



## **STATE OF NORTH CAROLINA**

**Agency: The University of North Carolina at Chapel Hill**

**Invitation for Bid #: 3000012460**

**Description: Wilson Nitrate Digitization Project**

**Date of Issue: 08-29-2025**

**Questions Due: 09-08-2025 NLT 1:00 PM EST**

**Bid Opening Date: 10-31-2025 NLT 1:00 PM EST**

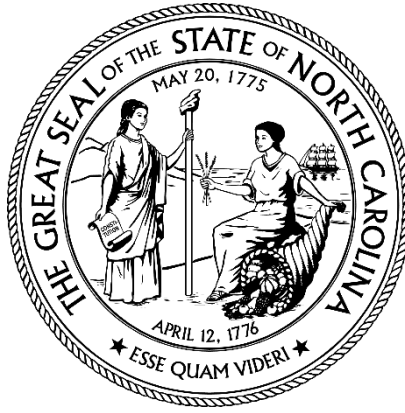
**Direct all inquiries concerning this IFB to:**

Mark Thomas Sillman

Associate Director Purchasing Services

Email: [mark\\_sillman@unc.edu](mailto:mark_sillman@unc.edu)

Phone: [xxx-xxx-xxxx]



## STATE OF NORTH CAROLINA

### Invitation for Bid #

**3000012460**

For internal University agency processing, including tabulation of bids, provide your company's eVP (Electronic Vendor Portal) Number. Pursuant to G.S. 132-1.10(b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

**This page shall be filled out and returned with your bid.  
Failure to do so may subject your bid to rejection.**

\_\_\_\_\_  
Vendor Name

\_\_\_\_\_  
Vendor eVP#

**Note: For a contract to be awarded to you, your company (you) must be a North Carolina registered vendor in good standing. You must enter the vendor number assigned through eVP (Electronic Vendor Portal). If you do not have a vendor number, register at <https://vendor.ncgov.com/vendor/login>**

***Electronic responses ONLY will be accepted for this solicitation.***

# STATE OF NORTH CAROLINA

**EXECUTION**

In compliance with this Invitation for Bid (IFB), and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein.

By executing this bid, the undersigned Vendor understands that false certification is a Class I felony and certifies that:

- this bid is submitted competitively and without collusion (G.S. 143-54),
- none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and
- it is not an ineligible Vendor as set forth in G.S. 143-59.1.

Furthermore, by executing this bid, the undersigned certifies to the best of Vendor’s knowledge and belief, that:

- it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or University department or agency.

As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Contractors for any Contract awarded as a result of this IFB, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

As required by Executive Order 24 (2017), the undersigned vendor certifies will comply with all Federal and University requirements concerning fair employment and that it does not and will not discriminate, harass, or retaliate against any employee in connection with performance of any Contract arising from this solicitation.

G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any University Employee associated with the preparing plans, specifications, estimates for public contracts; or awarding or administering public contracts; or inspecting or supervising delivery of the public contract of any gift from anyone with a contract with the University, or from any person seeking to do business with the University. By execution of this response to the IFB, the undersigned certifies, for Vendor’s entire organization and its employees or agents, that Vendor is not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

By executing this bid, Vendor certifies that it has read and agreed to the **INSTRUCTION TO VENDORS** and the **NORTH CAROLINA GENERAL TERMS AND CONDITIONS** incorporated **herein**. These documents can be accessed from the ATTACHMENTS page within this document. **Failure to execute/sign bid prior to submittal may render bid invalid and it MAY BE REJECTED. Late bids shall not be accepted.**

COMPLETE/FORMAL NAME OF VENDOR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & UNIVERSITY & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:

PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #21):		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:		FAX NUMBER:
VENDOR'S AUTHORIZED SIGNATURE*:	DATE:	EMAIL:

**VALIDITY PERIOD**

Offer shall be valid for at least ninety (90) days from date of bid opening, unless otherwise stated here \_\_\_ days, or if extended by mutual agreement of the parties in writing. Any withdrawal of this offer shall be made in writing, effective upon receipt by the agency issuing this IFB.

**ACCEPTANCE OF BIDS**

If your bid is accepted, all provisions of this IFB, along with the written results of any negotiations, shall constitute the written agreement between the parties ("Contract"). The **GENERAL TERMS AND CONDITIONS FOR PROCUREMENT OF SERVICES** are incorporated herein and shall apply. Depending upon the Goods or Services being offered, other terms and conditions may apply, as mutually agreed.

**FOR UNIVERSITY USE ONLY:** Offer accepted and Contract awarded this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, as indicated on

The attached certification, by \_\_\_\_\_.

**(Authorized Representative of the University of North Carolina at Chapel Hill)**

## **1.0 PURPOSE AND BACKGROUND**

---

See Scope of Work Document

### **1.1 CONTRACT TERM**

The Contract shall have an initial term of one (1) year, beginning on the date of final Contract execution (the “Effective Date”). At the end of the Contract’s initial term, the University shall have the option, in its sole discretion, to renew the Contract on the same terms and conditions for up to two (2) additional one-year terms. The University will give the Vendor written notice of its intent to exercise each option no later than ninety (90) days before the end of the Contract’s then-current term. In addition to any optional renewal terms, and with the Vendor’s concurrence, the University reserves the right to extend the Contract after the last active term.

Bids shall be submitted in accordance with the terms and conditions of this IFB and any addenda issued hereto.

## **2.0 GENERAL INFORMATION**

---

### **2.1 INVITATION FOR BID DOCUMENT**

This IFB is comprised of the base IFB document, any attachments, and any addenda released before Contract award, which are incorporated herein by reference.

### **2.2 E-PROCUREMENT FEE (DISREGARD)**

### **2.3 NOTICE TO VENDORS REGARDING IFB TERMS AND CONDITIONS**

It shall be the Vendor’s responsibility to read the Instructions to Vendors, the North Carolina General Terms and Conditions, all relevant exhibits and attachments, and any other components made a part of this IFB and comply with all requirements and specifications herein. Vendors are also responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this IFB.

If Vendors have questions or issues regarding any component of this IFB, those must be submitted as questions in accordance with the instructions in the BID QUESTIONS Section. If the University determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an IFB addendum. The University may also elect to leave open the possibility for later negotiation of specific provisions of the Contract that have been addressed during the question-and-answer period, prior to contract award.

Other than through the process of negotiation under 01 NCAC 05B.0503, the University rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor’s bid or otherwise. This applies to any language appearing in or attached to the document as part of the Vendor’s bid that purports to vary any terms and conditions or Vendors’ instructions herein or to render the bid non-binding or subject to further negotiation. Vendor’s bid shall constitute a firm offer that shall be held open for the period required herein (“Validity Period” above).

The University may exercise its discretion to consider Vendor proposed modifications. By execution and delivery of this IFB Response, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect, and will be disregarded unless expressly agreed upon during negotiations and incorporated by way of a Best and Final Offer (BAFO). Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor’s bid as non-responsive.

## 2.4 IFB SCHEDULE

See Scope of Work Document.

## 2.5 SITE VISIT or PRE-BID CONFERENCE

No Site Visit or Pre-Bid Conference has been scheduled.

## 2.6 BID QUESTIONS

Upon review of the IFB documents, Vendors may have questions that may need clarification or interpretation as to their meaning, allowing them to provide the best bid possible. To accommodate any bid related questions, Vendors shall submit written questions via email to [mark\\_sillman@unc.edu](mailto:mark_sillman@unc.edu) by 09-08-2025, and no later than 1:00 PM EST. Vendors should enter “IFB – 3000012460 – Company Name - Questions” as the subject for the email. Question submittals should include a reference to the applicable IFB section and be submitted in the format shown below:

Reference	Vendor Question
IFB Section, Page Number	Vendor question ...?

Questions received prior to the submission deadline date shall be answered by the University’s, and any additional terms deemed necessary by the University will be posted in the form of an addendum to the *electronic Vendor Portal (eVP)*, <https://evp.nc.gov>, and shall become an Addendum to this IFB. No information, instruction or advice provided orally or informally by any University personnel, whether made in response to a question or otherwise in connection with this IFB, shall be considered authoritative or binding. Vendors shall rely *only* on written material contained in the IFB and any addendum issued to this IFB.

## 2.7 BID SUBMITTAL

**IMPORTANT NOTE: This is an absolute requirement.** Late bids, regardless of cause, will not be opened or considered, and will be automatically disqualified from further consideration. Vendor shall bear the sole risk of late submission due to unintended or unanticipated delay. It is the Vendor’s sole responsibility to ensure its bid has been received as described in this IFB by the specified time and date of opening. The time and date of receipt will be marked on each bid when received. Any bid or portion thereof received after the bid deadline will be rejected.

- a) Vendor responses to this IFB shall only be accepted through the eVP portal. Do not send multiple files. Send only **one complete file** with everything presented in a logical order as requested. The file shall not be password protected but shall be in a .PDF or .XLS format and shall be capable of being copied to other sources.
- b) If confidential and proprietary information is included in the bid, also submit one (1) signed, REDACTED copy of the bid. Such information may include trade secrets defined by N.C. Gen. Stat. § 66-152 and other information exempted from the Public Records Act pursuant to N.C. Gen. Stat. §132- 1.2. Vendor may designate information, Products, Services, or appropriate portions of its response as confidential, consistent with and to the extent permitted under the statutes and rules set forth above. By redacting any page, or portion of a page, the Vendor warrants that it has formed a good faith opinion, having received such necessary or proper review by counsel and other knowledgeable advisors, that the portions determined to be confidential and proprietary and redacted as such, meet the requirements of the Rules and Statutes set forth above. **However, under no circumstances shall price information be designated as confidential.**

If the Vendor does not provide a redacted version of the bid with its bid submission, the Department may release an unredacted version if a record request is received.

Failure to submit a bid in strict accordance with these instructions shall constitute sufficient cause to reject a Vendor's bids(s). Vendors are strongly encouraged to allow sufficient time to upload bids.

Critical updated information may be included in Addenda to this IFB. It is important that all Vendors responding to this IFB periodically check the University's eVP website for any Addenda that may be issued prior to the bid opening date. All Vendors shall be deemed to have read and understood all information in this IFB and all Addenda thereto.

If you are having problems submitting your submission, you may find additional information at the eVP updates for Vendors link: <https://eprocurement.nc.gov/news-events/evp-updates-vendors>.

## **2.8 BID CONTENTS**

Vendors shall populate all attachments of this IFB that require the Vendor to provide information and include an authorized signature where requested. Failure to provide all required items, or Vendor's submission of incomplete items, may result in the University rejecting Vendor's bid, in the University's sole discretion.

Vendor IFB responses shall include the following items and attachments, which shall be arranged in the following order:

- a) Cover Letter, which must include all of the requirements covered in the Scope of Work Document for the vendor response.
- b) Title Page: Include the company name, address, phone number and authorized representative along with the Bid Number.
- c) Completed and signed version of all EXECUTION PAGES, along with the body of the IFB.
- d) Signed receipt pages of any addenda released in conjunction with this IFB, if required to be returned.

- e) Completed version of ATTACHMENT A: PRICING (found in the Scope of Work Document)
- f) Completed version of ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION
- g) Completed version of ATTACHMENT E: CUSTOMER REFERENCE FORM
- h) Completed version of ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR
- i) Completed and signed version of ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

## **2.9 ALTERNATE BIDS**

Unless provided otherwise in this IFB, Vendor may submit alternate bids for comparable Goods, various methods or levels of Service(s), or that propose different options. Alternate bid must specifically identify the IFB requirements and advantages addressed by the alternate bid. Any alternate bid, in addition to the marking described above, must be clearly marked with the legend: "Alternate Bid # \_\_\_ *[for 'name of Vendor']*". Each bid must be for a specific set of Goods and Services and must include specific pricing. If a Vendor chooses to respond with various offerings, each must be offered with a separate price and be contained in a separate bid. Each bid must be complete and independent of other bids offered.

## **2.10 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS**

Relevant definitions for this IFB are provided in 01 NCAC 05A .0112 and in the Instructions to Vendors found below which are incorporated herein by this reference.

## **3.0 METHOD OF AWARD AND BID EVALUATION PROCESS**

---

### **3.1 METHOD OF AWARD**

North Carolina G.S. 143-52 provides a general list of criteria the University shall use to award contracts, as supplemented by the additional criteria herein. The Goods or Services being procured shall dictate the application and order of criteria; however, all award decisions shall be in the University's best interest.

All responsive bids will be reviewed, and an award or awards will be based on the responsive bid(s) offering the lowest price that meets the specifications provided herein, to include any required verifications set out here in such as but not limited to past performance, references, and financial documents.

While the intent of this IFB is to award a Contract(s) to a single Vendor, the University reserves the right to make separate awards to different Vendors for one or more line items, to not award one or more line items, or to cancel this IFB in its entirety without awarding a Contract, if it is considered to be most advantageous to the University to do so.

The University reserves the right to waive any minor informality or technicality in bids received.

### **3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION**

While this IFB is under evaluation, the responding Vendor, including any subcontractors and suppliers, is prohibited from engaging in conversations intended to influence the outcome of the evaluation.

Each Vendor submitting a bid to this IFB, including its employees, agents, subcontractors, suppliers, subsidiaries and affiliates, is prohibited from having any communications with any person inside or outside the using agency; issuing agency; other government agency office or body (including the purchaser named above, any department secretary, agency head, members of the General Assembly and Governor's office); or private entity, if the communication refers to the content of Vendor's bid or qualifications, the content of another Vendor's proposal, another Vendor's qualifications or ability to perform a resulting contract, and/or the transmittal of any other communication of information that could be reasonably considered to have the effect of directly or indirectly influencing the evaluation of proposals, the award of a contract, or both.

Any Vendor not in compliance with this provision shall be disqualified from evaluation and award. A Vendor's proposal may be disqualified if its subcontractor and/or supplier engage in any of the foregoing communications during the time that the procurement is active (*i.e.*, the issuance date of the procurement until the date of contract award or cancellation of the procurement). Only those discussions, communications or transmittals of information authorized or initiated by the issuing agency for this IFB, or inquiries directed to the purchaser named in this IFB regarding requirements of the IFB (prior to proposal submission) or the status of the award (after submission) are excepted from this provision.

### **3.3 BID EVALUATION PROCESS**

Only responsive submissions will be evaluated.

**The University will conduct an evaluation of responsive Bids, as follows:**

Bids will be received according to the method University in the Bid Submittal section above.

All bids must be received by the issuing agency not later than the date and time specified in the IFB SCHEDULE Section above, unless modified by Addendum. Vendors are cautioned that this is a request for offers, not an offer or request to contract, and the University reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the University.

At the date and time provided in the IFB SCHEDULE Section above, unless modified by Addendum, the bids from each responding Vendor will be opened publicly and all offers (except those that were previously withdrawn, or voided bids) will be tabulated. The tabulation shall be made public at the time it is created. When negotiations after receipt of bids is authorized pursuant to G.S. 143-49 and 01 NCAC 05B.0503, only the names of offerors and the Goods and Services offered shall be tabulated at the time of opening. Cost and price shall become available for public inspection at the time of the award. Interested parties are cautioned that these costs and their components are subject to further evaluation for completeness and correctness and therefore may not be an exact indicator of a vendor's pricing position.

At their option, the evaluators may request oral presentations or discussions with any or all Vendors for clarification or to amplify the materials presented in any part of the bid. Vendors are cautioned, however, that the evaluators are not required to request presentations or other clarification—and often do

not. Therefore, all bids should be complete and reflect the most favorable terms available from the Vendor. Prices bid cannot be altered or modified as part of a clarification.

Bids will generally be evaluated, based on completeness, content, cost and responsibility of the Vendor to supply the requested Goods and Services. Specific evaluation criteria are listed in Section 3.1 METHOD OF AWARD.

Upon completion of the evaluation process, the University will make Award(s) based on the evaluation and post the award(s) to the University's eVP website under the IFB number for this solicitation. Award of a Contract to one Vendor does not mean that the other bids lacked merit, but that, all factors considered, the selected bid was deemed most advantageous and represented the best value to the University.

The University reserves the right to negotiate with one or more Vendors, or to reject all original offers and negotiate with one or more sources of supply that may be capable of satisfying the requirement, and in either case to require Vendor to submit a Best and Final Offer (BAFO) based on discussions and negotiations with the University.

### **3.4 PERFORMANCE OUTSIDE THE UNITED UNIVERSITIS**

Vendor shall complete ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR. In addition to any other evaluation criteria identified in this IFB, the University may also consider, for purposes of evaluating proposed or actual contract performance outside of the United States, how that performance may affect the following factors to ensure that any award will be in the best interest of the University:

- a) Total cost to the University
- b) Level of quality provided by the Vendor
- c) Process and performance capability across multiple jurisdictions
- d) Protection of the University's information and intellectual property
- e) Availability of pertinent skills
- f) Ability to understand the University's business requirements and internal operational culture
- g) Particular risk factors such as the security of the University's information technology
- h) Relations with citizens and employees
- i) Contract enforcement jurisdictional issues

### **3.5 INTERPRETATION OF TERMS AND PHRASES**

This IFB serves two functions: (1) to advise potential Vendors of the parameters of the solution being sought by the University; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. The use of phrases such as "shall," "must," and "requirements" are intended to create enforceable contract conditions. In determining whether bids should be evaluated or rejected, the University will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy the University's needs as described in the IFB. Except as specifically stated

in the IFB, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the University exercising its discretion to reject a bid in its entirety.

## **4.0 REQUIREMENTS**

---

This Section lists the requirements related to this IFB. By submitting a bid, the Vendor agrees to meet all University requirements in this Section as well as any other specifications, requirements, and terms and conditions University in this IFB. If a Vendor is unclear about a requirement or specification or believes a change to a requirement would allow for the University to receive a better bid, the Vendor is urged to submit these items in the form of a question during the question-and-answer period in accordance with the Bid Questions Section above.

[See Scope of Work Document](#)

### **4.1 PRICING**

*Bid price shall constitute the total cost to the University for complete performance in accordance with the requirements and specifications herein, including all applicable charges for handling, transportation, administrative and other similar fees. Complete the appropriate pages in the [Scope of Work Document](#) and include in Vendor's response.*

### **4.2 INVOICES**

Vendor shall invoice the Purchasing Agency. The standard format for invoicing shall be Single Invoices meaning that the Vendor shall provide the Purchasing Agency with an invoice for each order. Invoices shall include detailed information to allow Purchasing Agency to verify pricing at point of receipt matches the correct price from the original date of order. The following fields shall be included on all invoices, as relevant:

Vendor's Billing Address, Customer Account Number, NC Contract Number, Order Date, Buyer's Order Number, Manufacturer Part Numbers, Vendor Part Numbers, Item Descriptions, Price, Quantity, and Unit of Measure.

***INVOICES MAY NOT BE PAID UNTIL AN INSPECTION HAS OCCURRED AND THE GOODS OR SERVICES ACCEPTED.***

### **4.3 FINANCIAL STABILITY**

As a condition of contract award, the Vendor must certify that it has the financial capacity to perform and to continue to perform its obligations under the Contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of this Contract; and that entering into this Contract is not prohibited by any contract, or order by any court of competent jurisdiction.

Each Vendor shall certify it is financially stable by completing ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION. The University is requiring this certification to minimize potential issues from contracting with a Vendor that is financially unstable. From the date of the Certification to the expiration of the Contract, the Vendor shall notify the University within thirty (30) days of any occurrence or condition that materially alters the truth of any statement made in this Certification. The Contract Manager may require annual recertification of the Vendor's financial stability.

#### 4.4 HUB PARTICIPATION

Pursuant to North Carolina General Statute G.S. 143-48, it is University policy to encourage and promote the use of small, minority, physically handicapped, and women contractors in purchasing Goods and Services. As such, this IFB will serve to identify those Vendors that are minority owned or have a strategic plan to support the University's Historically Underutilized Business program by meeting or exceeding the goal of 10% utilization of diverse firms as 1st or 2nd tier subcontractors. Vendor shall complete ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION.

#### 4.5 REFERENCES

Vendor shall provide at least three (3) references, using ATTACHMENT E: CUSTOMER REFERENCE FORM, for which it has provided Services of similar size and scope to those proposed herein. The University *shall* contact these users to determine whether the Services provided are substantially similar in scope to those proposed herein and whether Vendor's performance has been satisfactory. The information obtained *shall* be considered in the evaluation of the Bid.

#### 4.6 BACKGROUND CHECKS

Vendor and its personnel are required to provide or undergo background checks at Vendor's expense prior to beginning work with the University. As part of Vendor background, the following details must be provided to the University:

- a) Any **criminal felony conviction**, or conviction of any crime involving moral turpitude, including, but not limited to fraud, misappropriation or deception, by Vendor, its officers or directors, or any of its employees or other personnel to provide Services on this project, of which Vendor has knowledge, or provide a statement that Vendor is aware of none;
- b) Any **criminal investigation** for any offense involving moral turpitude, including, but not limited to fraud, misappropriation, falsification or deception pending against Vendor of which it has knowledge, or provide a Statement Vendor is aware of none;
- c) Any **regulatory sanctions** levied against Vendor or any of its officers, directors or its professional employees expected to provide Services on this project by any University or federal regulatory agencies within the past three years or a Statement that there are none. As used herein, the term "regulatory sanctions" includes the revocation or suspension of any license or certification, the levying of any monetary penalties or fines, and the issuance of any written warnings;
- d) Any **regulatory investigations** pending against Vendor or any of its officers, directors or its professional employees expected to provide Services on this project by any University or federal regulatory agencies of which Vendor has knowledge or a Statement that there are none.
- e) Any **civil litigation**, arbitration, proceeding, or judgments pending against Vendor during the three (3) years preceding submission of its bid herein or a Statement that there are none.

Vendor's response to these requests shall be considered a continuing representation, and Vendor's failure to notify the University within thirty (30) days of any criminal litigation, investigation or proceeding involving Vendor or its then current officers, directors or persons providing Services under this Contract during its

term shall constitute a material breach of contract. The provisions of this paragraph shall also apply to any subcontractor utilized by Vendor to perform Services under this Contract.

#### **4.6.1 GENERAL INFORMATION**

It is the policy of the University to provide a safe environment for University Government employees to work. Due to the Contract requirements, the University requires criminal background checks of awarded Vendors, including but not limited to: owners, employees, agents, representatives, subcontractors, and all personnel of their respective companies. All costs and expenses associated with criminal background checks are the responsibility of the Vendor.

The following requirements must be met:

- a) Criminal background checks shall be current and completed within ninety (90) days of the Contract effective date.
- b) The criminal background check shall include a social security verification/check, felonies, misdemeanors, and traffic records covering a minimum of the last seven (7) years for all University's and countries where the individual has resided. The criminal background check information shall be first thoroughly reviewed by the Vendor and then sent to the Contract Administrator for review and approval. Out of University searches shall be required for persons living in the University of NC for fewer than seven (7) years. Fingerprint background checks may be required in some instances depending on the facility requirements.
- c) A criminal background check on the awarded Vendor and its employees shall be provided by the Vendor prior to Contract effective date. Copies of the original criminal background check shall be sent to the Contract Administrator for evaluation. In some cases, badging cannot take place until after the evaluation and approval of the Vendor's criminal checks.
- d) When a new employee or individual is identified to perform Services on this Contract, the Vendor shall provide the Contract Administrator with a criminal background check before the individual can be approved for work. Persons without approved criminal background checks shall not be allowed to work in the relevant buildings until proper documentation is submitted and approved.
- e) The University may require the Vendor to exclude the Vendor's employees, agents, representatives, or subcontractors based on the background check results. Discovery that one or more employees have convictions does not disqualify the Vendor from award.
- f) Additionally, the University may use The North Carolina Department of Public Safety Offender Public Information or similar Services to conduct additional background checks on the Vendor's proposed employees.

#### **4.6.2 BACKGROUND CHECK REQUIREMENTS**

As part of Vendor's criminal background checks, the details below must be provided to the University:

- a) Any **criminal felony conviction**, or conviction of any crime involving moral turpitude, including but not limited to fraud, misappropriation or deception, of Vendor, its officers or directors, or any of its employees or other personnel to provide Services on this project of which Vendor has knowledge, or provide a Statement that Vendor is aware of none.
- b) Any **criminal investigation** for any offense involving moral turpitude, including, but not limited to fraud, misappropriation, falsification or deception pending against Vendor of which it has knowledge, or provide a Statement Vendor is aware of none.



- c) Any **regulatory sanctions** levied against Vendor or any of its officers, directors or its professional employees expected to provide Services on this project by any University or federal regulatory agencies within the past three years or a Statement that there are none. As used herein, the term “regulatory sanctions” includes the revocation or suspension of any license or certification, the levying of any monetary penalties or fines, and the issuance of any written warnings.
- d) Any **regulatory investigations** pending against Vendor or any of its officers, directors or its professional employees expected to provide Services on this project by any University or federal regulatory agencies of which Vendor has knowledge or provide a Statement that there are none.
- e) Any **civil litigation**, arbitration, proceeding, or judgments pending against Vendor during the three (3) years preceding submission of its bid herein, or provide a Statement that there are none.

#### **4.6.3 BACKGROUND CHECK LIMITATIONS**

Any individual representing the Vendor, who:

- a) In his/her lifetime, has been adjudicated as a habitual felon as defined by GS 14-7.1 or a violent habitual felon as defined by GS 14-7.7, shall not be allowed to work in buildings occupied by University Government employees.
- b) During the last seven (7) years has been convicted of any criminal felony or misdemeanor sexual offense or a crime of violence shall not be allowed to work in buildings occupied by University Government employees.
- c) At any time has an outstanding warrant or a criminal charge for a crime described in (b) above shall not be allowed to work on university property.
- d) The Vendor must ensure that all employees have a responsibility to self-report to the Vendor within twenty-four (24) hours any arrest for any disqualifying offense. The Vendor must notify the Contract Administrator within twenty-four (24) hours of all details concerning any reported arrest.
- e) Upon the request of the Contract Administrator, the Vendor will re-screen any of its employees, agents, representatives, and subcontractors during the term of the Contract.
- f) Vendor’s responses to these background check requests shall be considered a continuing representation, and Vendor’s failure to notify the University within thirty (30) days of any criminal charge, investigation, or proceeding involving Vendor or its then-current officers, directors or persons providing Services under this Contract during its term shall constitute a material breach of contract. The provisions of this paragraph shall also apply to any subcontractor utilized by Vendor to perform Services under this Contract.
- g) If there are problems or delays with performance associated with the completion and compliance with this background check requirements, any Vendor’s performance bond could be used to complete these Services.

#### **4.6.4 DOCUMENT REQUIREMENTS**

Required documentation to be submitted prior to date Contract is effective and for performing any Services on University property shall include:

- a) A cover letter by the Vendor on company letterhead with a list of the full names matching a required government issued photo ID, addresses, and birth dates of each person representing the contracting company.

- b) Vendor shall also provide a photocopy of the required University or Federal government issued picture ID or Driver License.
- c) A letter on company letterhead is not acceptable proof in itself but can be used to further clarify information on the criminal background check submitted. All documentation shall be submitted at the same time. Submit documents which are clear and legible.
- d) Background checks consisting of:
  - 1. Original unaltered criminal background check from the organization providing the background check.
  - 2. The background check provider's company name, company mailing address, and contact phone numbers.
  - 3. The full name of the individual, which matches the government issued photo ID.
  - 4. The current address of individual being checked.
  - 5. The date the criminal background check search was conducted.

#### **4.6.5 VENDOR BACKGROUND CHECK AGREEMENT**

Vendor agrees to conduct a criminal background check per the specifications above in this section on all employees proposed to work under this Contract, at its expense, and provide the required documentation to the University in order to perform Services under this Contract:

YES  NO

#### **4.7 PERSONNEL**

Vendor warrants that qualified personnel shall provide Services under this Contract in a professional manner. "Professional manner" means that the personnel performing the Services will possess the skill and competence consistent with the prevailing business standards in the industry. Vendor will serve as the prime contractor under this Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by the University. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor's obligations hereunder. Vendor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third party subcontractor(s).

Should the Vendor's bid result in an award, the Vendor shall be required to agree that it will not substitute key personnel assigned to the performance of the Contract without prior written approval by the Contract Lead. Vendor shall further agree that it will notify the Contract Lead of any desired substitution, including the name(s) and references of Vendor's recommended substitute personnel. The University will approve or disapprove the requested substitution in a timely manner. The University may, in its sole discretion, terminate the Services of any person providing Services under this Contract. Upon such termination, the University may request acceptable substitute personnel or terminate the contract Services provided by such personnel.

#### 4.8 VENDOR'S REPRESENTATIONS

If Vendor's bid results in an award, Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of the University under the Contract. If any Services, deliverables, functions, or responsibilities not specifically described in this solicitation are required for Vendor's proper performance, provision and delivery of the Service and deliverables under a resulting Contract, or are an inherent part of or necessary sub-task included within such Service, they will be deemed to be implied by and included within the scope of the Contract to the same extent and in the same manner as if specifically described in the Contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the Services and/or other Deliverables.

#### 5.0 SPECIFICATIONS AND SCOPE OF WORK

---

See [Scope of Work Document](#)

#### 6.0 CONTRACT ADMINISTRATION

---

All Contract Administration requirements are conditioned on an award resulting from this solicitation. This information is provided for the Vendor's planning purposes.

##### 6.1 CONTRACT MANAGER AND CUSTOMER SERVICE

The Vendor shall be required to designate and make available to the University a contract manager. The contract manager shall be the University's point of contact for Contract related issues and issues concerning performance, progress review, scheduling, and service.

<b>Contract Manager Point of Contact</b>	
Name:	
Office Phone #:	
Mobile Phone #:	
Email:	

The Vendor shall be required to designate and make available to the University for customer service. The customer service point of contact shall be the University's point of contact for customer service-related issues (define roles and responsibilities).

<b>Customer Service Point of Contact</b>	
Name:	

Office Phone #:	
Mobile Phone #:	
Email:	

#### 6.2 POST AWARD PROJECT REVIEW MEETINGS

The Vendor, at the request of the University, shall be required to meet periodically with the University for Project Review meetings. The purpose of these meetings will be to review project progress reports, discuss Vendor and University performance, address outstanding issues, review problem resolution, provide direction, evaluate continuous improvement and cost saving ideas, and discuss any other pertinent topics.

#### 6.3 CONTINUOUS IMPROVEMENT

The University encourages the Vendor to identify opportunities to reduce the total cost the University. A continuous improvement effort consists of various ways to enhance business efficiencies as performance progresses.

#### 6.4 PERIODIC STATUS REPORTS

The Vendor shall be required to provide Management Reports to the designated Contract Lead on an as required basis. This report shall include, at a minimum, information concerning the work accomplished during the reporting period; work to be accomplished during the subsequent reporting period; problems, real or anticipated, and notification of any significant deviation from previously agreed upon work plans and schedules. These reports shall be well organized and easy to read. The Vendor shall submit these reports electronically using the format required by the Purchasing Agency. The Vendor shall submit the reports in a timely manner and on a regular schedule as agreed by the parties.

Within a mutually agreed upon number of business days of the award the Contract the Vendor shall submit a final work plan and a sample report, both to the designated Contract Lead for approval.

#### 6.5 ACCEPTANCE OF WORK

Performance of the work and/or delivery of Goods shall be conducted and completed at least in accordance with the Contract requirements and recognized and customarily accepted industry practices. Performance shall be considered complete when the Services or Goods are approved as acceptable by the Contract Administrator.

Acceptance of Vendor's work product shall be based on the following criteria:

The University shall have the obligation to notify Vendor, in writing ten (10) calendar days following completion of such work or delivery of a deliverable described in the Contract that it is not acceptable. The notice shall specify in reasonable detail the reason(s) it is unacceptable. Acceptance by the University shall not be

unreasonably withheld; but may be conditioned or delayed as required for reasonable review, evaluation, installation, or testing, as applicable to the work or deliverable. Final acceptance is expressly conditioned upon completion of all applicable assessment procedures. Should the work or deliverables fail to meet any specifications, acceptance criteria or otherwise fail to conform to the Contract, the University may exercise any and all rights hereunder, including, for Goods deliverables, such rights provided by the Uniform Commercial Code, as adopted in North Carolina.

#### 6.6 DISPUTE RESOLUTION

During the performance of the Contract, the parties agree that it is in their mutual interest to resolve disputes informally. Any claims by the Vendor shall be submitted in writing to the University's Contract Manager for resolution. Any claims by the University shall be submitted in writing to the Vendor's Project Manager for resolution. The Parties shall agree to negotiate in good faith and use all reasonable efforts to resolve such dispute(s).

During the time the Parties are attempting to resolve any dispute, each shall proceed diligently to perform their respective duties and responsibilities under this Contract. The Parties will agree on a reasonable amount of time to resolve a dispute. If a dispute cannot be resolved between the Parties within the agreed upon period, either Party may elect to exercise any other remedies available under the Contract, or at law. This provision, when agreed in the Contract, shall not constitute an agreement by either party to mediate or arbitrate any dispute.

#### 6.7 CONTRACT CHANGES

Contract changes, if any, over the life of the Contract shall be implemented by contract amendments agreed to in writing by the University and Vendor. Amendments to the contract can only be made through the contract administrator.

***THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK***

## 7.0 ATTACHMENTS

---

### **\*\*IMPORTANT NOTICE\*\***

#### **RETURN THE REQUIRED ATTACHMENTS WITH YOUR RESPONSE**

FOLLOW THE LINKS TO ACCESS EACH ATTACHMENT

#### **ATTACHMENT A: PRICING**

---

Complete and return the Pricing associated with this IFB, which can be found at the following link *OR* in the table below: [See Scope of Work Document](#)

#### **ATTACHMENT B: INSTRUCTIONS TO VENDORS**

---

The Instructions to Vendors, which are incorporated herein by this reference, may be found here: <https://www.doa.nc.gov/pandc/north-carolina-instructions-vendors-1-2025/open>

#### **ATTACHMENT C: TERMS & CONDITIONS**

---

**UNIVERSITY'S GENERAL TERMS AND CONDITIONS FOR PROCUREMENT OF SERVICES GOVERN THIS PROCUREMENT.**

Terms may be found at <https://finance.unc.edu/departments/purchasing/terms-services/>

#### **ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION**

---

Complete and return the Historically Underutilized Businesses (HUB) Vendor Information form, which can be found at the following link:

<https://www.doa.nc.gov/divisions/purchase-contract/vendor-forms>

#### **ATTACHMENT E: CUSTOMER REFERENCE FORM**

---

Complete and return the Customer Reference Form, which can be found at the following link:

<https://www.doa.nc.gov/divisions/purchase-contract/vendor-forms>

#### **ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR**

---

Complete and return the Location of Workers Utilized by Vendor, which can be found at the following link:

<https://www.doa.nc.gov/divisions/purchase-contract/vendor-forms>

#### **ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION**

---

Complete, sign, and return the Certification of Financial Condition, which can be found at the following link:

<https://www.doa.nc.gov/divisions/purchase-contract/vendor-forms>

**\*\*\*Failure to Return the Required Attachments May Eliminate  
Your Response from Further Consideration \*\*\***

# Scope Of Work Document

## Wilson Library Special Collections Nitrate Digitization Project

### I. Project Overview

Wilson Special Collections Library (the library) at University of North Carolina at Chapel Hill (UNC) plans to coordinate with a vendor to digitize still image nitrate and acetate film. The chosen vendor shall digitize the materials. After digitization, the nitrate film will be destroyed, and the acetate film returned.

Vendors shall respond to the digital capture part of the IFB (Part 2) but can elect whether to respond to the packing & shipping and destruction of originals parts of the project (Parts 1 & 3).

The library plans to initially digitize approximately 5,600 negatives and 3,000 negative enclosures from the North Carolina Collection. Additional negatives may be digitized in subsequent work between the library and the vendor.

The library will work with the vendor to digitize batches of negatives over time, in an agreed-upon schedule of number of items in a given time period – for example a defined number of negatives + enclosures per month, per quarter, or per year.

### II. Scope of Work

#### 2.10 Collections to be Digitized

The first batch of materials to be digitized will be materials from the North Carolina Collection at Wilson Library. This includes a total of 5,593 negatives of varying sizes and 3,003 negative enclosures, all of which shall be digitized by the vendor.

Upon entering an agreement with the vendor, the library and the vendor will coordinate to establish a number of materials that can be digitized within a given time period, such as a month, quarter, or year. The library will work with the vendor to coordinate getting materials to the vendor for digitization within that time period.

The work will begin with the negatives from the North Carolina Collection but may continue with materials from other collections at Wilson Library.

The film has been stored in room temperature conditions. The film is mostly in stage 1 or 2 of nitrate deterioration.<sup>1</sup> The acetate film is off-gassing and is in mixed condition but can be physically handled for digitization. The paper enclosures for the negatives may be brittle.

See Appendix A for more details about each collection.

Collections are processed to varying levels of description, but each enclosure is marked with a unique identifier.

Collection name	Collection Number	Approximate Number of Negatives	Number of Enclosures
-----------------	-------------------	---------------------------------	----------------------

---

<sup>1</sup> <https://library-archives.canada.ca/eng/collection/engage-learn/publications/ebooks/Pages/visual-glossary-nitrate-deterioration.aspx>

North Carolina County Photographic Collection	P0001	5	0
University of North Carolina at Chapel Hill Image Collection	P0004	123	0
Bayard Morgan Wootten Photographic Collection	P0011	3,205	2,822
Charles Anderson Farrell Collection	P0024	439	181
UNC-CH Department of Dramatic Art Photographs and Related Materials	P0035	859	0
Louis Round Wilson Collection	P0040	5	0
Mary Grace Canfield Photographic Collection	P0041	20	0
Stimson Collection	P0049	64	0
Albertype Co. Collection of North Carolina Photographs	P0074	508	0
Ben Dixon MacNeil Photograph Collection	P0078	365	0
<b>Total</b>		5,593	3,003

### 2.11 Part 1: Packing & Shipping

If the vendor provides services for packing and shipping nitrate film, pricing shall be included in the response. Proposed services shall meet US Department of Transportation (DOT) requirements for safely packing and shipping nitrate film, in accordance with the Hazardous Materials Regulations in Parts 171-180 of Title 49, Code of Federal Regulations (CFR).<sup>2</sup> Nitrate film is considered a class 4.1 flammable solid. When nitrate film is transported using a commercial vendor, packing shall comply with DOT Shipping Regulations in 49 CFR 172.

If the vendor does not provide these services, the vendor can:

- a. Not include a price for these services in their response, or,
- b. Include pricing from a subcontractor in their response. See the Submittals section for information required about subcontractors.

<sup>2</sup> <https://www.ecfr.gov/current/title-49/subtitle-B/chapter-I/subchapter-C/part-171>

## 2.12 Part 2: Digital Capture

### 2.12.1 Digitization Specifications + Deliverables

Vendors shall adhere to accepted best practices for digitization as outlined in the Federal Agencies Guidelines Initiative (FADGI) “Technical Guidelines for Digitizing Cultural Heritage Materials” third edition (May 2023, also referred to as “FADGI guidelines”).<sup>3</sup> Where multiple options are provided within the FADGI guidelines, specific requirements from the FADGI guidelines are outlined below.

Vendors shall provide pricing and return of a digital file of the sample negatives provided for each of the FADGI star ratings below, and the highest resolution attainable regardless of FADGI stars. The library will use this to make an informed decision about which resolution will be required for which formats. If the vendor cannot provide a certain star rating listed below, they shall University that in their response.

When entering into an agreement with the chosen vendor, the libraries will specify which resolution is required for which format. The libraries will analyze samples received from the vendors to make their selection and move forward with the chosen vendor.

#### 2.12.1.1 Source Material: Negatives

The vendor shall digitize each negative and each enclosure that negatives are in.

Film size	FADGI 2 Star	FADGI 3 Star	FADGI 4 star	Not FADGI
35mm	2000ppi	3000ppi	4000ppi	Highest resolution attainable based on the equipment and size of the film.
120mm	2000ppi	3000ppi	4000ppi	Highest resolution attainable based on the equipment and size of the film.
4” x 5”	2000ppi	3000ppi	4000ppi	Highest resolution attainable based on the equipment and size of the film.
8” x 10”	1000ppi	1500ppi	2000ppi	Highest resolution attainable based on the equipment and size of the film.

If achieving any of the above FADGI star ratings requires additional processing work, the vendor shall detail the processing that will be completed (i.e. stitching images together) and associated costs in the response.

#### 2.12.1.2 Negative Deliverable: Preservation Master Files (negative)

Colorspace: Adobe RGB 1998

Resolution: FADGI star rating (or other specification between FADGI star levels) agreed upon with the Library.

Bit depth: 16bit

File format: TIFF, uncompressed

Processing:

---

3

[https://www.digitizationguidelines.gov/guidelines/FADGI%20Technical%20Guidelines%20for%20Digitizing%20Cultural%20Heritage%20Materials\\_3rd%20Edition\\_05092023.pdf](https://www.digitizationguidelines.gov/guidelines/FADGI%20Technical%20Guidelines%20for%20Digitizing%20Cultural%20Heritage%20Materials_3rd%20Edition_05092023.pdf)

- Rotated
- De-skewed
- Cropped so a unified border surrounds the image
- Checked for aliasing or other distortions and effects of those minimized
- Check focus

#### **2.12.1.3 Negative Deliverable: Intermediate Files (positive)**

Intermediate files are derived from the negative preservation files, with an additional step of inverting colors to create a positive image.

Colorspace: Adobe RGB 1998

Resolution: FADGI star rating (or other specification between FADGI star levels) agreed upon with the Libraries

Bit depth: 16bit

File format: TIFF, uncompressed

Processing: same as Preservation Master files, plus colors inverted

#### **2.12.1.4 Source Material: Enclosures**

Enclosures for collections P0011 and P0024 should be digitized in accordance with the FADGI 3-star guidelines for “Documents (Unbound): General Collections.” These images will be used primarily to create descriptive metadata, not to preserve the original enclosure as an artifact.

Enclosures do not need to be digitized for any other collections. All enclosures to be digitized will also be marked “(Original Enclosure)” on the label. Only the front of the enclosure will be digitized; the blank back side of the enclosure does not need to be digitized.

#### **2.12.1.5 Enclosure Deliverable**

Master file format: TIFF

Resolution (Sampling Frequency):  $\geq 294$ ppi

Color Space: Adobe RGB (1998)

Color Mode: Color

Processing: same as Preservation Master files.

#### **2.12.1.6 Deliverables Summary**

For each enclosure, the vendor will return the following, within the directory structure specified in section 3.4:

- Preservation image file(s) of negatives: image of each negative, represented as a negative, not inverted
- Intermediate image file(s) of negatives: derived from the preservation image files, colors inverted
- Preservation image file of enclosure

### 2.12.2 Validation

The vendor will create MD5 or SHA1 checksums for each file prior to delivering files to the library. The vendor can choose the checksum format. Checksum information should be returned to the library with the files.

### 2.12.3 File Naming

Files will be identified by their collection number and Unique IDs, which are written on each enclosure in each collection.

File Naming Example

File type	source	Naming convention	Example: Coll. #P0047, unique ID on enclosure is 0001, second negative in the enclosure
Preservation	Negative	CollectionNumber_UniqueIDfromEnclosure_Sequential#WithinEnclosure_p.tiff	P0047_0001_0002_p.tiff
Intermediate	Derived form preservation file	CollectionNumber_UniqueID_Sequential#WithinEnclosure_i.tiff	P0047_0001_0002_i.tiff
Enclosure	Enclosure	CollectionNumber_UniqueID_e.tiff	P0047_0001_0002_e.tiff

### 2.12.4 Directory Structure

Each enclosure or roll shall have its own folder, labeled by its collection number and unique ID.

Folder name: Enclosure unique ID

Files within the folder:

- Negative preservation image file(s)
- Intermediate image file(s)
- Enclosure image file
- Checksum

Sample folder and file structure, Collection #P0047, unique ID on enclosure is 0001, 4 negatives in the enclosure

0 P0047\_0001

```
P0047_0001_0001_enc.tiff
P0047_0001_0002_enc.tiff
P0047_0001_0003_enc.tiff
P0047_0001_0004_enc.tiff
P0047_0001_0001_i.tiff
P0047_0001_0002_i.tiff
P0047_0001_0003_i.tiff
```

P0047\_0001\_0004\_i.tiff  
P0047\_0001\_0001\_p.tiff  
P0047\_0001\_0002\_p.tiff  
P0047\_0001\_0003\_p.tiff  
P0047\_0001\_0004\_p.tiff  
.md5 or .sha1 file

## **2.12.5 Metadata**

### **2.12.5.1 Technical Metadata**

Technical metadata that is produced during image capture and is embedded in the images should be retained and delivered embedded in the Preservation files.

In their response, the vendor shall specify technical metadata fields typically captured during the image capture process.

### **2.12.5.2 Descriptive Metadata**

In their response, the vendor shall specify what, if any, descriptive (or other) metadata is requested from the library prior to digitization. The vendor does not need to create additional descriptive metadata.

## **2.12.6 File Delivery**

Completed files for the final project will be returned to UNC Libraries on portable hard drives, which will be provided by the vendor, and which the library will retain.

The library requests that the vendor store files for at least one year while UNC Libraries completes a quality control process. If the vendor cannot store files for at least one year, they shall University it in their response.

## **2.12.7 Vendor Quality Control**

The vendor shall conduct quality control on its images, inspecting at least 10% of each batch of digital images, to ensure compliance with the agreed upon FADGI imaging and other technical specifications. The vendor shall check negative files (preservation and intermediate) and enclosure files (preservation).

The vendor shall check and provide documentation to verify to the libraries the criteria listed in Appendix B, based on FADGI guidelines for quality control.

## **2.12.8 Returning Materials**

If the vendor is not proposing destruction of originals, the vendor shall describe their plan to return materials to the library in their response.

### **2.13 Part 3: Temporary Storage and Destruction of Originals**

If the vendor provides services for destroying nitrate film, pricing should be included in the response. The vendor should follow all University and federal hazardous waste disposal regulations including EPA regulations codified in 40 CFR. The University requires a written plan for disposal with preapproval to vet disposal contractors and ultimate disposal site. All bills of lading and manifests copies will need to be shared with the University.

If the vendor does not provide these services, the vendor can:

- a. Not include a price for these services in their response, or,
- b. Include pricing from a subcontractor in their response. See the Submittals section for information required about subcontractors.

In some collections, acetate film may be interspersed among the nitrate film. Acetate film should be digitized according to above specifications and separated out. Vendors should specify if they have capacity to identify, separate out, and maintain organization of non-nitrate film after it has been digitized.

The library requests 1 year between receiving the files and the vendor destroying or returning the original negatives and enclosures, to be able to perform quality control and allow for the possibility of re-digitizing of the original if needed.

If storage after digitization is an additional cost, the vendor shall include that in the response. If storage up to 1 year is not possible, the vendor shall specify the maximum amount of time they could store the materials after digitization is complete.

### **III. Additional Requirements**

The vendor shall:

- Be able to complete the work specified in the Collections to be Digitized section of this document
- Safely store nitrate film in compliance with NFPA 40
- Employ experienced staff with experience handling and digitizing nitrate film
- Adhere to industry best practices for handling and digitizing nitrate film
- Demonstrate successful experience digitizing collections of similar size and formats
- Demonstrate successful experience with handling rare nitrate negatives
- Demonstrate prior experience working with cultural heritage institutions
- Employ technicians experienced in handling rare nitrate and acetate-based photographic film
- Guarantee all work and re-digitize at no additional cost any materials that do not meet the requirements outlined in this IFB

All subcontracted work needs to be clearly marked as such. No additional work may be subcontracted without the express consent of the libraries once the bid has been awarded.

#### **2.13.1 1. Facilities**

The vendor shall demonstrate they can comply with NFPA 40: Standard for the Storage and Handling of Cellulose Nitrate Film.<sup>4</sup> Materials shall be in a secure location with adequate fire detection and suppression. The vendor shall be able to provide proof that storage conditions are acceptable, upon request.

---

<sup>4</sup> <https://www.nfpa.org/codes-and-standards/nfpa-40-standard-development/40>

The vendor shall have secure storage and provide information about security protocols that protect from materials theft.

### **2.13.2 2. Equipment**

A list of equipment (scanner type, camera, lens, light source, etc.) used in the transfer process shall be provided by the vendor. Equipment shall be cleaned in accordance with recommendations in the FADGI guidelines which University:

“Keep the work area clean. Best practice dictates carefully wiping down with an appropriate cleaning agent all equipment, excluding lenses, before work begins and again when work concludes. Scanners, platens, and copy boards will have to be cleaned on a routine basis to eliminate the introduction of extraneous dirt and dust to the digital images.”

The vendor shall also provide a list of software that would be used in the digitization process.

### **2.13.3 3. Communication**

If selected for the final project, the vendor will submit monthly progress report to the libraries. The vendor will also reach out to the designated library contact as needed to resolve any issues that arise throughout the project.

The vendor will respond to communication from the library within 2 business days.

## **IV. Evaluation and Selection**

### **1. Criteria**

Vendors' responses will be evaluated based on the following criteria:

- Ability to digitize unique, nitrate-based film collections
- Ability to meet technical and additional requirements outlined in this document
- Ability to safely store and handle unique special collections materials
- Demonstrated, recent experience with projects of similar size and scope, completed for cultural heritage institutions
- Qualifications and experience of key personnel
- Quality of references from other cultural heritage institutions
- Ability to safely store nitrate film, in compliance with NFPA 40
- Having the appropriate hardware and software for proper digitization
- Quality of sample scans received by library
- Thoroughness of quality control performed on sample scans based on the check list
- Proposed project timeline and vendor capacity

### **2. Anticipated Schedule**

**All submittals are due on the date and time listed in the table below.** Submittals with proposals attached or links to shared files shall be submitted via email only to Mark Sillman, mark\_sillman@unc.edu. A Selection Committee, consisting of staff members from University Libraries, and/or other members of the campus community will convene on **date listed in the table in the Anticipated Schedule section** to discuss the firm's proposals and evaluate them for final decision.

<b>Activity</b>	<b>Estimated date</b>
Advertise IFB	08-29-2025
Vendors submit questions and or just express interest in receiving sample negatives and enclosures for scanning	09-08-2025
Questions are answered and the libraries send out negatives for scanning	09-10-2025
Bids are due NLT 1:00 PM EST	10-31-2025
Selection committee makes a decision	60 to 90 days to recommend the award of contract(s)

Please contact only Mark Sillman, mark\_sillman@unc.edu for any matters related to this submittal.

**V. Submittals**

The University of North Carolina at Chapel Hill seeks responses from firms who have recent experience with similar projects. Sample scans and one (1) electronic PDF file with all documentation are required. Images can be sent via a link, in the PDF submitted, to a cloud-based file sharing or file transfer service.

Interested parties shall include the following information in their responses. Please use the Submittal Checklist as a guide to ensure that you submit everything that we are requesting.

**2.14 Submittal Checklist**

Each submission item is detailed in the following pages. This checklist is a summary of all information the vendor must submit, to check for completeness before submitting.

- Vendor information
  - Contact info
  - Staffing
  - Facilities
  - Other
- Process description
  - Packing and shipping
  - Digitization
  - Destruction
- Timeline
- Subcontractors
- Sample scans

- Pricing form

Interested parties shall include all the information detailed in the Submittals section in their responses.

## **2.15 Vendor Information**

- **Contact Information**
  - Name of vendor
  - Name, address, email address, and phone for primary and secondary contacts at the vendor
- **Staffing**
  - List of key personnel assigned to the project and their roles on the project
  - Resumes of key personnel assigned to the project
- **Facilities**
  - Description of the vendor's facilities, including storage and digitization spaces, confirming they meet the criteria outlined in this document for safely storing nitrate film
  - Security protocols for ensuring collections' safety
- **Other**
  - Vendor requirements of the library such as access to facilities and loading dock
  - Details of the vendor's insurance coverage, including liability and worker's compensation insurance
  - Current Workload and University Projects awarded
  - Historically Underutilized Business (HUB) participation & utilization in proposed team structure; and who/how HUB designers were utilized on previous projects
  - Information regarding lead firm's current license to practice in the University of North Carolina

## **2.16 Process Description**

Vendors shall provide information about their process, addressing all points in the Process Description section, in 5,000 words or less.

### **Part 1: Packing and Shipping**

If the service is provided, describe how materials will be packed and shipped to remain in compliance with federal regulations. If proposing to sub-contract, include a description from the sub-contracting vendor.

### **Part 2: Digitization**

- Work the vendor will undertake prior to digitization
- Preparatory work required from the library prior to digitization, may include requirement to provide descriptive metadata, inventory, or other
- Technical metadata fields typically captured during image capture
- Quality control procedures conducted by the vendor
- Indicate how long files can be stored for while the library conducts quality control. Library preference is for the files to be stored by the vendor at least 1 year
- List of equipment and software used in digitization process

### **Part 3: Destruction**

- If the service is provided, describe how materials will be destroyed
- If proposing to sub-contract, include a description from the sub-contracting vendor.
- Indicate whether the vendor can separate acetate from nitrate film, to return acetate to the library
- If the vendor is not proposing to destroy the film, provide information about returning materials to the library
- Indicate how long film can be stored while the library completes quality control on digital files.
- Timeline

Provide the following information:

- Estimated duration for completing the work (including preparing materials, digitization, destruction if included, etc.) for the collections described in the Scope of Work. Note that intermittent goals are flexible, but all items shall be digitized no later than one year from the award date.
- Earliest start date for the work to begin
- Estimated number of items that could be digitized per month, quarter, year, or other amount of time designated by the vendor
- Duration of film storage the vendor can support post-digitization, prior to destruction, while Libraries complete quality control

### **2.17 Subcontractors**

Part 2 of this proposal (Digitization) may not be subcontracted. Parts 1 and 3 (Shipping and Temporary Storage and Destruction of Originals) may be subcontracted. If vendor proposes sub-contracting, the following information shall be included for any sub-contractor:

- Vendor name
- Name, address, email address, and phone for primary and secondary contacts at the vendor
- Completed proof of insurance form
- List of similar projects completed
- Information about relevant certifications, such as nitrate film packing and shipping, hazardous materials handling and shipping certifications
- Three references to include name, address, email address, and phone

### **2.18 Sample Scans**

The library shall provide vendors with three acetate negatives from the library's collection. The vendor shall scan these negatives and return sample scans as part of the response.

The vendor shall return all deliverables established in this IFB including:

- Scans at each FADGI star level noted in this IFB, and at the highest non-FADGI level (see Digital Capture section)
- Technical metadata embedded in file
- Checksums
- Files organized using the file naming and directory structure defined in this IFB

All files shall be quality controlled by the vendor, following the checklist in Appendix B.

Acetate negatives shall be shipped back to the library after the vendor has finished digitizing them and received by the library within 3 months of the vendor receiving the negatives.

Completed files for the sample project shall be linked to in the PDF submission. The vendor may link to a cloud-based file sharing site.

## 2.19 Pricing Form

### Part 1: Shipping

Service	Unit	Price
Shipping nitrate film from the library to the vendor	Vendor shall define, examples include per box, per pallet	
Costs for packing / preparing film for shipment	Vendor shall define, examples include per hour, per box	
Shipping acetate film from the vendor to the library	Vendor shall define, examples include per box, per pallet	
Shipping hard drives from the vendor to the library	Vendor shall define the method of shipping and quantity per container being shipped	

### Part 2: Digitization

Service	Description	Unit	Price
4.5 x 2.5" Nitrate negative digitization	FADGI 2 star	Per negative	
4.5 x 2.5" Nitrate negative digitization	FADGI 3 star	Per negative	
4.5 x 2.5" Nitrate negative digitization	FADGI 4 star	Per negative	
4.5 x 2.5" Nitrate negative digitization	Highest resolution regardless of FADGI	Per negative	
4 x 5" Nitrate negative digitization	FADGI 2 star	Per negative	
4 x 5" Nitrate negative digitization	FADGI 3 star	Per negative	
4 x 5" Nitrate negative digitization	FADGI 4 star	Per negative	
4 x 5" Nitrate negative digitization	Highest resolution regardless of FADGI	Per negative	
5 x 7" Nitrate negative digitization	FADGI 2 star	Per negative	
5 x 7" Nitrate negative digitization	FADGI 3 star	Per negative	
5 x 7" Nitrate negative digitization	FADGI 4 star	Per negative	

5 x 7" Nitrate negative digitization	Highest resolution regardless of FADGI	Per negative	
8 x 10" Nitrate negative digitization	FADGI 2 star	Per negative	
8 x 10" Nitrate negative digitization	FADGI 3 star	Per negative	
8 x 10" Nitrate negative digitization	FADGI 4 star	Per negative	
8 x 10" Nitrate negative digitization	Highest resolution regardless of FADGI	Per negative	
8 x 10" Nitrate negative digitization	FADGI 2 star	Per negative	
8 x 10" Nitrate negative digitization	FADGI 3 star	Per negative	
8 x 10" Nitrate negative digitization	FADGI 4 star	Per negative	
8 x 10" Nitrate negative digitization	Highest resolution regardless of FADGI	Per negative	
4 x 5" Acetate negative digitization	FADGI 2 star	Per negative	
4 x 5" Acetate negative digitization	FADGI 3 star	Per negative	
4 x 5" Acetate negative digitization	FADGI 4 star	Per negative	
4 x 5" Acetate negative digitization	Highest resolution regardless of FADGI	Per negative	
5 x 7" Acetate negative digitization	FADGI 2 star	Per negative	
5 x 7" Acetate negative digitization	FADGI 3 star	Per negative	
5 x 7" Acetate negative digitization	FADGI 4 star	Per negative	
5 x 7" Acetate negative digitization	Highest resolution regardless of FADGI	Per negative	
8 x 10" Acetate negative digitization	FADGI 2 star	Per negative	
8 x 10" Acetate negative digitization	FADGI 3 star	Per negative	
8 x 10" Acetate negative digitization	FADGI 4 star	Per negative	
8 x 10" Acetate negative digitization	Highest resolution regardless of FADGI	Per negative	
Enclosure digitization	FADGI 3 star	Per enclosure	

Identification and separation of acetate from nitrate		Per hour, or other vendor-specified unit	
Image processing	List pricing if not included in itemized digitization costs. If achieving any of the above FADGI star ratings requires additional processing work, the vendor shall detail the processing that will be completed (i.e. stitching images together) and associated costs in the response. Describe any processing work included in this pricing.	Per image	
Hard drives	If it's a separate cost, include cost of hard drives used to return digitized images		

**Part 3: Temporary Storage and Destruction of Originals**

Service	Unit	Price
Destruction of nitrate film	Vendor shall define	
Storage of nitrate film post-digitization	Vendor shall define	

**Other Costs**

Vendor shall list any other costs associated with the project that are not reflected in the tables above in the space below with a complete description of what is being provided.

## 7.0 Appendix A: Collections

These negatives are the initial materials that will be digitized. The number of negatives and enclosures have recently been counted.

Collection Number	Collection Name	Finding Aid URL	Nitrate only or Nitrate + Acetate	Number of negatives	Negative sizes (estimate)	Number of enclosures
P0001	North Carolina Photographic Collection	<a href="https://finding-aids.lib.unc.edu/P0001/">https://finding-aids.lib.unc.edu/P0001/</a>	Nitrate only	5	3 – 5x7” 2 – 8x10”	
P0004	University of North Carolina at Chapel Hill Image Collection	<a href="https://finding-aids.lib.unc.edu/P0004/">https://finding-aids.lib.unc.edu/P0004/</a>	Nitrate + acetate	123	86 – 5x7” 37 – 8x10”	
P0011	Bayard Morgan Wootten Photographic Collection	<a href="https://finding-aids.lib.unc.edu/P0011/">https://finding-aids.lib.unc.edu/P0011/</a>	Nitrate + acetate	3,205	1,875 – 5x7” 1,330 – 8x10”	2,822
P0024	Charles Anderson Farrell Collection	<a href="https://finding-aids.lib.unc.edu/P0024/">https://finding-aids.lib.unc.edu/P0024/</a>	Nitrate only	439	439 – 5x7”	181
P0035	UNC-CH Department of Dramatic Art Photographs and Related Materials	<a href="https://finding-aids.lib.unc.edu/P0035/">https://finding-aids.lib.unc.edu/P0035/</a>	Nitrate + acetate	860	75 – 5x7” 785 – 8x10”	
P0040	Louis Round Wilson	<a href="https://finding-aids.lib.unc.edu/P0040/">https://finding-aids.lib.unc.edu/P0040/</a>	Nitrate only	5	5 – 5x7”	
P0041	Mary Grace Canfield Photographic Collection	<a href="https://finding-aids.lib.unc.edu/P0041/">https://finding-aids.lib.unc.edu/P0041/</a>	Nitrate only	20	20 – 5x7”	
P0049	William Jasper Stimson and Benjamin Alston Stimson Photographic Collection	<a href="https://finding-aids.lib.unc.edu/P0049/">https://finding-aids.lib.unc.edu/P0049/</a>	Nitrate only	64	20-8x10" 44-5x7"	
P0074	Albertype Co. Collection of North Carolina Photographs	<a href="https://finding-aids.lib.unc.edu/P0074/">https://finding-aids.lib.unc.edu/P0074/</a>	Nitrate only	508	423 – 5x7” 85 – 8x10”	
P0078	Ben Dixon MacNeil Photograph Collection	<a href="https://finding-aids.lib.unc.edu/P0078/">https://finding-aids.lib.unc.edu/P0078/</a>	Nitrate + acetate	365	360 – 5x7” 5 – 8x10”	
<b>Totals</b>				<b>5,593</b>		<b>3,003</b>

## 8.0 Appendix B: Quality Control Checklist

---

Quality control checklist for vendor-created scans. This list will also be used to assess test scans that are received as part of the proposal evaluation process.

### File

- Files open and display
- Files are in the proper format
- Bit depth correct (16-bit)
- Color profile present and correct (AdobeRGB 1998)

### Original / Document

- Completeness: all negatives and enclosures that the vendor received were digitized, or the vendor communicated the reason that the item was not digitized (i.e. condition / deterioration)
- Spatial resolution is correct
- Orientation: photograph is oriented
- Image is de-skewed
- Preservation images are negative, intermediate images are positive
- Cropping: image is complete with a consistent border around the edge

### Metadata

- Files are named properly
- Data in header tags is complete and accurate
- Descriptive, technical, and administrative metadata is complete and accurate in line with the requirements in this document

### Image Quality

- Tone
- Brightness
- Contrast
- Target assessment – aimpoints
- Clipping – detail lost in high values (highlights) or dark values (shadows)
- Color
  - Accuracy
  - Target assessment – aimpoints
  - Clipping – detail lost in individual color channels
- Aimpoint variability
- Saturation
- Channel registration
  - Misregistration
  - Inconsistencies within individual channels
- Quantization errors
  - Banding
  - Posterization
- Noise
  - Overall
  - In individual channels
  - In areas that correspond to the high-density areas of the original
  - In images produced using specific scanner or camera mode
- Artifacts
- Defects
- Dust

Bid Number: *[Add IFB #]*

Vendor: \_\_\_\_\_

- Newton's rings
- Missing scan lines, discontinuities, or dropped-out pixels
- Detail
  - Loss of fine detail
  - Loss of texture
- Sharpness
  - Lack of sharpness
  - Over-sharpened
  - Inconsistent sharpness
- Flare
- Evenness of tonal values, of illumination, and vignetting or lens fall-off (with digital cameras)