

Request for Quote: Oral History Project
National Museum of Natural History
Smithsonian Institution
April 13 2015

The National Museum of Natural History is initiating an Oral History Project to record information from current and retired staff about their work. We are seeking quotes for contractual services. Costs for transcription of interview content should be quoted as a separate line item.

STATEMENT of WORK

Contractor will conduct oral history interviews of 50 museum-based biologists, geologists, anthropologists, and collections and museum experts. Interviews will be of approximately one hour with the potential for follow up sessions.

Interviews will be recorded in audio and video form. Transcription may or may not be included in this work depending upon costs. Interview footage and recordings will be of archival quality and modest production value.

Interviews will follow a standard question protocol, with extra research to inform some questions as helpful but not necessary.

Contractor will:

1. Develop a standardized question set for review and acceptance by NMNH
2. Contact interviewees per prioritized list provided by NMNH and will schedule interviews, handling all logistics.
3. Conduct interviews.
4. May transcribe interviews or validate transcriptions.
5. Conduct three interviews per week.

Work will be performed at NMNH facilities, or in a few instances may occur via telephone if interviewee is unable to travel.

Work should commence upon execution of the contract.

Work will be performed at NMNH premises, Monday to Friday, during the hours of 7:00 a.m. – 6:00 p.m., with a final schedule to be agreed upon execution of the contract

NMNH will provide an office space, interview site, and camera operator.

Deliverables will be:

1. Standard questions protocol
2. Completion of three interviews per week
3. Delivery of audio and video files

4. Transcriptions of each interview.

Selection of contractor will be based on best value.

Quotes should be sent to Carol Butler, Assistant Director for Collections, at butlercr@si.edu no later than 5:00 p.m. EDT, April 20, 2015.