1. Will the contractor get access to the 2019 Archives Space report?
Yes, the 2/26/19 “Archives Space Plan,” prepared for the Library by an outside contractor, can be made available to the successful consultant(s). It was presented to the Sonoma County Library Commission at the Commission’s 3/4/2019 public meeting, and can be reviewed online (both the plan itself, and the associated presentation): [https://santa-rosa.granicus.com/GeneratedAgendaViewer.php?view_id=22&clip_id=1767](https://santa-rosa.granicus.com/GeneratedAgendaViewer.php?view_id=22&clip_id=1767)

2. What collection information will be made available to the contractor? For example, catalog records, previous inventories, accession records, etc.
This information will be made available upon request and may be helpful; however, the consultant(s) need not verify or cross-reference these records, inventories and documents as part of the project. Proposers may be interested in viewing Sonoma County Library records in the Online Archive of California at [https://oac.cdlib.org/institutions/Sonoma+County+Library](https://oac.cdlib.org/institutions/Sonoma+County+Library).

3. Is ArchivesSpace already in use for collections management? If so, what percentage of the archival collections are represented there and how? For example, accession records, item records, finding aids?
Sonoma County Library is still in process of setting up ArchivesSpace. At this point, ArchivesSpace contains only resource records (finding aids) without detailed information, no accessions records and very few item records. This includes finding aids for 75 County government collections, representing approximately 95% of materials in those collections, as well as finding aids for several Library collections, representing about 75% of materials. The level of detail varies greatly, with most described to the series level, but few with item-level information.

4. Will the contractor be responsible for purchasing the archival rehousing materials or will there be a separate fund at the library for purchasing rehousing materials? // Rehousing Supplies. Will Sonoma County Library be providing the archival rehousing supplies, or will that be the responsibility of the vendor? // Will necessary re-housing and inventory materials (boxes, barcodes, folders, etc.) be supplied by the Library or is it expected that Consultant(s) will handle their purchase?
The contractor will be responsible for purchasing the rehousing materials.

5. **If the contractor is to purchase the rehousing items, should that cost be factored into the final fee proposal?**
   Yes, please provide the cost of record storage cartons and other archival storage materials for loose items.

6. **Will internal rehousing of materials in boxes be required (folders)?**
   This will not be required.

7. **It will be difficult to assess the rehousing needs of the collection before seeing the materials and storage situation, therefore making it difficult to accurately assess costs for rehousing. Will the library be sharing information with the proposers about what percentage of the collection might require rehousing? This would make estimating the rehousing costs more feasible.**
   Do you have an estimate of the volume/percentage of records storage boxes that need replacement? (This applies to both labor and supply pricing. More supplies required might mean deeper discounts for the supplies.)
   The majority of record cartons are cardboard, with about 10% also showing structure damage, and the majority of oversized drawings and maps are unhoused.
8. For the oversized drawings/maps, do you have an estimate of the number of items needing inventory per linear ft? // The RFP states that the collection includes “approximately 206 linear feet of oversized drawings and maps.” Could you estimate how many individual items this includes? There are about 1600 oversized items.

9. Please confirm if new housing will need to be provided for items currently stored in map cabinets, or if this solely pertains to loose rolled items. Will rolled items be housed into tubes or is the contractor expected to flatten any of these items? // How are the oversized drawings and map items being currently stored and do you have a preference for how they would be re-housed? (if future plans for this collection include digitization, our recommendation would be to store them flat). Drawings and maps that are in flat/vertical files or cabinets do not need to be housed. Rolled or flat drawings that are loose (i.e. resting on shelves) should be placed in appropriate housing. Items that are already being stored flat should be re-housed in a flat manner; the Library prefers folders for these items. Likewise, items that are currently rolled should stay rolled and be re-housed in an appropriate container such as a tube or box; the Library prefers containers that can store multiple items. (The consultant(s) will not be responsible for flattening any items that are currently rolled.)
10. How are the bound volumes currently housed? For example, are they currently unboxed sitting on shelves or are they housed in archival enclosures on shelves?
The majority of the bound volumes are unboxed. About half of the bound volumes are stored flat within ledger cabinets. The remaining volumes are located in open shelving, primarily stored upright. About 600 volumes are stored upright inside cardboard boxes.

11. Page 2 indicates a box-level inventory of the record cartons. Page 4 indicates that “titles of folders/bound volumes contained within the box” be recorded. Please clarify if the contractor is meant to record every individual folder title within a record carton, or rather summarize the folder titles as an aggregate.
If there are multiple, disparate items within boxes, recording individual folder labels would be outside the scope of this project. However, we would want the consultant(s) to note those boxes that contain multiple series where that is obvious from the labels.

12. Are all photo formats included in the exclusion of the photos collection for this project?
For example, glass plate negatives and aerial negatives?
Glass plate negatives/aerial negatives are NOT excluded and should be inventoried.
Photographs are excluded (see question 14 below).

13. The “Objective of this RFP” section indicates glass plate negatives to be inventoried at the item-level. What is the current housing of the glass plate negatives and does it need
replaced? Could you provide an estimate of volume of glass plate negatives to be inventoried?

These items are currently housed in plate or haphazard cardboard boxes, neither of which is adequate for storage. We believe there are approximately 800 plates, or 8 linear feet, in the Archives. It is also possible there are two additional boxes (about 400 more plates) that have been lost within the Archives facility.

14. Will the 40 linear feet of photographs to be excluded from the inventory be physically segregated from the current storage area? If not, how will they be identified?

Yes, photos are already segregated into filing cabinets, which will be clearly labeled as non-inventory items.

15. Are all the materials to be inventoried housed in the same building?

Yes, all of the items are housed in a 3800 square foot warehouse.

16. The contractor will likely have to be onsite for an extended period of time. How will the contractor get access to the building on a daily basis? Will contractors be able to get a key to the building?

The consultant(s) will be provided with key access to the building.

17. Will the contractor have a designated workspace? For example, a dedicated desk/table or office? // Will there be an appropriate processing space, with wifi, large tables, and space for staff in the existing building for the project activity?

Although there is no office space at the Archives, the warehouse contains two worktables (approximately 3’ x 6’) with chairs; the Library can provide additional folding tables. There is also a rolling table and hand truck onsite. A wifi hotspot can be provided if needed. Restroom facilities are available in a nearby building.
18. Will contractors be able to access the archives building on weekends for inventory work?
   Yes.

19. Is the storage space climate and humidity controlled? If the transmissive portion of the photograph collection are showing signs of deterioration that could affect our recommendation on the housing and storage.
   The storage space is not climate- and humidity-controlled. However, the Library has installed data-loggers to capture temperature and humidity information in the space; this data can be made available to consultant(s) as needed, for the storage and housing recommendations or other purposes.

20. What percentage of the archival collections are processed?
   Very minimal – the collection is close to 99% un-processed.
21. The RFP states that “the Library will work with the consultant(s) to develop a controlled vocabulary for ease of future finding assessment...” Will this controlled vocabulary also extend to being used for subjects or only for creators? Will the controlled vocabulary established only cover local topics such as local department names? If so, is there another controlled vocabulary you would prefer to be used for non-local subjects such as LCSH? The Library will be pulling controlled vocabulary for subjects and creators from existing records, which are LCSH. We will work with consultants to develop this vocabulary.

22. Can the Sonoma County Library provide a specific list of the exact fields that will need to be captured in a database for the inventory. Is there a basic set of data that needs to be present on each box/item? From the RFP document we are seeing a minimum 12 fields for each box. Can Sonoma County Library confirm that these are the fields required, or provide input on what is required and what is conditional. Twelve fields include:
   1. Title
   2. Subject
   3. Record Type
   4. Date (range)
   5. Condition
   6. Existing labels (0-4 fields)
   7. Dimensions
   8. Barcode
   9. Ownership label
   10. Existing location - row
   11. Existing location – bin
   12. Existing location – cabinet number
   These fields will be determined during the project, from the general guidelines given in the RFP, but the suggestions offered above are representative of the type of information to be collected.

23. Is the goal of the final inventory spreadsheet to use it to create basic accession records in ArchivesSpace?
   The primary goal is to have a comprehensive inventory giving data about the collection holdings. At a later date, this spreadsheet may be used to create basic accession records in ArchivesSpace, but that is not the primary goal.

24. We will be visiting an current onsite project at a library in the Bay Area February 10th and 11th, would it be possible to schedule some time to view the collection and storage facility
at that time? This would allow us to anticipate any anomalies and provide more detailed work flows and pricing, thanks for considering.

We are not able to schedule in-person meetings or space reviews prior to receiving bids; however we have provided images throughout this document to help consultant(s) understand the space and collection. It may also be possible to schedule a site meeting during the contract development process.

25. Is the contractor expected to participate or present their proposal to the Library Commission on March 2nd?

No, Library staff and Library Counsel will work with the consultant(s) on finalizing the proposal, which staff will present to the Commission.

26. If more than one contract is awarded, would the Library be responsible for effective communication between the multiple contractors if services or schedules must overlap?

Yes.