



## Request for Proposals for Digital Imaging Services

### World Council of Churches' Faith and Order Papers Digital Edition

*This document is an invitation for proposals and estimates for scanning, OCR conversion, and tagging of a major collection of academic papers. This work is in preparation for their being published online in a fully searchable, open-source platform for use in scholarly research.*

**Introduction** The World Council of Churches (WCC) is in the process of preparing to publish an important set of legacy materials, developed over the last century by the Faith and Order Commission. The *Faith and Order Papers* consist in approximately 300 discrete publications, totaling some 35,000 pages. They have been published in two series.

The first series, including materials published from 1910 to 1948, comprising 10,000 pages, centre around the meetings and work of the Commission before the actual founding of the WCC in 1948.

The second series contains approximately 25,000 pages and consists in the approximately 200 publications—meeting minutes, preparatory reports, meeting reports and evaluations, major statements and consensus documents—produced since the founding of the WCC in 1948 till now. The Faith and Order Papers are a living series, and additional items are added almost every year. See the fuller description and listing of documents in the attached documents.

The project, the Faith and Order Papers Digital Edition, will gather these important legacy materials into a single digital, online collection, fully searchable within each document and across the collection, accompanied by a host of additional, hoverlinked reference materials (Bibles, dictionaries) and enhanced by bookmarking, highlighting, and note-taking capabilities.

The web-based digital collection is for use by theologians, researchers, students, as well as church leaders and others in the worldwide fellowship of 350 church bodies, comprising some 550 million people. The WCC is currently assessing the best publishing format for the papers: as a licensed collection issued by an academic publisher, as a freestanding collection for subscription by libraries and individuals, or as part of a library-based open-access collection. Eventually this collection will be augmented by other important WCC bodies of historical and reference material, housed on the same platform, from other important commissions and governing bodies.

This request for proposals invites vendors to submit proposals for the two parts of the first phase of this project, that is, for high-resolution capturing the texts themselves into PDFs or equivalent images, then digitally converting the images through optical character recognition (OCR) software, tagging key words, and creating metadata for each file.

**Date of request** 10 April 2017

**Date proposals due** 21 April 2017

**Project timetable** Vendor proposals will be reviewed after receipt and vendors will be notified before the end of April and a contract issued for the work. It is expected that the initial capturing will begin 1 May 2017 and be completed by 1 July 2017, to prepare for the second, OCR and tagging, phase.

**Project description** See attached prospectus for a general description and samples of typical material to be scanned. The entire collection consists in printed material, mostly typeset, with perhaps 10 percent printed from typewritten pages. The books and booklets are of various final sizes (trims). Almost all the numbered items are in English, though the texts and sometimes extensive footnotes include French, German, and other modern languages, along with some Greek. The collection itself is housed in Geneva, in the WCC Archives. Approximately 60 percent of the collection is also available in microfilm, also kept in Geneva. It is anticipated that the vendor will do the initial scanning on-site or locally and that if the vendor is not based in Geneva, it will hire and supervise or subcontract that service.

The WCC Archives itself owns a scanner, which is a Zeutschel Zeta scanner, described here:

<http://www.thecrowleycompany.com/scanners-software/product-types/book-copiers/zeta-book-copy-and-scan-system/>

**Proposal evaluation guidelines** The successful proposal will ensure that:

- The physical materials are handled responsibly, with a proposal about how and where and by whom they should be handled
- The high-resolution, clean initial scans are titled and numbered, following the numbering of the Papers themselves
- The OCR scanning results in digital files that are 99.9996 percent accurate
- The final files include metadata as agreed upon before the project (see below)
- The finished XML files will also be tagged, including all headings, biblical references and some proper names
- The finished files will be fully ready to be incorporated into a fully searchable digital platform of industry-standard quality for academic research
- The vendor will communicate with and work closely with the WCC's project manager to ensure that the finished files meet the project needs
- The first phase of the project is completed by 1 July 2017, and the second phase by 1 October 2017 or the soonest feasible date in the fall of 2017 consistent with the desired quality of the result.
- The cost of the project will be competitive.

## Project responsibilities:

- **Stage 1: Capturing** As the samples demonstrate, apart from regular book text, the materials include lists, extract, epigraphs, all in a variety of type styles (caps, caps-and-small caps, etc.) and of type fonts. Some material, especially minutes of meetings of the commission, are in typewritten pages. It is hoped that the material can be scanned without destroying the copies, but the vendor will have to advise on the process. It is assumed that the first stage will result in clean, high-resolution PDFs accurately titled for use in the next phase.
- **Stage 2: OCR scanning, tagging, and metadata** Accurate capturing of the digital text is vital for the searchability of the finished collection. In addition to capturing the text at an accuracy level of 99.9996 percent, the finished files should include XML tagging of all headings, extract, epigraphs, and other design features of the text. Metadata should include document title, subtitle, author, date of publication, key words, and perhaps a one-sentence descriptor.
- **Safety of materials** Because the microfilm copies of a large portion of the material is unique, and because the physical collection in Geneva is itself important, the vendor must make a proposal about how best to capture the text and about its safe transport, if needed, as well as any insurance coverage.
- **Return of original materials (print and microfilm)** If needed, means for shipment or carrying and return of the materials should be specified in the proposal.
- **Shipment of digital materials** The proposal should specify where the finished files will be housed and how any physical component shipped.
- **Scanning procedures** The vendor should specify how it plans to scan the materials, i.e., how and where and with how many personnel.

## Project management

- **Subcontracting** Because of the location of the physical copies and of the microfilm, it is envisioned that the vendor may wish to subcontract some of the first phase of the work—image scanning and inspection— if needed, so that it can be completed on site. The prime vendor assumes all responsibility for supervision, training, and quality assurance of the work of the subcontractor. If the vendor proposes capturing elsewhere than in Geneva, the proposal should include a plan for how and where the data will otherwise be captured.
- **Delivery schedule** Within the framework outlined above, and the weekly schedule mentioned above, the proposal should specify dates for deliverables (samples, and testing files, and finished files) from each phase of the work. The proposal must include provision for samples at each phase of the work. The vendor must indicate the first feasible date for completion of the second phase.
- **Quality assurance** The vendor must be willing to guarantee the quality of digital images, technical metadata, and finished files. The proposal should include specifications and procedures for testing to ensure the quality of the work at each phase. The scanning will be complete according to the standards in CDL Guidelines for Digital Images, Version 2.0, September 2009, available at [www.cdlib.org/services/dsc/tools/docs/cdl\\_gdi\\_v2.pdf](http://www.cdlib.org/services/dsc/tools/docs/cdl_gdi_v2.pdf).

- **Errors and corrections** The vendor must include provisions for examining samples of work at each phase and for correcting or modifying the work to meet the initial specifications.
- **Invoices** The proposal should specify when it will invoice the WCC for work on the project, that is, percentages to be invoiced at inception, intervals during the work, and at the end of the project.
- **Rights/Ownership of project** Ownership of the materials and of any digital capturing of them, along with the features and tagging, etc., of them will be entirely of the World Council of Churches.
- **Insurance** The proposal should include customary warranties and indication of insurance coverage or bonding for the work.
- **Further phases of this work** The vendor is welcome to indicate whether it would be interested in bidding on further stages of the work, such as building or customizing an open-source platform to house the finished work.

#### **RFP submissions**

- **Capabilities** The successful proposal will provide evidence of the requisite technical capabilities, qualifications and experience of the vendor, guaranties of the work, the schedule, the quality of the images and support.
- **Prices/costs breakdown** The proposal should include a breakdown of costs for the various phases and services entailed by the work.
- **Weekly schedule** The submission should include a weekly schedule to ensure that the work is timely, and a weekly update of the work is expected from the vendor, keyed to deliverables from each phase of the project.
- **Warranties** The proposal should include customary warranties and indication of insurance coverage or bonding for the work.
- **References** Please include references for work and services of the company, as well as a few references to or from prior customers.
- **Contact information** Proposals should be submitted electronically, via email, and sent to J. Michael West, WCC Publisher, at [Michael.West@wcc-coe.org](mailto:Michael.West@wcc-coe.org), with copies to Marianne Ejdersten, Director of Communications, at [Marianne.Ejdersten@wcc-coe.org](mailto:Marianne.Ejdersten@wcc-coe.org) and Dr. Odair Mateus Pedroso, Faith & Order Director, at [Odair.Pedroso.Mateus@wcc-coe.org](mailto:Odair.Pedroso.Mateus@wcc-coe.org).

#### **Attachments to this request for proposals:**

- Faith and Order Papers Digital Edition prospectus
- Project Plan
- Sample materials
- Listing of the Faith and Order Papers