

## **Golden Valley Historical Society Request for Proposal (RFP)**

**Services:** Museum – Collections Management

**Project:** The Golden Valley Historical Society seeks to catalog its entire collection of archival collection under the direction of a qualified museum curator in Golden Valley, Minnesota.

**Closing Date:** Tuesday, September 12, 2017

**Primary Contact:** Crystal Boyd  
Project Director, GVHS Collections Committee  
(612) 247-5283  
crystal.boyd@colorado.edu

### **A. General**

#### 1. Purpose

The Golden Valley Historical Society (GVHS) seeks proposals from qualified consultants/contractors to provide professional museum registration services for a catalog of approximately 90 cubic feet of archival materials in an effort to support GVHS's ongoing collections management efforts. Work will take place at the Golden Valley Historical Society in Golden Valley, Minnesota.

This RFP describes the basic services required and the process for selecting the qualified consulting firm for this project.

#### 2. Submission of Proposal

Prospective consultants/contractors shall submit one (1) electronic copy (sent via e-mail) of their proposal and fee schedule no later than 11:59pm on Tuesday, September 12, 2017 to [crystal.boyd@colorado.edu](mailto:crystal.boyd@colorado.edu). All proposals must be clearly marked "Archives Catalog – Golden Valley Historical Society" in the subject heading.

All submissions must be received by the RFP closing date. Incomplete submissions and submissions received after the closing date will not be accepted.

## **B. Background Information**

The Golden Valley Historical Society (GVHS) was organized in 1974. Its mission is to find, preserve, and disseminate the historical knowledge about the Village/City of Golden Valley, Minnesota. In pursuit of this mission, GVHS collects oral histories, photographs, video histories, and three-dimensional objects. In 1997, GVHS acquired the City's oldest church as a permanent home and maintains a repository of its collections there. Given that the historic church is often used as a wedding venue (generating much-needed revenue for the Society), there is limited space to store incoming objects, and virtually no space in the building to stage exhibitions. In 2012, the GVHS Board of Directors and membership voted to fundraise for and construct an addition to house permanent and rotating exhibitions, object storage, and office space. Construction began in late 2013, and was completed in mid-2014.

The goal of this project is to catalog 100% of the archives in the GVHS collection according to best practices in collections and archives management. The archival collection contains approximately 90 cubic feet, including 32 sub-collections with an estimated 1,800 files. This includes such diverse items as letters, diaries, testimonials, scrapbooks, biographies, autobiographies, logbooks, newspaper clippings, magazine clippings, photographs, film negatives, portraits, slides, cassette tapes, interview transcriptions, recordings on VHS, recordings on DVD, etc. The archival collection is stored completely on site in the historic church.

All collections are inventoried, and a small subset of files have associated donor forms and brief descriptions that will be entered into the database as part of this catalog project. This project will result in updated catalog records at the file level, including data entry of associated donor forms and brief descriptions.

Records will be input directly into PastPerfect. Minimum fields recorded will include accession #, received date, cataloged by, catalog date, source, home location, description, date, year range, condition, status date, status by, status, height, width, length, material, and provenance.

Optional data fields that depend on the unit may include: event, name of creator, administrative history, archival history, accruals, system of arrangement, conditions governing access, conditions governing reproduction/copyright, language, physical characteristics & technical requirements, finding aids, existence & location of originals, existence & location of copies, related units of description, archivist's notes, and up to 16 specialized fields for maps.

The cataloger will also cross reference deed of gifts forms to each accession number and verify or add accession provenance including: accession #, source, address, received as, date received, received by, accessioned by, date accessioned, acknowledged by registrar, and purchased price or value.

Based on research into similar projects, GVHS estimates that the consultant/contractor will catalog 100% of the entire archival collection during the project (approximately 6 hours per cubic foot, varying based on complexity). This will complete GVHS's catalog of its archival collection. The consultant/contractor will use Nomenclature 4.0, applicable standards (Society of American Archivists Standards, AASLH Professional Standards and Ethics, AAM Standards Regarding Collection Stewardship), and the GVHS Collections Management Policies and Procedures in cataloging the collection.

### **C. Scope of Services**

The Golden Valley Historical Society (GVHS) seeks a qualified consultant/contractor with professional museum archival, curatorial, or registration experience to oversee the catalog process per all applicable standards. The consultant/contractor will work closely with the GVHS Collections Committee to catalog the archival collection and provide written documentation of its contents.

The consultant/contractor shall also oversee the following:

- Organize seven meetings (one kickoff meeting with GVHS Collections Committee, five check-in meetings with the GVHS project manager or Collections Committee, and one final presentation to GVHS Board of Directors).
- Submit weekly updates to GVHS project manager.
- Submit six written reports, corresponding with check-in meetings and final presentation.

Individuals hired for this work are considered contract employees and not museum employees. No sick leave, vacation, or medical benefits are provided for this work. Contracted individuals will be responsible for their own state and federal income taxes.

In addition, the selected consultant/contractor shall possess the following qualifications:

- Experience handling museum materials and familiarity with cataloging/registration;
- At least one year's experience as an employee or volunteer in a history museum with emphasis on collections work, or successful completion of an undergraduate degree in history, museum studies, or related field;
- Computer skills include database applications and data entry, preferably including knowledge of PastPerfect;
- Ability to perform repetitious tasks in a seated position for long periods of time, occasionally lift objects between 10 and 40 pounds, and work in a dusty environment;
- Ability to work independently in a team environment;
- Ability to organize project records and meet deadlines as necessary;
- Strong commitment to quality control, attention to detail, communication, and collaboration.

In preparing a response to this RFP, the consultant/contractor shall propose and describe the

detailed Scope of Services for this specific project based on the information above.

In addition, this project may be funded in part through a Minnesota Historical and Cultural Grant, administered by the Minnesota Historical Society. As such, the project must be carried out in accordance with the provisions outlined by the Minnesota Historical and Cultural Grants manual.

#### **D. Project Timeline**

<b>Date</b>	<b>Activity</b>
Tuesday, September 5, 2017	RFP issued
Tuesday, September 12, 2017	RFP response
Wednesday, September 13, 2017	Estimated contract award
Monday, January 1, 2018	Project commences, dependent on funding
Monday, December 17, 2018	Estimated project completion

Proposals will be evaluated within a maximum of two weeks of the bid closing, and bidders will be notified of their status as soon as possible thereafter.

#### **E. Proposals**

##### **Conditions on Receipt of Proposals**

This Request for Proposals does not obligate the Golden Valley Historical Society to award any specific project. The Golden Valley Historical Society reserves the right to cancel this solicitation or to change its scope if doing so would be in the best interests of the Golden Valley Historical Society. The Golden Valley Historical Society also reserves the right to waive irregularities in proposal content or to request supplemental information from prospective bidder(s). All documents included in this package do not constitute a legal offer. A legally binding contract will not be formed until all parties involved have fully executed a written contract that incorporates all mutually agreed-upon instructions, specifications, conditions, and fees.

##### **Minimum Proposal Contents**

Proposals from qualified consulting firms shall include, at a minimum, the following information:

1. Statement of Solution  
Describe how your firm proposes to address the challenges of completing this project, including any perceived opportunities that should be considered.
2. Project understanding, approach, and coordination methods:
  - (a) Consulting firm shall describe understanding of project and identify approach to fulfill the scope of services and deliverable requirements.
  - (b) Consulting firm shall summarize the key elements of the proposal and outline reasons why your firm should be selected.
3. Similar Project Experience:

Consulting firm shall identify similar project experience within the last 3-5 years and provide a reference for each. Submitted projects shall represent work of the proposed consulting team and not just that of the firm. By submitting a response to this RFP, the respondent hereby authorizes the Golden Valley Historical Society to contact references and make such further investigations as may be in the best interest of the organization.

4. Company Profile, Consultant Team, and Project Manager Qualifications:

Consulting firm shall submit a company profile and identify a project manager, work performed on similar projects, and manager qualifications. Additional team members, including sub-contractors if required, shall be identified, including previous experience and qualifications, details of training, and where Bidder personnel and subcontractors are located.

5. Schedule and Work Plan

Consulting firm shall identify the key work tasks, milestones, and critical path based upon the Golden Valley Historical Society's proposed project completion date of Monday, December 17, 2018. Any proposals that project work beyond GVHS's preferred project completion date must provide clear justification for the scheduling overage.

6. Fee

Proposal Consulting firm shall identify total fee to complete described work with a breakdown of tasks, estimated hours, and hourly rates. Costs for each phase of service shall be individually delineated. The total fee shall reflect all costs, included but not limited to, sub-contractors/consultants, meeting allowance, specified deliverables, overhead, profit and reimbursable. Please note that overhead is not an allowable expense under the terms of Arts and Cultural Heritage Fund grants, so GVHS would be unable to cover this line item.

The fee shall be structured "hourly-not-to-exceed" unless an alternative fee structure is proposed as appropriate.

Estimated costs for materials are required to be included in fee proposal under reimbursable expenses. As appropriate, the consultant shall include cost for coordination of these services in fee proposal.

#### **IV. Proposal Evaluation and Selection Process**

1. Shortly after the submission deadline a selection committee comprised of the GVHS Board of Directors will review all proposals. At its discretion, GVHS may elect to conduct interviews with prospective consultants as part of the selection process.
2. The Golden Valley Historical Society will evaluate proposals based on the following criteria:
  - a. Consultant's Statement of Solution;
  - b. Project understanding, approach, and coordination methods;
  - c. Previous experience with similar projects;

- d. Bidder and sub-contractor qualification, technical expertise, knowledge, and experience;
  - e. Schedule and Work Plan;
  - f. Fee Proposal; and
  - g. Any other factor(s) that might aid in selecting the best candidate.
3. Upon approval by GVHS member organizations, the successful candidate will be notified and a consultant agreement will be finalized. Unsuccessful candidates will be notified after the consultant agreement has been executed. Work on this project is projected to commence no later than Monday, January 1, 2018.
4. GVHS reserves the right to cancel the RFP at any time, or for any reason that is in the best interests of the organization. GVHS also reserves the right to reject proposals based on the evaluation of submitted materials, to accept other than the lowest cost proposal, and to negotiate the specified dollar amount or any portion thereof.

The selection of the successful bidder is not based solely on low bid, but on the candidate that will best accomplish the objectives of the project.

#### **V. Delivery Schedule**

Production schedule will be determined at the project startup, on a schedule mutually agreed to by the successful Bidder and Golden Valley Historical Society. Because the Minnesota Historical and Cultural Grants program of the Arts and Cultural Heritage Fund funds this project, this project must be completed by December 31, 2018.

#### **VI. Anticipated Budget**

GVHS anticipates that it will provide approximately \$2,320 as a cash match for supplies (including archival boxes, archival folders, refrigerator for multimedia storage, environmental data loggers, and shelving for archival collection) and approximately \$1,370 as in-kind match through volunteer hours.

The consulting firm is expected to include the following items in its proposed budget, if deemed necessary by the consulting firm: additional supply costs.

Support for this project may be provided by the Minnesota Historical and Cultural Grants program of the Arts and Cultural Heritage Fund, created by the Clean Water, Land, & Legacy Amendment. Status of the GVHS grant proposal is expected in early February 2018.

#### **VII. Contact**

Questions regarding this RFP or the associated project should be directed to:

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