



Sample RFPs

Once potential vendors have been identified for your project, the next step is to determine which vendor can meet your specifications and needs. Since most publicly funded institutions are required to use a competitive bidding process for vendor selection, a request for a proposal or RFP is required to solicit bids. Included in the RFP are vendor requirements such as experience, area of expertise and specified equipment and the ability to get the project completed in a timely fashion. The RFP can then serve as a basis for the contract once a vendor is selected.

The RLG (Research Library Group) [Tools for Digital Imaging](#) site includes: a model RFI from Cornell University, a model RFP from Cornell University used for a text-based imaging project, and guidelines for creating a Request for Proposal for Digital Imaging Services.

The American Memory page at the Library of Congress has three model RFPs to look at:

[Digital Images from Text Conversion RFP](#)

[Digital Images from Microfilm Conversion RFP](#)

[Digital Images from Photographs/Pictorial Materials RFP](#)