

Winona County Historical Society Request for Proposal

Services: Consultant for an image digitization and rehousing project

Closing Date: February 22, 2021

Primary Contact: Andy Bloedorn
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curator@winonahistory.org

General

1. Purpose

The Winona County Historical Society (WCHS) seeks proposals from qualified contractors to provide professional consulting services for a seventy-week project to catalog and digitize vulnerable, essential, and less accessible images in its photograph and negative collection and to rehouse a significant amount of the material. This RFP describes the scope of services and the process for selecting a qualified contractor.

2. Submission of Proposal

Applicants should submit an electronic copy (sent via e-mail) of their qualifications and fee schedule no later than February 22, 2021 to:

curator@winonahistory.org

Please include "Consultant RFP" in the subject heading.

Background Information

The WCHS is a private non-profit educational institution, which currently operates three museums within Winona County. The Historical Society has been collecting images of the people, events, and landscapes of Winona County since its founding in 1935. The WCHS has built an exceptional resource for our corner of the State and is

working to make it truly accessible and ensure that it is preserved for future generations.

With a grant funded through the Minnesota Historical and Cultural Heritage Grants program we will be able to hire two collections assistants for the seventy-week project. During this time, we will digitize over 9,000 images, including 3,000 prints, 4,700 35mm slides, and the regionally significant Tenney Collection. We will also rehouse 31,000 prints, 1,400 postcards, over 1,500 negatives and slides, and finish several other tasks that will help to physically preserve this important collection. We seek a qualified consultant to provide their guidance and expertise for this project.

Scope of Services

The WCHS seeks a qualified consultant with professional museum, archives, or library experience to:

1. Make two site visits (at the start and end of the project) in order to review the collection and meet with project staff.
2. Participate as needed in quarterly assessment meetings (not in person).
3. Be available through email, phone, or virtual meeting in order to provide guidance for challenges/questions that may arise during the project.
4. Provide a written report that will be included as an attached document with the Minnesota Historical and Cultural Heritage Grants final project report (due July 29, 2022). Report should include:
 - a. Description of completed project work and how it has addressed the goals/desired outcomes as described in the grant application.
 - b. Brief assessment of the collection after completion of project work.
 - c. List of recommended tasks to be completed beyond this project in order to better preserve and organize the collection and make it more accessible.

Qualifications

The selected consultant shall:

- Possess at least ten years' experience in managing photo and negative collections and have the knowledge, skills, and abilities necessary for guiding the WCHS through this project.

- Possess knowledge and understanding of issues related to the preservation and organization of photo and negative collections and increasing access to them.
- Be able to travel to Winona, Minnesota within the first six weeks after the project start date (tentatively set for March 8, 2021) and within the last six weeks of the scheduled project end date (June 30, 2022).
- Be available to provide timely responses to questions that arise during the project.

Consultant Submittal

Proposals shall include, at a minimum, the following information:

1. A resume including qualifications and relevant experience.
2. Any similar or applicable consulting experience within the last five years, especially work with county historical societies or archives focused on local history. Please provide a reference for each. By submitting a response to this RFP, the respondent hereby authorizes the WCHS to contact references and make such further investigations as may be in the best interest of the organization.
3. A brief work plan including key tasks, milestones, and a timeline that incorporates the two site visits and a June 24, 2022 deadline for a final report.
4. A proposal including a total fee to complete the described work: consulting costs, travel expenses, and report writing.

Evaluation and Selection Process

A selection committee comprised of WCHS staff will review all proposals and utilize the following criteria in choosing a consultant that provides the best overall value to WCHS in meeting project requirements:

1. Consultant's qualifications
2. Previous experience with similar projects, especially those with organizations similar in size and/or mission
3. Work plan
4. Fee proposal

The successful candidate will be notified by February 24, 2021 and any other candidates will be notified after the consultant agreement has been executed. The

WCCHS 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.

Contact

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

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