

REQUEST FOR PROPOSALS (RFP)

WASHINGTON STATE ARTS COMMISSION (WSAC)

Project: **Assessment of Washington's State Art Collection, Part II**

RFP Issue Date: November 30, 2011

Responses Due: **Monday, December 19, 2011** (must be received by 11:59 pm)

Project Dates: January 15 – March 15, 2012

Total Contract: not to exceed \$7,000

The Washington State Arts Commission's Art in Public Places program seeks an art collections manager/team to evaluate and recommend collections management actions and priorities to enhance the care of the State Art Collection, which includes 4,500+ artworks located throughout Washington State in K-12 schools, colleges, universities, and state agencies. The successful applicant ("contractor") will be able to demonstrate knowledge and experience in producing similar assessments and familiarity with the unique characteristics of caring for an art collection sited in public spaces. The resulting report will be used to advance agency strategic planning and resource allocation.

For additional information about WSAC and the Art in Public Places program, see the attached *RFP – Frequently Asked Questions* and visit our website at www.arts.wa.gov.

Scope of Work

The contractor will provide a written report that:

- Recommends overall management actions and priorities to enhance the care of the collection.
- Evaluates methods for addressing the needs of the collection within the context of existing, increased, and decreased resources and the implications of those methods.
- Details advantages and disadvantages of various collections management approaches, including an overall reduction in the size of the collection and a change in WSAC's policies on artwork maintenance.
- Recommends possible changes to collections management and conservation funding structure.
- Recommends methods for prioritizing future maintenance and conservation efforts.

The assessment will be based on:

- A recently commissioned *Assessment of Washington's State Art Collection, Part I* by Peter Malarkey and Jessica Kottke, which projects resources needed to conserve and maintain all 4,500+ artworks in the collection.
- Research and knowledge of collections management best practices, particularly in the field of public art.
- Review of WSAC's current collections management policies and procedures, as well as relevant aspects of artwork acquisition policies and procedures.

- Interview with the Collections Manager and Conservation Technician to understand current practices and observed trends.
- Research on methods of care and financing of conservation for similar public art collections.
- Evaluation of data about the collection and possible site visits (to familiarize contractor with the types of site and situations in which artworks in the State Art Collection are located).

The report will be submitted in four installments to the RFP coordinator for review, comment, and approval:

- A **draft outline** and **preliminary findings**;
- **Two draft reports** (drafts and the final report must include, but are not limited to: executive summary, introduction, background/context, analysis, discussion, recommendations, conclusion); and a
- **Final report.**

Proposals

To be considered for this contract, please submit the following:

- A one-page letter of interest providing details about the applicant/team's experience and abilities related to this project.
- A one-page narrative detailing an overall project approach.
- A one-page proposed project timeline and budget.
- Resumes for each member of the applicant's team.
- Three professional references with current phone numbers and email addresses.
- At least one relevant sample of applicant/team's work.

Criteria

The successful proposal will be based on the scope of work in this RFP and will demonstrate that the applicant has:

- Current professional expertise in artwork collections management.
- The ability to produce similar projects in a timely and professional manner.
- Excellent written and verbal communication skills.
- An understanding of the unique characteristics of artwork sited in public spaces.
- A well-considered and feasible project approach, timeline, and budget.

Criteria will be weighted; WSAC reserves the right to not be limited to the lowest cost proposal.

Compensation

The selected contractor will be paid a fee not to exceed \$7,000. Payments will be made at specific benchmarks via a timeline of deliverables established in a contract. The contract amount is all-inclusive of direct costs including but not limited to office supplies, equipment use, travel, etc.

Cost of Preparing the Proposal

WSAC shall not be responsible for any costs incurred in application preparation or submission.

Cancellation or Re-issuance of the RFP

WSAC reserves the right at its sole discretion to reject any and all proposals received as a result of this RFP without penalty and not proceed with the acquisition of the services. Note that the contract is dependent upon available funds.

Non-discrimination

WSAC and the contractor agree to be bound by all federal and state laws, regulations, and policies against discrimination, including the American's with Disabilities Act (ADA), and agree not to discriminate in employment, either directly or indirectly, because of a person's age, sex, marital status, creed, color, national origin, or the presence of any sensory, mental, or physical handicap, unless based upon a bona fide occupational qualification.

RFP Coordinator/Contact

All questions concerning this RFP should be submitted to Janae Huber, Collections Manager, Art in Public Places program at janae.huber@arts.wa.gov or 360-586-2420.

Email all RFP material as attachments (PDF, DOC, or RTF format) to Deane Shellman at deane.shellman@arts.wa.gov by **11:59 pm on Monday, December 19, 2011**. Name attachments clearly and include "RFP response for [your name]" in the email subject line.

In order to receive RFP amendments or applicant questions/agency answers, you must send your name and email address to the RFP coordinator.