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**INDIANA UNIVERSITY LIBRARY
DIGITAL LIBRARY PROGRAM - CHARLES CUSHMAN
SLIDE PROJECT**

**REQUEST FOR PROPOSAL
FOR DIGITAL IMAGING PRODUCTION SERVICES**

**DEADLINE FOR PROPOSALS
APRIL 23, 2001**

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1 Indiana University Purchasing
2 400 East Seventh Street, Room 412
3 Bloomington, IN 47405
4 812.855.4382 (phone)
5 812.855.7839 (fax)
6 Email: lmeeker@indiana.edu
7

- 8 **2. Indiana University will not accept proposals and sample digital files**
9 **received after April 23, 2001.**
- 10
- 11 **3. Failure of bidding vendor to follow all proposal submission instructions**
12 **may be cause for Indiana University to disqualify the proposal.**
- 13
- 14 **4. All expenses for the preparation of proposals are the responsibility of the**
15 **bidding vendors.**
- 16
- 17 **5. The Proposal format must parallel the structure of the RFP.**
- 18
- 19 **6. While creative proposals are encouraged, the proposal should be concise.**
20 **Information that does not directly address issues related to this project,**
21 **such as marketing brochures, should not be included within the proposal.**
- 22
- 23 **7. Any agreement resulting from this process shall not be an exclusive**
24 **agreement. Indiana University reserves the right to enter into**
25 **agreements with other vendors.**
- 26

27 **B. Confidentiality and Retention of Proposals**

28 **All proposals submitted become the property of Indiana University. Indiana**
29 **University will make all reasonable efforts to maintain proposals in**
30 **confidence and will release proposals only to personnel involved with the**
31 **evaluation of the project. If a vendor fails to respond to any portion of the**
32 **RFP, Indiana University may interpret this as the vendor's inability to meet**
33 **specific requirements.**

34

35 **C. Amendments to the RFP**

36 **If this RFP is amended by Indiana University, the amendment will be sent to**
37 **each vendor in writing. Vendors are required to acknowledge each**
38 **amendment received in writing to the address listed in the RFP.**

39

40 **D. Exceptions to the RFP**

41 **Indiana University requires each vendor to provide a list of exceptions taken**
42 **to this RFP. Any exceptions taken must be identified and explained in**
43 **writing. An exception is defined as the vendor's inability to meet a**
44 **mandatory requirement in the manner specified in the RFP. If the vendor**

1 provides an alternative solution when taking an exception to a requirement,
2 the benefits of this alternative solution must be explained.

3
4 **E. Vendor Communications During the RFP Process**

5 From the RFP issue date and thereafter, communications between vendors
6 and Indiana University must be in writing by e-mail or by FAX. All
7 questions concerning the RFP must be made in writing and must reference
8 the RFP page number and section number. Questions should be concisely
9 stated and be numbered in sequential order. Answers will be returned in
10 writing by Indiana University as quickly as possible.

11
12 All inquiries related to this RFP should be directed to:

13
14 Lorelei Meeker
15 Indiana University Purchasing
16 400 East Seventh Street, Room 412
17 Bloomington, IN 47405
18 812.855.4382 (phone)
19 812.855.7839 (fax)
20 Email: lmeeker@indiana.edu
21

22 **F. Prime Vendor Relationship**

23 Indiana University intends to purchase services from the vendor of the
24 winning proposal--to be known as the Prime Vendor. The vendor selected
25 will be responsible for service performance.

26
27 Subcontracting of image scanning and inspection may be allowed under this
28 agreement with prior written approval, but Indiana University reserves the
29 right to request information about any subcontracting relationship and
30 reserves the right to reject the subcontractor. In the event of an approved
31 subcontracting arrangement, the Prime Vendor assumes all responsibility for
32 work performed by the subcontractor.

33
34 **G. Rates**

35 All proposed rates must be valid for ninety days after the proposal deadline.
36

37 **H. Irregularities**

38 Indiana University reserves the right to waive any irregularities, to reject
39 any or all proposals and to select the proposal that, in the sole opinion of the
40 University, best meets the University's interests. The University also
41 reserves the right to negotiate with potential bidders so that its best interests
42 are served. Proposals will be evaluated on the assumption that the proposed
43 rates are your most favorable.

44
45 **I. Preliminary Production Test**

1 Indiana University will require the bidding vendors to participate in a
2 preliminary production test including scanning as part of the RFP process.
3 All costs associated with the sample test will be borne by the vendor.

4
5 On **April 2, 2001**, Indiana University will mail each vendor sample images
6 from the material to be scanned in this project. The sample will be 10-15
7 duplicate slides made from the originals that represent typical images and
8 special problems in the collection. All vendors will receive the same images.
9 This test will be used to evaluate the vendor's capability to:

- 10
11 1. scan and generate high-quality and properly formatted TIFF output
12 files according to the specifications in this RFP;
- 13
14 2. generate derivative images according to the specifications in this
15 RFP;
- 16
17 3. produce digital images properly oriented and cropped, in focus, and
18 free of digital artifacts;
- 19
20 4. produce digital images in the color space and tonal range specified
21 in this RFP, and with color representation faithful to that of the
22 slide provide; and
- 23
24 5. deliver the images on a media format that can be read by Indiana
25 University as specified in this RFP.

26
27 Each vendor will return to Indiana University the sample slides and the test
28 digital files along with the RFP response and associated paperwork by **April**
29 **23, 2001**. Vendors must respond in writing to Indiana University to
30 suggestions and modifications based on the test results.

31
32 **PLEASE INDICATE BY MARCH 26, 2001 WHETHER YOU**
33 **UNDERSTAND THE REQUIREMENTS OF THE RFP AND WHETHER**
34 **YOU WILL BE RESPONDING TO IT AND WISH TO RECEIVE THE**
35 **SAMPLE VOLUMES FOR THE PRELIMINARY PRODUCTION TEST.**

36 37 J. Vendor Award

38 The successful vendor will be notified by May 7, 2001.

39
40 The vendor chosen for award should be prepared to have the winning
41 proposal incorporated, along with all other written correspondence
42 concerning this agreement, into a contract and/or purchase order for services.
43 Any false or misleading statements found in the proposal may be grounds for
44 disqualification.

1 Unsuccessful vendors will be notified in writing by May 14, 2001.
2
3

4 **III. PROJECT TIMETABLE**

5

6 The following outlines the project timetable for the services included in this
7 RFP. Please note that Indiana University will require the chosen vendor to
8 produce digital files at approximately 4000 images per month.
9

10 Turn-around time for each shipment will be approximately 2 months, counted
11 from the date of shipment of physical volumes from Indiana University until
12 the date of delivery of the resulting images and originals to Indiana
13 University. Turn-around time for corrections for each shipment will be
14 approximately three weeks, counted from the date of return shipment of the
15 unacceptable products to the vendor until the date of delivery of the corrected
16 products to Indiana University.
17

18 **March 12, 2001-- RFP sent to vendors, with final bids due on April 23**
19

20 **March 26, 2001 -- Response from vendors indicating that they intend to**
21 **prepare a bid and wish to receive sample slides**
22

23 **April 2, 2001 – Copies of sample slides from the collection will be sent to**
24 **vendors who have indicated they wish to participate**
25

26 **April 23, 2001 -- Formal bids, digital samples and associated paperwork from**
27 **vendors responding to the RFP received by Indiana University**
28

29 **May 7, 2001 -- Vendor chosen and notified and written notification sent to**
30 **unsuccessful vendors**
31

32 **May 21, 2001 -- Shipment 1 consisting of approximately 6,000 slides of**
33 **originals sent by Indiana University to the vendor**
34

35 **July 16, 2001 -- Shipment 1 images and originals returned by vendor to**
36 **Indiana University, quality assurance inspection at Indiana University**
37 **begins**
38

39 **July 30, 2001 -- Pending results of quality assurance inspection by Indiana**
40 **University of Shipment 1, Shipment 2 of approximately 6,000 slides sent to**
41 **vendor along with any necessary re-takes**
42

43 **August 20, 2001 -- Receipt by Indiana University of retakes sent on July 30**
44

1 September 24, 2001 -- Shipment 2 images and originals returned by vendor to
2 Indiana University and quality assurance inspection at Indiana University of
3 shipment 2 begins

4
5 October 8, 2001 -- Shipment 3 of approximately 6,000 slides sent to vendor
6 along with any necessary re-takes from earlier shipments

7
8 October 29, 2001 -- Receipt by Indiana University of retakes sent Oct. 8

9
10 December 3, 2001 -- Shipment 3 of images and originals returned by vendor
11 to Indiana University and quality assurance inspection at IU of final
12 shipment begins

13
14 January 7, 2002 -- Shipment of remaining re-takes necessary

15
16 February 4, 2002 -- Receipt by Indiana University of retakes sent Jan. 7.
17 Outsourcing project completed, pending final quality review.

18
19 **PLEASE PROVIDE A WRITTEN CONFIRMATION OF YOUR**
20 **ABILITY TO ADHERE TO THIS SCHEDULE. IF THE NUMBER OF**
21 **IMAGES PER SHIPMENT EXCEEDS YOUR CAPABILITIES,**
22 **INDICATE HOW MANY IMAGES PER SHIPMENT YOU WOULD BE**
23 **ABLE TO HANDLE.**

24 25 **IV. PROJECT RESPONSIBILITIES: INDIANA UNIVERSITY**

26
27 Indiana University project staff will be responsible for preparing and
28 shipping to the vendor the slides to be scanned and performing quality
29 control of image capture. The following provides a description of Indiana
30 University's project responsibilities, as well as the institutional
31 infrastructure within which the vendor will be working.

32 33 **A. Preparing Materials for Scanning**

34 Project staff members will:

- 35 1. rehouse all glass-mounted slides in WESS brand general purpose
36 mounts;
- 37 2. record University Archives "P Number" (a unique I.D. number for all
38 photographs stored in the University Archives) on the view side (the
39 glossy side or the non-emulsion side) of the slide mount;
- 40 3. ensure that all slides are securely attached to the slide mounts and
41 that the slide is straight and properly aligned within the mount; and
- 42 4. compile a list of damaged, faded, masked, red-shifted, etc., images.
43 This list will be provided to the vendor with each shipment of originals.

44 45 **B. Shipping Materials to Vendor**

1 University Archives staff will prepare slides for shipment by placing the
2 slides into sequentially numbered slide boxes and then into appropriate boxes
3 recommended by the shipping agency. Shipments will be made in three
4 installments of 6,000 slides each over six months.

5 6 C. Performing Quality Control of Image Capture

7 Although the vendor will be required to perform rigorous quality control
8 procedures (see Section VI, Project Responsibilities: Vendor), Indiana
9 University will also perform a detailed inspection of the digital files. The
10 vendor will ship digital files to Indiana University for inspection according to
11 specifications noted below under Vendor Responsibilities. Indiana University
12 will verify media integrity and file readability for all digital files. During
13 quality control, technicians will evaluate filename, skew, cropping, color, and
14 resolution of the digital files. Any anomalies in image capture will be marked
15 and compared against the originals.

16
17 The images must exhibit all of the following requirements:

- 18
19 1. resolution, color space, and filename according to the specifications in
20 this RFP;
- 21
22 2. proper image orientation;
- 23
24 3. skew under $.1^\circ$ (one-tenth of a degree) from the original;
- 25
26 4. reproduction of the full image, with border no more than 1/8" on each
27 side;
- 28
29 5. in focus without the use of sharpening filters;
- 30
31 6. lack of moiré, noise, Newton rings, and other digital artifacts,
32 including, but not limited to: dropout lines and pixels, banding,
33 aliasing, and contouring;
- 34
35 7. lack of image imperfections introduced by physical matter (dust, hair,
36 etc.) between the slide and the scanner;
- 37
38 8. RGB values between 7 and 248; and
- 39
40 9. color faithful to that of the original.

41 **V. PROJECT RESPONSIBILITIES: VENDOR**

42
43 The role of the vendor is critical to the success of the project. The vendor will
44 be responsible for receiving from Indiana University all slides covered in this

1 project, scanning them, inspecting the quality of the images and delivering
2 the image files on CD-R or 8mm digital tape and returning the originals to
3 Indiana University. The following sections describe vendor project
4 responsibilities and provide instructions for vendor response.

5
6 **A. Receiving Material from Indiana University**

7 The vendor must acknowledge receipt of each item in a shipment, using an
8 annotated copy of the packing slip. If any discrepancies to the packing slip
9 are found, or the originals are problematic, the vendor needs to inform
10 Indiana University immediately.

11
12 **B. Storage and Handling of Materials**

13 The vendor will:

- 14 1. wear Polygenex Nylon or Polygenex ESD Anti-static gloves at all times
15 when slides are being handled;
- 16 2. store slides not in use in slide boxes (with cover on) so as to prevent
17 any further image deterioration due to light; and
- 18 3. store slides in a secure, dry, fireproof storage facility at the close of
19 business or during extended periods of down time.

20
21 **C. Creation of Digital Images**

22 1. System calibration and performance

- 23 a. All scanning devices, software, and output devices used to capture,
24 edit, or display images should be part of a calibrated system to
25 ensure accurate color reproduction. The use of International Color
26 Consortium (ICC) profiles as a means of calibration is preferred by
27 Indiana University, but other calibration methods may be
28 permissible. Vendor responses to this RFP should include a detailed
29 description of their approach to color management.
- 30 b. Viewing conditions for scanning and quality control should conform
31 to the specifications described in ISO 3664:2000 *Viewing conditions -*
32 *Graphic technology and photography*.
- 33 c. The vendor shall ensure that the scanning system is free of dust and
34 other distorting particles, and that it maintains calibration
35 throughout each shift.

36
37 2. Method of scanning

- 38 a. Several types of scanning equipment may be appropriate for this
39 project, including film scanners and digital cameras. Vendor
40 responses to this RFP should include detailed information about the
41 equipment that would be used.
- 42 b. Scanning software and equipment should scan at an equal or higher
43 resolution than the finished image for capture and processing. In no
44 case should an image be interpolated up to the specified resolution.

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3. File specifications

- a. Images should be produced in the TIFF 6.0 graphics file format with Intel byte order and no compression.
- b. Each image shall be in 24-bit color.
- c. Each image shall have an embedded profile for the sRGB color space as defined in IEC 61966-2-1 (1999-10): *Multimedia systems and equipment - Colour measurement and management - Part 2-1: Colour management - Default RGB colour space - sRGB*.
- d. Each slide will have an Indiana University Archives accession number on the non-emulsion side in the format Pnnnnn. This number should be the filename of the digital image. Should the number be less than 5 digits following the P, leading zeros should be added, e.g. P0nnnn.
- e. Accuracy of images and file attributes should be:
 - 1) 99.5% accuracy rate for: orientation, border width, skew, and color space.
 - 2) 100% accuracy for: image size, loss of image information due to digital artifacts or physical matter in the scanning system, sharpness and focus, full frame images, RGB levels, and color matching to original.
- f. TIFF Image File Directory (IFD) Requirements: the 12 standard required IFD fields will be populated with the appropriate data (TIFF 6.0 required tagged fields for RGB images: 256, 257, 258, 259, 262, 273, 277, 278, 279, 282, 283, 296) in addition to any tagged fields that may be supplied by software default settings. Several other optional fields should be populated as follows. Field 269 (Document Name) should be the filename of the image. Field 306 (Date/Time) should reflect the date and time the image was scanned. Field 315 (Artist) should hold "Charles Weever Cushman." Field 33432 (Copyright statement) should be "Copyright 2001, The Trustees of Indiana University."
- g. Each CD-R or digital tape shall contain a sequentially numbered series of images according to the filenaming schema outlined in this RFP. CD-Rs should conform to the file system specified in ISO 9660: 1988 *Volume and file structure of CD-ROM for information interchange*. 8mm tapes should be in Unix tar format on Exabyte-compatible 8mm tape cartridges (either 112m metal particle [MP] or 170m Mammoth-1 / Advanced Metal Evaporated [AME]).
- h. Each CD-R or digital tape should be labeled with a range of image filenames reflecting the contents.

4. Image specifications

- a. Each digital image should be scanned at 2200 ppi (approximately 3000 pixels on the long edge).
- b. Each image should exhibit a skew of no more than .1° (one-tenth of a degree) from the original.
- c. Each image should be oriented in landscape or portrait format, as appropriate to its content.
- d. Each digital image shall be presented with front as the non-emulsion side of the slide.
- e. Each image should be in focus. No filters shall be used on the master image files for the purpose of sharpening or otherwise.
- f. The full frame of each image shall be captured, including any masking the slide may have. Each image should include a black border from the slide mount on all four sides, no more than 1/8" thick.
- g. Color
 - 1) Each image shall contain RGB values between 7 and 248, to ensure no loss of data due to clipping.
 - 2) Images should be presented in the sRGB color space, with embedded profile, as defined in IEC 61966-2-1 (1999-10): *Multimedia systems and equipment - Colour measurement and management - Part 2-1: Colour management - Default RGB colour space - sRGB.*
 - 3) Each image should display color faithful to that of the slide in its present condition. Some early slides show a pronounced red shift. A handful are on black and white transparency film. The collection may include other anomalies of this sort. As this is an archival project, the vendor will reproduce color in the digital image matched to the present condition of the slide itself.

5. Quality Control

- a. Vendor staff will perform quality control to ensure that each image meets the specifications outlined in this RFP.
- b. When necessary, the vendor will re-scan from the original.

6. Derivatives

- a. Vendors will supply two bids for this project: one for providing the TIFF files only according to the above specifications, and a second for providing the master TIFF files and three derivatives for each image. The derivatives shall be:
 - 1) JPEG: 1000 pixels on longest edge,
 - 2) JPEG: 600 pixels on longest edge, and
 - 3) JPEG: 200 pixels on longest edge.
- b. JPEG files should have average compression ratio of 15:1.

- 1 c. The derivatives should represent the full frame of the original TIFF
2 image, without further cropping.
- 3 d. Sharpening filters and procedures may be used on derivative
4 images.
- 5 e. Derivatives shall be provided on CD-R or 8mm tape according to the
6 specifications outlined above. Each CD-R or digital tape shall
7 contain a sequentially numbered series of images according to the
8 filenaming schema outlined in this RFP, grouped into separate
9 directories for each derivative size. All derivative versions of a given
10 image shall be contained on the same CD-R or tape.
- 11 f. Indiana University will determine based on the responses received
12 whether to include derivative production in the final vendor
13 contract.

14
15 **7. File Information**

- 16 a. With each return shipment of images and originals, the vendor shall
17 provide notes about problems encountered with individual images.
18 Each note should list the filename of the image and a short
19 description of the problem, indicating why the image could not be
20 made to pass the quality control guidelines.
- 21 b. With each return shipment of images and originals, and for each
22 image, the vendor shall provide either a batch/session number or a
23 date, time, and operator ID indicating when the image was scanned
24 to aid Indiana University with quality control.
- 25 c. This information shall be in a spreadsheet or text file, included on
26 the first CD-R or tape of a shipment. The vendor may choose to add
27 this information to the spreadsheet provided by Indiana University
28 with each shipment or to provide a separate file.

29
30
31 **PLEASE RESPOND WITH A DESCRIPTION OF YOUR
32 EQUIPMENT, SOFTWARE, AND SERVICE ABILITIES FOR
33 CREATING DIGITAL FILES TO THESE SPECIFICATIONS,
34 INCLUDING YOUR QUALITY ASSURANCE PROCEDURES.
35 INDICATE LOCATION(S) AND ENVIRONMENTAL CONTROLS
36 WHERE SCANNING WILL TAKE PLACE.**

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44 **VI. PROJECT MANAGEMENT AND FORMAL CONDITIONS**

45

A. Communication

Indiana University and the successful vendor shall designate representatives who shall be available upon request to answer questions and discuss any aspect of the project.

B. Delivery schedule

Indiana University and the vendor shall establish a regular schedule of shipments of materials between the two parties.

C. Invoices

The successful vendor shall provide detailed invoices for each completed shipment within seven working days of delivery of the shipment to Indiana University. These invoices shall reflect the price structure delineated in the agreement and shall include the total number of pages scanned, the charge per page and the total price billed on the invoice. Invoices will be paid upon acceptance by Indiana University of the images, following inspection as described elsewhere in the RFP.

D. Standard Insurance Requirements:

Insurance Requirements	
<u>Worker's Compensation</u>	<u>Minimum Statutory Coverage</u>
Employer's Liability	\$500,000 each accident \$500,000 policy limit \$500,000 each employee
<u>General Liability</u> (including Contractual)	\$1,000,000 Combined Single Limit; OR \$1,000,000 each occurrence of Bodily Injury; AND \$1,000,000 each occurrence of Property Damage
<u>Automobile Liability</u> (including owned & non-owned)	\$1,000,000 Combined Single Limit; OR \$1,000,000 each person Bodily Injury; AND \$1,000,000 each occurrence; AND \$1,000,000 each occurrence Property Damage
<u>Fire and Legal Liability</u>	An amount equal to the value of the premises under your care, custody or control.
<u>University as Additional Insured</u>	The Consultant shall add The Trustees of Indiana University, its officers, agents and employees as an additional insured under the commercial general and automobile liability policies.

Not less than 30 days prior to the execution of this agreement, and annually thereafter during the life of this agreement or any extension thereof, Firm shall provide to the Indiana University Office of Risk Management, 400 E. 7th St., Poplars 705, Bloomington, IN. 47405 a valid certificate of insurance indicating general liability coverage in OCCURRENCE form; automobile liability; worker's compensation and employer's liability; the limits of each such coverage with minimums as listed elsewhere in this sub-section; the company(ies) providing coverage, and certificate shall provide for not less than thirty (30) days notice of cancellation. IU reserves the right to accept or reject company(ies) providing coverages as listed in the current edition of the A.M. Best Key Rating Guide. Under no circumstances will the University accept an unrated company

1 11/99

2
3 **VII. RIGHTS OVER PRODUCTS**

4
5 The Indiana University Libraries will retain all physical and property rights
6 over the original slides and the resulting digital images that are the result of
7 the project described in this proposal. The vendor will be performing work
8 for hire and therefore will be expected to sign a legal waiver regarding any
9 use of the products delivered to Indiana University.

10
11 **VIII. PRICING**

- 12
13 A. Prices quoted by the vendor shall be firm for the duration of the
14 project.
15
16 B. Prices quoted by the vendor shall be net, unless otherwise specified by
17 Indiana University.
18
19 C. Prices quoted should be per image scanned.

20
21 **IX. STATEMENT OF CAPABILITY, EXPERIENCE AND COMPANY**
22 **VIABILITY**

23
24 The vendor shall have the experience and capability to undertake this
25 project.

- 26
27 1. Please provide a brief business summary (about one page) on your
28 company. The summary should include whether you are a public or
29 privately held company, how many years you have been in the digital
30 imaging business, what your annual sales are, how many full-time
31 employees you have; and part time employees you have.
32
33 2. On the Vendor Information Sheet, Attachment A, please provide three
34 customer references including contact name, telephone number or e-mail
35 address, and a brief description of your business relationship with them.
36 These references should be for services involving color transparencies
37 and/or archival materials. Vendors replying should have experience with
38 projects similar to what is requested in this RFP. Relevant experience
39 will be considered a major factor in evaluation of potential vendors.
40

ATTACHMENT A

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All firms are expected to furnish the following information as part of their proposals (attach additional pages as required, please list the information requested in order and refer to the reference numbers listed herein):

A. The following corporate information:

Corporate Name _____

Address _____

City, State, ZIP _____

Telephone _____

Facsimile # _____

Toll-Free Number
(U S Wide) _____

Responsible for IU: _____

Branch Manager: _____

B. List of references (See Section XI, item 2)

C. Organization and background

D. Number of employees

E. Proof of Insurance that includes carrier equipment and storage facilities.

Authorized Signator: _____

ATTACHMENT B

By submission of this request, each Consultant and each person signing on behalf of any Consultant certifies, and in the case of a joint submittal, each party thereto certifies, as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

- 1. the content of this RFP response has been arrived at independently without collusion, consultation, communications, or agreement for the purpose of restricting competition as to any matter relating to service or cost with any other Consultant or with any competitor;
- 2. no attempt has been made or will be made by the Consultant to induce any other person, partnership or corporation to submit or not to submit a response for the purpose of restricting competition and;
- 3. no employee, agent or Consultant of Indiana University has received or will receive any payment or any other form of compensation from the Consultant as a result of award of a contract or promise of award to the Consultant.

CORPORATE NAME
OF BIDDER: _____

SIGNATURE: _____

PRINT NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____

ZIP CODE: _____ - _____

PHONE _____

TOLL FREE NO: _____

FAX: _____

The internal revenue code requires recipients of payments which must be reported on form 1099 to provide your taxpayer identification number (tin), federal identification number, or social security number:

Federal Identification Number _____

RETURN THIS PAGE WITH OTHER REQUIRED INFORMATION