

OREGON PARKS AND RECREATION DEPARTMENT

Request for Qualifications Trainer

Oregon Heritage MentorCorps and Oregon Connecting to Collections Workshops

1. Overview

This Request for Qualifications (RFQ) seeks multiple, experienced trainers to conduct workshops on collections care and best practices and/or disaster preparedness between April-May 2013 at multiple locations in Oregon. These workshops are part of the Oregon Heritage MentorCorps and Oregon Connecting to Collections (OC₂C), a project administered by Oregon Heritage, a division of the Oregon Parks and Recreation Department (OPRD).

This RFQ is open to all instructors experienced in collections care and/or disaster preparedness for museums, libraries, and archives, and in training and teaching adults. See Section 5 (“Evaluation Criteria”) for all required criteria.

The Oregon Heritage MentorCorps is a project to create regional networks of trained mentors who will support and train collections curators in museums, libraries, and archives in their region. In addition, OC₂C will provide collections care and disaster preparedness sessions to a range of museum professionals and volunteers. Two-day workshops will be held at multiple locations in Oregon during April and May 2013. The first day of the workshops will be focused on collections care and best practices; the second day will be focused on disaster preparedness for museums, libraries, and archives. More information about the Oregon Heritage MentorCorps is at www.oregon.gov/oprd/HCD/OHC/Pages/mentorcorps.aspx and more information about the OC₂C is at www.oregon.gov/oprd/HCD/OHC/Pages/C2C.aspx

The Oregon Heritage MentorCorps and OC₂C is a project of members of the Northwest Archivists, the Oregon Historical Society, the Oregon Library Association, the Oregon State Library, the Oregon State Archives, Tamástslíkt Cultural Institute, and Oregon Heritage, and is funded in-part by a grant from the Institute of Museum and Library Services.

2. Preliminary Schedule Milestones:

Issuance of RFQ	February 8, 2013
Qualification packets due	February 22, 2013
Phone interviews	Week of February 25, 2013
Selection of consultants	Week of March 4, 2013
OPRD action on contracts	Week of March 11, 2013
Execute contracts	Week of March 18, 2013

3. Request for Qualifications

3.1 Enquiries

Direct all enquiries related to this RFQ to the following contact person:
Kyle Jansson, Project Coordinator, (503) 986-0673, kyle.jansson@state.or.us

3.2 Closing Date

One electronic submission of all materials must be received **before 5:00 pm on February 22, 2013**. Responses sent by facsimile will not be accepted. Send completed submissions to: kyle.jansson@state.or.us. Phone to confirm receipt of submission.

3.3 Late Responses

Late responses will only be accepted if an extension is provided by the project coordinator at least 24 hours in advance.

3.4 Qualifications Review Committee

Completed submissions will be reviewed by the qualifications review committee composed of Oregon Heritage staff.

3.5 Review and Selection

The qualifications review committee will check responses against the evaluation criteria. Responses not meeting all evaluation criteria will not be considered for review. Qualified respondents may be selected for a phone interview during the week of February 25, 2013 with the qualifications review committee. Respondents should review the evaluation criteria in Section 5 ("Evaluation Criteria").

3.6 Signed Responses

A completed Respondent Information Form must be signed or electronically signed by the respondent.

3.7 Acceptance of Responses

This RFQ is not a binding agreement to purchase goods or services. Responses to this RFQ are assessed in light of the qualification review criteria and, if selected, will be contacted for an interview.

4. Services

The respondent will be required to perform and be responsible for the following list of services if they are selected for a contract.

Respondents may submit responses to conduct the collections care and preservation best practices session of the workshop (Day 1), or the disaster preparedness session of the workshop (Day 2), or both.

Respondents may also submit responses to conduct the workshop at one location or multiple locations. Respondents must indicate their availability for specific location(s) on the Respondent Information Form (Appendix A).

- Work with Oregon Heritage and the project coordinator to conduct collections care and preservation best practices and/or disaster preparedness for museums, libraries, and archives workshops following curriculum provided by Oregon Heritage (See Appendix B).
- Provide any printed material, handouts, etc. specific to the trainer's instruction beyond what is provided by Oregon Heritage.
- Provide any equipment needs specific to the trainer's instruction beyond what is provided by Oregon Heritage. Oregon Heritage will provide a PC laptop, PC speakers, a projector, a flipchart, and an internet connection for all workshop sessions.
- ***For collections care and best practices session responses only:*** Coordinate with local museum, libraries, and archives panelists for portion of the collections care and best practices session.
- ***For disaster preparedness session responses only:*** Coordinate with local emergency responders for portion of the disaster preparedness session.

5. Evaluation Criteria

Respondents may submit responses for the Collections Care and Best Practices Trainer, or the Disaster Preparedness Trainer, or both.

The following criteria will be used to assess responses for the Collections Care and Best Practices Trainer and for the Disaster Preparedness Trainer:

- Graduate degree in library science, museum studies, archival management, conservation or related field;
- More than two years demonstrated expertise in collections care of heritage or cultural objects and documents;
- Experience in developing and delivering preservation workshops to a broad audience of collections custodians;
- Experience in training and teaching adults;
- Working knowledge of the best preservation practices of museums, libraries, and archives;
- Affiliation with nationally-recognized preservation service desired.

AND/OR

- Graduate degree in library science, museum studies, archival management, conservation, emergency management or related field;

- More than two years demonstrated expertise in preservation management and disaster planning;
- Experience in developing and delivering disaster preparedness workshops to a broad audience of collections custodians;
- Experience in training and teaching adults;
- Working knowledge of the best preservation practices of libraries, museums and archives;
- Affiliation with nationally-recognized preservation service desired.

6. Submission Requirements

Submission requirements:

- A completed Respondent Information Form (see Appendix A)
- A statement of interest (250 word limit)
- A response to the qualification review criteria
- A resume outlining the respondent's experience
- A fee proposal for this project

Send one electronic submission to kyle.jansson@state.or.us. Responses must be submitted **before 5:00 pm on February 22, 2013**.