

Attachment B – Specifications

RFx No.:3000022951

Title: Microfiche and Microfilm Transfer - DNR

MICROFICHE AND MICROFILM TRANSFER SPECIFICATIONS

I. DESCRIPTION OF MATERIALS

- ❖ The Louisiana Department of Energy and Natural Resources (LDENR) – Office of Conservation possesses a film collection of approximately 150,000 microfiche cards and 1750 reels of 16mm microfilm containing images related to well sites.
- ❖ Each jacketed microfiche card contains an average of 30 images.
- ❖ Each jacketed reel of 16mm microfilm contains an average 2000 images.

II. DESCRIPTION OF SERVICES/REQUIREMENTS

- ❖ This project relates to digitizing the collection of microfiche cards and microfilm reels, with emphasis on priority given to the microfiche cards.
- ❖ Vendor shall provide all labor, materials, and services required to achieve the highest possible quality and resolution of images as the films' condition and scanning technology will allow.
- ❖ All work shall be performed at the vendor's work site. No subcontractor shall be permitted to directly handle any of LDENR's films.

III. PICK-UP AND DELIVERY

- ❖ Vendor is responsible for pick-up and delivery of microfiche cards and/or jacketed 16mm microfilm reels to and from LDENR. No third-party shipping.
- ❖ Vendor will pick up batches of microfiche cards and/or jacketed 16mm microfilm reels from LDENR located at 617 North 3<sup>rd</sup> St. – 9<sup>th</sup> Floor, Baton Rouge, LA 70802 each month and transport these to vendor's location.
- ❖ Batches shall not exceed an amount that can be processed by vendor on a monthly basis.
- ❖ Vendor shall utilize the necessary precautions to prevent exposure of excess temperatures, humidity, UV light, dust, and other pollutants to the films. Storage and use temperatures shall not exceed 70 degrees Fahrenheit and shall not exceed 50 percent humidity.
- ❖ Given the historical and permanent record of these film reels, the vendor shall take all necessary steps to safeguard these materials against theft, vandalism, unauthorized use, damage, and alterations of any kind.

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IV. SCANNING AND LABELING

- ❖ Vendor will scan the individual film frames and create a digital image for each frame on each card.
- ❖ Vendor will employ grayscale scanning mode to create images at 200 or 300 dpi resolution depending on which level gives optimal readability and file size. All images on the microfiche cards and microfilm reels are currently in grayscale.
- ❖ Vendor will create a multi-page .pdf file(s) from all images contained on one or more microfiche cards that pertain to a unique Well Serial Number.
- ❖ Vendor will name each multi-page .pdf file with the appropriate Well Serial Number. (ex. 33001. pdf) If a Well Serial Number spans more than one microfiche card, files can be named with a numerical suffix. (ex. 33001 (1) or 33001.1)
- ❖ Vendor will scan the film reels and create a multi-page .pdf file for each reel. The name of the file will be determined based on Well Serial Number(s) listed on the film box.
- ❖ Vendor will return the scanned documents on a USB flash drive containing named files of images scanned along with an invoice each month at which time LDENR will return the previous month's flash drive for re-use by vendor.
- ❖ If LDENR requires a document while it is in the vendor's possession, vendor will scan the requested file and email it to LDENR.
- ❖ The vendor shall be responsible for its own quality control of the files, subject to ultimate review by the Office of Conservation.

V. ADDITIONAL CONDITIONS

- ❖ Price will be inclusive of all labor, materials, equipment, parts, supervision, freight, insurance, permits, and/or any other miscellaneous charges related to the completion of this project.
- ❖ Price shall be inclusive of the number of USB flash drives required to begin this project.
- ❖ LDENR will download images from the USB flash drive and return the device to the vendor during pick-up/drop-off the following month to allow for re-use.

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- ❖ LDENR does not currently utilize SFTP (secure file transfer protocol).
- ❖ Each microfiche card contains one unique Well Serial Number.
- ❖ Each microfilm reel contains varying amounts of Well Serial Numbers. For reels containing more than one Serial Number, this is indicated by a page break between images that contains the upcoming Well Serial Number.