

**Request for Proposals
Minnesota Supreme Court Historical Society
Minnesota Court of Appeals Oral History Project - Interviews**

The Minnesota Supreme Court Historical Society recently received a Minnesota Historical & Cultural (Legacy) grant to record and transcribe eight interviews with people who have first-hand knowledge about the founding and early years of the Minnesota Court of Appeals. All interviews will be audio recorded and fully transcribed.

This Request for a Proposal is for interviewing the eight current and former members of the Minnesota Court of Appeals listed in the grant application. The budget for doing interviews, including travel, is \$6,130.

The deadline for completing work on this project is December 1, 2017. Work will be done to MNHS standards, to OHA “Principles and Best Practices,” (www.oralhistory.org) and to “Best Practices for Community Oral History Projects” in the *Community Oral History Toolkit* (MacKay, Quinlan, Sommer 2015).

Interviews will be recorded in .wav format on archival quality recording equipment with use of an external microphone. The names of the interviewees were listed in the Legacy grant application and will be discussed in more detail with the consultant chosen to do this project. The interviewer will use the Minnesota Supreme Court Historical Society oral history forms, including the donor forms, for this project.

The interviewer will provide the transcriber with a copy of each interview recording and will work with the transcriber to produce the project transcripts. All interviews will be fully transcribed in in Microsoft Word and will follow standard transcribing guide. Electronic versions of the transcripts will be in .pdfa format and will be word-searchable. Each hard copy of the transcripts will be printed on acid-free paper. Transcripts in electronic form and in printed copies will become part of the Minnesota State Law Library (MSLL) collections and will be offered to the Minnesota Historical Society (MNHS).

The project transcriber will work with the interviewer and will report to the Preservation Committee of the Minnesota Supreme Court Historical Society. Members of the committee are: Judge Diane B. Bratvold, co-chair; Gary Debele, co-chair; Elizabeth Reppe, State Law Librarian, Minnesota State Law Library; Shawn Rounds, Minnesota state archivist, Minnesota Historical Society; Judge Timothy J. Baland (ret); and Barbara W. Sommer, oral historian. This team will review and oversee project work products and progress.

Work products will be:

- 2 copies of the interview recordings in .wav format – one copy as the recording master and the second for use by the transcriber
- working with the transcriber, 2 copies of the transcripts in Microsoft Word, audit edited and footnoted, printed on acid-free paper

- electronic copies of the transcripts in .pdfa format
- a signed donor form for each interview

Electronic materials will be provided on an external hard drive.

All work products will be given to the Minnesota State Law Library. The Preservation Committee of the Minnesota Supreme Court Historical Society will contact the Minnesota Historical Society for possible placement of interviews and transcripts in their collections.

The consultant for this project will provide eight oral history interviews recorded in .wav format. When responding to this RFP, provide the following:

- a list of key personnel who will be involved in this project
- information about the background and experience of all key personnel
- information about research or writing or interviews by key personnel on the history of the Minnesota Court of Appeals
- a suggested work timeline including when and how work products will be delivered and the timing of two interim reports that will include copies of work completed to date
- brief description of the work process including equipment to be used on the project
- a suggested fee structure

Proposals must be received by email or postal mail no later than midnight on February 17, 2017. Late responses will not be considered. The Minnesota Supreme Court Historical society reserves the right to reject all proposals.

Send proposals to:

Barbara Sommer, member, Preservation Committee, Minnesota Supreme Court Historical Society – barbsom@aol.com

Questions? Contact: Barb Sommer

barbsom@aol.com

651-492-7924