



COUNTY OF YORK

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Human Resource Director

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REQUEST FOR PROPOSALS CONTRACT ARCHIVIST SERVICES

York County and the York County Registry of Deeds is seeking the services of an archivist to assess a very large number of old documents, some of which might be historically significant, dating back to the mid 1600's. The selected archivist must understand the various governmental structures and their associated operations both before and after the founding of the United States.

The archivist will have the considerable task of helping us understand how all these old records interact with one another. The archivist will be asked to review documents held by both the Registry of Deeds and the Commissioners. This collection includes several very old maps. The selected archivist should be familiar with interpreting documents and various stages of archival storage, indexing and cataloging of documents ultimately leading to a publicly accessible database through our records management system.

Given the significance, both in size and scope, we are inviting interested respondents to a mandatory pre-bid meeting on August 10, 2022 at 10:00 a.m. at the Registry of Deeds in the York County Courthouse, 45 Kennebunk Road, Alfred, ME. Failure to attend the mandatory pre-bid meeting will be grounds for disqualification. A tour will be conducted of our archives and we will answer any questions.

All proposals must provide sufficient detail about you or your firm's background, past projects and your understanding of colonial and modern governments.

Proposals should include any other information you deem important as well as a fee proposal.

Proposals must be submitted via e-mail to Greg Zinser at: gtzins@yorkcountymaine.gov or via the mail to Greg Zinser, York County Manager, 45 Kennebunk Road, Alfred, ME 04002.

All proposals must be received by August 24, 2022 by 2:00 p.m. Late proposals will be rejected. York County reserves the right to accept or reject any proposal and waive any formalities.