

Request for Proposal
US Chess Records Digitization



US CHESS
FEDERATION

Release Date:
February 22, 2022

US Chess Digitization RFP

Contact Information

All questions and the submitted RFP should be sent to:

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Summary

The US Chess Federation (US Chess) seeks proposals for the digitization of the following items housed in our Crossville, Tennessee office:

- Photo Archive
- Cross Tables (tournament reports)
- School Mates Magazines
- Delegates Calls
- Annual Reports
- VHS Tapes

US Chess Profile

The US Chess Federation (US Chess) is the official governing body and 501(c)(3) organization for chess players and chess supporters in the United States. Our mission is to empower people, enrich lives, and enhance communities through chess. Our vision is that chess is recognized as an essential tool that promotes inclusiveness and benefits education, rehabilitation, recreation, and friendly competition.

US Chess represents the United States in the World Chess Federation (FIDE), connecting our members to chess players around the world. Founded in 1939 with the merger of the American Chess Federation and the National Chess Federation, US Chess has grown to serve over 95,000 members and 1,200 affiliated chess clubs and organizations today (pre-COVID).

Every year, US Chess sanctions and rates over 10,000 tournaments and over 850,000 games. We host over 25 National Championships and award titles to both amateurs and professionals, ranging from elementary school students to senior citizens.

US Chess has completed one previous digitization project with our Chess Life magazine archive, which dates to 1933. Those files are available here: <https://new.uschess.org/chess-life-digital-archives>

Scope/Project Objectives

The scope of work includes but is not limited to the following:

- Photo Archive: Scan our approximately 30,000 photos and include meta data with OCR when possible. 300 DPI. (22 file cabinet drawers, approximately 155 folders per drawer, average of 10 photos per folder.)
- Cross Tables: Scan our approximately 108,000 tournament result tables in an OCR manner. Each sheet is 14 x 11 inches.
- School Mates Magazines: Create PDFs with OCR of our approximately 50 magazines, average page count of 24 pages.
- Delegates Calls: Create PDFs with OCR of our approximately 20 publications, average page count of 80 pages.
- Annual Reports: Create PDFs with OCR of our approximately 10 publications, average page count of 24 pages.
- VHS Tapes: Convert approximately 25 tapes to a digital format.
- Storage: We are preparing a move from Crossville, TN to Saint Louis, MO. We will not want these items returned to Crossville, but ultimately shipped to Saint Louis; however, the time frame for that is currently unknown. Please include storage costs in your quote.

Timeline

Issue Date: February 22, 2022

Last day to submit questions: March 17, 2022

(Send all questions to dlucas@uschess.org. Questions will be answered by the next business day.)

Submittal Deadline for RFP: March 18, 2022.

Review/Negotiations: March 18-25, 2022

US Chess Selection: April 1, 2022

Materials Shipped to Scan: Negotiable

File Delivery to US Chess: Negotiable

Requirements/Qualifications

A demonstrated history of digitizing organization records.

Evaluation Criteria

All proposals received by the specified date shall be subject to evaluation by a US Chess review committee.

This is a "Best Value" solicitation. US Chess will award a contract to that responsible offeror who can accomplish the requirements set forth in the RFP in a manner most advantageous to US Chess considering all non-price factors described herein and price. US Chess will select the offer that represents the best value to US Chess based on a comparative analysis and an integrated assessment of proposals against all source selection criteria in the solicitation.

US Chess is concerned with striking the most advantageous balance between technical merit (quality) and cost to us (price). All evaluation factors other than cost or price, when combined, are more important than cost or price. However, the importance of price could become greater depending upon the equality of the technical proposals. If competing technical proposals are determined to be essentially equal, price could become the controlling factor. US Chess may award a contract to other than the lowest-priced offer or other than the highest technically-rated offer.

References

Provide three references from companies creating substantially similar services; include contact name, telephone number, e-mail address, dates of service.

Cost Proposal

The format of the cost proposal shall include a not-to-exceed price, including a breakdown of the cost associated with each major task. The cost proposal should contain all costs both direct and indirect, including all out-of-pocket expenses. Variable pricing items should be identified and the circumstances when prices can change noted.

Format for Proposal

Proposal should be arranged as follows:

Title Page: showing RFP title, due date and time, proposer name, address, telephone number, e-mail address, and contact person.

Letter of Introduction: one page, introducing the company and signed by the person authorized to sign on behalf of, and bind the company to, statements made in response to this RFP.

Company Profile and Provider Information, addressing the Company Profile and Vendor Information points specified.

Required Submission Forms: Your standard quoting forms.

Miscellaneous: Include a description of the following:

- How you include photography meta information within the digital file;

- Your proposed method for getting the material from our Crossville, TN office to your location and associated costs;
- Description of how final digitized files will be made available to us;
- Address the safety of our physical materials throughout the process.