

REQUEST FOR PROPOSALS Collections Support Contractor

Overview

The Minnesota Alliance of Local History Museums (MALHM) is a statewide organization that serves the needs of local history organizations throughout Minnesota since 1991. In 2017, MALHM launched an effort to develop a collections management system to meet the needs of museums and collecting institutions in Minnesota. With additional grant funding, we are now preparing to add 10 new users to the system in addition to the current seven users. Of the 10 new users, seven need additional support for data cleanup due to limited collections personnel at their institution.

Project Goals

1. Provide support to users with limited or no collections personnel to ensure that data is converted correctly.
2. Provide feedback to Project Manager on training and support needs for users going forward.

Users Interacting with Contractor

Excelsior-Lake Minnetonka Historical Society
Golden Valley Historical Society
Hopkins Historical Society
Kandiyohi County Historical Society (Willmar)
Shoreview Historical Society
Westonka Historical Society (Mound)
White Bear Lake Area Historical Society

Contractor Role

The contractor for this project will provide up to 700 hours of data cleanup, approximately 100 hours for each of the seven users listed above, following the conversion of data to CollectiveAccess. Data cleanup will include but is not limited to fixing any data import errors, uploading media, eliminating duplicate records, and setting up hierarchical “locations” table within CollectiveAccess. This work would be completed remotely with potential for travel to each site if needed. The contractor will be trained in using CollectiveAccess by the Project Manager along with the new users at a workshop to be held at the Goodhue County History Center in Red Wing.

This project has been financed in part with funds provided by the State of Minnesota from the Arts and Cultural Heritage Fund through the Minnesota Historical Society.

Points of Contact

The contractor will work directly with the Project Manager through phone and electronic communication with occasional face-to-face interactions. Contractor will interact with each user on issues related to their data but technical issues regarding CollectiveAccess should be directed to the Project Manager. Each site may have some finite staff or volunteer support for work being

completed by the Contractor so it is important to work with each individual user's contact person to ensure consistency within the system.

Project Timeline

Begin work	September 1, 2019
Training Event	September 16 & 17, 2019 (Red Wing)
Data Clean-up Completion Date	May 31, 2020

Proposal Submission Deadline: Friday, July 19, 2019 by 5 pm

Proposals should include budget for services and reimbursable expenses, related project experience, and three references. To submit a proposal, email it as a single PDF to Alliance Coordinator Dustin Heckman at staff@mnhistoryalliance.org.