

**MUSEUM OF IDAHO, INC.
REQUEST FOR PROPOSAL (RFP)**

- Services:** Museum Collection Management for Archeological Collection
- Project:** Museum of Idaho seeks a grant funded full-time Collections Manager for the Wasden Collection, for a contract position of up to 21 months. The Collections Manager will be responsible for accessioning, reconciling inventories, conservation and stabilization.
- Closing Date:** October 1, 2020
- Primary Contact:** Carrie Athay, Curator of the Museum of Idaho, Inc. Idaho Falls, Idaho, (208)522-1400, ext 3003. curator@museumofidaho.org

A. General

1. Purpose

The Museum of Idaho (MOI) seeks proposals from qualified consultant/contractors to provide museum collections management services for an inventory of over 2,000 artifacts (comprised of pottery shards, shell, textile fragments, stone and bone tools), 82 soil samples (which includes deposits from Mt. Mazama eruption which occurred and estimated 7550 YBP) more than 10,000 bones of large mammals (mostly bison, but also includes mammoth, horse, dire wolf and camel), and approximately 50,000 micro-fauna remains recovered from all strata representing the prehistoric presence of pygmy rabbits, pocket gophers, and ground squirrels. In addition to the archaeological objects, the collection includes a majority of the original field notes, excavation records, site maps, and photographs (35 mm slides, and printed photos; several thousand are still in possession of Upper Snake River Prehistoric Society members and Wasden Association Staff) from the 1965-71 and 1972-75 excavations

The Museum of Idaho is located at 200 N. Eastern Ave. in Idaho Falls Idaho. The mailing address is the same, 200 N. Eastern Ave. Idaho Fall, ID 83402

This RFP describes the basic services required and the process for selecting the qualified consultant/contractors for this project.

2. Proposal Contacts

If you have any questions about this RFP, please submit them to Carrie Athay at curator@museumofidaho.org by September 29, 2020,

3. Submission of Proposal

Prospective consultant/contractors shall submit one (1) electronic copy (sent via e-mail) of their proposal and fee schedule no later than 4:00 p.m. on October 1, 2020 to Carrie Athay at curator@museumofidaho.org

All proposals must be clearly marked "Collections Manager– Museum of Idaho" 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

1. The MOI is the historic and science museum of South East Idaho, we strive to engage, educate, and enlighten visitors through our traveling and local exhibits, archived collections and the informal educational opportunities we provide in the humanities and sciences. We achieve this Mission by:

- Facilitating education and scholarship in the humanities and science
- Offering regional and traveling exhibits
- Maintaining public access to the museums archived collections
- Providing educational experiences linked to the museum's exhibitions and collections

In the spring of 2018, the Wasden Archaeological Association requested to transfer ownership of the nationally significant Wasden Collection to the Museum of Idaho (MOI). With the threat that the collection may be transferred to another state in order to ensure access for researchers, the MOI agreed to take the collection; bringing it back to the county from which it was excavated. In August 2018, over the course of 3 days, the collection was boxed up and labeled (by cabinet and shelf) from Idaho Museum of Natural History (IMNH) and moved to a MOI annex. Time to complete the physical transfer was limited and the collection so expansive, that a complete inventory during the transfer was not possible. Further, due to the lack of proper storage and a full-time collections manager, the collection's inventory has not been fully reconciled, accessioned, examined, or reboxed. It remains packed into over 237 file and/or larger cardboard boxes and stored on open metal/wood shelving in two separate rooms.

The collection was gifted to the MOI because of our commitment to preserve and protect the collection and increase public access for the purpose of research and display. The Wasden Collection is an invaluable national resource which is useful for the reconstruction of the cultural and environmental record of SRP in Eastern Idaho and, by extension, Western North America. The collection has yet to be fully researched, but preliminary studies suggest (among other things) that it provides a unique example of Folsom peoples interacting with populations of horse and mammoth not previously verified, a fauna thought to be extinct by this time. In addition, this collection represents one of the region's first known occurrences of humans working together to implement a more effective way to dispatch and process megafauna.

2. MOI seeks to reconcile the inventory of the Wasden Archeological Collection, oversee the accession and conservation of the collection, train and supervise curation volunteers as needed, work with volunteers to examine each item in collection, and complete the preservation work necessary to rehouse each item in a stable manner. Consultant/Contracted Collections Manger will ensure that each item in the collection is examined for stability, condition of each piece is documented in record, ensure accession numbers coincide with inventory list and with storage

location noted in record, reconcile accession numbers and archaeological data for ease of research, and ensure objects are stored/packed in cabinets in a stable manner to prevent damage.

3. The completed work will greatly improve the storage conditions and longevity of the material. It will allow for the proper storage of the materials, track their location and condition, and ensure access for the purpose of display and research.

4. Completed Project will mediate 3 threats to the collections:

- The collection inventory will be reconciled, with efforts to retrieve missing items and associated material either not listed or missing from IMNH inventory, as well as reconciling archaeological data that has been separated from the official inventory record. With help from the volunteers who participated in the excavations, cross comparisons can be made from original field notes, maps, photographs and inventory. Missing items will be tracked down, items with missing inventory numbers will be given numbers to be accessioned, and those items with more than one number will be reconciled to be only counted once.
- The project was planned with consideration of the immediate need to establish a permanent and environmentally stable housing solution for the Wasden Collection. To that end, after each item is examined and stabilized/preserved as needed, the collection will be accessioned and then re-housed in cabinets, contained in an environmentally stable and secure room and packed according to NPS standards to mitigate deterioration.
- Once inventory has been reconciled, each item in collection properly accessioned (includes condition report, photographed, and properly stored), the collection will then be curated in such way to ensure access for the purpose and benefits of exhibit display and academic research. Adherence to cataloging and storage standards will ensure objects are easily located. The digital files will include photograph and condition of each item, be maintained in a separate file linked to Past perfect, with secondary back-up on separate server; detailed inventory/loan reports can be generated as needed. The paper documents will be treated and stored in a re-purposed MOI document cabinet, to stop any further deterioration and ensure long term stability, and condition reports generated during the project will be used as a baseline for MOI staff to monitor their condition as time progresses.

C. Scope of Services

1. The Museum of Idaho seeks one qualified contracted collections manager to ensure the Wasden Collection is rehoused according to guidelines outlined in the NPS Museum Handbook, Appendix I: Curatorial Care of Archaeological Objects, and public access for research and display is permanently established. The consultant/contractor will work closely with MOI volunteers and the Project Manager to accomplish this project.

2. The selected contracted Collections Manager will be the lead in working closely with selected volunteers in directing the process of the inventory, stabilization, and rehousing of the Wasden Collection. The contracted Collections Manger will have primary responsibility for the project. The Contracted Collections Manager will be compensated at the rate of \$16.88 per hour, with an anticipated maximum of 40 hours per week, for 12-21 months (This is a grant funded position, funding beyond 12 months is fully dependent of project extension approval from IMLS, funder). The individual hired for this work is considered a contract employee and not a museum employee.

No sick leave, vacation, or medical benefits are provided for this work. Contracted individuals will be responsible for their own state and federal income and other taxes or fees.

3. In addition, the selected contractor shall possess the following qualifications:

- Bachelor's degree in archaeology, anthropology, history, museum studies or related field; Masters' degree preferred.
- Two years' work or volunteer experience related to the duties and responsibilities specified, or a combination of education and/or experience.
- Experience with PastPerfect or comparable collections database;
- Knowledge of best museum practices in object care and handling;
- Independent, self-starter with excellent organization skills;
- Demonstrated ability to establish and maintain effective working relationships both internally and externally.
- May need to climb up and down stairs; to bend, stoop, and lift or move materials and retrieve files; to pull/push, lift, and carry up to 25 pounds; to reach both above and below shoulder height; and stand for extended periods of time.

4. In preparing a response to this RFP, the contracted collections manager shall propose and describe the detailed Scope of services for this specific project based on the information above.

5. This project is funded through a grant from the Institute of Museum and Library services and the National Park Services/Save our Treasures program. As such the project must be carried out in accordance with the provisions of the grant award contract. If grant extension is approved, the anticipated maximum budget for this portion of the project is \$61,238. The anticipated minimum budget for this portion of the project is \$34,993; payable at a maximum of \$2,916.09 per month for 12 to 21 months.

D. Work Plan and Timetable

The Collections Manager will be working full-time on the project, so we are estimating at least 12 months, but no more than 21 months (max timeline pending IMLS approval for grant extension). The Museum of Idaho is currently open Monday – Saturday 11 am to 6 pm, but actual working hours may be adjusted. Please include work plan and scope of services with submission.

E. Project Timeline

Date:	Activity:
Sept 1, 2020	RFP issued
Oct 1, 2020	RFP responses due
Oct 15, 2020	Estimated contract Award
Oct 15, 2021 to July 2022	Estimated project Completion

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

F. Proposals

Conditions of Receipt of Proposals.

This Request for Proposal does not obligate the Museum of Idaho (MOI) to award any specific project. The MOI reserves the right to cancel this solicitation or to change its scope if doing so would be in the best interests of the MOI. The MOI 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

- Project understanding and description of proposed work;
- Project timetable and work plan;
- Company profile and identification of Bidder personnel and any subcontractors (if any) who will supervise and/or conduct the work of the project, including details of their training and experience, and where Bidder personnel and subcontractors are located; and detailed cost proposal for services.

G. Proposal Evaluation

1. The Museum of Idaho will evaluate proposals on the basis of the following criteria:
 - Bidder qualification, technical expertise, knowledge, and experience;
 - Any other factor(s) that might aid in selecting the best candidate.
2. The selection of the successful bidder is not based on low bid, but on the candidate that will best accomplish the objectives of the project.

H. Delivery Schedule

Production schedule will be determined at the project startup, on a schedule mutually agreed to by the successful Bidder and the Museum of Idaho.