

**Giants of The Earth Heritage Center, Spring Grove, MN  
Contract Positions (2): Oral Historian and Project Intern  
Norwegian Ridge Oral History Project  
May-October, 2018**

## **I. INTRODUCTION**

### **Organization Background**

Giants of the Earth Heritage Center was incorporated in 2009 as a non-profit educational institution dedicated to honoring, preserving, and interpreting the history and heritage of the people from Spring Grove's Norwegian Ridge in southeastern Minnesota. Drawing on a rich cultural history, the Center records and reflects the achievements of people in the Spring Grove area. The Center draws upon varied resources, while also providing a gathering place and a sense of community and identity to its public.

### **Project Description**

Presently, the Giants of the Earth Heritage Center is actively collecting oral histories related to life and culture on local farms. In 2017, we self-funded a farm oral history project and filmed oral history interviews of 25 local farmers representing 17 families to document their experiences. As part of this project, we identified additional families we wished to interview.

We are conducting this second phase our project to document the stories of 13-15 families in the Highland and Caledonia Township areas. We seek to reach between 15-20 individuals from these families, representing between 13 to 15 of these previously identified families. The project goal is to interview, record, transcribe, and archive between 15 and 20 oral histories.

We have been awarded with a \$9974 Minnesota Historical and Cultural Heritage grants to support this stage.

### **Job Descriptions**

The Giants of the Earth Heritage Center is seeking competitive bids for two services related to this project. The services are:

#### **1. Oral Historian:**

*Tasks:* The Oral Historian will prepare and secure the release forms for all interviews; schedule all interviews; prepare and revise the interview questions; conduct all interviews; review all transcriptions; review all inventory forms; and be responsible for all deliverables. The Oral Historian will conduct local history research pertaining to the individuals and oral history topics. The Oral Historian will also assist in recruiting and interviewing the intern- if needed, and will manage the intern. Total hours were estimated to be 118.5 at a rate of \$50 per hour, with 10 hours of travel time at a rate of \$25 an hour. Travel expenses up to \$376 will be reimbursed.

*Deliverables:* 15-20 high quality video interviews in digital format; the corresponding transcriptions for these interviews, the corresponding inventory forms; and the corresponding

release forms. The Oral Historian work is expected to take place between May 1 and October 31, 2018.

*Qualifications:* Proven experience with managing and conducting large (10+) oral history projects. A BA in history or a related field. Familiarity with agricultural history and the Spring Grove area. Excellent oral and written communication skills and an attention to detail will be required.

## **2. Project Intern:**

*Tasks:* The selected intern will assist with set-up before-hand and break-down after interviews, as well as general support during interviews. The intern will be responsible for choosing which online transcription service to use; transcribing and editing 15-20 oral histories; and creating and revising the inventory forms. The intern will conduct supplemental local history research pertaining to oral history topics, and will also scan and digitize any photos or similar materials that were loaned for the project, and return these items. The Intern work is expected to take place between June 1 and October 31, 2018. Total hours estimated for this work is 195, at \$15 an hour. Travel expenses up to \$376 will be reimbursed.

Qualifications will be: experience in local history research, and familiarity or interest in collecting and archiving oral histories. A high level of curiosity, commitment, creativity and attention to editing and detail will be required.

## **II. PROJECT TIMELINE**

<b>Date</b>	<b>Activity</b>
<b>April 9, 2018</b>	<b>RFP Issued</b>
<b>April 23, 2018</b>	<b>Bids Due</b>
<b>May 1, 2018</b>	<b>Estimated Contracts Award</b>
<b>October 31, 2018</b>	<b>Estimated Project Completion</b>

Proposals will be evaluated within approximately one (1) week of the bid closing and bidders will be notified of their status as soon as possible thereafter.

## **III. PROPOSALS**

### **Proposal contacts**

If you have any questions about this rfp, please submit them to *both* Karen Gray at [kbjgray@springgrove.coop](mailto:kbjgray@springgrove.coop) and Nancy O'Brien Wagner at [nancy@bluestemheritage.com](mailto:nancy@bluestemheritage.com). We will forward answers to all bidders by Tuesday, April 24, and allow for amendments to bids if requested.

## Submission of Proposals

Please submit all proposals to *both* Karen Gray at [kjbgray@springgrove.coop](mailto:kjbgray@springgrove.coop) and Nancy O'Brien Wagner at [nancy@bluestemheritage.com](mailto:nancy@bluestemheritage.com) by end of day on April 23, 2018.

## Conditions on Receipt of Proposals

This Request for Proposals does not obligate the Giants of the Earth Heritage Center to award any specific project. The Giants of the Earth Heritage Center reserves the right to cancel this solicitation. The Giants of the Earth Heritage Center also reserves the right to waive irregularities in proposal content or to request supplemental information from prospective bidder(s).

## Minimum Proposal Contents

- Description and schedule of proposed work.
- Description of work on comparable projects, with client references for those projects.
- Company profile and identification of Bidder personnel and any subcontractors who will supervise and/or conduct the work of the project, including details of their training and experience, and where Bidder personnel and subcontractors are located.
- Detailed cost proposal for services.
- Sample work (if applicable).

## IV. PROPOSAL EVALUATION

Proposals will be evaluated by the Giants of the Earth Heritage Center on the basis of the following criteria:

- Bidder qualification, technical expertise, knowledge, and experience
- Quality of sample work
- Overall cost of proposal.
- Any other factor(s) that might aid in selecting the best candidate.

## V. DELIVERABLES / DELIVERY SCHEDULE

### Deliverables

The deliverables for this project are listed in RFP Section I.

### Delivery Schedule

Production schedule will be determined at the project startup, on a schedule mutually agreed to by the successful Bidder/s and the Giants of the Earth Heritage Center. Ideally, we would like to complete this project by October 31, 2018, or sooner if possible.