



**Mille Lacs Band of Ojibwe Archives**  
**REQUEST FOR PROPOSAL**

**OWNER: MILLE LACS BAND OF OJIBWE**  
**43408 OODENA DRIVE**  
**ONAMIA, MN 56359**

**DATE ISSUED: January 30, 2012**

**BID DATE: February 13, 2012**

**PRODUCT: Analog to Digital Conversions**

**TO: Professional Analog to Digital Conversion Companies**

**THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED HEREIN.**

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**RFP – Analog to Digital Conversions**

The Mille Lacs Band of Ojibwe, Archives Department will be accepting sealed bids from professional Analog to Digital Conversion Companies to convert sensitive audio cassettes that date back to 1968. The selected Bidder must have demonstrated successful work with fragile audio materials. Bids will be due Monday February 13, 2012 at 1:30 P.M. Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Tuesday, February 14, 2012 at 3:30 PM.

**Analog to Digital Conversion specifications:**

Subjects: Way Nah Bo Zho Stories, Ah Du Zhu Con, Ojibwe Songs, Culture Class, Personal Stories

20 minute audio cassette tapes (X 30)	Time) 600 minutes
30 minute audio cassette tapes (X 207)	Time) 6,210 minutes
45 minute audio cassette tapes (X 50)	Time) 2,250 minutes
46 minute audio cassette tapes (X 30)	Time) 1,380 minutes
60 minute audio cassette tapes (X 195)	Time) 11,700 minutes
90 minute audio cassette tapes (X 146)	Time) 13,140 minutes
120 minute audio cassette tapes (X 2)	Time) 240 minutes

Total Tapes: 660

Approximately: 35,520 Minutes

Finished Product: All Analog to digital conversions:

- Shall be professional CD recordings.
- Shall be appropriately titled: Name of the person interviewed, date of the interview, & recorded time.
- Shall have the Mille Lacs Band of Ojibwe Logo & Copy Rights of the Mille Lacs Band of Ojibwe Archives printed on each CD & CD case.

**Note:** Provide a complete list of all Analog to Digital Conversions which were processed for the Mille Lacs Band of Ojibwe Archives.

**Contacts:**

**Interested bidders shall contact Donald A. Graves, Mille Lacs Band of Ojibwe Archivist at 320-532-7535 or Caryn Day, Director of Tribal Operation at 320-532-7897 with any questions.**

**MILE LACS BAND ARCHIVES / PROJECT MANAGEMENT RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS FOR ANY REASON.**

**Bidding notes:**

1. Submit a signed proposal with specifications and pricing
2. All Contractors must provide the following along with their bid submittal:
  - a. A copy of Current MLB Vendor's License (or a copy of the submitted application)
  - b. A current W-9 form
  - c. Professional Certification
  - d. Previous Experience with Archival Material
  - e. Previous Experience with Tribes

**Note:** Successful candidate must agree to adhere to the confidentiality and data privacy requirements of the Mille Lacs Band of Ojibwe.

**All proposals must be mailed and labeled as follows:**

**Mille Lacs Band of Ojibwe  
Attention: Donald A. Graves, Mille Lacs Band of Ojibwe Archivist  
Sealed bid: Analog to Digital Conversion  
43408 OODENA DRIVE  
Onamia, Minnesota 56359**

\*\* Please note that bids must be submitted via mail to the above address. Hand delivered items will not be accepted. Please plan accordingly to ensure the timely receipt of your bid submittal. \*\*

**PROPOSALS NOT SUBMITTED IN THIS MANNER WILL BE REJECTED.**

**Licensing:**

Firms must be licensed with the Mille Lacs Band of Ojibwe. A copy of this license (or the license application) must accompany each bid. Licensing process can take several weeks. If you are not currently licensed with the MLBO, please submit a copy of your license application along with your proposal. Contact Linda Dunkley at the Business Regulations Office at (320)532-8859 with questions regarding licensing and for the license application.