



Request for Proposal (RFP)

For

Transcription 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 a transcription consultant/service provider to support a major phase of this project.

2 RESPONSIBILITIES/DELIVERABLES

The transcription consultant/service provider will be responsible for the following deliverables.

- **Transcribe Collected Oral History:** turn spoken words into permanent, accessible records.
- **Quality Assurance:** The transcription service should ensure exceptional quality assurance.
- **Providing Useful Documents:** The transcription service should provide useful documents to make the transcription process more efficient.
- **Working with Oral History Consultant & Archivist:** the transcriber should discuss the details and logistics with the project editor.
- **Drafting and Editing:** drafting and redrafting as required.

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

- At least 24 months experience in transcription, including general transcription, research, legal and oral history.
- Quality Assurance Practices: The transcription service should have robust quality assurance practices in place.

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 £2,800 (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:

- Transcription Quality
- Handling Difficult Audio
- Turnaround Time
- Confidentiality and Security
- Pricing
- Customer Service
- Experience and Expertise

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