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

The Hawai'i State Archives (HSA) is soliciting bids for up to three full-time temporary Digitization Specialists to digitize physical objects and archival materials for long-term preservation and conduct quality assurance checks on the metadata created. Work is scheduled to begin November 2, 2026, or as funds are available. Work is to be conducted on site at the Hawai'i State Archives, **Kekāuluohi Building, 'Iolani Palace Grounds**, 364 S. King Street, Honolulu, Hawai'i 96813. Hours for the position 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 as well as other historically significant items. These include the various media and historical items stored at the Archives and/or created by State agencies and offices.
- b. The Hawai'i State Archives (HSA) has a large collection of archival materials that were transferred to the State Archives or acquired by the Archives for public access. These materials are to be digitized to create easier, more global public access to the visual, historical, and documentary heritage of Hawai'i.

II. Scope of Work – Digitization Specialist will provide the following services:

- a. Part One
 - i. With great care, use a table-top digitization platform to digitize archival materials in accordance with Archives' processes.
 - ii. Assign information in the appropriate fields as outlined by the project.
- b. Part Two
 - i. With great care, use 3D imaging hardware to digitize in three dimensions in accordance with Archives' processes.
 - ii. Assign information in the appropriate fields as outlined by the project.
- c. Part Three
 - i. Metadata Review
 1. Review metadata created by Archives staff – compare entries and descriptions of materials. Correct entries as necessary.

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 digitization process and metadata standards.

- iii. Position will report to the State Archivist regarding work schedule, progress of project and/or technical issues regarding project.

IV. Terms of Contract

- a. The contract is contingent upon the continued availability of funds.
- b. The contract shall be for an initial period of 1 year, with the option of extending it to three additional 1-year periods based on quality of work provided, availability of funds, and appropriate approvals. The desired start date is November 1, 2026.
- c. Contractor shall perform all work on-site at the Hawai'i State Archives, 364 S. King St from 7:45-4:30 p.m. during regular business days.

V. Minimum Qualifications

- a. Ability to handle fragile material with care.
- b. Prior experience and demonstrated capability in digitizing archival materials in accordance with FADGI Standards.
- c. Prior experience and demonstrated capability in operating PhaseOne Cameras and CaptureOne Software.
- d. Prior experience and demonstrated capability in operating Artec Spider 3D imager and Artec Studio Software.
- e. High level of attention to detail
- f. Demonstratable competency in computer operation skills
- g. Staff working onsite will be able to lift and carry objects up to 30 pounds without assistance.
- h. 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.

VI. Desired Qualifications

- a. To assure the State that the Digitization Specialist is capable and has the necessary experience to perform the services specified herein, the contractor must submit with the offer:
 - i. Letters of reference from three current/previous clients stating satisfaction with contractor's job performance. The letter of reference must include the following information for each certification so that HSA may contact them:
 - 1. Name of company.
 - 2. Company 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.
 - 4. Brief description of duties and responsibilities, specifically computer programs used to carry out such duties.
 - 5. Total time spent with the company.
 - ii. CVs of staff - that are available to work onsite. These CVs should document prior experience and demonstrated capability as detailed above in Minimum Qualifications from prior work conducting similar projects.

- b. Staff working onsite are proficient in the use of Adobe Acrobat Reader, Windows Photo Viewer and Microsoft Office applications.
- c. Staff working onsite are proficient in the use of photo editing software (e.g., CaptureOne, Adobe Photoshop, Lightroom, etc.)
- d. Staff working onsite possess strong verbal and written communication skills.

VII. Offer Content

- a. Statement From the vendor clearly stating the per hour charge for the services requested in Section II: Scope of Work.
- b. This contract has the option of being extended.
- c. 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.
- d. All requirements must be submitted to HlePRO under this solicitation by the deadline. Only offers with all required documents will be considered for the award.

VIII. Evaluation Criteria

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

IX. 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.