TEI Tite
Request for Proposals
January 6, 2009

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Timetable:

TEI RFP distributed to vendors	X, Y, 2009
TEI deadline for receipt of vendor questions	X, Y, 2009
TEI deadline to provide responses to vendor questions	X, Y, 2009
TEI deadline for receipt of vendor proposals	X, Y, 2009
TEI announces short list of vendor finalists	X, Y, 2009
TEI testing period for vendor finalists	X, Y, 2009
TEI announces vendor selection	X, Y, 2009

Questions and comments:

Questions regarding this proposal should be directed via-email to:XXXX@XXXX.edu

I.   Introduction

<u>About TEI</u>

The Text Encoding Initiative (TEI; additional information at: <u>http://www.tei-c.org/index.xml</u>) is a community-based effort to establish and maintain guidelines for encoding machine-readable texts for the purpose of literary and linguistic study. The history of TEI is documented on its website (<u>http://www.tei-c.org/About/history.xml</u>). A summary of that history would highlight the fact that the initiative was established in 1987, incorporated as a nonprofit organization in 2000, and today represents 81 institutions in 19 countries (<u>http://www.tei-c.org/Membership/current.xml</u>).

Libraries, presses, and scholarly projects use TEI Guidelines (now in their fifth edition) to mark up the electronic text collections they produce out of their own holdings. For example, the University of Virginia (UVa), at <u>http://etext.virginia.edu/eaf/</u>, used TEI Guidelines to encode machine-readable versions of a substantial subset of the UVa Libraries holdings of first editions of American fiction published between 1789 and 1875.

Currently TEI members digitize, on average, approximately 176,000 pages of primary (print, handwritten, and microfilm) materials per year, emanating from book, serials, newspaper, and manuscript collections.

<u>About TEI Tite</u>

In XXX, the TEI Executive Board and Technical Council developed a customized schema developed out of existing TEI Guidelines— TEI Tite (<u>http://www.tei-c.org/Guidelines/Customization/Lite/</u>)—to benefit TEI members working with keyboarding vendors. TEI developed TEI Tite to allow many of its smaller members and scholarly projects to procure digitization services according to a standardized schema in a coordinated, discounted fashion.

Having conducted an intensive and exhaustive survey of member needs in 2008, TEI has identified substantial demand for new digitization services among its members. Based on its polling of member institutions, TEI estimates that the value of the annual contract value of the TEI work described here may reach hundreds of thousands to millions of dollars each year.

II.   Instructions to vendors

The purpose of this request for proposals (RFP) is to enable TEI to identify and select the appropriate vendor(s) to work with 19th-century books, pre-19th-century printed material, handwritten documents, and newspapers.

For deliverables, TEI is seeking from vendors full-text machine-readable versions of the source materials, marked up in TEI-Tite. Quotes should be submitted for OCR at 95% accuracy as well as re-keying at 99.9% accuracy. In certain cases scanning services for materials may be a deliverable TEI requests alongside full-text generation and encoding.

Vendors are being asked to provide separate pricing for two production outsourcing scenarios: Scenario 1) where vendor(s) deals directly with TEI which, assuming a general contractor role, represents TEI member institutions for source material aggregation, shipping, quality assurance, and billing; and Scenario 2) where vendor(s) deals directly with each TEI member institution.

In Scenario 1, TEI and vendor(s) will work closely together to develop new cost-effective processes and protocols for TEI production management relationships with TEI members. During the first year of contracted work, TEI staff will develop a workflow together with the vendor where the individual owner institutions scan materials to page images, owner institutions ship images to TEI, TEI aggregates materials with other like materials and send batches to vendor, vendor sends processed materials back to TEI, and then TEI and owner institution perform quality assurance. In Scenario 2, TEI and vendor(s) will work to streamline production processes and any customized or special demands directly with TEI members.

III. Proposal Evaluation Criteria

TEI will evaluate vendor proposals and vendor work based on the following criteria:

- pricing;
- accuracy of transcription;
- accuracy of tagging;
- customer support;
- financial viability of vendor/supplier;
- turnaround time;
- and overall quality and completeness of response

TEI will request selected vendors to complete a test phase digitizing and applying TEI Tite to sample materials before vendor selection is finalized. During the testing period vendor care and handling of sample materials will factor into TEI's selection process.

IV.   Award of Contract – Terms and Conditions

- Contract term – open project review of all terms first year
- Applicable law – Virginia state law
- Dispute resolution – arbitration
- Notices
- Independent contractor relationship
- Indemnification
- Insurance
- Non-discrimination

Appendix I: Technical Requirements

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Sample materials