

REQUEST FOR PROPOSAL
("RFP")

National Library of Jamaica (NLJ)
12 East Street
Kingston
Jamaica W.I.

The Jamaica Daily News Digitisation Project

RFP No. 2012-0001

Proposals Due Not Later Than:

April 13, 2012
at Office of the National Library of Jamaica
By: 2:00 p.m.

Section I

General Information

The National Library of Jamaica (NLJ) currently holds in its newspaper collection The Jamaica Daily News for the following period:

- May 31, 1973 - April 21, 1983
- Supplements for the period 1973 to 1978

These newspapers are bound and are only available in hardcopy. The Jamaica Daily News has been out of circulation since April 21, 1983 as a result of going into receivership. The newspaper was government owned and the NLJ has obtained permission to digitize same.

Purpose: The National Library of Jamaica is soliciting proposals from qualified proposers for digitizing the entire run of The Jamaica Daily News and Supplement from hard copy.

- 1.1. The required deliverables are listed in “Scope of Services” below.
- 1.2. For additional information or clarification of requirements contact the Project Officer:

Nicole Bryan
National Library of Jamaica
12 East Street
Kingston
Jamaica W.I.
Email: nicole.bryan@nlj.gov.jm
Tel: (876) 967-2494/6

- 1.3. Unless otherwise specified, requests for clarification or change of the RFP document must be received by the NLJ in writing at least ten (10) days prior to April 13, 2012. Requests for clarification or change must include the reasons for the clarification or change and any proposed changes to specifications or provisions. The National Library of Jamaica will consider all requests for clarification or change and, if appropriate, amend this RFP by issuing an addendum. NLJ may extend the Closing Date and Time if such information significantly amends this solicitation or if the NLJ determines that compliance with the original proposed Closing Date and Time is impractical.
- 1.4. This RFP will be posted on the National Library of Jamaica website at <http://www.nlj.gov.jm>. Any addenda will be posted to NLJ's website. Proposers are responsible for monitoring the website on a periodic basis for any modifications to the RFP. NLJ will not issue individual notifications.
- 1.5. All proposals must be received by National Library of Jamaica by 3 p.m. on or before Closing Date.
- 1.6. The mailing and delivery address, phone and e-mail are:

National Library of Jamaica
12 East Street
Kingston
Jamaica W.I.
Email: nicole.bryan@nlj.gov.jm
Tel: (876) 967-2494/6

Office hours for receipt of proposals are Monday through Friday, 9:00 am to 4 pm.

Section II

2.0 SCOPE OF SERVICES

The following services will be provided by the successful proposer:

- I. Newspapers will be assessed by the potential proposer before digitization takes place to ensure that they are suitable for digitization.
- II. Total number of pages to be digitized is estimated at **88,000** for the project.
- III. All newspaper pages are to be digitized/scanned, saved and supplied to the NLJ. One digital image should represent one newspaper page. (In many cases the newspapers will have 2 pages for a spread which will need to be split into 2 digital images).
- IV. Each newspaper page should have three (3) images/files (a grayscale, bi-tonal and pdf):
 - o The successful proposer will provide a raw greyscale image file in TIFF file format for each page.
 - o The successful proposer will provide a bi-tonal image file in TIFF file format optimized for Optical Character Recognition (OCR) through the use of software filters for each page.
 - o The successful proposer will provide an Adobe Acrobat PDF file with full text searching capabilities for each page.
- V. Some image manipulation is to take place such as cropping, de-skew, rotation to reading view, and enhancement of bi-tonal files.
- VI. Image manipulation is to be automated wherever possible within the scanning software e.g. auto-frame split, crop, rotate, de-skew, de-speckle.
- VII. No image manipulation is to take place manually or using image manipulation programs other than the agreed scanning software without the prior agreement of the NLJ.
- VIII. Any discrepancies in page numbers, missing pages, or queries/comments about the newspapers should be noted in the Work Report.
- IX. The successful proposer will provide technical Metadata for each image as outlined in this RFP.
- X. The successful proposer will provide Metadata in Work Reports as outlined in this RFP with each batch of completed works submitted to the NLJ.
- XI. Images / files will be delivered to NLJ on portable hard drives.

2.1 HANDLING AND PRACTICES

The NLJ wishes to work closely with the selected supplier and establish an open dialogue to ensure the safe handling and care of items while enabling the supplier to promote and utilize his/her expertise as fully as possible to capture content and/or format to the highest standard.

The NLJ Project Officer will liaise fully with the supplier for each material type prior to the start of a project (and during capture as required), but notwithstanding, the supplier must note the following:

- I. Flat-bed scanners must not be used unless written permission is obtained from the NLJ.
- II. The use of roll/drum scanners is not permitted under any circumstance.
- III. Excepting I above, capture **must** be by an overhead method – either photography or scanning.
- IV. Book supports, book cradles and cantilever camera beds **must** be used where appropriate and therefore the proposer's capture set-up must be able to incorporate these requirements as standard.
- V. Flat camera beds may be used for material which does not require additional support, (for example, unbound and in good condition). A foam support layer may be used on a flat camera bed as required.
- VI. Bound volumes must be fully supported during capture and no attempt should be made to unbound the volumes to facilitate capture of images.
- VII. The easing of spines (and the use of spine rods) is not permissible under any circumstances. Where bindings are particularly tight, the NLJ will consult with the supplier on acceptable methods of handling and support for capture, prior to the start of each project.
- VIII. Under no circumstances should proposers attempt to repair existing damage. Any damage to items discovered during capture, or preparation for capture, and not already Flagged to the supplier by the NLJ, must be reported immediately to the National Library of Jamaica Project Officer prior to capture.
- IX. Items must not be filmed under glass without prior agreement from the NLJ. This restriction will apply particularly to items which are examples of, or evidence one, some or all of the following typical attributes (please note that this list is not exhaustive):
 - Tight bindings
 - Side bindings
 - Physical fragility
 - Fragile/delicate media (inks, gilding, pastels, charcoals, crayon, soft pencil etc)
 - Photographic plates
 - Art work

- X. Items must not be forced to open more naturally than they do, or held down by hand to keep pages open/in place (the NLJ will advise on the use of book snakes and other appropriate means of maintaining openings for capture as necessary).
- XI. Items **must** not be left in open positions whilst not being imaged.

2.2 IMAGE QUALITY AND MANIPULATION

- I. Scan page images to 400 dpi greyscale.
- II. Spread Frame splitter to be used so that one newspaper page is one image.
- III. Image auto de-skewed to within ± 1 degree from parallel.
- IV. Images cropped to the edge of the page with a 1-2 mm border.
- V. All images should be of consistent size and dimension or as close to this as possible.
- VI. Image saved as uncompressed greyscale TIFF.
- VII. A copy image has filters applied to improve text for OCR (e.g. de-speckle, smooth edges) and saved as bi-tonal TIFF but no further cropping must take place on this image). It is essential that file co-ordinates e.g. edge and centre of page match on page file pairs.
- VIII. A PDF file with full text searching capability.

2.3 OCR GUIDELINES

- I. One OCR pdf file per page. (Discrete files should be produced for each page, rather than for a multi-page issue or entire title).
- II. Each OCR pdf file name corresponds to the page it represents.

2.4 ARTICLE CATEGORIES

When conducting OCR processing the supplier will categorise articles as follows:

- I. News

News articles cover a wide range of subject matter, including current affairs, national, Caribbean and world issues, official appointments and notices, commerce and business, social news, obituaries, editorials, letters and correspondence (usually to the editor), editorial or political cartoons.

II. Sports

Sports articles covering all sporting events / activities.

III. Classifieds

This category contains both display and classified advertising. Display advertising usually contains both text and graphic information such as logos, drawings, or other pictures or photographs. Display advertising is usually placed outside of the classified advertisements section on whole pages or inserted amongst news items.

Classified advertising generally appears in a specific section of the newspaper. Classified advertising may include property notices, items for sale, employment notices, public and personal notices.

IV. Supplements

Special publications that are not a part of the routine issues of the newspaper.

2.5 METADATA TAGS

The following metadata tags **must** be included in the tiff file. The operator should ensure that none of the tags are overwritten or deleted. Most if not all of these tags may be automatically generated by the scanning software. The tags will be checked by the Library as part of the quality assurance process.

Name	Example Data
Image width (in pixels)	5184
Image length (in pixels)	7016
Bits per sample	1 for bitonal images and 8 for Greyscale images
Compression	Group 4 Fax
Colour space	0=bitmap, 1=greyscale, 2=RGB
Make of capture device	nextScan,Inc
Model of capture device	Eclipse, SN# 415003
StripOffsets	460
Orientation	Top/left

Rows per strip	7016
StripByte Counts	903728
X Resolution	400
Y Resolution	400
Resolution Unit	Inch
Capture Software	nextStar v1.01
DateTime	2007-07-02 17:01:56 (YYYY:MM:DD HH:MM:SS)
Artist	Pascoe

Additional tags may also be supplied.

2.6 METADATA IN WORK REPORTS

Newspaper	Example Data
Title	The Jamaica Daily News (Supplied by NLJ)
Dates of coverage	
From	DD-MMM-YYYY (where possible) e.g. 01-Jan-1979
To	DD-MMM-YYYY (where possible) e.g. 31-Jan-1979
Date Digitized	DD-MMM-YYYY e.g. 12-May-2012
Scanning details	
Scanned by	Supplier's Name
Date of scanning	DD-MMM-YYYY
Checked by	(Surname, First Name)
Assigned File Number sequence Range	(where number range is used)
Comments/notes	scanner maintenance, condition of newspaper, changes to software, missing pages, etc.

Delivery Details	
Storage Media / Number	<BRAND> 1 TB Hard Drive S/N:PA0052
Date sent to NLJ	DD-MMM-YYYY

2.7 FILENAMES AND DIRECTORIES

The supplier is to assign filenames for digital images and deliver these in an arrangement of directories as outlined below.

General:

- All file names will be unique.
- All three (3) files will have identical names except for the file type g, b or p (g for greyscale files, b for bi-tonal files and p for pdf files) (The three (3) files consist of an image of the same page saved as grayscale, bi-tonal and pdf).
- Files will be named sequentially in date order represented by the page number of the given date's issue of the newspaper.
- Targets are to be treated as newspaper pages and will be named accordingly.

NLJ File naming convention

jamaicadailynews-yyyy-mm-dd-#-g

jamaicadailynews-yyyy-mm-dd-#-b

jamaicadailynews-yyyy-mm-dd-#-p

where

- **#** is a running number with no leading zeroes representing the page number of the particular issue;
- **b** stands for bi-tonal;
- **g** stands for greyscale;
- **p** stands for pdf;
- all letters are lowercase.

Directory Structure:

The files should be organized into folders as follows:

- A folder with the newspaper Title.
- a sub folder for the year of the publication

- a sub folder for the month of the publication
- a sub folder for the day of the publication
- a sub folder for the category of the Article e.g. News, Sports or Classified
- a sub folder for the set of bitonal images.
- a sub folder for the set of bitonal images.
- a sub folder for the set of greyscale images
- a sub folder for the set of pdf files
- a sub folder for the Work Report with the EXCEL spreadsheet containing the work report.

For example:

The Jamaica Daily News

yyyy

mm

dd

News

Bitonal

Grayscale

pdf

Sports

Bitonal

Grayscale

pdf

Classifieds

Bitonal

Grayscale

pdf

Supplement

Bitonal

Grayscale

pdf

Work Report

2.8 ASSESSING NEWSPAPER QUALITY PRIOR TO DIGITIZATION

The Newspapers must be of the standard and quality outlined below in order to be considered acceptable for digitization. It is the responsibility of the supplier to assess the quality of newspaper prior to digitization and to discuss quality issues with the NLJ prior to digitization if they have concerns.

Content / condition of original hard copy newspapers:

- Complete run
- Preferably unbound, but if bound no serious obscurement of text in gutters
- Clean copies (no blotching, dirt, fading, text is readable)
- Even inking throughout
- No excessive bleedthrough
- No excessive damage, tears, holes
- No folds or other obscurement of content.

2.9 CARE AND CONSERVATION

- I. The supplier must follow accepted codes of library and museum practice and provide for safe storage and/or display of the documents in an environmentally controlled and secure location and under specified light levels.
- II. The supplier shall exercise due care and diligence to safeguard the documents and protect them/it from hazards of fire, flood, and exposure to excessive light levels and/or harmful radiation, extremes of temperature, humidity and vibration, insect attacks and pollution.
- III. The supplier shall take any other precaution deemed necessary by the NLJ to safeguard the documents.
- IV. The supplier shall not undertake any conservation work on any or all of the documents without the prior approval of the Lender.
- V. Any and all handling of the documents must be done only where necessary and done by qualified and authorized personnel of the supplier or the NLJ. Any such personnel must ensure that all such handling of the documents is carried out using the necessary protective equipment, such as protective gloves and spatulas.
- VI. The NLJ or its agents may at anytime, without giving prior notice, visit the site to inspect the documents and the condition under which they are being displayed / handled.

- VII. Where there is any unusual environmental exposure of the documents, the supplier shall immediately notify the NLJ and the documents returned.

3.0 PACKING AND TRANSPORT

- I. The NLJ must approve, in advance, any means of packaging, transporting and storing of the documents.
- II. The initial packaging of the documents shall be done by the NLJ or its appointed agents in the presence of the supplier. On returning the documents, the supplier shall ensure that the documents are packaged in the same manner and with the same (or similar).
- III. The proposer shall exercise due care and diligence in the packaging, handling, custody, transportation, unpacking and repackaging of the documents.
- IV. Upon unpacking the documents, the proposer shall immediately provide a written report, and accompanying photographs, to the NLJ of any change in the condition of the documents compared with that stated in initial report.
- V. The proposer shall further exercise due care and diligence in maintaining constant and adequate protection of the documents to prevent theft or damage.
- VI. The proposer shall be responsible for all expenses relating to the packaging, transporting, exhibiting, handling and custody of the documents.

3.0 INSURANCE

The supplier agrees to take out an insurance policy to cover all loss or damage to the documents to the value of the items to be digitized.

The indemnity of the supplier shall apply to any loss of, or damage to, the NLJ's Documents from the date of collection of the documents to the date of return of said documents. This includes whilst it is in the possession of the supplier and whilst being taken to or returned from the place where it is to be digitized.

3.1 INDEMNITY

The supplier shall indemnify and hold harmless the NLJ, its agents, assignees and employees, from any losses, damages, liabilities (including reasonable attorney fees and costs) and claims arising from any loss or damage to the documents or from the breach, negligence or disregard of the supplier, its servants, agents or employees, in relation to executing its functions under this RFP.

Section III

Information to be provided by proposer in the proposal.

Requirements are designated as “Mandatory” (M) or “Evaluated” (E), or both (M/E).

(M) - Mandatory Requirement. The supplier **MUST** meet this requirement. The determination as to whether the supplier meets the mandatory specification rests solely with NLJ. If NLJ determines that a supplier does not meet a mandatory requirement as specified, or has not included mandatory information, the proposal may be deemed non-responsive, and no further evaluation will occur. In addition, wherever the words “must,” “shall,” or “will” appear this denotes a Mandatory requirement.

(E) - Evaluated. Suppliers are expected to provide comprehensive written responses to evaluated specifications. Points will be awarded based on the degree to which NLJ’s evaluators determine that the supplier meets the requirement. A supplier which does not respond to an evaluated specification will receive no points for that specification.

Suppliers must include the following information:

- 3.1 Proposals will include the business name, address and telephone number and email of the supplier, and a cover letter summarizing the proposal. **(M)**
- 3.2 Suppliers must include a detailed description of its procedures and other aspects of the working experience of the Supplier's Project Manager, as well as any other information deemed necessary for the fulfillment of the contract. **(M/E)**
- 3.3 Suppliers must submit evidence in the form of a Secretary Certificate (or equivalent documentation) that the individual submitting the proposal is authorized to act for and bind the supplier in all matters relating to the proposal and possible subsequent contract.
- 3.4 Suppliers must be registered with the National Contracts Commission and submit a certificate of good standing (or equivalent documentation) that the supplier is registered to do business in the field of Digitization. **(M)**
- 3.5 Suppliers must submit a valid Tax Compliance Certificate. **(M)**
- 3.6 Suppliers must submit sufficient evidence of financial capability to meet the responsibilities to perform the contract including balance sheets, income statements and/or financial statements. The successful supplier to which the contract is awarded may, at the discretion of the NLJ, be required to provide periodic (in no case more than two (2) times per year) updates to the financial capabilities report submitted pursuant to this RFP. **(M)**
- 3.7 Proposals must set forth the qualifications of the supplier to perform the contract, including providing a firm resume, as well as a description of the resources available to supplier to perform the project. Suppliers will verify that the supplier has any and all licenses (including, but not limited to, software licenses) necessary for the work contemplated under this RFP, as applicable. If the supplier will be required to obtain goods or services from a subcontractor in order to fulfill the work set forth in the proposal, the supplier must

list the additional subcontractors, if known, and such subcontractors' qualifications to perform assigned tasks under the contract. If the identity of the specific subcontractors is not known at the time of proposal submission, the supplier should indicate that a subcontractor is anticipated to be named, and identify the specific service or good that will be subcontracted and the qualifications which will be required of the subcontractors to perform the specific service or good to be subcontracted. **(M/E)**

- 3.8 Proposals must include a description of the supplier's experience performing projects similar in type and magnitude to the subject of this RFP. Suppliers must include a minimum of one example of an historic newspaper digitized in according to specifications outlined in **SECTION II** of this proposal. **(M/E)**
- 3.9 The supplier must demonstrate that they have comprehensive and robust quality control procedures in place for all parts of the digitisation process. These procedures may be manual and/or automated and must be applied throughout to ensure that the deliverables requested are to the standards specified - from the verification of the original to the verification of the derived file and its attributes. **(M/E)**
- 3.10 Proposals must include a list of three clients and contact information for whom similar projects have been completed by the supplier. These clients may be contacted by the NLJ for an evaluation and assessment of the supplier's performance. **(M/E)**
- 3.11 Proposals must include a full description of all deliverables the supplier will provide according to the minimum specifications identified in **Section II** above. **(M/E)**
- 3.12 Proposals must include a proposed timeline with breakdown of time allocated for implementation and delivery of all deliverables identified in **Section II** above. **(M/E)**
- 3.13 Proposals must include an itemized budget of cost estimates for work to be performed to complete the project. The itemized budget must set forth a total price. **(M/E)**

Section IV

Proposal Procedures

- 4.1. Proposals must be in writing and must be signed by an authorized representative of the proposer. Alterations or erasures must be initialed in ink by the person signing the Proposal Statement. No verbal proposals will be accepted.
- 4.2. Proposals must be submitted manually.
- 4.3. Proposers must submit two (2) copies of their proposal, as well as an electronic version on CD or USB device. All submissions must be submitted in a appropriately marked sealed envelope. All envelopes in which the RFP, Proposal Statement and your proposal are submitted **MUST** be clearly marked **PROPOSAL**, noting the RFP Project Name, RFP Number, and Closing Date and Time. NLJ will not be responsible for the proper identification and handling of proposals not submitted in the designated manner or format as required by this RFP. It is the proposer's responsibility to ensure that the proposal is received by the NLJ at the required delivery point, prior to the Closing Date and Time as indicated in this RFP. All submissions must be made to the address indicated in **Section I** of this RFP.
- 4.4. Unless proposers are specifically authorized by this RFP to take exceptions or to leave terms open to negotiation, proposals will be a complete offer and fully responsive to this RFP, and must include all information required herein to be evaluated and considered for award. Failure to do so may be deemed sufficient cause for rejection of the proposal as "nonresponsive."
- 4.5. Although the general criteria to be used for final evaluation has been provided in this RFP it is not intended to limit the imagination or creativity in preparing a proposal that will accomplish the same goals and expectations.
- 4.6. Submission of a proposal constitutes a firm, binding and irrevocable offer for a period of ninety (90) days following the Closing Date and Time.
- 4.7. Proposals may be withdrawn at any time prior to the scheduled Closing Date and Time. Withdrawal can only be accomplished by written notification, signed by an authorized representative. Notification of withdrawal may be submitted manually or electronically. The written notification must be received by the NLJ prior to the Closing Date and Time. A log of all withdrawn proposals with their dates and times of physical receipt will be kept by the NLJ. The envelope or e-mail subject line must be clearly identified with the words "**PROPOSAL WITHDRAWAL**," and must display the RFP Project Name, the RFP number, and proposal Closing Date and Time.
- 4.8. Proposers may modify a previously submitted proposal prior to the Closing Date and Time. Modifications must be made in writing and signed by an authorized representative. Modifications may be submitted manually or electronically. The envelope or e-mail subject line must be clearly marked "**MODIFICATION**," and must display the RFP Project Name, the RFP number, and the proposal Closing Date and Time. Verbal modifications or corrections will not be recognized or considered.

- 4.9. Requests for change or protests of solicitation specifications or contract provisions must be received by the NLJ, in writing, no later than ten (10) business days prior to the proposal Closing Date and Time. No requests for change or protests of solicitation specifications or contract provisions will be considered after the deadline stated above.
- 4.10. Such requests for change or protests must include the reasons for the request for change or protest, and proposed changes to specifications or provisions. Envelopes or e-mails containing requests for change or protest must be marked **SOLICITATION SPECIFICATION REQUEST FOR CHANGE** or **CONTRACT PROVISION PROTEST**, and must identify the RFP Project Name, RFP number and proposal Closing Date and Time. NLJ reserves the right to amend this RFP, extend the Closing Date and Time, or deny the request or protest.
- 4.11. If NLJ deems it necessary to amend this RFP, an Addendum will be prepared and posted to our webpage: <http://www.nlj.gov.im> . Proposers are responsible for monitoring the website for any amendments to the proposal. Proposers will not receive an individual notification. Proposers will be required to sign and attach a copy of the Addendum to their proposal. If the proposer has already submitted a proposal, the proposer must follow the instructions set forth in Sections 4.8 or 4.9, above.
- 4.12. NLJ reserves the right to inquire in writing and meet with individuals or representatives of a proposer for the purpose of clarification of points made in its proposal.
- 4.13. NLJ reserves the right, at its option, to reject any or all proposals. Notification of proposal rejection will be made in writing, sent by certified mail. NLJ reserves the right to waive minor informalities and irregularities in proposals.
- 4.14. NLJ is not responsible for any costs of any proposer incurred in connection with submitting or presenting its proposal. All proposers who respond to solicitations do so solely at their own expense.
- 4.15. Proposers agree that the NLJ will have the right to review and require modification of any terms or definitions used in the final contract. Failure to agree upon acceptable contract definitions or terms may result in cancellation of the proposed award.
- 4.16. This RFP and one copy of each original proposal received in response to it, together with copies of all documents pertaining to the award of a contract, will be retained by the NLJ for the required retention period, and made a part of a file or record. If a proposal contains any information that is considered a "trade secret", the proposer must mark each sheet of such information with the following legend:

"This data constitutes a trade secret and will not be disclosed except in accordance with the Law."

Failure to mark a specific page with the legend set forth in this Section will conclusively establish that the information on that page does not constitute a trade secret.

Proposals in which the entire document is marked or otherwise identified in its

entirety as confidential or a “trade secret” may be rejected.

- 4.17. NLJ plans to award this project to the firm or individual who best meets the selection criteria detailed in this RFP.
- 4.18. Proposal responses must clearly identify the question or request to which the proposer is addressing and restate the Section number with each response. All responses must be organized in the order in which the question or request was presented in the RFP. Proposals that do not follow the format described in this RFP may at NLJ’s sole discretion be deemed “non-responsive,” and receive no further consideration.

Section V

Evaluation and Award

- 5.1 Proposals will be evaluated by a committee.
- 5.2 Proposals will initially be evaluated for completeness and compliance with the mandatory requirements of this RFP.
- 5.3 Those proposals which are incomplete, which do not meet all Mandatory (M) requirements of this RFP, or are otherwise deemed by NLJ to be "nonresponsive," will be rejected.
- 5.4 The second phase of the evaluation process will involve an evaluation and allocation of points to all responsive proposals. The Committee will evaluate each responsive proposal received, as follows:

Selection Criteria.

1.	Procedures (Section 3.2)	100 points
2.	Qualifications (Section 3.5)	175 points
3.	Experience (Section 3.6)	300 points
4.	References (Section 3.7)	200 points
5.	Description of Deliverables (Section 3.8)	75 points
6.	Timeline (Section 3.9)	50 points
7.	Itemized Budget and Cost Estimates (Section 3.10)	100 points
TOTAL		1000 points

- 5.5 Based on the allocation of points as set forth in Section 5.4, above, a range of proposals which are deemed to have a reasonable chance of being selected for award (the "Competitive Range"), will be determined.
- 5.6 Proposers of proposals within the Competitive Range may be asked to digitize a sample of The Jamaica Daily News from the Library's collection to be delivered to the Committee at the NLJ. The purpose of the additional samples will be to allow the proposers to provide supplemental information in order to provide clarification of the proposal contents, as well as to assist the Committee in recommending a proposer for ultimate award of the contract under this RFP.
- 5.7 The Committee may also consider and assess other factors including but not limited to, any information submitted in response to this RFP; best value; experience working with other organizations, including higher education institutions; references; financial condition of the proposer; resources of the proposer; clarifications provided in response to inquiries by the NLJ; proposed additional terms for providing the service; and experience of persons assigned to this project. NLJ reserves the right to require a "Best and Final Offer" from proposers within the Competitive Range.
- 5.8 After considering and assessing all factors it deems relevant, the Committee will make a recommendation to the Procurement Committee, who will then make a decision as to how

to proceed.

- 5.9 The apparent successful proposer will be notified in writing of its status, and a contract will be provided to the apparent successful proposer. All other proposers will be notified in writing that the apparent winning proposal has been selected.
- 5.10 Protest of the selection or award may be made pursuant to the Government of Jamaica Procurement Guidelines.

Section VI

Contract Award

- 6.1 The contract award will be pursuant to a separate agreement, incorporating relevant provisions of both the RFP and the successful proposer's response either by actual written incorporation or incorporation by reference and any additional contractual language that may be required by NLJ policy or by law.
- 6.2 Questions or concerns regarding any of the terms and conditions contained in this RFP, must be addressed during the time prescribed for questions.
- 6.3 No additional or supplemental terms and conditions submitted by a proposer as part of its response will be evaluated or considered. If additional or supplemental terms and conditions, either intentionally or inadvertently appear separately in a proposal (e.g. in transmittal letters, specifications, literature, price lists or warranties), it is understood and agreed that the terms and conditions contained in this RFP are the only terms and conditions applicable to this RFP and any ensuing Agreement, and the proposer's authorized signature affixed to its proposal attests to this.
- 6.4 If you condition your proposal on any additional terms and conditions, which have not been accepted by a written addendum to the RFP, your proposal may be deemed nonresponsive.

Section VII

Proposal Statement

I have read all of the terms and conditions of this Request for Proposal, and I understand that if awarded the contract, I will be bound by its terms and conditions, and by my response which is incorporated herein or attached hereto, and by this reference made a part hereof.

Business Designation (check one):

- ☐ Corporation ☐ Partnership ☐ Sole Proprietorship
☐ Governmental/Non-profit ☐ Limited Liability Company

Above information must be provided prior to the Closing Date and Time for the proposal to be considered responsive.

RFP Project Name: _____

RFP Number: _____

The individual(s) signing this Proposal Statement warrants that they have authority to bind the proposer by their signature.

Signature: _____

Dated: _____

Name: _____

Title: _____

Firm: _____

Address: _____

E-mail: _____

Phone: (____) _____