

Questions and Answers for RFP 5Z011-14-0301 Digitization of 1" Type "C" Videotapes

Q- 1 On page 29, in the section titled Statement of work, 1.2 Introduction, it is stated that approximately 8300 hours of content are on an estimated 3500 videotapes that have a maximum running time of 3 hours. Would it be possible to obtain a diameter of these reels of videotape? The reason for the question is because a 3-hour reel of 1" Type C videotape was an oversize reel that required a custom playback machine. These reels will not fit onto a standard Ampex or Sony machine. We want to make sure the reels from the Library and Archives of Canada will fit onto our machines.

A-1 Diameter of a 3 hour tape is: 14 inches.

Q-2 In the same section, it is mentioned that the tapes contain, on average, 4 programs... Will we be required to create one file per program, or will we create one file per tape? While the RFP mentions multiple programs per tape, it is not clear how these should be handled.

A-2 The word program in Section 2.2.4 should be removed and changed to **VIDEOTAPE** in the RFP.

DELETE

All files created during the digitization of a **program** must be stored together in one directory:

- Parent folder name = "vault shelf #" (ex. V3_9108-0018)
- Folder contains all associated files
- "vault shelf #".mxf (preservation master) (ex. V4_2001-01-0001.mxf)
- "vault shelf #".mp4 (low resolution proxy)
- "vault shelf #".wmv (low resolution proxy)
- ""vault shelf #".xml (metadata file)
- "vault shelf #".log (quality control log file)

INSERT

All files created during the digitization of a **VIDEOTAPE** must be stored together in one directory:

- Parent folder name = "vault shelf #" (ex. V3_9108-0018)
- Folder contains all associated files
- "vault shelf #".mxf (preservation master) (ex. V4_2001-01-0001.mxf)
- "vault shelf #".mp4 (low resolution proxy)
- "vault shelf #".wmv (low resolution proxy)
- ""vault shelf #".xml (metadata file)
- "vault shelf #".log (quality control log file)