any recalculations to distribute discounts due individual customers. Prompt payment discount options approved in the BOA shall be specified on invoices. The option to take a prompt payment discount shall be exercised at the Government's option.

G.3.7. Invoice Types.

G.3.7 (a) Individual Invoices. The vendor shall supply a separate invoice for each FEDLINK customer as represented by a FEDLINK ID. The vendor shall clearly distinguish between an invoice for a subscription for which payment is due from a report of usage under the subscription (for which no payment is due.)

G.3.7 (b) Summary Invoices. The vendor may submit a summary invoice with line items for each FEDLINK customer. Summary invoices must be supported by customer-specific detail that enables FFO to review the charges and confirm the amount due from each customer and enables the customer to confirm that goods/services have been received and that the charges are accurate.

G.3.7 (c) Usage Detail. The vendor shall provide detailed information that allows the customer to track use of the vendor's system. Such data enables the customer to charge back to agency units for whom access is being administered centrally, to monitor activity levels under a subscription pricing arrangement, or otherwise to promote effective use of the vendor's products/services. This data shall be provided in computer-readable form. Computer-readable usage data supplements, but does not replace, invoice information. See C.1.2.2 (e) E-metric Usage Data; FEDLINK is working towards electronic invoicing, with its attendant security requirements, as described below.

G.3.7 (d) Refunds, Credits or Other Adjustments. All invoice adjustments for transfer pay customers shall be processed through FFO. FFO shall determine whether a credit to the customer's account is acceptable or whether a refund is required. Where credits are acceptable, the vendor shall issue separate credit invoices for all accrued credit on an individual customer's account and shall indicate on the credit the information specified above, plus the following: reference to the original invoice number, original order date, description of credit, credit total. Invoice adjustments shall have a unique invoice number; the invoice number of the original invoice being adjusted shall not be re-used. Where refunds are required, the vendor shall promptly remit amounts due.

G.3.7 (e) Duplicate Invoices. The vendor shall certify that it has not already received payment for duplicate invoices submitted as replacements for original invoices as follows:

Duplicate Original
Payment Not Received
Signed _____
Date _____

G.3.7 (f) Resubmitted Invoices. The vendor shall promptly resubmit a rejected invoice when the condition(s) causing the rejection have been corrected. The vendor shall resubmit the original invoice and shall clearly identify that the invoice is a resubmission for payment.

G.3.7 (g) Electronic Invoicing. As FEDLINK expands the capabilities of its automated accounting system, it may be possible to accept invoice data electronically via Internet file transfer. If the vendor wishes to provide invoice data in computer-readable formats, it should supply FEDLINK with a sample file for evaluation.

G.3.8. Invoice Submission.

G.3.8 (a) Promptness. The vendor shall invoice FEDLINK promptly after providing authorized service to the customer. Receiving prompt, current financial data to help them manage the information services they provide their agencies is very important to FEDLINK customers. Withholding invoices for authorized users (especially at the beginning of the fiscal year) is not acceptable.

G.3.8 (b) Frequency. The vendor shall invoice FEDLINK on a regular cycle.

G.3.8 (c) Sort Order. The vendor shall deliver invoices sorted first by fiscal year, then alphabetically by FEDLINK ID. Mixing invoices for different fiscal years, sorting by invoice number, user ID, or other data element slows FFO processing and is not acceptable.

G.3.8 (d) Number of Copies. For each FEDLINK transfer pay customer, the vendor shall provide FFO not less than one original **and** one copy of each invoice **and** not less than one original and one copy of each detailed usage report (in support of the invoice).

G.3.8 (e) Physical Format. Individual invoice sets shall be attached so that all copies and/or pages of the original invoice remain contiguous. If the vendor supplies photocopies of any pages (e.g., to supplement a multi-part invoice), then all invoice photocopies shall be attached to the original invoice.

G.3.8 (f) Invoice Address. The vendor shall submit invoices to the following address:

The Library of Congress
FEDLINK Fiscal Operations
ATTN: Invoice Processing
101 Independence Ave. SE
Washington, DC 20540-4935
Fax: (202) 707-4927

G.3.8 (g) Final Invoice Call. FEDLINK is required to close customer accounts for prior fiscal year obligations against appropriations and funds scheduled for retirement. FFO issues a final invoice call to vendors each fiscal year to initiate the close-out of prior year contracts. Vendors must submit the final invoices to FFO within 90 days from notification.

G.3.9. Invoice Review and Payment. For purposes of this clause, "invoice payment" means a Government disbursement of monies to a vendor under a contract or other authorization for supplies or services accepted by the Government. This includes payments for partial deliveries that have been accepted by the Government and final costs or fee payments where amounts owed have been settled between the Government and the vendor. Payment shall be considered as being made on the day a check is dated or an electronic funds transfer is made. All days referred to in this clause are calendar days. The designated billing office for transfer pay accounts is LC/FEDLINK.

G.3.9 (a) Return of Improper Invoices. If the invoice does not comply with requirements herein, then the vendor shall be notified of the defect within **15 days** after receipt of the invoice at the designated billing office. Untimely notification by the Government shall be taken into account in the computation of any interest penalty owed the vendor in the manner described in paragraph G.3.9 of this BOA. Rejected invoices shall be accompanied by a form indicating the reason for the rejection and may be resubmitted when the condition(s) causing the rejection is corrected.

G.3.9 (b) Invoice Adjustments. The Government may adjust invoices to remove charges not valid and not payable under this BOA, such as line items for excluded services, sales tax, freight charges, and prior month billing. FEDLINK will not make partial payments to accommodate customer funding levels.

G.3.9 (c) Payment Due Date. The due date for making invoice payments shall be the later of the following two events:

(1) The 30th calendar day after the designated billing office has received a proper invoice from the vendor. If the payment due date falls on a weekend or holiday, payment will be made on the following business day.

(2) The 30th day after Government acceptance of supplies delivered or services performed by the vendor. On a final invoice where the payment amount is subject to contract settlement actions, acceptance shall be deemed to have occurred on the effective date of the contract settlement. However, if the designated billing office fails to annotate the invoice with the actual date of receipt, the invoice payment due date shall be deemed to be the 30th day after the date the vendor's invoice is dated, provided a proper invoice is received and there is no disagreement over quantity, quality, or vendor compliance with contract requirements.

G.3.9 (d) Electronic Funds Transfer (EFT) (*FAR 52.232-34, MAY 1999*). In accordance with the Debt Collection Improvement Act, all FEDLINK payment to vendors shall be made via electronic funds transfer (EFT). The vendor shall complete the "Vendor Survey Form" obtained from LC Contracts Services to provide the information necessary to transmit payments to the vendor's financial institution. Payment shall be considered as being made on the effective date of the EFT.

G.3.9 (e) Remittance Advice. FFO shall provide the vendor contact identified in this BOA with a remittance advice that details the invoices for which payment covered by LC/FEDLINK payments. Currently, FFO faxes the remittance advice to the vendor's Accounts Receivable contact a few days before the EFT payment is completed. The vendor should use the remittance advice to update its accounts receivable records.

G.3.10. Interest Penalty Payments.

G.3.10 (a) Conditions for Interest Payment. An interest penalty shall be paid automatically by the designated payment office, without request from the vendor, if payment is not made by the due date and the conditions listed in this clause are met, if applicable. An interest penalty shall not be paid on agreements issued to foreign vendors outside the United States for work performed outside the United States. Conditions for interest payments are:

- (1) A proper invoice was received by the designated billing office.
- (2) A receiving report or other Government documentation authorizing payment was processed and there was no disagreement over quantity, quality, or vendor compliance with any BOA term or condition.
- (3) In the case of final invoice for any balance of funds due the vendor for supplies delivered or services performed, the amount was not subject to further contract settlement actions between the Government and the vendor.

G.3.10 (b) Interest Rate. The interest penalty shall be at the rate established by the Secretary of the Treasury under section 12 of the Contract Disputes Act of 1978 (*41 USC 611*) that is in effect on the day after the due date, except where the interest penalty is prescribed by other governmental authority. This rate is referred to as the "Renegotiation Contractrd Interest Rate," and is published in the *Federal Register* semiannually on or about January 1 and July 1. The interest penalty shall accrue daily on the invoice principal payment amount approved by the Government and shall be compounded in 30-day increments through the payment date, with the first 30-day period beginning the first day after the due date. That is, interest accrued at the end of any 30-day period shall be added to the approved invoice principal payment amount and be subject to interest penalties if not paid in the succeeding 30-day period. If the designated billing office failed to notify the vendor of a defective invoice within the periods prescribed above, then the due date on the corrected invoice shall be adjusted by subtracting from that date the number of days taken beyond the prescribed notification of defects period, as set out below. Any interest penalty owed the vendor shall be based on the adjusted due date. Adjustments shall be made by the designated payment office for errors in calculating interest penalties, if requested by the vendor.

G.3.10 (c) Acceptance for Interest Purposes. For the sole purpose of computing an interest penalty that might be due the vendor, Government acceptance shall be deemed to have occurred constructively on the 15th day (unless otherwise specified in the agreement) after the vendor delivered the supplies or performed the services in accordance with the terms and conditions of the agreement, unless there is a disagreement over quantity, quality, or vendor compliance with a contract provision. In the event that actual acceptance occurs within the constructive acceptance period, the determination of an interest penalty shall be based on the actual date of acceptance. The constructive acceptance requirement does not, however, compel Government officials to accept supplies or services, perform contract administration functions, or make payment prior to fulfilling their responsibilities.

G.3.10 (d) Periods Not Subject to Interest. The following periods of time shall not be included in the determination of an interest penalty:

- (1) The period taken to notify the vendor of defects in invoices submitted to the Government, but this shall not exceed **15 days**.
- (2) The period between the defects notice and resubmission of the corrected invoice by the vendor.

(3) For incorrect EFT information, in accordance with the EFT clause of this agreement.

(4) Interest penalties shall not continue to accrue after the filing of a claim for such penalties under the FAR clause at 52.233-1, Disputes, or for more than one year. Interest penalties of less than \$1.00 need not be paid.

(5) Interest penalties are not required on payment delays due to disagreement between the Government and vendor over the payment amount or other issues involving contract compliance or the amounts temporarily withheld or retained in accordance with the terms of the contract. Claims involving disputes, and any interest that may be payable, shall be resolved in accordance with the FAR clause at 52.233-1, Disputes, as amended by the Library.

G.3.10 (e) Interest on Discounts Taken Improperly. An interest penalty shall also be paid automatically by the designated payment office without request from the vendor, if a discount for prompt payment is taken improperly. The interest penalty shall be calculated as described above on the amount of discount taken for the period beginning with the first day after the end of the discount period through the date when payment is made to the vendor, if the underpayment is not corrected within 15 days of the expiration of the discount period.

G.3.11. Contract Financing Payments.

G.3.11 (a) For purposes of this clause, "contract financing payment" means a Government disbursement of monies to a vendor under contract clause or other authorization prior to acceptance of supplies or services by the Government.

G.3.11 (b) For contracts that provide for contract financing, requests for payment shall be submitted to the designated billing office as specified in this BOA or as directed by the contracting officer. Contract financing payments shall be made on the 30th day after receipt of a proper contract financing request by the designated billing office. In the event that an audit or other review of a specific financing request is required to ensure compliance with the terms and conditions of the contract, the designated payment office is not compelled to make payment on this date.

G.3.11 (c) For advance payments, loans, or other arrangements that do not involve recurrent submissions of contract financing requirements, payment shall be made in accordance with the corresponding contract terms or as directed by the contracting officer.

G.3.11 (d) Contract financing payments shall not be assessed an interest penalty for payment delays.

G.4. EXAMINATION OF VENDOR RECORDS BY THE LIBRARY OF CONGRESS

The Vendor agrees that the Library of Congress or any duly authorized representative shall have access to and the right to examine any books, documents, papers and records of the Vendor involving transactions related to this BOA for over-billings, billing errors, and compliance with this BOA. This authority shall expire 3 years after final payment.

G.5. CONTACT FOR CONTRACT ADMINISTRATION

The Vendor shall designate a person to serve as the contract administrator for the BOA and resulting task orders both domestically and overseas. The contract administrator is responsible for overall compliance with BOA terms and conditions. The contract administrator is also the responsible official for issues concerning the FEDLINK Quarterly Sales Reports and reviews of vendor records. The Vendor's designation of representatives to handle certain functions under this BOA does not relieve the contract administrator of responsibility for contract compliance. Any changes to the designated individual must be provided to the Contracting Officer in writing, with the proposed effective date of the change.

VENDOR CONTRACT ADMINISTRATOR:

Name, Title: _____
 Address: _____
 _____ Zip Code: _____
 Telephone: _____ FAX: _____
 e-mail Address: _____

VENDOR CONTACT FOR FEDLINK FISCAL OPERATIONS (FFO) – Invoicing issues:

Name, Title: _____
 Address: _____
 _____ Zip Code: _____
 Telephone: _____ FAX: _____
 e-mail Address: _____

VENDOR TECHNICAL LIASON FOR FEDLINK NETWORK OPERATIONS (FNO) -- COTRs:

Name, Title: _____
 Address: _____
 _____ Zip Code: _____
 Telephone: _____ FAX: _____
 e-mail Address: _____

VENDOR CONTACT FOR CUSTOMER SERVICE:

Name, Title: _____
 Address: _____
 _____ Zip Code: _____
 Telephone: _____ FAX: _____
 e-mail Address: _____

G.7 FEDLINK SERVICES TO VENDORS.

G.7.1. Publicity. LC/FEDLINK shall inform FEDLINK customers about the services available under the program. Currently, the FLICC/FEDLINK World Wide Web site has a section devoted to services available to FEDLINK that includes brief descriptions of the products and services offered by FEDLINK vendors, vendor contact information, and active links to vendor e-mail and websites. The vendor is invited to submit its contact and link information for inclusion in this web-based FEDLINK services catalog.

G.7.2. Mailing Lists. A mailing list of FEDLINK customers can be provided to the vendor upon request to the following address:

The Library of Congress
 FEDLINK Fiscal Operations
 ATTN: James Oliver, Vendor Services Coordinator
 John Adams Bldg., Room LA-224
 101 Independence Ave., SE
 Washington, D.C. 20540-4935
 Phone: 202-707-4360
 Fax #: 202-707-4999
 Email: joli@loc.gov

SECTION H - SPECIAL CONTRACT REQUIREMENTS

H.1. CONDUCT OF WORK. A Contracting Officer's Technical Representative (COTR) may be designated to represent the Contracting Officer for the purpose of coordinating with the vendor in administering the technical aspects of performance for a particular customer's account. For Transfer-Pay customers, the Interagency Agreement (IAG) point-of-contact will serve as the COTR for the requiring agency for the services specified in the IAG. The COTR may issue written or oral instructions to fill in details in the scope of work set forth in this BOA via the Contracting Officer. The COTR is **not** authorized, however, to make any changes which affect the contract amounts, terms and conditions. The LC Contracting Officer is the **only** party authorized to make any changes which affect the terms and conditions of this BOA or to bind the Library of Congress.

H.2. FEDLINK SALES REPORTING REQUIREMENTS.

H.2.1. FEDLINK Quarterly Sales Reports. The vendor shall submit quarterly the agency name, point-of-contact (POC), and total dollars obligated for the services provided under this contract. The vendor may use the sample FEDLINK Quarterly Sales Report Forms provided (see attachment J.1.) or develop a computerized report as long as it provides the information identified below. Reports shall be suitable for import into a Microsoft Excel spreadsheet and shall be sent via email to the Contracting Officer as listed in section G.1. To facilitate FEDLINK reporting of usage, reports shall provide the following information:

- Agency name
- Agency point-of-contact (POC) and telephone number
- FEDLINK ID
- Task/Delivery order number
- Task/Delivery order Not-to-Exceed (NTE) Total
- Fiscal year amounts received for each customer
- Current quarterly dollars expended for each customer

H.2.2. Deadline. The reports shall be received in the FEDLINK Contracts Office within forty-five (45) calendar days after the end of the particular reporting fiscal year quarter.

H.2.3. Failure. Failure on the part of the vendor to comply with this requirement shall constitute an "incomplete package" for invoicing purposes for transfer pay customers and no payment shall be made to the vendor until the reports are received.

H.3. VENDOR PERFORMANCE REPORTING REQUIREMENTS. This clause applies to all contracts estimated to exceed \$100,000. Customer agencies are required to submit a past performance evaluation form at the completion of each fiscal year or contract performance period (see attachment J.2.). The contracting officer will provide copies of any reports received to the vendor, and the vendor will have 30 calendar days from receipt to submit a rebuttal and/or a report of corrective actions taken. The past performance evaluation will be placed in the vendor's past performance file and will be available to any federal agency upon request for a period of 3 years.

H.4. USE OF LIBRARY OF CONGRESS NAME OR CONTRACTUAL RELATIONSHIP IN

ADVERTISING. The vendor agrees not to refer to awards from or contracts with the Library of Congress and/or the FEDLINK program in commercial advertising in such a manner as to state or imply that the product or service provided is preferred by the Library of Congress or is superior to other products or services. The vendor also agrees not to distribute or release any information which states or implies that the Library of Congress endorses, uses, or distributes the vendor's product or service.

H.5. NEWS RELEASES. News releases pertaining to this BOA and resultant task orders shall not be made without LC/FEDLINK approval, as appropriate, and then only upon written approval received from the contracting officer.

PART II - SECTION I - CONTRACT CLAUSES

I.1. (FAR 52.252-2) CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.arnet.gov/far>

(End of Clause)

I.2. NOTICE: The following solicitation provisions and/or contract clauses pertinent to this section are hereby incorporated by reference:

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

NUMBER	DATE	TITLE
52.202-1	MAY 2001	DEFINITIONS
52.203-3	APR 1984	GRATUITIES
52.203-5	APR 1984	COVENANT AGAINST CONTINGENT FEES
52.203-6	JUL 1995	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT
52.203-7	JUL 1995	ANTI-KICKBACK PROCEDURES
52.203-8	JAN 1997	CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY.
52.203-10	JAN 1997	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY
52.203-11	APR 1991	CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS
52.203-12	JUN 1997	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS.
52.209-6	JUL 1995	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT.
52.213-2	APR 1984	INVOICES
52.214-34	APR 1991	SUBMISSION OF OFFERS IN THE ENGLISH LANGUAGE.
52.214-35	APR 1991	SUBMISSION OF OFFERS IN U.S. CURRENCY.
52.215-8	OCT 1997	ORDER OF PRECEDENCE - UNIFORM CONTRACT FORMAT.
52.215-14	OCT 1997	INTEGRITY OF UNIT PRICES
52.217-8	NOV 1999	OPTION TO EXTEND SERVICES
52.217-9	MAR 2000	OPTION TO EXTEND THE TERM OF THE CONTRACT
52.222-21	FEB 1999	PROHIBITION OF SEGREGATED FACILITIES
52.222-26	FEB 1999	EQUAL OPPORTUNITY
52.222-35	APR 1998	AFFIRMATIVE ACTION FOR SPECIAL DISABLED AND VIETNAM ERA VETERANS
52.222-36	JUN 1998	AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES
52.222-37	JAN 1999	EMPLOYMENT REPORTS ON DISABLED VETERANS AND VETERANS OF THE VIETNAM ERA.
52.223-6	MAY 2001	DRUG-FREE WORKPLACE
52.223-14	OCT 2000	TOXIC CHEMICAL RELEASE REPORTING.
52.227-2	AUG 1996	NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT
52.229-3	JAN 1991	FEDERAL, STATE, AND LOCAL TAXES
52.229-4	JAN 1991	FEDERAL, STATE, AND LOCAL TAXES (NONCOMPETITIVE CONTRACT)
52.229-5	APR 1984	TAXES -- CONTRACTS PERFORMED IN U.S. POSSESSIONS OR PUERTO RICO

52.230-2	APR 1998	COST ACCOUNTING STANDARDS
52.232-1	APR 1984	PAYMENTS
52.232-8	MAY 1997	DISCOUNTS FOR PROMPT PAYMENT
52.232-11	APR 1984	EXTRAS
52.232-18	APR 1984	AVAILABILITY OF FUNDS
52.232-19	APR 1984	AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR
52.232-23	JAN 1986	ASSIGNMENT OF CLAIMS
52.232-33	MAY 1999	PAYMENT BY ELECTRONIC FUNDS TRANSFER--CENTRAL CONTRACTOR REGISTRATION.
52.232-34	MAY 1999	PAYMENT BY ELECTRONIC FUNDS TRANSFER--OTHER THAN CENTRAL CONTRACTOR REGISTRATION.
52.233-3	AUG 1996	PROTEST AFTER AWARD
52.242-13	JUL 1995	BANKRUPTCY
52.243-1	AUG 1987	CHANGES -- FIXED-PRICE
52.243-7	APR 1984	NOTIFICATION OF CHANGES
52.249-2	SEP 1996	TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (FIXED PRICE)
52.249-4	APR 1984	TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (SERVICES)(SHORT FORM)
52.249-8	APR 1984	DEFAULT (FIXED-PRICE SUPPLY AND SERVICE)
52.253-1	JAN 1991	COMPUTER GENERATED FORMS

(End of Clause)

I.3. FAR 52.215-2 AUDIT AND RECORDS--NEGOTIATION. (AUG 1996) -- As Modified by the Library of Congress (SEP 1996)

(a) As used in this clause, records includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form.

(b) Examination of costs. If this is a cost-reimbursement, incentive, time-and-materials, labor-hour, or price redeterminable contract, or any combination of these, the Contractor shall maintain and the Contracting Officer, or an authorized representative of the Contracting Officer, shall have the right to examine and audit all records and other evidence sufficient to reflect properly all costs claimed to have been incurred or anticipated to be incurred directly or indirectly in performance of this contract. This right of examination shall include inspection at all reasonable times of the Contractor's plants, or parts of them, engaged in performing the contract.

(c) Cost or pricing data. If the Contractor has been required to submit cost or pricing data in connection with any pricing action relating to this contract, the Contracting Officer, or an authorized representative of the Contracting Officer, in order to evaluate the accuracy, completeness, and currency of the cost or pricing data, shall have the right to examine and audit all of the Contractor's records, including computations and projections, related to--

- (1) The proposal for the contract, subcontract, or modification;
- (2) The discussions conducted on the proposal(s), including those related to negotiating;
- (3) Pricing of the contract, subcontract, or modification; or
- (4) Performance of the contract, subcontract or modification.

(d) The Librarian of Congress, and the Comptroller General--

- (1) The Librarian of Congress, or an authorized representative of the Librarian of Congress and the Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and the right to examine any of the Contractor's directly pertinent records involving transactions related to this contract or a subcontract hereunder.
- (2) This paragraph may not be construed to require the Contractor or subcontractor to create or maintain any record that the Contractor or subcontractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e) Reports. If the Contractor is required to furnish cost, funding, or performance reports, the Contracting Officer or an authorized representative of the Contracting Officer shall have the right to examine and audit the supporting records and materials, for the purpose of evaluating (1) the effectiveness of the Contractor's policies and procedures to produce data compatible with the objectives of these reports and (2) the data reported.

(f) Availability. The Contractor shall make available at its office at all reasonable times the records, materials, and other evidence described in paragraphs (a), (b), (c), (d), and (e) of this clause, for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in Subpart 4.7, Contractor Records Retention, of the Federal Acquisition Regulation (FAR), or for any longer period required by statute or by other clauses of this contract. In addition--

- (1) If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement; and
- (2) Records relating to appeals under the Disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(g) The Contractor shall insert a clause containing all the terms of this clause, including this paragraph (a), in all subcontracts under this contract that exceed the simplified acquisition threshold in FAR Part 13, and--

- (1) That are cost-reimbursement, incentive, time-and-materials, labor-hour, or price-re-determinable type or any combination of these;
- (2) For which cost or pricing data are required; or
- (3) That require the subcontractor to furnish reports as discussed in paragraph (e) of this clause.

The clause may be altered only as necessary to identify properly the contracting parties and the Contracting Officer under the Government prime contract.

(End of Clause)

I.4. FAR 52.222-3 CONVICT LABOR --As Modified by the Library of Congress (AUG 1996)

The Contractor agrees not to employ any person undergoing sentence of imprisonment in performing this contract.

(End of Clause)

I.5. FAR 52.232-25 PROMPT PAYMENT — As Modified by the Library of Congress (MAY 1997)

Notwithstanding any other payment clause in this agreement, the Government will make invoice payments and contract financing payments under the terms and conditions specified in this clause. Payment shall be considered as being made on the day a check is dated or an electronic funds transfer is made. All days referred to in this clause are calendar days, unless otherwise specified.

(a) Invoice Payment.

(1) For purposes of this clause, "invoice payment" means a Government disbursement of monies to a contractor under a contract or other authorization for supplies or services accepted by the Government. This includes payments for partial deliveries that have been accepted by the Government and final costs or fee payments where amounts owed have been settled between the Government and the contractor.

(2) The due date for making invoice payments by the designated payment office shall be the later of the following two events:

(i) The 30th day after the designated billing office has received proper invoice from the contractor.

(ii) The 30th day after Government acceptance of supplies delivered or services performed by the contractor. On a final invoice where the payment amount is subject to contract settlement actions,

acceptance must be deemed to have occurred on the effective date of the contract settlement. However, if the designated billing office fails to annotate the invoice with the actual date of receipt, the invoice payment due date shall be deemed to be the 30th day after the date the contractor's invoice is dated, provided a proper invoice is received and there is no disagreement over quantity, quality, or contractor compliance with contract requirements.

(3) An invoice is the contractor's bill or written request for payment under the contract for supplies delivered or services performed. An invoice shall be prepared and submitted to the designated billing office specified in the contract. A proper invoice must include the applicable items listed in subdivisions (a)(3)(i) through (a)(3)(xiii) of this clause. If the invoice does not comply with these requirements, then the contractor will be notified of the defect within 15 days after receipt of the invoice at the designated billing office. Untimely notification by the Government will be taken into account in the computation of any interest penalty owed the contractor in the manner described in subparagraph (a)(5) of this clause.

(i) Name and address of the contractor.

(ii) Invoice date.

(iii) Contract number or other authorization for supplies delivered or services performed (including order number and contract line item number, if possible).

(iv) Description, quantity, unit of measure, unit price, and extended price of supplies delivered or services performed.

(v) Shipping and payment terms (e.g., shipment number and date of shipment, prompt payment discount terms). Bill of lading number and weight of shipment will be shown for shipments on Government bills of lading.

(vi) Name and address of Contractor's official to whom payment is to be sent (must be the same as that in the contract or in a proper notice of assignment).

(vii) Name (where practicable), title, phone number, and mailing address of person to be notified in event of defective invoice.

(viii) Any other information or documentation required by other requirements of the contract (such as evidence of shipment).

(ix) For each user of a service prepaid by the Library of Congress/FEDLINK under a fiscal year contract, the contractor shall provide to FEDLINK not less than one (1) original and one (1) copy of each service summary invoice and not less than one (1) original and one (1) copy of each detailed usage report.

(x) For each FEDLINK transfer pay user of a non-prepaid service, the contractor shall provide to FEDLINK not less than one (1) original and one (1) copy of each service summary invoice and not less than one (1) original and one (1) copy of each detailed usage report in support of the invoice.

(xi) FEDLINK reserves the right to reject upon receipt and to return to the contractor invoices with insufficient copies as specified in subdivisions (a)(3)(ix) and (a)(3)(x) above.

(xii) All invoices, except summary invoices, and all detailed usage reports must indicate the Basic Ordering Agreement, task/delivery order number, service user's name, address, and four character FEDLINK identification code as provided to the contractor in the official task/delivery order from the Library of Congress LC/FEDLINK Contracts. FEDLINK reserves the right to reject upon receipt and to return to the contractor invoices with insufficient identification.

(xiii) The contractor shall issue separate statements for all accrued credit on an individual service user's account and shall indicate on the credit statement the relevant invoice number(s) as well as the user's name and FEDLINK identification code.

(4) An Interest penalty shall be paid automatically by the Government, without request from the contractor, if the conditions listed in subdivisions (a)(4)(i) through (a)(4)(iv) of this clause are met, if applicable. An interest penalty shall not be paid on contracts awarded to foreign contractors outside the United States for work performed outside the United States.

(i) A proper invoice was received by the designated billing office.

(ii) A receiving report or other Government documentation authorizing payment was processed and there was no disagreement over quantity, quality, or contractor compliance with any contract term or condition.

(iii) In the case of final invoice for any balance of funds due the contractor for supplies delivered or services performed, the amount was not subject to further contract settlement actions between the Government and the contractor.

(iv) Payment is made to the business concern more than 15 days after the due date.

(5) The interest penalty shall be at the rate established by the Secretary of the Treasury under section 12 of the Contract Disputes Act of 1978 (*41 USC 611*) that is in effect on the day after the due date, except where the interest penalty is prescribed by other governmental authority. This rate is referred to as the "Renegotiation Board Interest Rate," and it is published in the Federal Register semiannually on or about January 1 and July 1. The interest penalty shall accrue daily on the invoice payment amount approved by the Government and shall be compounded in 30-day increments through the payment date, with the first 30-day period beginning the first day after the due date. That is, interest accrued at the end of any 30-day period will be added to the approved invoice payment amount and be subject to interest penalties if not paid in the succeeding 30-day period. If the designated billing office failed to notify the contractor of a defective invoice within the periods prescribed in subparagraph (a)(3) of this clause, then the due date on the corrected invoice will be adjusted by subtracting the number of days taken beyond the prescribed notification of defects period set out in subparagraph (a)(3) of this clause. Any interest penalty owed the contractor will be based on this adjusted due date. Adjustments will be made by the designated payment office for errors in calculating interest penalties, if requested by the contractor.

(i) For the sole purpose of computing an interest penalty that might be due the contractor, Government acceptance shall be deemed to have occurred constructively on the 15th day (unless otherwise specified in the agreement) after the contractor delivered the supplies or performed the services in accordance with the terms and conditions of the agreement, unless there is a disagreement over quantity, quality, or contractor compliance with a contract provision. In the event that actual acceptance occurs within the constructive acceptance period, the determination of an interest penalty shall be based on the actual date of acceptance. The constructive acceptance requirement does not, however, compel Government official to accept supplies or services, perform contract administration functions, or make payment prior to fulfilling their responsibilities.

(ii) The following periods of time will not be included in the determination of an interest penalty:

- (A) The period taken to notify the contractor of defects in invoices submitted to the Government, but this shall not exceed 15 days.
- (B) The period between the defects notice and resubmission of the corrected invoice by the contractor.

(iii) Interest penalties will not continue to accrue after the filing of a claim for such penalties under the FAR clause at 52.233-1, Disputes, or for more than one year. Interest penalties of less than \$1.00 need not be paid.

(iv) Interest penalties are not required on payment delays due to disagreement between the Government and contractor over the payment amount or other issues involving contract compliance or the amounts temporarily withheld or retained in accordance with the terms of the contract. Claims involving disputes, and any interest that may be payable, will be resolved in accordance with the FAR clause at 52.233-1, Disputes, as amended by the Library.

(6) An interest penalty shall also be paid automatically by the designated payment office without request from the contractor, if a discount for prompt payment is taken improperly. The interest penalty will be calculated as described in subparagraph (a)(5) above on the amount of discount taken for the period beginning with the first day after the end of the discount period through the date when payment is made to the contractor, if the underpayment is not corrected within 15 days of the expiration of the discount period.

(b) Contract Financing Payments.

(1) For purposes of this clause, "contract financing payment" means a Government disbursement of monies to a Contractor under a contract clause or other authorization prior to acceptance of supplies or services by the Government.

(2) For contracts that provide for contract financing, requests for payment shall be submitted to the designated billing office as specified in this contract or as directed by the Contracting Officer. Contract financing payments shall be made on the 30th day after receipt of a proper contract financing request by the designated billing office. In the event that an audit or other review of a specific financing request is required to ensure compliance with the terms and conditions of the contract, the designated payment office is not compelled to make payment on this date.

(3) For advance payments, loans, or other arrangements that do not involve recurrent submissions of contract financing requests, payment shall be made in accordance with the corresponding contract terms or as directed by the Contracting Officer.

(4) Contract financing payments shall not be assessed an interest penalty for payment delays.

(End of Clause)

I.6. FAR 52.233-1 DISPUTES (OCT 1995)--As Modified by the Library of Congress (NOV 1996)

(a) This contract is not subject to the Contract Disputes Act of 1978, as amended (41 U.S.C.601-613).

(b) All disputes arising under or relating to this contract shall be resolved under this clause.

(c) "Claim," as used in this clause, means a written demand or written assertion by one of the contracting parties seeking, as a matter of right, the payment of money in a sum certain, the adjustment or interpretation of contract terms, or other relief arising under or relating to this contract. A claim arising under a contract, unlike a claim relating to that contract, is a claim that can be resolved under a contract clause that provides for the relief sought by the claimant. However, a written demand or written assertion by the Contractor seeking the payment of money exceeding \$100,000 is not a claim under this clause until certified as required by subparagraph (d)(2) below. A voucher, invoice, or other routine request for payment that is not in dispute when submitted is not a claim under this clause. The submission may be converted to a claim under this clause if it is disputed either as to liability or amount, or is not acted upon in a reasonable time, by complying with the submission and certification requirements of this clause.

(d) (1) A claim by the Contractor shall be made in writing and unless otherwise stated in this contract submitted within 6 years after accrual of the claim to the Contracting Officer for a written decision. A claim by the Government against the Contractor shall be subject to a written decision by the Contracting Officer.

(2) (i) Contractors shall provide the certification specified in subparagraph (d)(2)(iii) of this clause when submitting any claim -

(A) Exceeding \$100,000; or

(B) Regardless of the amount claimed, when using -

(1) Arbitration conducted pursuant to 5 U.S.C. 575-580; or

(2) Any other alternative means of dispute resolution (ADR) technique that the agency elects to handle in accordance with the Administrative Dispute Resolution Act (ADRA).

(ii) The certification requirement does not apply to issues in controversy that have not been submitted as all or part of a claim.

(iii) The certification shall state as follows: "I certify that the claim is made in good faith; that the supporting data are accurate and complete to the best of my knowledge and belief; that the amount requested accurately reflects the contract adjustment for which the Contractor believes the Government is liable; and that I am duly authorized to certify the claim on behalf of the Contractor."

(3) The certification may be executed by any person duly authorized to bind the Contractor with respect to the claim.

(e) For Contractor claims of \$100,000 or less, the Contracting Officer must, if requested in writing by the Contractor, render a decision within 60 days of the request. For Contractor-certified claims over \$100,000, the Contracting Officer must, within 60 days, decide the claim or notify the Contractor of the date by which the decision will be made.

(f) The Contracting Officer's decision shall be final unless the Contractor appeals to the Acting Head of Contracts Services who will serve as the Hearing Officer to review the decision.

(g) If the claim by the Contractor is submitted to the Contracting Officer or a claim by the Government is presented to the Contractor, the parties, by mutual consent, may agree to use ADR. If the Contractor refuses an offer for alternative dispute resolution, the Contractor shall inform the Contracting Officer, in writing, of the Contractor's specific reasons for rejecting the request. When using arbitration pursuant to 5 U.S.C. 575-580, or when using any other ADR technique that the agency elects to handle in accordance with the ADRA, any claim, regardless of amount, shall be accompanied by the certification described in subparagraph (d)(2)(iii) of this clause, and executed in accordance with subparagraph (d)(3) of this clause.

(h) The Government shall pay interest on the amount found due and unpaid from (1) the date the Contracting Officer receives the claim (certified, if required); or (2) the date that payment otherwise would be due, if that date is later, until the date of payment. With regard to claims having defective certifications, as defined in (FAR) 48 CFR 33.201, interest shall be paid from the date that the Contracting Officer initially receives the claim. Simple interest on claims shall be paid at the rate, fixed by the Secretary of the Treasury as provided in the Act, which is applicable to the period during which the Contracting Officer receives the claim and then at the rate applicable for each 6-month period as fixed by the Treasury Secretary during the pendency of the claim.

(i) The Contractor shall proceed diligently with performance of this contract, pending final resolution of any request for relief, claim, appeal, or action arising under the contract, and comply with any decision of the Contracting Officer.

(End of Clause)

J.2. Attachment 2 - VENDOR PAST PERFORMANCE EVALUATION FORM as referenced in Section H.3.

1. CUSTOMER IDENTIFICATION.					
A. Agency Name	Delivery Order Number	C. Service Option	D. FEDLINK ID		
2. VENDOR IDENTIFICATION.					
A. Vendor Name	B. CONTRACT Number	C. Service Category	D. SERVICE ID		
3. ORDER INFORMATION					
A. Fiscal Year		B. Amount			
4. COMPLEXITY OF PRODUCT/SERVICE	<input type="checkbox"/> Routine	<input type="checkbox"/> Medium	<input type="checkbox"/> Complex		
5. CRITICALITY OF PRODUCT/SERVICE	<input type="checkbox"/> Low	<input type="checkbox"/> Medium	<input type="checkbox"/> High		
6. EVALUATION. Please provide narrative comments for any Excellent or Unsatisfactory ratings.					
Items for Evaluation	Not Applicable NA	Unsatisfactory 1	Marginal 2	Satisfactory 3	Excellent 4
a. Understands customer perspective					
b. Objectives met					
c. Adherence to schedule					
d. Responsiveness to changes					
e. Risk or problem management					
f. Innovation, initiative					
g. Quality, timeliness, accuracy					
h. Frequency of customer interaction					
i. OVERALL RATING					
7. COST CONTROL. Did the vendor help control your cost for the service? If not, please explain.			8. REPEAT BUSINESS. Would you select this vendor again? If not, please explain.		
9. CUSTOMER SIGNATURE.					
A. Name and Title	B. Signature		C. Date		
10. FEDLINK PROGRAM OFFICE SIGNATURE.					
A. Name and Title	B. Signature		C. Date		
11. LC CONTRACTING OFFICE SIGNATURE.					
A. Name and Title	B. Signature		C. Date		
12. SENT TO VENDOR BY LC.	A. Initials		B. Date		

** See instructions on following page (D.3.1) **

J.2.1. Instructions for completing the Past Performance Evaluation Form:

GENERAL INFORMATION: This form provides criteria for evaluation of completed Delivery orders. It also serves primarily as a record of Vendor performance and deliverables. The information provided will be made available to FEDLINK customers and any appropriate Government oversight. Room is provided for narratives, and provides documentation of the date a completed evaluation form is provided to the Vendor. The reference to delivery orders represents delivery orders, purchase orders and blanket purchase agreements.

- 1. CUSTOMER IDENTIFICATION:** Enter agency name; delivery order number; service option (direct or transfer); and FEDLINK ID (4-letter ID).
- 2. VENDOR IDENTIFICATION:** Enter the Vendor name; Contract number; service category (books, serials, info retrieval); and service ID (2-letter vendor ID).
- 3. ORDER INFORMATION:** Enter the fiscal year and cumulative amount of NTE funds for each Vendor.
- 4. COMPLEXITY OF PRODUCT/SERVICE:** Select the box identifying the complexity of the requirements, (routine, medium, complex).
- 5. CRITICALITY OF PRODUCT/SERVICE:** Select the box identifying the critical nature of the requirement, (low, medium, high).
- 6. EVALUATION:** Fill in the number in each box associated with evaluation for each item and provide totals.
- 7. COST CONTROL:** Identify whether the Vendor helped you control your costs.
- 8. REPEAT BUSINESS:** Identify if you would choose to use this vendor again.
- 9. CUSTOMER SIGNATURE:** Provide the name, title, and signature of the individual completing this form and the date.
- 10. FEDLINK PROGRAM OFFICE SIGNATURE:** Evaluation will be reviewed by the program office, signed and dated.
- 11. LC CONTRACTING OFFICER SIGNATURE:** Evaluation will be reviewed by the LC Contracting Officer, signed and dated.
- 12. SENT TO VENDOR BY LC:** Evaluation form will be forwarded to the Vendor for comment and date sent will be noted.

PART IV - SECTION K - REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

K.1. (FAR 52.203-2) CERTIFICATE OF INDEPENDENT PRICE DETERMINATION (APR 1985)

(a) The offeror certifies that--

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory--

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above

[Insert full name of person(s) in the offeror's organization responsible for determining the prices offered in the bid or proposal, and the title of his or her position in the offeror's organization];

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) If the offeror deletes or modifies subparagraph (a)(2) above, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

(End of Provision)

K2. (FAR 52.203.8) CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY. (JAN 1997)

(a) If the Government receives information that a contractor or a person has engaged in conduct constituting a violation of subsection (a), (b), (c), or (d) of Section 27 of the Office of Federal Procurement Policy Act (41 U.S.C. 423) (the Act), as amended by section 4304 of the National Defense Authorization Act for Fiscal Year 1996 (Pub. L. 104-106), the Government may--

(1) Cancel the solicitation, if the contract has not yet been awarded or issued; or

(2) Rescind the contract with respect to which--

(i) The Contractor or someone acting for the Contractor has been convicted for an offense where the conduct constitutes a violation of subsection 27 (a) or (b) of the Act for the purpose of either--

- (A) Exchanging the information covered by such subsections for anything of value; or
- (B) Obtaining or giving anyone a competitive advantage in the award of a Federal agency procurement contract; or
- (ii) The head of the contracting activity has determined, based upon a preponderance of the evidence, that the Contractor or someone acting for the Contractor has engaged in conduct constituting an offense punishable under subsection 27(e)(1) of the Act.

(b) If the Government rescinds the contract under paragraph (a) of this clause, the Government is entitled to recover, in addition to any penalty prescribed by law, the amount expended under the contract.

(c) The rights and remedies of the Government specified herein are not exclusive, and are in addition to any other rights and remedies provided by law, regulation, or under this contract.

(End of Provision)

K.3. (FAR 52.204-3) TAXPAYER IDENTIFICATION (OCT 1998)

(a) Definitions.

"Common parent," as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

"Taxpayer Identification Number (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN).

TIN: _____

TIN has been applied for.

TIN is not required because:

Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

Offeror is an agency or instrumentality of a foreign government;

Offeror is an agency or instrumentality of the Federal Government.

(e) Type of organization.

- Sole proprietorship;
- Partnership;
- Corporate entity (not tax-exempt);
- Corporate entity (tax-exempt);
- Government entity (Federal, State, or local);
- Foreign government;
- International organization per 26 CFR 1.6049-4;
- Other _____

(f) Common parent.

Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

Name and TIN of common parent:

Name _____
TIN _____

(End of Provision)

K.4. (FAR 52-204-5) WOMEN-OWNED BUSINESS (MAY 1999)

(a) Representation. The offeror represents that it is, is not a women-owned business concern.

(b) Definition. "Women-owned business concern," as used in this provision, means a concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

(End of provision)

K.5. (FAR 52.204-6) DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER (JUN 1999)

(a) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" followed by the DUNS number that identifies the offeror's name and address exactly as stated in the offer. The DUNS number is a nine-digit number assigned by Dun and Bradstreet Information Services.

(b) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. A DUNS number will be provided immediately by telephone at no charge to the offeror. For information on obtaining a DUNS number, the offeror, if located within the United States, should call Dun and Bradstreet at 1-800-333-0505. The offeror should be prepared to provide the following information:

- (1) Company name _____.
- (2) Company address _____.
- (3) Company telephone number _____.
- (4) Line of business _____.
- (5) Chief executive officer/key manager _____.
- (6) Date the company was started _____.
- (7) Number of people employed by the company _____.
- (8) Company affiliation. _____.

(c) Offerors located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet home page at <http://www.dnb.com/>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@mail.dnb.com.

(End of provision)

K.6. (FAR 209-5) CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS (APR 2001)

(a)(1) The Offeror certifies, to the best of its knowledge and belief, that--

(i) The Offeror and/or any of its Principals--

(A) Are are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have have not , within the three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; [This language stayed indefinitely. Please use paragraph (a)(1)(i)(D) below.]

(C) Are are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision; and [This language stayed indefinitely. Please use paragraph (a)(1)(i)(E) below.]

(D) Have have not , within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(E) Are are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subdivision (a)(1)(i)(D) of this provision.

(ii)(A) [This paragraph (a)(1)(ii) is stayed indefinitely.] The offeror, aside from the offenses enumerated in paragraphs (a)(1)(i)(A), (B), and (C) of this provision, has has not within the past three years, relative to tax, labor and employment, environmental, antitrust, or consumer protection laws--

(1) Been convicted of a Federal or State felony (or has any Federal or State felony indictments currently pending against them); or

(2) Had a Federal court judgment in a civil case brought by the United States rendered against them; or

(3) Had an adverse decision by a Federal administrative law judge, board, or commission indicating a willful violation of law.

(B) If the offeror has responded affirmatively, the offeror shall provide additional information if requested by the Contracting Officer; and

(iii) The Offeror has has not , within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsive.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

(End of provision)

K.7. (FAR 52.215-6) PLACE OF PERFORMANCE (OCT 1997)

(a) The offeror or respondent, in the performance of any contract resulting from this solicitation, [] intends, [] does not intend to use one or more plants or facilities located at a different address from the address of the offeror or respondent as indicated in this proposal or response to request for information.

(b) If the offeror or respondent checks "intends" in paragraph (a) of this provision, it shall insert in the following spaces the required information:

Place of Performance (Street Address, City, County, State, Zip Code)	Name and Address of Owner and Operator of the Plant or Facility if Other than Offeror or Quoter
_____	_____
_____	_____
_____	_____
_____	_____

(End of Provision)

K.8. (FAR 52.219-1) SMALL BUSINESS PROGRAM REPRESENTATIONS (MAY 2001)

(a) (1) The North American Industry Classification System (NAICS) code for this acquisition is _____ [insert NAICS code].

(2) The small business size standard is _____ [insert size standard].

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) Representations. (1) The offeror represents as part of its offer that it [] is, [] is not a small business concern.

(2) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents, for general statistical purposes, that it [] is, [] is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents as part of its offer that it [] is, [] is not a women-owned small business concern.

(4) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents as part of its offer that it [] is, [] is not a veteran-owned small business concern.

(5) [Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.] The offeror represents as part of its offer that it [] is, [] is not a service-disabled veteran-owned small business concern.

(c) Definitions. As used in this provision--

"Service-disabled veteran-owned small business concern"--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern" means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR part 121 and the size standard in paragraph (a) of this provision.

"Veteran-owned small business concern" means a small business concern--

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern" means a small business concern--

(1) That is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

(d) Notice. (1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the

preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall--

- (i) Be punished by imposition of fine, imprisonment, or both;
- (ii) Be subject to administrative remedies, including suspension and debarment; and
- (iii) Be ineligible for participation in programs conducted under the authority of the Act.

(End of provision)

K.9. (FAR 52.222-22) PREVIOUS CONTRACTS AND COMPLIANCE REPORTS (FEB 1999)

The offeror represents that--

(a) It [] has, [] has not participated in a previous contract or subcontract subject either to the Equal Opportunity clause of this solicitation, the clause originally contained in Section 310 of Executive Order No. 10925, or the clause contained in Section 201 of Executive Order No. 11114;

(b) It [] has, [] has not filed all required compliance reports; and

(c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

(End of Provision)

K.10. (FAR 52.222-25) AFFIRMATIVE ACTION COMPLIANCE (APR 1984)

The offeror represents that--

(a) It [] has developed and has on file, [] has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2), or

(b) It [] has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(End of Provision)

K.11. (FAR 52.223-13) CERTIFICATION OF TOXIC CHEMICAL RELEASE REPORTING (OCT 2000)

(a) Submission of this certification is a prerequisite for making or entering into this contract imposed by Executive Order 12969, August 8, 1995.

(b) By signing this offer, the offeror certifies that--

(1) As the owner or operator of facilities that will be used in the performance of this contract that are subject to the filing and reporting requirements described in section 313 of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11023) and section 6607 of the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13106), the offeror will file and continue to file for such facilities for the life of the contract the Toxic Chemical Release Inventory Form (Form R) as described in sections 313(a) and (g) of EPCRA and section 6607 of PPA; or

(2) None of its owned or operated facilities to be used in the performance of this contract is subject to the Form R filing and reporting requirements because each such facility is exempt for at least one of the following reasons: [Check each block that is applicable.]

[] (i) The facility does not manufacture, process, or otherwise use any toxic chemicals listed under section 313(c) of EPCRA, 42 U.S.C. 11023(c);

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(ii) The facility does not have 10 or more full-time employees as specified in section 313(b)(1)(A) of EPCRA, 42 U.S.C. 11023(b)(1)(A);

(iii) The facility does not meet the reporting thresholds of toxic chemicals established under section 313(f) of EPCRA, 42 U.S.C. 11023(f) (including the alternate thresholds at 40 CFR 372.27, provided an appropriate certification form has been filed with EPA);

(iv) The facility does not fall within Standard Industrial Classification Code (SIC) major groups 20 through 39 or their corresponding North American Industry Classification System (NAICS) sectors 31 through 33; or

(v) The facility is not located within any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the United States Virgin Islands, the Northern Mariana Islands, or any other territory or possession over which the United States has jurisdiction.

(End of provision)

K.12. AUTHORIZED NEGOTIATORS

The offeror or quoter represents that the following persons are authorized to negotiate on its behalf with the Government in connection with this request for proposals or quotations: *[list names, titles, email and telephone numbers of the authorized negotiators]*.

K.13. MOST FAVORED CUSTOMER PRICE

The Offeror warrants and agrees that the prices charged FEDLINK users under this agreement will not exceed the prices charged by the contractor to its most favored customer for the same item or services in like or comparable quantities; and further agrees, that any payments received for charges made in excess of prices paid by such most favored customers will be returned to the Government.

K.16. VENDOR SURVEY FORM

The offeror shall complete and submit the enclosed Library of Congress Vendor Survey Form in accordance with FAR 52.232-34.

I HEREBY CERTIFY THAT THE RESPONSES TO THE ABOVE REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS ARE ACCURATE AND COMPLETE.

SIGNATURE: _____

TITLE: _____

DATE: _____

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

L.1. FORMAT AND INSTRUCTIONS FOR SUBMITTING THE PROPOSAL

L.1.1. General. The proposal submitted in response to this solicitation shall be formatted as described below, in two volumes: **Volume I - Standard Form 33, Prices/Cost and Certifications - Original and one (1) copy** and **Volume II - Technical/Management Proposal - Original and three (3) copies**. Each volume shall include the name, title, address, and phone number of the individual responsible for inquires about the proposal.

L.2. GENERAL PROPOSAL REQUIREMENTS

L.2.1. Basic Requirements. Proposal should contain a response to services requested in Section C, Statement of Work (SOW), with special consideration given to factors identified below. The proposal should be complete, sufficiently detailed, and specific to enable the LC Contracting Officer to make an evaluation of the proposal, and to arrive at a sound determination of whether the contractor has demonstrated a thorough comprehension of the requirements, including the specific provisions of the Request for Proposal (RFP), and will be able to provide services in accordance with the requirements of the RFP and resulting task orders. General statements that you understand, can, or will comply with the requirements of the RFP, or paraphrasing of the RFP SOW will not be sufficient. Proprietary information should be identified as such, and will not be used except for evaluation purposes.

L.2.2. Proposal Quality. Of utmost importance is a complete and clear proposal written in a practical, concise, coherent, and logical manner, containing related material directly applicable to this RFP. The quality of your proposal will be considered to be representative of the quality of your products and services. "Brochuremanship," elaborate art work, expensive paper, expensive binders, and other costly presentation aids beyond what is sufficient to present a complete and effective proposal are neither necessary nor desired.

L.2.3. Physical Requirements of Written Submission. Submit each proposal volume in a separately bound standard three (3)-ring binder. Format each volume as follows:

- (a) Include a cover with: volume number and title, proposal title, RFP number, company name, address, telephone number, date submitted.
- (b) Include a table of contents for each volume.
- (c) Number of pages.
- (d) Make margins 1" all around.
- (e) Make text no smaller than 12 point type.
- (f) Identify any commercial material (catalogs, brochures, documentation, training materials, etc.) with the RFP number and your company name.
- (g) Do not include classified material except as provided in section L.2.1.

L.3. VOLUME I - STANDARD FORM 33, PRICES/COSTS and CERTIFICATIONS. At a minimum, the response to Volume I - Costs and Certifications shall include the material listed below, in the order given below. The RFP sections listed below will be incorporated into an award resulting from this solicitation. There is no length limitation on Volume I.

L.3.1. Section A - Solicitation, Offer and Award. Complete sections 15, 16, 17 and 18 of the Standard Form 33 that is the cover page of the solicitation.

L.3.2. Section B - Supplies or Services and Prices/Costs.

(a) Contract Line Item Numbers (CLINs). CLINs are established in Section B for categories of services described in the lots of this solicitation. Volume II shall contain the back-up detail information for prices submitted in Section B. This information shall be a complete and detailed cost breakdown and shall include all elements of cost and other such cost data as considered appropriate to support the proposal.

(b) Discount from Commercial Pricing. Include copies of commercial price lists as supplemental information in order to demonstrate that your pricing structure is fair and reasonable.

(c) Electronic Access to Prices. Describe how FEDLINK customers will get electronic access to your FEDLINK pricing.

L.3.3. Section C - Statement of Work. Review Section C and initial your concurrence at the bottom right corner of page C-1.

L.3.4. Section F through Section I. Review sections F through I and initial your concurrence at the bottom right corner of each page.

L.3.5. Section K - Representations, Certifications, and Other Statements of Offerors. Complete all Section K certifications and provide necessary signatures. Provide additional documents and certifications as required.

L.3.6. Financial Statement. Contractor must submit information to support determination of financial responsibility. Offeror must provide a certified copy of the most recent financial statement. Other information may be in the form of an annual report, letters of credit from a bank, or profit and loss statements certified by a public accountant.

L.4. VOLUME II - TECHNICAL/MANAGEMENT PROPOSAL - REQUIREMENTS FOR ALL LOTS AND ADDITIONAL REQUIREMENTS FOR SPECIFIC LOTS.

L.4.1. General Requirements - All Lots. The Technical/Management proposal should demonstrate the contractor's capability to meet the requirements and provide the deliverables according to the technical requirements described in the Section C, Statement of Work. Technical/Management proposals should be practical, legible, clear, and coherent. Failure to provide the technical information requested may be cause for rejection of the offer. This volume shall not contain any cost information.

L.4.1 (a) Use of Brand Names. The use of brand names shall not be construed to mean a particular product is preferred over another. When brand names are used, the phrase "or the equivalent" shall also be considered.

L.4.1 (b) Contractor Requirements. The contractor shall have successfully performed preservation treatments of similar complexity on material of similar age, composition, and condition to those expected to be treated/copied as part of a preservation project. Adequate security and safety, appropriate environmental conditions, and sufficient insurance for the objects to be treated must be provided.

L.4.1 (c) Personnel Requirements. Preservation/conservation staff shall possess adequate training and experience to perform the work. See sections for individual Lots for specific personnel requirements.

L.4.2. Qualifications/Experience of Personnel - All Lots. The contractor shall identify and provide resumes of all key personnel, including subcontractor personnel. Contractors are required to submit detailed information regarding the type, background, experience, relevant academic preparation, training, and availability of personnel. The contractor should include sufficient information for the Technical Evaluation Panel to determine qualifications, education, availability, and relevant experience working with similar materials or on similar projects. This information shall be provided in resume format describing the education or training, experience, achievements, references, and any other relevant information.

L.4.2.1. Additional Personnel Requirements - Lots 1& 2 only. Personnel will be evaluated on the following:

(a) All personnel must show evidence of prior experience in conservation of similar nature and complexity to that required by the RFP.

(b) The principal conservator must have at least five (5) years of experience in conservation following appropriate training.

(c) The principal conservator engaged on the project must show evidence of continuing training and familiarity with current techniques, procedures, and materials in book (Lot 1) and paper (Lots 1 & 2) conservation. Such evidence includes completion of seminars and workshops, familiarity with conservation literature, activity in professional groups, publications, the conducting of workshops, or employment as a consultant.

(d) Subordinate conservators, who may perform most of the actual bench work, shall show evidence of appropriate training and of continuing training and familiarity with current techniques, procedures, and materials in book and paper conservation, and have had at least three (3) years of experience in conservation.

(e) Auxiliary personnel (e.g., technicians) engaged on the project shall have at least one (1) year of training under a qualified conservator.

L.4.3. Understanding of the Requirements and Adequacy of the Technical Approach.

L.4.3.1. Lots 1-5. Contractors shall address each of the requirements as listed in Section C, Statement of Work. A detailed response shall provide an explanation indicating contractor's ability and methodology to be used to meet each requirement. The response shall clearly delineate the measures and procedures which would be adopted to achieve the required level of quality and describe materials to be used.

The proposal will be evaluated on the following:

- (a) Clarity, feasibility, and practicality of the approach to executing the requirements.
- (b) The methods and materials which would be employed during the performance of work to ensure quality workmanship.
- (c) The type of personnel (e.g., technical or conservator) who would carry out specific treatments.

L.4.3.2. Lot 6. Contractors shall provide an explanation indicating contractor's ability and methodology to be used to meet each requirement. Contractors' response must include a detailed description of consultation and education offerings.

L.4.4. Corporate Experience - All Lots. Contractors shall submit a list of three (3) previous projects similar in nature and complexity to the requirements of this RFP that they have completed in the past five (5) years. A description of contract work scope and responsibilities is to be provided along with period and place of performance, name, address and telephone number of Customer contact. The description should also indicate if the project was performed by any of the personnel proposed for this RFP, and the role and time commitment of the personnel on the referenced project. The amount of work that a contractor can handle per year should also be indicated.

Proposals will be evaluated on:

- (a) Evidence of successful prior experience in performing the conservation requirements as identified in the Statement of Work.
- (b) Effective planning and staffing.

L.4.4.1. Additional Corporate Experience requirements for Lots 1-5.

- (a) Adequate provision for protection against loss, theft, vandalism, fire, flood, rodent and insect infestation, and other hazards.
- (b) Ability to provide accurate scheduling of work, to perform work within the required time frame, and to track the location of all items at every stage.
- (c) Proof of liability insurance.

L.4.5. Financial Responsibility. Contractor must submit information to support their ability to be financially responsible. This may be in the form of an annual report, letters of credit from a bank, or profit and loss statements certified by a public accountant. Contractor shall describe the size of the company.

L.4.6. Sample Materials - All Lots. Because FEDLINK processes approximately 90,000 invoices per year, it is critical that all invoices be formatted and submitted properly. Contractor shall provide sample invoices that demonstrate its capability to follow invoicing procedures established in Section G, Contract Administration. Note that Order Date, FEDLINK ID, and period of performance must be on all invoices.

L.4.6.1. Additional Sample Materials - Lots 3, 4 & 5. Contractors shall supply samples of the following items mentioned in Section C, Statement of Work.

- (a) Packing slips (Lots 3, 4, and 5)
- (b) Receipt of materials document (Lots 3, 4, and 5)
- (c) Tracking forms (Lots 3, 4, and 5)
- (d) Inspection and quality control report forms (Lots 3, 4, and 5)
- (e) Collation forms (Lots 3 and 4)
- (f) Environmental monitoring forms (Lots 4 and 5)
- (g) Reduction ratio chart(s) (Lot 4)
- (h) Quality control sample (Lot 5)

L.4.6.2. Additional Sample Materials - Lot 6. The contractor may supply course catalogs to illustrate educational offerings.

L.4.7. Quality Assurance - Lots 3, 4 & 5. Contractors shall submit a detailed quality assurance plan. In the plan, contractors shall describe the methods they will use to maintain quality and protect the agency's items. The description shall indicate compliance with all requirements of this contract as they apply from the contractor's receipt of the items, processing, delivery and final acceptance by the agency. The contractor shall submit sample quality control and inspection report forms.

L.4.8. Facilities/Equipment - Lots 3, 4 & 5. Contractors shall submit detailed information regarding their in-house copying/duplicating capabilities. Contractors shall describe in detail:

- (a) All processing and inspection equipment to be utilized in fulfilling the requirements of the RFP and adequacy of the workspace.
- (b) Environmental conditions (i.e., the levels and range of variation of temperature and relative humidity) in work and storage facilities.

L.4.9. Use of Subcontractors - All Lots. In accordance with FAR 44.201, consent to subcontract is required. Contractors shall identify all subcontractors and their responsibility for work covered under the RFP. The information requested in Section L.4.2 shall also be provided for subcontractor staff.

L.4.10. Questions/Problems - All Lots. Contractors shall provide a list of questions and/or problems which must be addressed prior to award. If contractors take exception to the performance of a particular task or a condition, it must be clearly identified in this section.

L.4.11. Confidential Information - All Lots. All proprietary information submitted should be marked Confidential for Technical Review, if applicable.

L.5. FAR PROVISIONS AND NOTICES.

L.5.1. Solicitation Provisions Incorporated by Reference (FAR 52.252-1 FEB 1998). This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The contractor is cautioned that the listed provisions may include blocks that must be completed by the contractor and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the contractor may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address: <http://www.arnet.gov/far>

(End of provision)

L.5.2. Notice. The following solicitation provisions and/or contract clauses pertinent to this section are hereby incorporated by reference:

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

NUMBER	DATE	TITLE
52.204-6	JUN 1999	Data Universal Numbering System (DUNS) Number
52.211-6	AUG 1999	Brand Name or Equal
52.215-1	MAR 2001	Instructions to Offerors - Competitive Acquisition
52.216-27	OCT 1995	Single or Multiple Awards

L.5.3. Type of contract (FAR 52.216-1 APR 1984). The Government contemplates award of a Basic Ordering Agreement resulting from this solicitation and reserves the right to make multiple awards.

L.5.4. Service of Protest (FAR 52.233-2 AUG 1996).

(A) Protests, as defined in Section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

The Library of Congress
Office of Contracts & Grants Mgmt., FEDLINK Contracts section
ATTN: Deborah Burroughs, Contract Specialist
John Adams Bldg., Room LA-318
101 Independence Avenue, SE
Washington, DC 20540-9414
Fax #: 202-707-0460
Email: dbur@loc.gov

Overnight express mail (FedEx, UPS, USPS, DHL, etc) should be addressed as follows:

The Library of Congress, Contracts 20540-9414
9140 East Hampton Drive
Capital Heights, MD 20743

ATTN: Deborah Burroughs, FEDLINK Contracts, LA-318

(B) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

L.6. DELIVER TO/MAIL TO ADDRESS FOR PROPOSALS:

Offerors shall return the complete solicitation package as specified above. Offerors are advised that an offer in response to this solicitation is subject to physical examination, x-ray, or other inspection prior to acceptance at the location designated for receipt of offers. Inspection may be conducted by Government personnel or others acting on behalf of the Government. Any offer received at the address designated for receipt of offers after the date and time specified elsewhere in this solicitation for receipt of offers shall be processed in accordance with the late offers provision of this solicitation.

For any hand-delivered offer, whether delivered by the offeror or a courier service, the offeror must allow sufficient time to accommodate inspection by designated security personnel. To facilitate this security inspection, initial delivery to an alternate office may be required prior to final delivery by the offeror to the address designated for receipt of offers. (CAUTION: Delivery to the security inspection point does not constitute timely delivery for receipt of offers.)

Handcarried packages should be delivered to the following address:

The Library of Congress
Office of Contracts & Grants Mgmt., FEDLINK Contracts Section
Attn: Deborah Burroughs, Contract Specialist
Proposal to RFP#S-LC04017 Enclosed
John Adams Bldg., 3rd Floor, Room LA-318
101 Independence Avenue, S.E.
Washington, DC 20540-9414

Overnight express mail (FedEx, UPS, USPS, DHL, etc) should be addressed as follows:

The Library of Congress, Contracts 20540-9414
9140 East Hampton Drive
Capital Heights, MD 20743

ATTN: Deborah Burroughs, FEDLINK Contracts, LA-318
Proposal to RFP#S-LC04017 Enclosed

SECTION M - EVALUATION FACTORS

M.1. EVALUATION CRITERIA. Award will be based on the evaluation of proposals in accordance with the responses received to the criteria outlined in Vendor's Proposal, with award to be made to the contractor with the combination of technical and price proposal which provides the best value to the government.

Technical evaluators will not have access to cost data until all technical reviews have been completed. A merger of the two evaluations, cost and technical, will then be conducted to select the optimum proposal or proposals on which further negotiations will be conducted.

The Library of Congress reserves the right to reject any or all proposals received and/or request clarification or modification of proposals. The LC Contracting Officer reserves the right to determine a competitive range for negotiation based upon the technical and cost acceptability of proposals. In addition, the LC Contracting Officer reserves the right to award contracts without discussions.

Technical proposals will be evaluated with respect to the following factors. Technical factors are listed in descending order of importance. The technical proposal is worth more than the cost proposal. Only when technical proposals are equal in technical score, will cost increase in importance.

M.2. EVALUATION FACTORS for LOTS 1 & 2

M.2.1. Technical Factors for Lots 1&2

- Factor 1 - Qualifications of personnel.
- Factor 2 - Overall technical approach, proposed methodology, and demonstrated understanding of requirements.
- Factor 3 - Corporate experience and qualifications.
- Factor 4 - Successful Past Performance

M.2.2. Costs

- Factor 1 - Reasonableness of cost.

M.3 EVALUATION FACTORS for LOTS 3, 4, and 5

M.3.1. Technical Factors for Lots 3, 4 & 5

- Factor 1 - Overall technical approach, proposed methodology, and demonstrated understanding of requirements.
- Factor 2 - Adequacy of facilities/equipment.
- Factor 3 - Quality control plan and procedures.
- Factor 4 - Qualifications of personnel.
- Factor 5 - Corporate experience and qualifications.
- Factor 6 - Successful Past Performance.

M.3.2 Costs

- Factor 1 - Reasonableness of cost.

M.4 EVALUATION FACTORS for LOT 6

M.4.1. Technical Factors for LOT 6

- Factor 1 - Qualifications of personnel.
- Factor 2 - Corporate experience and qualifications.
- Factor 3 - Overall technical approach and demonstrated understanding of requirements.
- Factor 4 - Successful Past Performance.

M.4.2. Costs

- Factor 1 - Reasonableness of cost.