

Division of Historical and Cultural Affairs
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Dover, DE 19901

October 25, 2016

TO: ALL OFFERORS

FROM: CHERIE DODGE BIRON, SUPPORT SERVICES ADMINISTRATOR
DIVISION OF HISTORICAL AND CULTURAL AFFAIRS

SUBJECT: RESPONSE TO QUESTIONS
CONTRACT NO.: STA-16123-HIST_NVTRY
CONTRACT NAME: Inventory of Historical and Archaeological Collections

ADDENDUM #2

The purpose of this addendum is to answer questions received during pre-bid meeting and submitted electronically.

QUESTIONS & ANSWERS

Questions for Pre-Bid Meeting for Inventory of Historical and Archaeological Collections 10/25/2016

General Questions – Historical and Archaeology

Q. What is the reason to inventory at Box Level on some of the collections?

A. Archaeology– Box-level inventory is necessary to gain intellectual and physical control at the collection level. Artifact-level control is already satisfied for many collections because of the artifact inventory supplied in the CRM report.

Historical – some of the collections have not been processed yet, for others this is just a count and details are not needed.

Q. Are vendors/contractors responsible for all photography equipment including backdrops and lightings?

A. Yes, vendor to provide all needed equipment such as lights and backdrop.

Q. Will vendor/contractor be responsible to replace boxes which are not archival or appear to be damaged?

A. The vendors will not be responsible for replacing boxes. They will develop a list of damaged boxes and submit to the curators. See Task 6 (page 45) and Task 8 (page 48).

Q. Will vendor/contractor be responsible for repackaging and material for collection items?

A. The vendor will be responsible for repacking the collection items in the boxes where they were found during the inventory. The vendor will note damaged or over-packed boxes or other problems on a second list that will be submitted to the curators. If a major problem is located with an artifact or object in a box, or with a box, a location will be identified where the box and/or artifact will be taken and the appropriate curator notified.

Q. Will vendor/contractor be responsible to transfer items into flats?

A. There will be no transfer of artifacts or objects from boxes to other boxes or flats as part of the inventory project by the vendor/contractor.

Q. What is the definition of oversized items?

A. Oversized Objects: Objects defined as items that cannot fit on shelves due to size and weight. Also, it can refer to items that are too fragile to move or cannot be moved due to their size and/or weight.

Q. What is the number of oversized items in the collections?

A. Archaeology – as defined by the Historical Collections, there are not oversized items in the Archaeology collection.

Historical - Estimation of 500 objects which includes the following object types: 2 wheel bicycles, printing presses, oversized furniture/cabinets/case clocks, tools, Victrola machines, sculptures, large house hold appliances, grand piano.

Q. Can oversized items be photographed in place or will they need to be removed from shelving?

A. Archaeology – Artifacts are not planned to be photographed.

Historical – Oversized objects will need to be safely removed to be photographed and oversized items that are placed in open storage will need to be photographed in place, if it cannot be moved due to size, weight and/or fragileness.

Q. Is vendor/contractor responsible to remove items from shelving and provide equipment such as ladders, etc.

A. The vendor/contractor is responsible for removing items from the shelving.

The vendor/contractor is responsible for all other necessary equipment for the safe removal of objects and artifacts from the shelves such as:

- Rental of Electric platform scissor lift or similar

- Moveable carts

- Moveable tables

- Extension cords – electrical

- Additional lighting, if necessary

List of Equipment HCA can provide includes:

- Tudor I - Archaeology – 8 foot rolling platform ladder

 - Historical Collections – 8 foot lift with crank

- Tudor II - Archaeology - 10 foot rolling “airplane” stairs & platform

 - Historical Collections - 6 foot rolling “airplane” stairs & platform

- Tudor III – Historical Collections - Pallet Jacks (2)

 - Metal flat cart with removable handle

 - 8 foot rolling ladder

Q. Will vendor/contractor be relabeling all shelving, even if current labels appear to be in good shape?
A. No. Relabeling will occur if label is missing. There is no plan to redesign the current shelving plan.

Q. Will vendor/contractor be providing any type of appraisal or value to objects/artifacts?
A. The vendor/contractor will not provide any appraisal related to the value or significance of the artifacts or objects as part of the inventory project.

Q. Will all data entry be done directly into PastPerfect?
A. Yes, all data should be entered directly into PastPerfect.

Q. What is the maximum number of contractors who will be able to be in the area to conduct the inventory?
A. Teams up to six people, but some spaces it would be less. Four is an ideal number due to limited space.

Q. Will office space be provided for vendors/contractors?
A. No, offices will not be provided.

Q. How will new collections and items be handled during the inventory?
A. Archaeology – Yes, all new collections will be inventoried up until the time that Tudor 2 is completed. Any new collections after that will not be inventoried.
Historical, Data- There will be entry of new accessions into PastPerfect and this process will be planned and coordinated during the pre-planning phase. This new accession data will be merged with inventory data in the final phase of the project. (RFP Task 2, page 43 and Task X, page 48)
Historical, Physical Inventory - All new collections that are unprocessed will be physically held at Tudor III and will not be inventoried. All new collections that have been processed will be physically held at Tudor III and be inventoried.

Q. What is the licensing fee for PastPerfect?
A. Vendor/contractor may contact PastPerfect for price related to licensing fee.

HISTORICAL COLLECTIONS –

Q. Are all historical collections to be inventoried?
A. Yes, all objects in the historical collections are to be inventoried.

Q. Are only historical collections to be photographed?
A. Yes, at this time only the historical collections, minus the Victor recording discs, are to be photographed.

Q. Will the Wilmington Library books be included in this inventory and are they already accessioned? Will they be photographed as well?
A. No, these will not be inventoried or photographed.

Q. Are tapestries to be inventories and labeled? Especially those in the area with the Wilmington Library books?
A. Tapestries and fabric in the area where the Wilmington Library books are located are not to be inventoried. Other textiles in the historical collection, in other locations, will be inventoried.

Q. How many photographs are in the collections?

A. As of 10/25/2016 in PastPerfect there are 2,274 items listed in the Photography Catalogue.

Archaeological Collections –

Q. Were the 16,000 items previously counted?

A. Archaeology – The 16,000 number is an estimate after thorough accounting and consideration.

Q. What is the rough estimate of catalog numbers for the archaeological collections?

A. Archaeology - This can vary based on the collection and site. Each box may only contain a single accession number from one site (example 2006.0005.1) or a range of accession numbers (for example, 2006.0005.1 to 2006.0005.36). A single box may also contain multiple sites with various accession numbers (for example, site numbers 7K-E-0001, 7K-E-0003, 7K-E-0025; and accession numbers 65/15, 68/2, 66/13).

Q. Do you have site location information for the archaeological collection?

A. Archaeology – The site geographic location is based on the registered archaeological site number (example 7K-E-0001). Otherwise, the physical location of the collection is based on the Building, Block, and Section designations (example Tudor 2, Block 12, Section 2).

Q. Is there an overlap of data in all of the databases, especially archaeology?

A. Archaeology - Yes, particularly with the fields: Site Number, Site Name, Accession Number, and CRS Number.

Q. For the 16000 objects, what detail do you want to have for each?

A. Archaeology – This is spelled out in the RFP - See Task 7, pages 46-47.

Q. Is the DeBraak collection digitized?

A. Archaeology – 4,804 DeBraak artifacts are in a FileMaker Pro database. There is an estimated 5,000 more artifacts that are not. All will be either merged with or entered into Past Perfect.

Submitted Questions:

Q. On the handout from the pre-bid meeting, it states that of the 72,500 historical objects, there are about 40,000 object records already in PastPerfect. Do these 40,000 object records already include photos of the objects (especially since the database is 21.1 GB), or are photos still needed for these?

A. Some of the ~40,000 objects have photos, some do not. New images are needed.

Q. Will any photography be required for the 16,200 additional archaeological artifacts that need to be inventoried at the artifact level?

A. No photography is planned for the archaeological collections at this time.

Q. Is the contractor expected to provide computer equipment for HCA staff to use while this project is ongoing (in order that they can work on the database on the portable server required by the contract)?

A. The contractor is not expected to provide computer equipment for HCA staff to use during this inventory project.

Q. Will WiFi or Ethernet connectivity be provided by HCA or must the contractor provide their own intranet system?

A. HCA will provide access to the internet through existing service in all three buildings.

Q. Does HCA own a current copy of PastPerfect or is a license considered a deliverable and purchased by the contractor?

A. PastPerfect is the collections management database system to be used for this project. The contractor/vendor will need to obtain its own PastPerfect license for use during this project. HCA holds its own PastPerfect license for staff use. Yes, it is a deliverable.

Q. When would a decision be made regarding the Alternative Options bid? If it is announced which options will be selected prior to the beginning of work, there are tasks under that portion of the SOW that should be carried out ahead of working with the objects and collections.

A. It is anticipated that the decision regarding Alternative Options bids will be made at the time of contract award.

Q. There will be no direct labeling and no photography of archaeological collections, correct?

A. Archaeology – Correct, there will be no direct labeling or photography of archaeological artifacts.

Q. When the HCA staff add the official record or object number to the items listed in the Found in Collection spreadsheet, is the contractor then expected to pull the item back out of the collection and apply the correct tag or will the HCA staff be responsible for this? Basically, when will HCA update their numbers? Daily, weekly, or at project end?

A. No. Updates will occur at the project end.

Q. We (vendor/Contractor) would be returning all items to their storage area upon completing the initial inventory, it would add time/cost to the project if we then had to pull them back out of the collection to apply the new information.

A. Vendor/contractor will not be pulling artifacts and objects back out as part of this project.

Q. Service contracts do not normally require a performance bond, will a performance bond be required?

A. The Department of State has determined a performance bond is required for this contract. Vendors may elect to take minor exceptions to terms of the solicitation and propose an alternative solution. Acceptance of exceptions is not guaranteed. Performance bond would be due back with the signed contract for the vendor(s) selected and would be for the benefit of Department of State, Division of Historical and Cultural Affairs.

Q. Please clarify the relationship between these two sets of Evaluation Criteria (e.g. which set takes precedence) Are there any weightings applied to the general requirements on page 2?

A. Page 12. Responses to the RFP that address each of the scored items on page 12. There are no weightings applied to the general requirements on page 2. The General Evaluation Requirements on page 2 are included in the Criteria on page 12 and the Criteria on Page 12 will be used for the scoring process as outlined Page 12. Responses to the RFP that address each of the scored items on page 12.

Q. Please provide clarification on the intent and applicability to the project of the following stated evaluation criteria: "Safety, performance..." "Potential Income projection..." "ACA Safe Harbor...."

A. Evaluation Criteria - The intent is to review vendor/contractors previous experience and plan for each criteria with a project of this type and scale.

Safety performance record for staff and patrons - What steps will you take to ensure safety to staff and patrons while conducting this project.

Potential income projections, substantiated by prior project management of similar scope and content - **PLEASE NOTE WE HAVE CHANGED THIS CRITERIA TO "OVERALL PRICE COMPETITIVENESS COMPARED TO OTHER VENDORS"**

ACA Safe Harbor Additional Fee – See next question for answer

Q. If this sentence is true, why is the ACA Safe Harbor Additional Fee included in the Evaluation criteria on page 12? Is it a requirement to specify the Additional Fee?

A. Due to the nature of the work to be performed, yes ACA Safe Harbor does apply to this solicitation. Vendors are to identify a per invoice fee to be charged for employees working under the contract that obtain health coverage through your firm. The fee must be a separate line item on the invoice and designated as the Safe Harbor Exception Fee. The fee is an added expense to the State, therefore taken into consideration in the evaluation process.

Q. Should our proposal include a contingency to allow for the emergency services mentioned in the Vendor Emergency Response section? "The awarded vendor(s) shall provide the name(s), telephone, or cell phone number(s) of those individuals who can be contacted twenty four (24) hours a day, seven (7) days a week where there is a critical need for commodities or services when the Governor of the State of Delaware declares a state of emergency under the Delaware Emergency Operations Plan or in the event of a local emergency or disaster where a state governmental entity requires the services of the vendor. Failure to provide this information could render the proposal as non-responsive. In the event of a serious emergency, pandemic or disaster outside the control of the State, the State may negotiate, as may be authorized by law, emergency performance from the Contractor to address the immediate needs of the State, even if not contemplated under the original Contract or procurement. Payments are subject to appropriation and other payment terms."

A. While not every contract may appear to have a use in emergency situations, there is always the potential for an unknown to occur. All vendors are asked to provide emergency response point of contact information, just in case.

Q. Does acceptance of payment by a Purchase Card involve a fee and/or reduction in payment amount? Please confirm that the State will make use of the P-Card to pay for all invoices up to the value of the awarded contract.

A. Due to the large payments on this contract, Historical and Cultural Affairs will not be paying by State Credit card but by Voucher/Check within 30 days of receipt and approval of invoice.

Q. Please provide clarification on how attachment 7 (Monthly Usage Report) is intended to be used in this project.

A. The Usage report is to report any items used during the contract such as supplies such as gloves, equipment, etc. During months when no items are purchased, this report should be submitted. The rate/price should be vendors cost not using any additional state contracts.

Q. Who is completing the required background checks? Please identify who is responsible for associated costs for these background checks. Is the only Background Check required the one listed in the Statement of Work? (There are others mentioned in section 'v and w' on pages 22-23)

A. Vendor is responsible for all background checks including costs. Please contact Delaware State Police for additional information on background check costs and procedure visit:

http://dsp.delaware.gov/state_bureau_of_identification.shtml

Please Note: The Criteria Weight has been changed from “Potential income projection, substantiated by prior project management of similar scope and content” to “OVERALL PRICE COMPETITIVENESS COMPARED TO OTHER VENDORS”

All other terms and conditions remain the same.