

Request for Proposals



Company Name:

**SAA Foundation Grant
CLIR/DLF B-DAWG Visioning Access Systems
AI for Access**

Contact person:

**Christina Velazquez Fidler
Dara Baker**

Email:

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Deadline to Respond

September 26, 2024

I. Introduction

A. Purpose and Goal of RFP

The purpose of this Request for Proposal is to obtain pricing for the services listed in Section IV (Survey and Assessment Analyst).

It is the goal of this Request for Proposal to identify a survey and assessment analyst to support a Society of American Archivists funded grant administered through CLIR (see Section IV). The AI for Access group would like to execute a contract with the most responsible and responsive bidder whose bid proposal, conforming to this RFP meets the grant project and AI for Access team requirements, price and all other factors considered.

B. History of AI for Access

The “AI for Access” study seeks to answer the following question: how are members of the U.S. archival community using artificial intelligence/machine learning (AI/ML) tools to facilitate access to digital archival materials? While early adopters in the archives profession have used AI/ML for a limited subset of functions, rapidly approaching changes to the archival field—particularly the exponentially increasing scale and scope of digital collections—requires archival workers to reframe their relationship and develop more sophisticated understandings of AI/ML limitations and opportunities. This project will consist of a two-pronged literature review on the use of AI/ML and generative AI (GAI) in archival settings, followed by a survey—distributed to archival workers—that will gather quantitative and qualitative data on their current and planned use of, as well as perceptions related to, AI/ML tools.

AI for Access is the latest project from the Digital Library Federation (DLF) Born-Digital Access Working Group (B-DAWG) Visioning Access systems subgroup (VAS). VAS began in 2020 and published their first draft of the *Exploration of Access Systems: A Framework for Access Systems for Born-Digital Archival Materials* in 2021 and updated the Framework in 2022 and 2024 after extensive feedback from the archives community.

A session at SAA in 2023 raised practical, technical, and ethical questions about the use of AI in archives for access and as part of our access systems. With increased interest in AI/ML in archives, the community needs a comprehensive assessment of use across the archives and cultural heritage space.

C. Scope of Services

The scope of services to be contracted are listed in Section IV (“Examination Services”).

D. Contract Period

The Contract between the CLIR, AI for Access, and successful bidder shall be valid for 4 months. Beginning in October 1, 2024 through January 31, 2024. CLIR reserves the right to extend this contract on a month-to-month basis for a period of up to three months after the term of the full contract has been completed.

E. Inquiries and Questions

We welcome your interest in working with us, and we will be pleased to answer any questions you may have in formulating your response to this Request for Proposal.

All questions with regard to the interpretation of this solicitation must be received in writing (i.e. email) by September 10, 2024 at 4:30 pm (EST). All questions will be answered in writing (i.e. email) by September 20, 2024 at 4:30 pm (EST). Questions must make specific reference to the section(s) and page numbers from this RFP where applicable. Oral explanations or instructions will not be binding.

F. Time and Location of Submission of Proposal

Proposals are due by September 26, 2024 at 4:30pm EST. Proposals should be sent to the following contact person via email:

Dara Baker, dabaker.research@gmail.com

II. Format for Proposal

A. Introduction

This section prescribes the mandatory format for the presentation of a proposal in response to this RFP. Proposals must be clear and concise and address all aspects of the RFP. Preference will be given to respondents who can perform all aspects requested in this RFP. A proposal may be rejected if it is incomplete or conditional.

B. Description of Services and Qualifications

Each proposal must contain a detailed description of how the Bidder will provide the services listed in Section IV of this RFP. This part of the proposal may also include descriptions of any enhancements or additional services or qualifications the bidder will provide that are not mentioned in this RFP.

C. Pricing Information

The pricing policy that you choose to submit must address the following concerns:

- The structure must be clear, accountable and auditable.
- It must cover the full spectrum of services required.
- Costs and compensation must be consistent

D. Acknowledgement of Understanding of Terms

By submitting a bid, each Bidder shall be deemed to acknowledge that it has carefully read all sections of this RFP, and has fully informed itself as to all existing conditions and limitations.

E. Incurred Expenses

AI for Access/CLIR will not be responsible for any expenses incurred by the vendor in preparing and submitting a proposal.

G. Economy of Preparation

Proposals should be prepared simply and economically, providing a straight-forward, concise description of the Bidder's offer to meet the requirements of the RFP.

H. References

Bidders are encouraged to supply a list of up to three present or former clients or colleagues as business references.

I. Confidentiality

Documents submitted as part of the vendor's proposal will be treated as confidential during the evaluation process. There shall be no disclosure of any vendor's information to a competing vendor prior to award of the agreement/contract unless such disclosure is required by law or by order of a court of competent jurisdiction.

III. Proposal Evaluation Procedures

A. Proposal Evaluation

The Proposal will be evaluated by 2 members of the AI for Access project team and 1 member from the sponsor organization, CLIR. The evaluation will consider the following factors:

Experience in survey design

Experience in survey analysis

Experience with Qualtrics (the tool that will be provided)

Cost proposal with estimated hours and breakdown of different stages identified in Section IV.

B. Changes

Once a contract has been formally signed, both parties may, from time to time, require changes in the services to be provided by the Bidder under the Examination Services section. Such changes, including any increase or decrease in the amount of the Bidder's compensation, which are mutually agreed upon by and between the Academy and the Vendor shall be incorporated in written amendments.

IV. Survey and Assessment Analyst

- a. Execute a comprehensive survey targeting U.S. archival professionals in Galleries, Libraries, Archives, and Museums (GLAM) organizations. The survey aims to gather quantitative and qualitative data on the current and planned uses of AI tools as well as their perceptions of challenges and opportunities associated with such tools.
 - a. The Survey and Assessment Analyst will review AI is for Access's preliminary survey design (submitted by the AI for Access team) and make suggestions and changes based on best practices in their field.

- b. Determine survey model and sampling as needed.
 - i. BDAWG VAS members will develop a register of relevant organizations that will serve as the community being surveyed.
- c. Draft communication to promote survey
- d. Review, validate, and synthesize survey findings.
- e. Prepare data (raw and analyzed) for upload to the open source platform, OSF, as well as the SAA Dataverse
- f. Produce a final report, including individual survey question analysis, reliability data, frequency distributions, and other data.

AI for Access budget for Survey Analyst is 2500.00