

**Sibley County Historical Society**  
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## **REQUEST FOR PROPOSAL**

**Proposal Requested:** Contractor - Collections Consulting Services

**Project:** Sibley County Historical Society Three-Dimensional Collections Inventory

**RFP Open Date:** June 18, 2018

**RFP Closing Date:** July 9, 2018 at 11:59 PM CST

**RFP Reviews & Interviews:** July 10 through 20, 2018

**Contractor Start Date:** January 1, 2019

**Contractor End Date:** December 31, 2019

### **Organizational Background**

The Poehler house was purchased in 1948 by the Sibley County Historical Society to become the county museum. The building was opened to the public on Memorial Day 1949 and continues to open for the season on that day each year.

In the months prior to the 1949 opening, a countywide collection of artifacts was conducted. The many items collected were added to society holdings accumulated since the 1940 organization of the society. A curator was appointed, and with volunteer help, all articles were cataloged and arranged in displays. Items used by Sibley County pioneers were featured, from a farmer's ox yoke to a lady's Sunday bonnet.

Six principal rooms are on the main floor: dining room, library, parlor, music room, kitchen and summer kitchen. Items appropriate to these rooms are displayed in them; ceilings are 11'6" in height. There is a fireplace in the dining room surrounded by Italian tiles. Central heating and a bathroom were unusual amenities in this era. Original shutters hang on the windows in most of the rooms. Catching the eye of many visitors is the alternating maple and black walnut floors and wainscoting in the kitchen and dining room. The wood used in these areas was from the "Big Woods" of Sibley County and the surrounding area. Also noteworthy is the original paint and stencil decoration found under many layers of wallpaper.

Upstairs, five rooms can be seen, arranged as a military room, children's nursery, textile/loom room, bedroom and the government room, which houses equipment used in the courthouse when it was located in Henderson, as well as other Sibley County history memorabilia. The former bathroom, maid's room and all closets are used for storage, as is the large attic.

Sibley County residents over the 70 year history of the Society have been generous with a great variety of treasures. The rooms are filled to capacity of items large and small with more in storage for changing displays. A collections policy governs what additional items can be accepted.

An addition to the west end of the museum building, dedicated in June of 2010, has added office and work space, a genealogy room, storage area, kitchenette and restroom. Improved handicapped access is through the new addition. However, wheel chair use is limited to the first floor rooms.

The Sibley County Historical Society employs a .15 FTE Executive Director.

### **Project Description**

This project is contingent on the SCHS receiving a grant to conduct a wall-to-wall inventory of its three-dimensional collections. These funds, if awarded, will be provided by the State of Minnesota from the Arts and Cultural Heritage Fund through the Minnesota Historical Society. SCHS has operated for its entire existence with volunteer collections staff. There are approximately 20,000 three-dimensional items that need to be inventoried and multiple record keeping systems have been used without consistency.

### **Collections Consulting Services Responsibilities**

- 1) Create an inventory spreadsheet with the appropriate categories of information and photographs.
  - Develop detailed instructions and definitions to provide consistency throughout the project and for future reference.
- 2) Bi-weekly meetings with Executive Director to provide updates on progress of inventory.
- 3) Assist the Executive Director with final reporting requirements as outlined in the grant agreement.
  - Complete final report detailing the project to include work completed, measurable outcomes based on the grant goals, project photos, and action plan of next steps based on the project findings.
- 4) Complete the inventory of approximately 20,000 three-dimensional items to 100% with final report by December 31, 2019.

### **Submission Requirements & Questions**

Each proposal should include the following:

- 1) Vendor Background
  - Project Team Bios or Resumes to include relevant experience. Prefer a Bachelor's degree or higher in History, Museum Studies, Archaeology, Art History, or a related field. Professional experience working the material culture, conducting inventories, or cataloging objects is preferred. Ability to perform repetitive tasks, occasionally lift objects between 10 and 40 pounds, and stand for long periods of time. The contracted consulting services will be

required to take on their own staff or subcontract if necessary to carry out the project over a 12-month period.

2) Vendor References

- Previous clients or professional references for independent workers

3) Outline the scope of work, timeline, and deliverables

4) Fee for Services

- Line items should be broken down by project phase and include incidentals such as mileage, office supplies, etc.

Proposals should be submitted as PDFs to the Executive Director Amy Newsom at [HistoricalSociety@co.sibley.mn.us](mailto:HistoricalSociety@co.sibley.mn.us).

Questions may be directed to the Executive Director via the email listed above or by phone at (507) 479-3219.