

MWBE Noncompetitive Small Purchase Method/ Innovative Procurement Method

Channel L Digitization

The NYC Municipal Archives requests quotes from for the digitization of 1,750 archival ¾" u-matic tapes from the Channel L collection. The collection was produced from 1977 to 1991 and most tapes are 1 full-hour in length, some 30 minutes. The tapes are all fully produced and edited television shows about contemporary events in NYC, hosted by city government officials.

Based on a small sample of tapes already digitized, the NYC Municipal Archives requests the following scope of work:

- Assessment/inspection of each tape for defects, mold, dust, dirt, or chemical breakdown residue.
- Most of the tapes will require baking before digitization and a small number of tapes have already degraded to the extent that no visual record is retrievable. Aside from signal degradation, the tapes themselves are in good condition and are still in their original housing.
- A one-to-one tape to file conversion
- File-naming for high resolution and access copies consistent with NYC MA standards as provided.
- Updated .csv with:
 - o Corresponding high resolution and access copy filenames, and pertinent notes on condition, or unique information regarding the digitization process
 - o Updated run times
- Round trip delivery including:
 - o All original assets (approximately 110 boxes measuring 12x10x15)
 - o External drives containing digitized assets

The Municipal Archives requires tapes to be digitized in accordance with the standards set by the Library of Congress in its [recommended format statement](#). The Municipal Archives requests both archival quality copies as JPEG2000 MXF files and lower resolution access copies as h.264 MP4 files. Vendor must demonstrate proficiency in archival digitization procedures and metadata creation.

Certified MWBE vendors/firms may express interest by sending an email to dprocurement@records.nyc.gov.