

**Request for Proposals
Minnesota Supreme Court Historical Society
Minnesota Court of Appeals Oral History Project – Transcribing**

The Minnesota Supreme Court Historical Society (MSCHS) 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 transcribing the interviews with current and former members of the Minnesota Court of Appeals as specified in the grant application. The transcribing budget, including supplies, is \$2,278.

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 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 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).

All transcripts will be done in Microsoft Word and will follow standard transcribing guides:

- the Minnesota Historical Society “Transcribing, Editing and Processing Guidelines(<http://www.mnhs.org/collections/oralhistory/ohtranscribing.pdf>), and
- Baylor Institute for Oral History “Transcribing Style Guide” (<http://www.baylor.edu/oralhistory/index.php?id=23607>).

The transcriber chosen for this project will work with the interviewer under direction of the members of 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 oversee and review the grant progress and work products.

Work products will be:

- 2 copies of the transcripts in Microsoft Word, audit edited and footnoted, reviewed by the interviewer, printed on acid-free paper

- electronic copies of the transcripts provided on an external hard drive

All work products will be given to the Minnesota State Law Library.

The winning consultant will provide clear, accurate transcripts of the interviews. When responding to this RFP, provide the following:

- a list of key personnel who will be involved in this project
- information about transcribing background and experience of all key personnel
- two examples of transcripts/work products
- 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 transcribing and printing equipment to be used on the project
- a suggested fee structure

Proposals must be received by email or postal mail by February 17, 2017. Late responses will not be considered. The MSCHS Preservation Committee 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

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