

# Request for Proposals

## Legislative Tape Digitization

Organization: **Minnesota Legislative Reference Library**

Proposal deadline: Friday, July 14, 2017 at 4:30 pm. Late proposals may not be accepted.

Proposal method: Proposals may be submitted in writing or by email.

Deliver proposals to: Minnesota Legislative Reference Library  
645 State Office Building  
100 Rev. Dr. Martin Luther King, Jr. Boulevard  
St. Paul, MN 55155  
Email: [elincoln@lrl.leg.mn](mailto:elincoln@lrl.leg.mn)

Contact person: Elizabeth Lincoln  
Minnesota Legislative Reference Library  
645 State Office Building  
100 Rev. Dr. Martin Luther King, Jr. Boulevard  
St. Paul, MN 55155  
Phone: 651-296-0594  
Email: [elincoln@lrl.leg.mn](mailto:elincoln@lrl.leg.mn)

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# Request for Proposals Legislative Tape Digitization

## Project Description

The Minnesota Legislative Reference Library is seeking vendor services to digitize approximately 28,200 audiotapes of the Minnesota Legislature's floor debates and committee hearings. Approximately 2,900 of the audiotapes are reel-to-reel tapes and 25,300 are audiocassette tapes.

Audio cassette tapes are standard format (A side, B side) and range from 60 to 90 minutes per side. Most tapes are not completely filled.

These tapes span the years 1991-2003 and are currently located in two locations. The Legislative Reference Library currently maintains the physical audiotapes for 1999-2003. The Minnesota Historical Society currently maintains the audiotapes for 1991-1998 but plans to deaccession the audiotapes to the Legislative Reference Library by December 31, 2017. The Legislature's floor debates and committee hearings have been digitally recorded and archived on the Library's servers since 2004.

Digitization of these audiotapes will make the primary records of the Legislature accessible to anyone at any time and preserves these recordings into the future.

## Project Requirements

- Transport boxed audiotapes from the Minnesota Historical Society and the Minnesota Legislative Reference Library to your site. This can be done in stages, ideally before January 1, 2018.
- Convert audiocassette tracks to digital format (.mp3).
- Use a file naming convention provided by the Legislative Reference Library (LRL).
- When there are multiple tapes for the same meeting, use the provided naming convention to accurately name the digital file(s).
- When a tape is found that is not represented on the information provided, follow the procedures provided to either name the file and note the tape information in a provided document, or contact the LRL for instructions.
- Remove the silence on each tape from the beginning and end.
- Include cost estimate for the addition of ID3 tags to each tape.
- Deliver files on DVD or on a portable drive.
- The project needs to be fully complete before June 30, 2018.

### **Required Contents of Proposals**

The proposal must state or include:

- A description of the contractor's experience in providing these services.
- A work plan outlining including a timeline of the proposed process for digitalization conversion.
- The submitter's overall cost proposal and all other cost associated with conducting and completing the project. (The Legislative Reference Library is exempt from sales tax.)
- Include no less than two professional references to which the contractor has provided services. The Legislative Reference Library may contact the references to verify the extent and the quality of services provided.
- And must address all other matters required by the above specifications to be in the proposal.

### **Consideration of Proposals**

The Legislative Reference Library reserves the right to reject any or all proposals, the right to waive any irregularity, the right to enter into a contract that varies from the specifications or general conditions, and the right to negotiate at any time with those that submit proposals or with any other party. The Legislative Reference Library will not necessarily select the proposals that offer the lowest price; the Legislative Reference Library reserves the right to consider price, quality, reliability, convenience, and any other factors that the Legislative Reference Library deems relevant. General terms and conditions specified in this Request for Proposals beginning on page 4 must be included in contract.

### **Proposals Due**

Proposals must be received by the Legislative Reference Library by 4:30 p.m. Friday, July 14, 2017. Electronic submission is encouraged. Electronic documents can be e-mailed to the address below. Proposals are to be submitted to:

Minnesota Legislative Reference Library  
645 State Office Building  
100 Rev. Dr. Martin Luther King, Jr. Boulevard  
St. Paul, MN 55155  
Email: [elincoln@lrl.leg.mn](mailto:elincoln@lrl.leg.mn)

Proposals must be received by the specified deadline. Late submissions may not be accepted. All expenses incurred in responding to this request for proposals shall be borne by the responder.

## General Terms and Conditions

- A. In matters arising out of this proposal or out of any resulting contract, the authorized agent is the Director of the Legislative Reference Library.
- B. The Legislative Reference Library reserves the right to reject any and all consultant proposals received as a result of this Request for Proposals, or to negotiate separately with any consultant in any manner necessary.
- C. Proposals will be received and considered in accordance with Minnesota Statutes 2016, Section 13.591, subdivision 3, Business as Vendor, paragraph (b) which provides as follows:

“(b) Data submitted by a business to a government entity in response to a request for proposal, as defined in section 16C.02, subdivision 12, are private or nonpublic until the time and date specified in the solicitation that proposals are due, at which time the name of the responder becomes public. All other data in a responder's response to a request for proposal are private or nonpublic data until completion of the evaluation process. For purposes of this section, "completion of the evaluation process" means that the government entity has completed negotiating the contract with the selected vendor. After a government entity has completed the evaluation process, all remaining data submitted by all responders are public with the exception of trade secret data as defined and classified in section 13.37. A statement by a responder that submitted data are copyrighted or otherwise protected does not prevent public access to the data contained in the response.

If all responses to a request for proposal are rejected prior to completion of the evaluation process, all data, other than the names of the responders, remain private or nonpublic until a resolicitation of the requests for proposal results in completion of the evaluation process or a determination is made to abandon the purchase. If the rejection occurs after the completion of the evaluation process, the data remain public. If a resolicitation of proposals does not occur within one year of the proposal opening date, the remaining data become public.”

- D. The Minnesota Legislative Reference Library reserves the right to require a consultant to make an oral presentation of its proposal to the Legislative Reference Library to permit a better understanding of the specifics of a consultant’s proposal.
- E. The Legislative Reference Library are not responsible for any cost incurred by the consultant in responding to this Request for Proposals.
- F. Payment for any contract entered into as a result of the Request for Proposals will be made on a negotiated periodic basis after receipt of billings accompanied by the appropriate verification of work time and satisfactory completion of tasks to billing date. In accordance with Minnesota Statutes 3.225, subdivision 6, paragraph (b), no more than 90 percent of the amount due under the contract may be paid until the Legislative Reference Library’s authorized agents have certified that the consultant has satisfactorily fulfilled the terms of the contract.
- G. All contractors and subcontractors must conform to the labor laws of the State of Minnesota, and to all other laws, ordinances and legal requirements affecting the work in this state. The consultant must conform with and agree to the provisions of Minnesota Statutes, Section 181.59, which

prohibits discrimination in the hiring of labor by reason of race, creed, or color. That statute reads as follows:

181.59 DISCRIMINATION ON ACCOUNT OF RACE, CREED OR COLOR PROHIBITED IN CONTRACT.

Every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the contractor agrees:

- (1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or Contractor, shall, by reason of race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates;
- (2) That no contractor, material supplier, or Contractor, shall, in any manner, discriminate against, or intimidate, or present the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color
- (3) That a violation of this section is a misdemeanor; and
- (4) That this contract may be cancelled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

- H. In accordance with Minnesota Statutes, section 176.182, the consultant must provide to the Legislative Reference Library acceptable evidence of compliance with the worker's compensation insurance coverage requirement of Minnesota Statutes, section 176.181, subdivision 2.
- I. If the amount of this contract exceeds \$100,000 and the consultant has employed more than 40 full-time employees in this state or in the state in which the consultant has its primary place of business on a single working day in the 12 months immediately preceding the due date for the proposal, the consultant must comply with the affirmative action plan requirements of Minnesota Statutes, section 363A.36, as follows:
  - (a) If the 40 full-time employees were employed in Minnesota, consultant must, prior to submission of the proposal, either have a certificate of compliance issued by Minnesota Commissioner of Human Rights or that commissioner must have received from the consultant an application for such a certificate. Prior to signing a contract resulting from a successful proposal, the consultant must have the certificate of compliance.
  - (b) If the consultant did not have more than 40 full-time employees in Minnesota but did have that number in another state in which the consultant has its primary place of business, the consultant must, prior to signing a contract resulting from a successful proposal, either have a certificate of compliance issued by the Minnesota Commissioner of Human Rights or certify that the consultant is in compliance with federal affirmative action requirements.

As required under Minnesota Rules, part 5000.3600, subpart 9: Minnesota Statutes, section 363A.36, and Minnesota Rules, parts 5000.3400 to 5000.3600, are hereby incorporated into this

Request for Proposals and will be incorporated into any resulting contract, by reference. A copy of that statute and those rules are available to the consultant from the Legislative Reference Library upon request.

- J. As required by Minnesota Statutes, section 270C.65 subdivision 3, a consultant must provide to the Legislative Reference Library either its federal taxpayer identification number, its Social Security number, or its Minnesota tax identification number (if applicable). This information may be used in the enforcement of federal and state tax laws. Supplying these numbers could result in action to require consultant to file state tax returns and pay delinquent state tax liabilities. This contract will not be approved unless these numbers are provided. These numbers will be available to federal and state tax authorities and state personnel involved in approving the contract and the payment and audit of state obligations. These numbers will not be made available to any other person without the express written permission of the consultant.
- K. The consultant must agree to comply with the Government Data Practices Act, Minnesota Statutes, chapter 13, as it applies to all data provided by the Legislative Reference Library in accordance with this agreement and as it applies to all data created, gathered, generated, or acquired in accordance with this agreement.

All work products and interim and final reports prepared by the consultant in the performance of its obligations under this agreement are the property of the Legislative Reference Library and must be remitted to the Legislative Reference Library upon completion or termination of this agreement. The consultant must not use, willingly allow the use of, or cause to have the materials used for any purpose other than performance of the obligations under this agreement without the prior written consent of the Legislative Reference Library.

- L. Work must begin within the timeframe set in the signed contract between the Legislative Reference Library and the consultant. The signed contract will terminate upon full performance by all parties of the contract agreement.
- M. This contract may be terminated by the Legislative Reference Library as permitted under Minnesota Statutes 3.225, subdivision 6, in whole or in part, whenever the Legislative Reference Library determines that termination is in the interest of the Legislative Reference Library. The Legislative Reference Library will pay all reasonable costs associated with this contract that the consultant has incurred up to the termination date of the contract and all reasonable costs associated with termination of the contract.