



**STATE OF HAWAII | KA MOKU'ĀINA O HAWAII**  
**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES | KA 'OIHANA LOIHELU A LAWELAWE LAULĀ**  
P.O. BOX 119, HONOLULU, HAWAII 96810-0119

The Hawai'i State Archives (HSA) is soliciting bids to provide a full-time temporary data entry clerk to capture electronic materials for long-term preservation; index various analog and/or electronic files; quality assurance of digitized objects; and metadata creation, which includes auditing and correcting such data, to begin September 2023. Work site is at the Historical Records Branch, **Kekāuluohi Building, 'Iolani Palace Grounds**, 364 S. King Street, Honolulu, Hawai'i 96813. The hours for the clerk are Monday through Friday, from 7:45-4:30pm except on State holidays and/or administrative closures.

**I. Introduction**

- a. As the Public Archives of the State of Hawai'i, the Archives mission is to preserve and make accessible government materials that are deemed to be of permanent value. These include the various agencies or offices that have a web presence or information posted on various platforms. To which content from these sources is captured and preserved based on their scheduled retention for research and purview by the public.
- b. The Hawai'i State Archives (HSA) has a large collection of digital scans by various vendors created for both preservation and access copies of materials that were transferred to the State Archives or acquired by the Archives for public access. These materials have been in the process of being placed online and therefore require review to ensure all materials were scanned accurately and true to the original materials it was copied from.
- c. Creating indexes and evaluating digitized scans will allow a greater number of the public to access these materials, thus providing a much-needed service for the Archives.

**II. Scope of Work - Data entry clerk will provide the following services:**

- a. Part One
  - i. Accurately transcribe and enter information from online sources, handwritten descriptions, printed text, etc. from various archival materials onto an electronic format (e.g., spreadsheets, word documents, etc.).
  - ii. Assign information to the appropriate fields and cells as outlined by the project.
  - iii. Move digital files from various media sources (e.g., external hard drives, CDs, DVDs, Websites, etc.) into a centralized storage repository.
- b. Part Two
  - i. Metadata Review
    1. Review metadata that has been created and compare entries with digital and/or physical objects. Correct entries as necessary.
    2. Review and edit existing metadata as needed to ensure standardization and accuracy.
  - ii. Quality Assurance and Metadata Creation of Digital Scans
    1. Find scan files in designated file storage and review for the following:

- a. Match number of images between pdf and tiff files, as needed.
  - b. Ensure content matches the description on the log.
  - c. Check to see scans are legible.
  - d. Confirm brightness and contrast settings of scans that result in legible records.
  - e. Images are not missing information due to incorrect cropping.
  - f. Small border around each image to show complete image.
  - g. Randomly select images and check if the pdf and tiff files match.
2. After review, enter detailed information in the log to let scanner know if scans passed the quality assurance process or need to be rescanned or reaudited.
  3. Enter metadata information about the scans – title as it appears on the original material, number of files with same file number and title, beginning and ending date of the contents.
  4. Review and create metadata of scan files as needed.

### **III. Hawai'i State Archives Responsibilities**

- a. HSA shall:
  - i. Provide a desk and computer equipment with software to complete the project.
  - ii. Provide training and overview of what should be captured and entered into various electronic documentation formats, i.e., spreadsheets, word documents, databases, etc.
  - iii. The clerk will report to the Deputy State Archivist and/or other Archives staff regarding work schedule, progress of project and/or technical issues regarding the project.

### **IV. Term of Contract**

- a. The contract shall be for a period of up to 12 months from the start date of the project, with the option of extending the contract for up to two additional 12 month terms, based on services needed, quality of work, availability of funds, and appropriate approvals. The desired start date is September 2023.
- b. Contractor shall perform all work on-site at the Hawai'i State Archives, 364 S. King St from 7:45-4:30 p.m.

### **V. Confidential Material**

- a. All materials given to the Data Entry Clerk by staff shall be safeguarded by the clerk and shall not be disclosed to any individual or organization without prior written approval of the State of Hawai'i.

### **VI. Minimum Qualifications**

- a. To assure the State that the Data Entry Clerk is capable and has the necessary experience to perform the services specified herein, the contractor must submit with the offer:
  - i. Letters of references or performance evaluations from three current/previous clients stating satisfaction with contractor's job performance. The letter of

reference or evaluation must include the following information for each submission so that HSA may contact them:

1. Name of company
  2. Company's contact information (name, title, phone number, email and postal address)
  3. Brief description of company – what kind of organization was it and who did they service, was it a privately owned, city & county, state or federal facility, etc.
  4. Brief description of duties and responsibilities, specifically computer programs used to carry out such duties.
  5. Total time spent with the company.
- b. The vendor will be required to provide Certificate of Compliance of proper registration of business with Hawai'i Compliance Express (vendors.ehawaii.gov) prior to execution of contract.

## VII. Desired Qualifications

- a. High level of attention to detail
- b. Experience in scanning software that includes creation of scanning templates
- c. Knowledge and use of auditing software for quality assurance
- d. Proficient in the use of Adobe Acrobat Reader, Windows Photo Viewer and Microsoft Office applications
- e. Strong verbal and written communication skills

## VIII. Offer Content

- a. Statement From the vendor clearly stating the per hour charge for the services requested in Section II: Scope of Work. This contract has the option of being extended.
- b. **Letters of references** from THREE (3) current/previous clients. Letters must be on Company letterhead or must show to come via company email service (e.g. \_\_\_\_@sos.was.gov, \_\_\_\_@hawaii.gov, \_\_\_\_@boh.com) and must include:
  - i. Name of Company
  - ii. Company contact (name, title, phone number, email and postal address)
  - iii. Brief description of company – what kind of organization was it and who did they service, was it a privately owned, city & county, state or federal facility.
  - iv. Brief description of duties and responsibilities
  - v. Total time spent with the company.
- c. Documentation on completion of training (received no more than two years ago) on handling confidential information for staff who will be working on this project if awarded;
- d. Provide certificate of Compliance of proper registration of business with Hawai'i Compliance Express (vendors.hawaii.gov) at the time of awarding of this contract.
- e. All requirements must be submitted to HlePRO under this solicitation by the deadline. Only offers with all required documents will be considered for award.

## IX. Evaluation Criteria

In order to have a submitted bid scored and considered, Contractor must submit all required content as prescribed in Section VII.

**X. Method of Award**

An award, if made, shall be to the responsive and responsible contractor submitting the lowest price on the HlePRO that meets the requirement stated herein. Only those offers that meet all the specifications, minimum qualifications, and any other requirements will be considered for the award. Any offer that proposes terms, conditions or requirements that are contrary to those specified herein or does not meet the qualifications requirements of this solicitation, as solely determined by the State and has provided for herein, may be considered non-responsive and will be rejected as provided herein.