

# **Request for Qualifications (RFQ)**

## **Washington State Arts Commission (WSAC)**

### **Project: Artwork Inventory – State Art Collection**

RFQ Issue Date: February 7, 2011

Responses Due: February 23, 2011 (must be received by 11:59 pm)

Project Dates: March 15 – June 24, 2011

Total Contract: \$7,000

The Washington State Arts Commission's Art in Public Places program seeks a contractor to assist with the inventory of the State Art Collection, a collection of more than 4,500 artworks located throughout Washington State in K-12 schools, colleges, universities, and state agencies. The successful applicant will be able to demonstrate knowledge and experience in artwork inventory processes, the ability to keep accurate and detailed records, experience working with art collections management databases, including familiarity with report-writing and data extraction.

For additional information about WSAC and the Art in Public Places program, visit our website at [www.arts.wa.gov](http://www.arts.wa.gov).

#### **Project Description**

The contractor will verify artwork conditions and locations (and conduct searches where appropriate) for artwork with outdated and/or incomplete inventory reports submitted by WSAC partner agencies. In-state travel may be required for some verification. In addition, the contractor may coordinate with third parties to perform verification/artwork searches across the state as necessary.

#### **Scope of Work**

The contractor will:

- Coordinate with WSAC contract supervisor on all aspects of this contract.
- Contact WSAC partner agencies by phone and email to verify artwork location and condition and pursue searches with partner agencies where necessary.
- Determine an approach to conducting and tracking verifications.
- Work with the WSAC contract supervisor to design and write reports necessary for evaluations of verifications.
- Document searches using collections management database software, MIMSY XG.
- Complete some in-state travel, as necessary.
- Work primarily in Olympia, with some work conducted remotely, as needed.
- Coordinate other contractors to conduct in-person verifications, as necessary.

#### **Proposals**

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

- A 1-page letter of interest providing details about experiences and abilities related to this project.
- A current professional resume (no more than 2 pages).
- Three professional references with current phone numbers and email addresses.

### **Criteria**

A successful application will demonstrate that the contractor has:

- Knowledge and experience of artwork inventory processes.
- The ability to keep accurate and detailed records.
- Working knowledge of databases; familiarity with report-writing and data extraction preferred.
- Knowledge of the art collections management field.
- The ability to manage 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.

### **Compensation**

The selected contractor will receive an amount not to exceed \$7,000, paid upon invoice and satisfactory completion of tasks. In addition, project travel will be reimbursed according to state travel regulations. Payments will be made at specific benchmarks via a timeline established in a contract. Note that the contract is dependent upon available funds.

### **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 RFQ**

WSAC reserves the right at its sole discretion to reject any and all proposals received without penalty as a result of this RFQ and not proceed with the acquisition of the services.

### **Contact/Coordinator**

All questions concerning this RFQ should be submitted by email to the RFQ coordinator, Janae Huber, Collections Manager, Art in Public Places program at [janae.huber@arts.wa.gov](mailto:janae.huber@arts.wa.gov).

Email all proposal materials as attachments (PDF, DOC, or RTF format) to Deane Shellman at [deane.shellman@arts.wa.gov](mailto:deane.shellman@arts.wa.gov) by **11:59 pm on February 23, 2011**. Name attachments clearly and include "Inventory RFQ response for [your name]" in the email subject line.

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