

Request for Proposal (RFP)

For

Archivist Consultancy Services

PROJECT

**Oral History Project for the Over 50s
Black Men Forum (O5BM)**

1 BACKGROUND

The Over 50s Black Men Forum (O5BM) is a vibrant community that brings together Black men aged 50 and over. As part of our commitment to preserving our history and amplifying the voices of our members. We are embarking on an oral history project to capture the voices of Black male Diasporains living in Essex.

1.1 PROJECT MISSION

We want Essex history to include Older black male voices, who are at the margin or society and whose voices have been hidden from the history of Essex.

1.2 PROJECT AIMS AND OBJECTIVES.

- Recording of personal narratives of older black male living in Essex, who are part of members of the Over 50s Black Men Forum.
- Collection of stories to help the creation of historical records, where our participants can story and recollections of events that can be archived at the Essex Record Office
- To create a rich and authentic oral history archive that reflects the resilience, wisdom, and contributions of Black men in our community.

We are seeking an Archivist Consultant/Service provider to support a major phase of this project.

2 RESPONSIBILITIES/DELIVERABLES

The Archivist Consultant/service provider will be responsible for the following deliverables.

- **Storage and Preservation:** The archivist is responsible for taking in, providing appropriate storage, and preserving the recording in perpetuity.
- **Making Interview Searchable:** Writing time-coded summaries for catalogue, and uploading recordings or clips to the catalogue Essex Archives Online
- **Cataloguing:** The archivist is responsible for cataloguing, writing detailed finding aids, and making oral histories accessible to the public.

3 CONTRACT MANAGEMENT

3.1 TIMELINE:

- The project is expected to commence in June 2024 and conclude by July 2025.

3.2 BUDGET:

- Please provide a detailed breakdown of your proposed fees, including hourly rates, travel expenses (if applicable), and any additional costs.

3.3 CONSULTANT QUALIFICATIONS

- **Experience with Oral History:** The archivist should have experience working with oral history interviews. This includes understanding the role of archivists in relation to oral histories, and the essential role they play in creating, preserving, and providing access to oral histories.
- **Understanding of Archival Practice:** The archivist should have a deep understanding of archival practice. This includes knowledge of how to sponsor and undertake oral history interviews to fill gaps in collections, how to provide appropriate storage, and how to manage shifts in storage requirements for born-digital recordings.
- **Cataloguing and Accessibility:** The archivist should be skilled in cataloguing, transcribing, writing detailed finding aids, and making oral histories accessible to the public.

3.4 PROPOSAL INSTRUCTIONS

- Proposals should address the "Consultant Qualifications" and "Award Criteria " as specified in this RFP.
- This will be a lump sum contract. The total budget for the project cannot exceed £2,730 (inclusive of VAT) but is exclusive of travel.

4 AWARD/EVALUATION CRITERIA

The Consultant will be selected based upon evidence displaying their expertise across the following evaluation criteria:

- **Archival standards and best practices:** The service provider should follow the archival principles and best practices recommended by the UK Oral History Society (UK
- **Capacity and resources:** The service provider should have the necessary infrastructure and resources to effectively undertake or intake oral history project/collection. This may include storage space, equipment, software, staff, budget, etc.
- **Accessibility and discoverability:** Must have long-term sustainability and viability of its platform to ensure that captured oral history interviews are accessible and discoverable all intended audiences, such as general public, researchers, educators etc.,

5 PROCUREMENT TIMETABLE(TBC when detailed Project Plan exists)

June 3, 2024	O5BM Issues RFP
June 14, 2024	Suppliers submit RFP Proposal
June 18, 2024	Evaluation Completed
June 20-21, 2024	Interview of shortlisted candidates
June 25, 2025	RFP contract award decision
June 26-28, 2024	RFP Contract signed
July 01, 2024	Consultant Starts

5.1 SUBMISSION DETAILS:

1. Interested consultants should submit their RFP proposals by **June 14, 2024**,
2. Submit proposals to: sorosoke@o5bmforum.org.uk