

SECTION 1
GENERAL REQUIREMENTS

1.1 PROJECT INFORMATION

Name:	Museum Collections Inventory Specialist
Agency:	PA Historical and Museum Commission, Bureau of Historic Sites & Museums
Work Location:	Drake Well Museum and Park 202 Museum Lane, Titusville, PA
Issuing Office:	Patricia Frey PA Historical and Museum Commission, BMS 300 North Street Harrisburg, PA 17120 717-772-8875 pafrey@pa.gov

1.2 BRIEF DESCRIPTION OF THE WORK

The Pennsylvania Historical and Museum Commission (PHMC), Bureau of Historic Sites and Museums (BHSM), is seeking to engage a temporary contracted Museum Collections Inventory Specialist to help conduct an inventory of the collections at Drake Well Museum and Park. Located in Titusville, PA, Drake Well Museum and Park chronicles the history of the petroleum industry in Pennsylvania, its birth, development and growth into a global enterprise. The museum's collection is composed of 4,100 artifacts, 1,200 cubic feet of manuscript material (including 10,839 still images) and a 4,000-volume research library. Together, these rich materials chronicle the technological, scientific, economic and social history of Pennsylvania's oil and natural gas industries.

The working hours for the position are 37.5 hours per week for a period no longer than 12 months from the start of the purchase order. Work days/times will match the schedule of the Drake Well Curator, Sunday through Thursday, 8:30am – 5pm.

The Museum Collections Inventory Specialist will be responsible for satisfactorily performing all the necessary tasks required to conduct a standard physical inventory of the museum's collection in designated storage and exhibit areas.

All contracted work will be completed under the guidance of Drake Well Museum and Park's Site Administrator and Curator.

1.3 **INVITATION FOR BID (IFB) INFORMATION**

Responses to this bid will only be accepted electronically. Bidders must go to www.emarketplace.state.pa.us to submit a bid. Bids are due by 2:00 PM on Friday, January 31, 2020.

1.4 **BID QUESTIONS/BID REVISIONS**

Questions should be forwarded to the issuing office via email (pafrey@pa.gov) by 4:00 PM on Friday, January 10, 2020. No other questions will be permitted after this date. Answers to all questions and/or formal addendums will be posted to www.emarketplace.state.pa.us (click on "Solicitations", enter Solicitation #6100049625, click on "search") by January 17, 2020. All questions and answers will become an addendum to the IFB. The issuing office shall not be bound by any verbal information nor shall it be bound by any written information that is not either contained within the IFB or formally issued as an addendum by the issuing office.

1.5 **BACKGROUND CHECKS**

The selected contractor will be responsible for obtaining a criminal background check, at the contractor's own expense, on an annual basis while working under this contract. The Pennsylvania State Police Criminal History Check may be obtained at <https://epatch.state.pa.us>. The contractor must provide copies of a certified, clear report that contains the Commonwealth seal. This report must be submitted to the project manager prior to reporting to the worksite. Because the contractor may also be working in an area with children participating in educational programs, the contractor will also be required to produce an FBI background check at the contractor's own expense.

1.6 **CONTRACT INVOICING**

- A. The contractor will submit biweekly invoices for the hours worked in the previous two-week period.
- B. The invoice must include the contractor's name, address, purchase order number, date of invoice, the days and number of hours worked, travel costs incurred during that time period (with support documentation), and total amount of invoice. Failure to provide any of the required information may result in a delay of your payment.
- C. Invoices will be sent to "Commonwealth of Pennsylvania - PO Invoice, PO Box 69180, Harrisburg, PA 17106" or for a paperless email invoice option, visit www.budget.state.pa.us and click "Vendor Services" and select "E-Invoicing." A copy of the invoice must also be submitted to the project manager for approval.

1.7 **CONTRACT AWARD CRITERIA**

Contractors must meet all criteria listed below for an award to occur:

- A. Bidder has been determined to meet all minimum qualifications (as identified in Section 2.1: Qualifications) based upon in-person interview and supporting documentation of credentials.
- B. Bidder has received satisfactory reference checks.
- C. Bidder's unit price (or hourly rate) does not exceed \$25.00.
- D. Bidder has submitted the lowest, responsible unit price (hourly rate).

1.8 TERM OF PURCHASE ORDER

The terms of the purchase order will be for one (1) year, commencing on the effective date, which will be listed on the purchase order, and terminating twelve (12) months after the effective date. The contractor shall not start the performance of any work prior to the effective date of the purchase order and the Commonwealth shall not be liable to pay the selected contractor for any service or work performed or expenses incurred before the effective date of the purchase order.

1.9 INFORMATION REQUIRED FROM BIDDER

To be considered, bids must respond to all requirements of the bid package. Any other information thought to be relevant, but not applicable to the categories below, should be provided as an attachment to the required bid information. Responses to this bid will only be accepted electronically. Bidders must go to www.pasupplierportal.state.pa.us to submit a bid. Mailed, faxed, emailed and/or late bids will not be accepted.

1. Submit a cover letter and resume, along with a letter that details all academic background and work experiences to support the minimum qualifications listed in Section 2.1: Qualifications. The letter must also demonstrate a clear understanding of the tasks to be performed in Section 2.2: Job Duties.
2. Submit three (3) references, including name, address, email address, and telephone number of individuals (include title and relationship to the bidder) that can attest to the bidder's qualifications.
3. Unit Price = Price per one hour (Note: The maximum hourly rate is \$25; however, in the event of multiple-bidders, the lowest, responsible bidder will be awarded).

NOTE: As a requirement of this bid, PHMC will only pay a maximum of \$25 per hour for the first year of this contract. However, this is a competitive bid process and the contract will be awarded to the lowest bidder (provided they meet all other bid requirements).

1.10 PROJECT MANAGER

The project manager is Brenda Reigle (717) 705-4034.

SECTION 2

QUALIFICATIONS AND JOB DUTIES

Candidates must possess the following qualifications and demonstrate a capacity to carry out the job duties below during an in-person interview.

2.1 MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college or university in History, Public History, Museum Studies, Library and Information Sciences (specialization in Archives or Special Collections management) or closely related field with one (1) year of professional collections management experience.
- Experience working with manuscript materials, including photography, manuscripts, film, maps, newspapers, ephemera and books.
- Knowledge of current professional standards and ethics of collections management.
- Excellent oral and written communications skills.
- Experience using web-based collections management software.
- Experience with Microsoft Word, Excel and Access.
- Excellent attention to detail, accuracy and penmanship.
- Experience using a digital camera.
- Ability to retrieve objects from heights up to 12 feet.
- Ability to lift and move up to 50 pounds.
- Must be able to stand or sit for long periods of time.
- Ability to establish and maintain effective working relationships, including working well with site staff, interns and volunteers in a team situation to complete inventory work.
- Self-motivation and capability of working without direct supervision.
- Resourcefulness, good judgment and a passion for problem solving.
- Commitment to an inclusive and diverse environment.

PREFERRED QUALIFICATIONS: All of the above including:

- Master's degree from an accredited college or university in Public History, Museum Studies, Library and Information Sciences (specialization in Archives or Special Collections management) or closely related field with one (1) year of professional collections management experience.
- A specialization in U.S. Industrial History from 1800-present and familiarity with the history of the petroleum industry.
- Experience working with industrial and technological collections.
- Demonstrated experience conducting museum collections inventory projects, preferably employing a modern collections management software.
- Experience using ARGUS collections management system.
- Knowledge of the principles, practices, methods and techniques used in the care, cataloging, handling, preservation and restoration of artifacts and manuscript materials.

- The ability to recognize problems with historical collections such as mold, rot and insect and rodent damage.

2.2 JOB DUTIES

The Museum Collections Inventory Specialist will work with Drake Well Museum and Park's Curator to conduct a standard physical inventory of the museum's collection in designated storage and exhibit areas. Inventory work will be completed according to the following priorities:

1. Artifacts – 4,100 objects
 - Collections Storage Area
 - Engine Storage Shed
 - Visitor Center Exhibit Galleries and Exterior Exhibit Areas
2. Manuscript Materials – 1,200 cubic feet
 - Collections Storage Clean Room
 - Collections Storage Area
3. Research Library – 4,000 volumes
 - Collections Storage Area

The inventory will be conducted using the ARGUS collections management software inventory view, in which all data will be entered, directly into the object file for each object. Information to be recorded will include: the accession/catalog number for each object, a brief description of the object, measurements for the object, condition reports as needed and digital photographs for each object.

Work may also include cleaning, assessing, moving, cataloging and researching of artifacts.

The Inventory Specialist is expected to inventory a minimum of 150 objects per week.

The Contractor will complete all required training as a contractor engaged by the Commonwealth of Pennsylvania (CWOPA) who have a Commonwealth IT account. This will include mandatory training in Workplace Security Awareness, Emergency Awareness, and other required trainings.