



P.O. Box 1718
Portland, OR 97207-1718

Request for Proposals

1. The Oregon Museums Association has received on behalf of a collaboration of Oregon museums, libraries and other cultural institutions, a Connecting to Collections statewide planning grant from the Institute of Museum and Library Services. A copy of the IMLS-approved grant application describing the project is available from the project website at <http://www.oregon.gov/OPRD/HCD/OHC/C2C.shtml> .

2. The OMA, with advice and direction from a Steering Committee comprised of representatives of partner organizations and individuals, has overall administrative responsibility for implementing the grant project.

3. OMA desires to obtain the services of a professional project coordinator for the project. The OMA board, through the OMA president, will have direct supervisory authority over the coordinator. General duties of a project coordinator are to facilitate the goals and activities of the grant project. A more specific workplan is described below:

I. Meeting and Event Coordination

- A. Plan, organize and carry out five forums in locations around the state and maximize attendance at each. The forums will solicit similar preservation information, gather additional information about existing collections preservation systems, identify preferred training methods and delivery barriers, and collect other relevant concerns and information.
- B. Recruit individuals and organizations to participate in the forums.
- C. Compile information from the forums, paper surveys, online surveys and phone surveys and present it to the Steering Committee with recommendations.
- D. Arrange for the surveys and the survey results to be posted online

II. Marketing and Communications

- A. Maintain strong relations with project parties, including the Oregon Museums Association, the Oregon Library Association, Tamástslíkt Cultural Institute, the Oregon Heritage Commission, and Oregon Historical Society.
- B. Meet with key community and statewide leaders to discuss the survey, the survey results and the summit.

C. Using results of the surveys and forums, help Steering Committee develop a training plan suitable for approval by the Committee and the OMA Board.

D. Help Steering Committee make presentations about the project, including speaking to collecting organizations and interested organizations.

III. Steering Committee

A. Maintain current information about the Steering Committee.

B. Set up and organize meetings, including notification of Steering Committee members.

C. Working with the Project Administrator and OMA President, prepare the meeting agenda and related materials.

D. Attend all Steering Committee meetings, including preparing and distributing minutes.

E. Prepare periodic reports on progress to the Steering Committee and quarterly reports to the OMA Board.

F. Act in supporting function for Steering Committee activities.

4. The work to be performed by contractor includes all services generally performed by contractor in contractor's usual line of business as Project Coordinator as more particularly outlined above.

5. OMA will pay contractor for the work to be performed under this contact an amount not to exceed \$28,500 over a period of 15 months, conditioned upon successful and timely completion of the work detailed above and in compliance with the IMLS grant.

6. OMA and its partners intend that an independent contractor relationship will be created by this contract.

7. Contractor understands and agrees that the name Oregon Museums Association belongs to the Oregon Museums Association and that it can only be used under permission from OMA.

8. The work to be performed under this contract will be performed entirely at contractor's risk, and contractor assumes all responsibility for the condition of tools and equipment used and the quality of the work done by contractor in the performance of this contract.

9. OMA will be responsible for routine out of pocket expenses in line with the approved budget, including copies, mailings, phone calls, and travel expenses.

The OMA encourages all who may be qualified to contract for this project to submit a proposal detailing their proposed work, their bid/offer, their qualifications, and their relevant experience by March 12, 2010 to Keni Sturgeon at kenis@missionmill.org or to Keni Sturgeon, Mission Mill Museum, 1313 Mill St. SE, Salem OR 97301.

The OMA will select a contractor whose bid/offer is responsive to the solicitation and is most advantageous to OMA with price, quality, and other factors considered.

For more information about the grant project, visit the project website at <http://www.oregon.gov/OPRD/HCD/OHC/C2C.shtml> or contact Kyle Jansson at heritage.info@state.or.us or 503-986-0673.