

**Naval Historical Collection
U. S. Naval War College**

Request for proposals due 6/25/2012: Nimitz Gray Book Digitization

The prices shown in this document are based on software and hardware setups and workflows which were designed and developed for the Nimitz Graybook Digitization Project during the summer of 2012. As a result, this pricing does not reflect current pricing and is included for references purposes only.

NIMITZ GRAY BOOK DIGITIZATION SPECIFICATIONS FOR VENDORS

1. PROJECT OVERVIEW AND OBJECTIVES

The Naval War College seeks to digitize a number of typescript volumes collectively referred to as the Nimitz Gray Book. This will be an incremental project, the current increment being the production of an archival-quality digital surrogate that is true to the original and which can be used as a preservation master copy and to generate derivative formats. Later increments of this project will produce a web-accessible version of the Gray Book and potential OCR or transcription, indexing and text encoding to enhance intellectual access. Transcription (possibly through crowd-sourcing) may be carried out in the future if OCR is infeasible. Indexing-OCR (uncorrected) may initially be used to support searching to the extent accurate results can be obtained. Following digitization, pages from original (print) volumes will be transferred to archival folders as a conservation measure. Digital access will reduce need for handling print originals.

2. HISTORICAL IMPORTANCE OF THE NIMITZ GRAY BOOK

Douglas V. Smith, in his Oxford Bibliographies entry for Chester Nimitz describes the Gray Book as follows:

“The so-called Gray Book (because of the color of its cover) represents FADM Nimitz’s diary for the Pacific Command from 7 December 1941, until two days before the Japanese surrender in Tokyo Bay (31 August 1945). This compilation of Nimitz correspondence with major commanders is called “Admiral Nimitz command summary, running estimate and summary, 1941- 1945. **It is the most authoritative source on the Pacific war available anywhere.** “

3. DESCRIPTION OF CONTENT TO BE DIGITIZED

Content is contained in 8 volumes, originally bound in a screw-post binders. Pages have been removed from binders and placed in acid-free folders by NHHC staff in advance of digitization and should be returned in same folder arrangement.

Total pages = 4,030 single sided, divided as follows

- Vol. 1: 7 December 1941–1 September 1942 (874 pp)
- Vol. 2: 1 September 1942–31 December 1942 (403 pp)
- Vol. 3: 1 January 1943–30 June 1943 (353 pp)
- Vol. 4: 1 July 1943–31 December 1943 (220 pp)
- Vol. 5: 1 January 1944–31 December 1944 (659 pp)
- Vol. 6: 1 January 1945–1 July 1945 (760 pp)
- Vol. 7: 1 July 1945–31 August 1945 (303 pp)

- Vol. 8: Selected dispatches (compiled later) concerning the period 30 December 1941–30 April 1942 and pertaining to the Battle of Midway (458 pp)

Although pages are marked secret or classified, all content has been declassified and is cleared for public release. This info may be included in page-level metadata in a subsequent stage of the project.

Content is primarily typescript, one side of sheet, with significant amount of interspersed markup, initials, crossouts, handwriting. Some smaller inserts are bound in, generally forms/dispatches/notes. Some full-sheet forms are included. No halftones or other graphics are included. Textual formatting varies greatly throughout, and many pages contain tabular or other heavily formatted text. Some landscape-oriented pages will be encountered. Line spacing varies throughout. Weight and sharpness of typescript varies throughout and often within single pages. Although all pages reviewed were legible or interpretable to the eye, OCR challenges may be significant. OCR will not be part of the initial digitization phase.

Sheets are primarily 8.5 x 11” but volume one includes many 8.5 x 14” pages, folded up at bottom. Some smaller-size sheets are interspersed throughout, usually half-sheet dispatches, but also some smaller handwritten memos on small letterhead notes.

Paper varies greatly throughout, but is primarily onion skin carbon copies in various shades and weights of blue, green, yellow and pink, as well as white. Some paper is more of a standard stock and heavier weight. Volume 8 is primarily [thermofax copies?] of dispatches and forms on heavier white stock. It is not clear when these copies were produced, but Volume 8 was compiled later than the other volumes. Paper is not overly fragile, but there is frequent tearing on fold-downs and around the divider tabs pasted onto some of the sheets.

Most pages are somewhat transparent, making it evident they need to be scanned with a backer sheet or against a solid surface. Degree of transparency varies greatly throughout, with some sheets tissue-thin and others opaque. Stock did not have significant shine, or pick up significant glare from light.

All volumes were bound in a 2-post screw binding until recent disbanding into archival folders. NHHC will maintain the content in archival folders following digitization.

Pages are printed on one side with just several pages in one volume typed in duplex. Page counts above do not take into account blank reverse pages (which will not be digitized) or volume title pages (which will be digitized). Page numbering in lower right is sequential throughout the volumes, but volume title pages and front-facing blanks are not numbered.

The varying colors of paper stock are important to the interpretation of the content, therefore a full-color facsimile is important to future use.

4. PROPOSAL INSTRUCTIONS

4.1 Proposals must be received in the NWC Library via email to _____ no later than **June 25, 2012** . Requests for clarification may be directed to same.

4.2 Proposal should respond to every requirement listed in sections 5 through 11 of this Specification. Please respond within this MS Word document and return the document via email by the deadline date.

4.3 Vendors will provide best estimate of standard turnaround timeframe for completion of digitization project, incorporating normal turnaround for proofing workflows with Client.

4.4 For further reference in preparing estimates, vendors were provided with photographs of representative pages of the Gray Book and have been apprised of opportunity to examine volumes housed at Navy History and Heritage Command in Washington, DC.

4.5 Below find terms that should be used when responding:

1. **Complies** or **Yes** indicates the requirement described by this specification will be met.
2. **Deviates** indicates that the requirement described can be met with deviation. Describe the capabilities that are available and how they deviate from this specification.
3. **Not planned** or **No** indicates the vendor does not plan to provide the requirement outlined in the specification.

4.6 Cost quotes should keep hardware costs separate. These quotes must include unit pricing on Archival Master Files, Derivative Files, and OCR or Transcription.

5. DELIVERABLES

5.1 Archival Master Files, Color Uncompressed TIFF for all pages containing content or page numbers. Optimal ppi will be determined through testing. Minimum will be 400ppi, 24-bit color. File-structure, file-naming and technical metadata conventions will be agreed upon by client and vendor.

Complies. The Digital Ark, Corp. (TDAC) recommends a resolution of 400 ppi for the archival master files, 24-bit color, uncompressed TIFFs.

TDAC adheres to file naming conventions that conform to ISO 9660 Level 2 specifications. In conjunction with the database, TDAC will utilize a mutually-agreed upon file naming convention and folder structure as determined in consultation with USNWCL. The three character file extension (.tif, .pdf, .jpg) will be used to denote the file type.

5.2 Quality expectation for digital surrogate is that TIFF files will be true-to-original in terms of text legibility (most important) and color. Vendor should indicate to customer during testing if any compromising quality issues are expected.

Complies. In order to evaluate the quality of the digital images, TDAC adheres to a list of guidelines during our Quality Control (QC) process. Each digital image is evaluated with and without magnification to adhere to the following standards:

- Correct focus
- Accurate tonal range
- Consistent and accurate rendering of fine details in both light and dark areas
- Even gradations

- No distortions or moiré patterns
- Correct loading/orientation
- Correct cropping

5.3 Full contents of each page should be visible to page edges without cropping. Fold-downs (8.5 x 14 pages) should be carefully opened and flattened to capture all content without distortion. No page curvature should be evident.

Complies.

5.4 Any tears around tabs or around fold-downs should be carefully adjusted or flattened to ensure accurate scan and avoid distortion. No page curvature should be evident.

Complies.

5.5 Issues related to paper transparency and variation, page color variations and typescript variations will be addressed as needed to ensure optimal scan of all pages.

Complies.

6. TESTING AND PROOFING

6.1 Vendor will provide customer with an online page proofing workflow.

Complies. The U.S. Naval War College Library (USNWCL) will have access to the online components of the RICEpadi™ digitization system (short for Rapid Image Capture Engine) which includes a database for reviewing and proofing digitized images and tracking project progress. An online transcription module for crowdsourcing can be implemented in Phase II. Also, an initial OCR pass can be completed prior to crowdsourcing the remaining transcription and correction of the OCR. TDAC recommends completing a full evaluation and test using original source material to determine the most efficient and cost-effective workflow.

6.2 Pages reviewed by customer that do not meet quality expectations described above will be rescanned by vendor and reproofed by customer.

Complies. TDAC accepts full financial responsibility, up to and including the cost of recreating images, for any materials that are not returned to USNWCL in satisfactory condition after digitization.

6.3 Vendor will carry out digitization optimization tests and review with customer before optimal scan settings are chosen. Any significant issues that will compromise quality expectations (as outlined above) will be discussed with Client in advance or as they arise.

Complies.

7. HANDLING REQUIREMENTS

7.1 No mechanical or automated sheet feed will be used by vendor for scanning.

Complies.

7.2 Vendor will describe equipment and software to be used for digitization as well as pre- and post-processing.

Complies. TDAC recommends digitizing the Gray Book as follows:

- Copystand with a Canon 5D Mark II digital camera
- TDAC's RICEpadi™ digitization system including hardware and components to manage the digital image capture workflow

In order to ensure optimal reproduction quality, TDAC may complete the following manipulations during post-processing: white balance, cropping, deskewing, clarity, and sharpening.

7.3 Vendor will describe methods for handling of pages during and after digitization, including special handling or flattening of pages with fold-downs.

Complies. Each page will be carefully placed on TDAC's RICEpadi™ digitization system under a piece of glass in order to flatten pages with fold-downs or other creases. They will remove the assets to be digitized from the environmentally controlled room in appropriate batches. TDAC will maintain the original order of the assets in their respective folders before and after digitization as well as upon their final delivery to USNWCL. After digitization, TDAC will return the assets to the room and continue with the next batch until digitization is complete.

TDAC will utilize appropriate targets for accurate color balancing and focus. TDAC follows recognized best practices to regularly ensure correct color calibration of all equipment, including monitors, cameras, scanners and peripherals, as well as proper cleaning to remove dust particles. TDAC implements a color balance methodology which ensures that the digital images are reproduced as accurately as possible.

7.4 Vendor will provide three client references asserting vendor's expertise with handling fragile or historic materials.

Complies. TDAC works with cultural heritage institutions to provide cost-effective digital archiving solutions to preserve, manage and share historic collections online. We offer on-site and off-site digitization services for preservation and access, digital image capture and digital asset management workflow tools, and easy-to-use online digital archives for managing and sharing collections online. We specialize in fragile, sensitive and over-sized special historic collections.

7.5 Vendor will describe procedures that will be used for handling, storage and security of archival materials.

Complies .

Security

TDAC is located in Providence, RI in a multi-use development called The Plant with new state-of-the-art photo and digitization studios. TDAC has on-site a business security alarm system through Broadview/ADT offering 24-hour monitoring services in order to protect our clients' assets. Utilizing current security technology including sensors, motion detectors and 24/7 rapid response teams, TDAC is committed to ensuring the safety of USNWCL's valuable materials while they are in our possession.

Storage/Digitization Areas

In order to maintain stable and safe environmental conditions during storage, TDAC will store USNWCL's collection in an environmentally controlled room. This room will maintain the stable relative humidity at approximately 40% and the temperature at +/- 6 degrees of the target temperature of 70 degrees Fahrenheit. The temperature and relative humidity are measured and recorded 24 hours a day/7 days a week in order to systematically monitor the storage conditions. The measurements and results are stored electronically in a database for future reference.

USNWCL's collection will only be exposed to light while in use during the digitization process.

7.6 Vendor will describe safeguards and environmental controls that will protect against loss or damage to submitted materials from time of receipt until return to client.

Complies. See response to 7.5 above.

7.7 Gray Book original documents will be processed on-site at vendor's location and will not be transported to another physical facility or subcontractor for processing.

Complies.

7.8 Vendor will return pages to the archival folders in same arrangement as they were submitted.

Complies. TDAC will maintain the original order of the assets in their respective folders before and after digitization as well as upon their final delivery to USNWCL.

8. TRANSCRIPTION

8.1 If vendor offers transcription services, please indicate and provide separate unit pricing for transcription of the text.

Complies. In order to accurately determine the most efficient and cost-effective workflow and to accurately estimate the afore-mentioned associated costs, TDAC requires a full-evaluation and test using the original source material.

Description	Price Range
Initial OCR - first pass without correction	\$0.50 - \$1.75 per page
Set up of transcription module for crowdsourcing - OCR correction, tagging, indexing, etc.	\$300.00
Monthly fee for crowdsourcing module	\$40.00
Transcription by TDAC	\$2.50 - \$7.00 per page

9. DERIVATIVE FILES

9.1 Vendor will provide separate pricing for generation of the following derivative file formats, with optimal format and resolution to be determined during testing:

- a. lossless color JPG2000 for use as service masters
- b. PDF/A -- color
- c. PDF/A -- grayscale

Complies. Please note that for derivative PDF/A files, TDAC recommends breaking some of these into smaller parts based on file size due to the limitations of certain operating systems.

Description	Quantity	Price	Total
Archival Master TIFF File	4,038	\$1.25	\$5,047.50
Derivative JPEG 2000 Color	4,038	\$0.05	\$201.90
Derivative PDF/A Color	4,038	\$0.05	\$201.90
Derivative PDF/A Grayscale	4,038	\$0.05	\$201.90

10. DELIVERY MEDIUM

10.1 Vendor will provide pricing for recording master and derivative files to vendor-supplied external 2TB USB Hard Drives. Quote should include separate cost for recording in duplicate to a second drive.

Complies. There are many variables and options for hard drives. TDAC recommends LaCie for durability and longevity, transportation and long-term storage. If USNWCL prefers a different hard drive or prefers to provide TDAC with a hard drive, please advise.

Description	Quantity	Price	Total
LaCie 2TB Hard Drive USB 2.0/USB 3.0/FireWire 800; Professional Grade with 3 year warranty	1	\$229.99	\$229.99
Duplication and QC of Second Hard Drive	1	\$125.00	\$125.00

11. TRANSPORT OF GRAY BOOK VOLUMES

11.1 Client will arrange packaging and transport of material to vendor or may negotiate a vendor-supplied transportation option. Client and vendor will determine best method for safely and securely packaging and transporting material back to client, including any insurance requirements.

Complies. If USNWCL should choose to have TDAC transport assets to/from USNWCL or Naval History and Heritage Command (NHHC), TDAC can provide associated costs as well as a transportation schedule upon request. We utilize custom manufactured cases equipped with internal linings and built to precision specifications for transporting assets securely. TDAC has years of experience handling fragile, sensitive and valuable historic collections, both 2D and 3D, including manuscripts, prints, paintings, maps, rare books, glass plate negatives, lantern slides, film/video, etc.

The valuation of the collection is currently undetermined. The appropriate insurance coverage for the collections will be determined at a later date. Depending on the value of the collections, TDAC can add additional insurance coverage while the collections are in transit and/or while in our possession, if necessary. TDAC will require documentation for the assessed value of the collection. In general, TDAC’s base insurance coverage is \$50,000 in possession and \$25,000 in transit.

A detailed schedule will be determined at a later date. This proposal is based upon approximately a 3 week schedule for testing and digitization, depending on the turnaround

time for testing feedback from USNWCL. USNWCL will have access to the online database for reviewing, proofing and tracking project progress for a period of 1 month.

1. Testing

- a) TDAC performs digitization optimization tests for a sampling of pages
- b) TDAC provides USNWCL with access to online database for review, proofing, approval and/or requested modifications

2. Production

- a) Digitization
- b) Processing
- c) QC
- d) Final Deliverables

Assumptions

- All quantities are estimates based on information provided by USNWCL.
- Any significant modifications to the technical specifications contained in the USNWCL RFP, including resolution, may affect the pricing.
- All pages are loose, and no pages are bound. All pages are stored in archival folders.
- Filenaming conventions and folder structure are to be determined by USNWCL and TDAC together.
- This estimate includes metadata entry at the collection level, i.e. USNWCL contact & copyright information. Existing collections database information, such as object metadata, can be associated with digital images via sidecar XML or embedded XMP data in the digital file. Note: if this is requested, metadata should be embedded in source files prior to derivative files being produced. If USNWCL desires additional metadata to be captured, TDAC can provide associated costs upon request.
- Transportation/delivery of assets to TDAC can be provided by TDAC, by USNWCL, by a fine art shipping handler, or by a shipping carrier such as FedEx or UPS. TDAC can provide associated costs upon request.
- This estimate is valid for 90 days from the estimate date.
- Based on our extensive experience with digital archiving projects and due to their technical nature, we recommend that TDAC provide USNWCL with a contract

containing terms and conditions specific to digitization projects. This contract can then be amended as necessary and agreed upon by both parties.

- Billing:
 1. 50% deposit to initiate the project
 2. 50% upon completion of the project