

Jekyll Island-State Park Authority
RFQ 354

Title: Blueprint & Map Archival Project Jekyll Island Museum Archives, Jekyll Island, Georgia

Invitation to submit quote for Contract Archival Project:

The Jekyll Island Museum Archives, part of the Historic Resources Division of the Jekyll Island Authority (JIA), is seeking to retain a project archivist as an independent contractor to provide services for the blueprint and map collection archive project as described in this RFQ. The term of this project shall not exceed one (1) year and the total amount of compensation for the project shall not exceed \$28,000.00. The basis of award shall be determined by best value to JIA, as demonstrated by training, relevant experience, and professional references.

Jekyll Island Museum:

The Jekyll Island Museum is part of the Historic Resources Division of the Jekyll Island State Park Authority (JIA). For more than 60 years, the Jekyll Island Museum has served as the steward of Jekyll Island's past, preserving its stories, structures, and collections. The museum's collections contain over 24,000 items covering all eras of the island's history and include artifacts, field notes, manuscripts, correspondence, photographs, maps, textiles, and recordings created and collected by the JIA, historical figures to the island and others.

Project Description:

The Blueprint & Map Archival Project (Project) is an onsite contract project, with the goal of increasing access to the collections involved, while at the same time providing preservation as needed. The Collection contains approximately 10,000 to 20,000 pages of physical & digital architecture, design, landscape & construction records. This project shall consist of sorting, arranging, describing and rehousing at file – item level all of these records, according to SAA Best practices and Jekyll Island Museum procedures. The records will be accessioned into the museum's collection management system and digitized so that the images and metadata may be uploaded into JIM's digital asset management system (DAMS) for easy access.

The Contractor will be based in the museum offices, with a majority of work being done in the blueprint and map room, providing sorting, arrangement, description, rehousing and digital ingest of images and metadata of the blueprint and map collection of over 10,000 pages.

Scope of Work:

- Provide onsite arrangement & description services of a minimum of 10,000 pages of the collection at the folder – and item- level linking sites or series to other objects in the museum's collection management system;
- Rehouse and encapsulate materials for preservation as needed;
- Advise Archivist on project status, recommend solutions to any issues that arise; and
- Upload images and their metadata into the museums DAMS.

Other tasks include assisting in packing or unpacking the collection as needed for shipping to digitization services. Consolidating blueprints from other locations to the primary collection room. The contractor will also be required to communicate frequently with JIM Archivist, staff and other members of the JIA.

Qualifications and Criteria for Selection:

The Contractor must have a graduate degree in archival studies from an accredited history or library master's program, or equivalent training and experience. Additionally, the Contractor must have:

- Excellent organizational, oral, and written communication skills;
- Demonstrated experience conducting condition assessment in archives;
- Ability to work independently;
- Detail oriented with the ability to meet deadlines on large projects;
- Computer literate in standard office management software, including Microsoft applications; and
- Experience using Past Perfect, ArchivesSpace, or another archival or museum collection management system.

Preference may be given to prospective contractors having prior experience with:

- Managing physical & digital architecture, design, landscape & construction records;
- Coursework or experience in archival preservation;
- An A&D or DAS certificate from SAA; or
- Familiarity with Past Perfect or Islandora.

Reporting:

Reports will be submitted monthly, they are to include:

- Items arranged and described;
- Items accessioned into the Collection management system;
- Names of blueprint & landscape sets worked on;
- Items discovered that need preservation;
- Items preserved that month;
- Item ingested into the DAMS; and
- Prior to completion of the Project, a final report must be submitted detailing all work completed, to include those topics listed above along with any additional recommendations of the contractor regarding the collection.

To Apply:

The Jekyll Island Museum will accept written quotes for this Project. Quotes should include the following information:

- Cover letter outlining your understanding of the Project scope and hourly rate for the work;
- Resume and qualifications; and
- Three references.

Please combine materials into a single pdf or Word document and include your name in the file name, and submit via email to Rose Marie Kimbell (rkimbell@jekyllisland.com). The deadline to submit quotes is **11:59 pm on Sunday, April 28, 2019**. Review of quotes shall begin on Monday, April 29, 2018.

Questions and requests for clarification may be submitted up to April **19, 2019**, via email to:

Rose Marie Kimbell at rkimbell@jekyllisland.com

Contact with other members of the JIA Board or staff regarding this RFQ is strictly prohibited and will result in disqualification of the Proposer.

A summary of the questions received and the JIA's responses will be posted on the JIA website and sent periodically via email to those who have requested the RFQ. No questions will be accepted after **Friday, April 19, 2019**. A final summary of questions and responses will be posted and sent no later than **Monday April 22, 2019**.

Key Dates for the RFQ Process:

RFQ Reissued	04/01/2019
Deadline for Questions	04/19/2019
Proposals Due	04/28/2019
Estimated Award of Contract	05/06/2019 – 05/10/2019
Estimated Project Start Date	05/27/2019

Reserved Rights:

JIA reserves the right to reject any or all proposals, or any portions or items of a quote, and to waive technical defects or informalities which are not material to the proposal in JIA's sole discretion and best interest. JIA reserves the right to obtain clarification of any point in a Proposer's submittal or to obtain additional information during the RFQ process. JIA will proceed with the selection of that proposal which, in its opinion, is responsive to the RFQ and is in the best interest of JIA and the State of Georgia.

JIA also reserves the right to negotiate changes in the successful proposal afterward. These negotiations may encompass any element of the proposal as well as items identified during the RFQ selection and negotiation processes. On the basis of these negotiations, JIA may decline to enter into any contract if it is unable to negotiate final terms acceptable to JIA. In this event, it may declare an impasse and terminate negotiations with the selected Proposer and begin discussions with the Proposer who was ranked as the next most qualified in the evaluation process.