

Supreme Court of Illinois



Request For Proposal:

Archival Plan for the Supreme Court of Illinois

Administrative Office
of the
Illinois Courts

April 2007

TABLE of CONTENTS

■	Introduction and Purpose.....	3
■	Scope of Work.....	4
■	Required and Preferred Qualifications.....	5
■	Schedule of Events, Bidders' Conference, and Selection.....	6
■	Proposal Submission.....	7

INTRODUCTION and PURPOSE

INTRODUCTION

The Supreme Court of Illinois is the highest tribunal in Illinois. The Supreme Court is constitutionally vested with general and supervisory authority over all courts in Illinois. The year 2008 will mark the 190th Anniversary of the Illinois Constitution of 1818 which established the Supreme Court of Illinois. Further, the year 2008 is the centennial year of the Supreme Court Building in Springfield, Illinois. As one of the three pillars of our democratic society, the Supreme Court seeks to formally commemorate these milestones of its history and heritage and to collect, preserve and display the unique and historical artifacts of the Court and the Judicial Branch to affirm that these treasures belong to the citizens of Illinois.

PURPOSE

The Supreme Court of Illinois, through its Administrative Office, invites proposals from individuals or organizations with expertise in public sector archival projects. The request seeks the submission of a strategic and tactical plan to systematically identify, retrieve, preserve, manage and display documents, articles, art work, photographs, records, electronic archival records, and other items which are of enduring value to the Supreme Court and the Judicial Branch.

SCOPE of WORK

Consistent with the Supreme Court's value of ensuring public access to, and display of, historical artifacts of the Court and the Judicial Branch, the proposal should incorporate the design of an archive strategic plan for the Supreme Court of Illinois that identifies, retrieves, protects, preserves, manages, and publicly displays the myriad items of historical and enduring value to the Court and the Judicial Branch. The plan should, at a minimum, map issues, time frames, and concomitant recommended resources, regarding the following:

- Scope and type of surveying, research and evaluation to identify, locate, and assess the condition and availability of Supreme Court artifacts, documents, records, and other matters of legal, historical and enduring value.
- List of anticipated government offices, agencies, or departments, as well as allied professionals and organizations, whose support and collaboration will aid in the implementation of the Court's archive plan.
- Funding and staffing needs and structure that will ensure practical stewardship of the Court's artifacts.
- List of archival standards and methodologies that will be applied in the collection and care of Court artifacts.
- Strategies to foster access, display and exhibits of Court artifacts.
- Strategies / guidelines for archival education of the public, including reference services via the Web.
- Anticipated on-going historical research and writing activities to ensure currency and completeness of artifact collection and protection.
- Impact of new technologies, both as a benefit or potential burden, in the long-term preservation of Court documents and artifacts.
- Projected calendar for Plan development with activities initiating on or about July 1, 2007.

REQUIRED QUALIFICATIONS

The proposal should contain information that details key professional, personnel and organizational experiences and qualifications. This information is required for each proposed project participant. Please provide a description, and if applicable, a sample, of the following:

- Experiences in surveying, researching and describing public sector historical records and artifacts.
- Project management skills.
- Written and verbal communication skills.
- Organizational skills.
- Conceptual and analytical skills.
- Listing of professional references

PREFERRED QUALIFICATIONS

- Prior employment or contractual experience as an archivist in the public sector (if applicable, include a detailed project / work history).
- Working knowledge of Illinois courts structure and history is highly desirable.
- Principal or lead staff should hold an advanced degree in Archival Science, History, or closely related discipline.
- Certification by a national or state archivist academy or association is desirable.

SCHEDULE of EVENTS, BIDDERS' CONFERENCE and VENDOR SELECTION

The following events are calendared for the management of this Project:

1. **April 18, 2007 through May 18, 2007**
Paper Distribution and Electronic Posting to the Supreme Court Web Site of the RFP. Interested vendors should submit a letter of interest in preparing an RFP and confirm their intent to participate in the May 24, 2007 *Bidders' Conference* by not later than May 18, 2007. Letter of interest is to be sent to:

Cynthia Y. Cobbs
State Court Director
Administrative Office of the Illinois Courts
222 North LaSalle Street - 13th Floor
Chicago, Illinois 60601
[Facsimile transmission of letter of interest may be sent to:
the State Court Director at (312) 793-0331]
2. **May 24, 2007 (1:30 p.m. CDT)**
Mandatory participation (personally or telephonically) in the *Bidders' Conference* to be conducted in the Chicago office of the Administrative Office of the Illinois Courts for those vendors interested in submitting a proposal.
3. **June 15, 2007 (5:00 p.m.)**
All proposals must be received by the State Court Director (No facsimile or electronic transmissions will be accepted). The State Court Director will oversee the team to review and objectively rate the qualifying proposals. The rating team will consist of members of the judiciary, court managers, and an invited member of a public sector archival office.
4. **July 1, 2007** (or as soon thereafter as possible).
State Court Director announces selected vendor. State fiscal year 2008 contract is executed with the selected vendor.

PROPOSAL SUBMISSION

Interested vendors must submit six (6) bound proposals and a cover letter which address the issues contained in the Scope of Work and Required and Preferred Qualifications contained in the RFP. Proposals must be received by 5:00 p.m. on Friday, June 15, 2007. Proposals are to be submitted to:

**Cynthia Y. Cobbs
State Court Director
Administrative Office of the Illinois Courts
222 North LaSalle Street - 13th Floor
Chicago, Illinois 60601**

Right to Cancel

The Administrative Office of the Illinois Courts reserves the right to cancel this Request for Proposal at any time.

Ineligible Organizations

Any individual, business, or entity, including the use of any subcontractors, currently debarred, suspended, or ineligible to conduct business in the State of Illinois for any reason, is ineligible to submit a proposal.