
Request for Proposals

Appraisal Services for Historical Artifacts

Department of Economic & Community Development

Contract Specialist: Karin Peterson

Date Issued: December 20, 2013

Due Date: January 31, 2014

State of Connecticut
Department of Economic and Community Development
Announcement of Request for Proposals to provide
Appraisal Services
RFP No. 2014-2

Pursuant to the provisions of Section 4a-57 of the General Statutes of Connecticut as amended, sealed proposals will be received by the Department of Economic and Community Development at the address provided in this Request for Proposal (“RFP”) for furnishing the services herein listed.

The Department of Economic and Community Development welcomes the opportunity to work with qualified individuals or firms to provide *Appraisal Services for Historical Artifacts* to the State of Connecticut to determine value for insurance purposes as outlined throughout this RFP document.

We invite you to be part of this effort.

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Request for Proposals

for

Appraisal Services

Overview

The State Historic Preservation Office of the Department of Economic and Community Development has the statutory authority (CSG 10-413) to oversee four museum properties open to the public: Old New Gate Prison & Copper Mine in East Granby; Henry Whitfield State Museum in Guilford; Prudence Crandall Museum in Canterbury; and Eric Sloane Museum in Kent. These museums contain historical artifacts appropriate to the interpretation of their period of significance.

The subject of this RFP is to solicit proposals for the services of an outside appraiser to determine the dollar value of the historic artifacts at these four locations. The contractor must be able to travel all locations to examine the collections contained therein. The collections range from fine art including artwork by Eric Sloane, colonial furniture and household furnishings, textiles, coins and currencies, agricultural implements, hand tools, historical books, manuscripts, photographs, militaria and miscellaneous items. The collections date from the 17th to the 20th century and total approximately 9,000 items.

The work scope requires the professional services of an appraiser or firm with appropriate professional qualifications, prior experience with the appraisal of comparable materials, connoisseurship and thorough knowledge of diverse material culture.

Scope of Services

The State Historic Preservation Office of the Department of Economic and Community Development requires the services of an outside appraiser to determine the dollar value of the historic artifacts at the four agency museums. These are: Old New Gate Prison & Copper Mine in East Granby, Henry Whitfield State Museum in Guilford, the Eric Sloane Museum in Kent and the Prudence Crandall Museum in Canterbury.

The collections of historical artifacts at the museums have grown over time by gifts starting in 1900 and continuing to the present.

- The Henry Whitfield State Museum contains over 4,000 items in its archival holdings (photographs, post cards, documents, maps) plus approximately 800 historic books and approximately 1,500 historic objects. The largest categories are furniture, militaria, currency, textiles, food-related, and native American materials.
- The Prudence Crandall Museum collection includes approximately 900 objects – furniture, personal artifacts such as eyeglasses and household accessories – and approximately 550 archival items including manuscripts, newspapers, photographs and historic pamphlets.
- The Eric Sloane Museum collection has 50 pieces of artwork, approximately 790 tools, miscellaneous antique items, and modern furnishings in the re-created artist's studio. The collections also include 550-600 books that belonged to Sloane.
- Old New Gate Prison & Copper Mine's collections range from four 1960s acrylic mural paintings, two Viets Family gravestones, relics of the early 20th century tourism operation, and manuscripts, historic books, post cards and photographs.

The agency collections are in the process of being entered in the electronic collection management system, Past Perfect; they have not been fully catalogued. The information gleaned during the appraisal will be helpful to this end.

No complete valuation of the entire collection has ever been done and is now required to meet state asset management standards (CO-59) and to ensure appropriate insurance coverage. The lack of a comprehensive inventory and valuation for individual assets with the museum collections was the subject of a finding in the State Auditors most recent DECD audit. Therefore, the services of a professional appraiser/or firm are needed to assign dollar values to every artifact in the collections and to help staff ensure that all other information required by state asset management and insurance standards is complete.

The contractor must be able to travel all locations to examine the collections contained therein. There the contractor will examine each artifact and determine a current value for insurance purposes. To expedite the process, to the extent possible, staff at each museum will provide an inventory listing organized by location with each artifact identified by object type and accession number. Provenance/history, conservation reports and any other pertinent information will be provided if available. Staff will assist as feasible given their other responsibilities and facilitate access to display and storage areas. It is expected that the appraiser will assess each artifact, research the current antiques market, and determine an appropriate dollar value for insurance purposes based on their professional expertise and assessment.

The State anticipates that work on this scope of services will begin promptly upon execution of a contract with the successful proposer and, if feasible, be completed or nearly completed by September 2014. It is the State's intent to incorporate the appraisal data into the agency's FY14 CO-59 due October and the renewal of state insurance coverage due November. As DECD will be the first of the state agencies managing similar historical collections to complete this process, the timeline is based on our best internal estimate of the work involved in physically accessing and assessing the collections at four distant museum locations.

Interested parties are encouraged to visit www.cultureandtourism.org and to follow the museum link to learn about the museums that are the subject of this RFP. It is not feasible to arrange site visits to each museum property and collections during the bidding period.

There is no pre-determined budget for this project. It will be funded through non-lapsing moneys to which the agency has access.

For the duration of the project, the selected contractor is expected to carry appropriate levels of insurance including general liability insurance, automobile liability insurance for motor vehicles used in connection with the performance of the project, and workers' compensation insurance, if applicable. The State is not liable for any damages or claims incurred during the performance of the project.

Product and/or Service Specifications

The contractor will deliver two print copies and a digital copy of the appraisal in Microsoft Excel file format, or a comparable file format mutually agreed upon by DECD and the selected appraiser. This report will consist of a listing of each artifact categorized by museum and identified by object type, accession number (if designated) and assigned dollar value.

Proposal Requirements

I. Contract Period

The State intends that this contract shall not exceed one year.

II. Pre-Meeting Requirements/Questions

There will be no pre-proposal meeting. Questions may be addressed in writing as identified on page 10 of this RFP Document. Amendments will be posted as deemed appropriate.

III. Contract Award

DECD reserves the right to award this Contract in a manner deemed to be in the best interest of the department.

N.B. This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP only serves as the instrument through which proposals are solicited. The state will pursue negotiations with the highest scoring proposal. If, for some reason, DECD and the initial proposer fail to reach consensus on the issues relative to a contract, DECD may commence contract negotiations with other proposers. DECD may decide at any time to start the RFP process again.

The selected proposer will be required to sign a formal contract. The contract may include a liquidated damages clause at the discretion of the State.

IV. Stability of Proposed Prices

Any price offerings from proposers must be valid for a period of 180 days from the due date of the proposals.

V. Amendment or Cancellation of the RFP

DECD reserves the right to cancel, amend, modify or otherwise change this RFP at any time if it deems it to be in the best interest of the State to do so.

VI. Proposal Modifications

No additions or changes to any proposal will be allowed after the proposal due date, unless such modification is specifically requested by DECD. DECD, at its option, may seek proposer retraction and/or clarification of any discrepancy or contradiction found during its review of proposals.

VII. Proposer Presentation of Supporting Evidence

Proposers must be prepared to provide any evidence of experience, performance, ability, and/or financial surety that DECD deems to be necessary or appropriate to fully establish the performance capabilities represented in their proposals.

VIII. Proposer Demonstration of Proposed Services and or Products

At the discretion of DECD, proposers must be able to confirm their ability to provide all m proposed services. Any required confirmation must be provided to DECD without cost to the State.

IX. Erroneous Awards

The DECD reserves the right to correct inaccurate awards. This may include, in extreme circumstances, revoking the awarding of a contract already made to a proposer and subsequently awarding the contract to another proposer.

Such action on the part of DECD shall not constitute a breach of contract on the part of DECD since the contract with the initial proposer is deemed to be void and of no effect as if no contract ever existed between the DECD and such proposer.

X. Proposal Expenses

Proposers are responsible for all costs and expenses incurred in the preparation of proposals and for any subsequent work on the proposal that is required by DECD.

XI. Ownership of Proposals

All proposals shall become the sole property of the State and will not be returned.

XII. Ownership of Subsequent Products

Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the State unless otherwise stated in the contract.

XIII. Oral Agreement or Arrangement

Any alleged oral agreements or arrangements made by proposers with any State agency or employee will be disregarded in any State proposal evaluation or associated award.

XIV. Subcontractors

It is understood that in order to implement the scope of the work the Contractor may find it necessary to retain the services of expert subcontractors. DECD must approve any and all subcontractors utilized prior to any such subcontractor commencing any work. Proposers acknowledge by the act of submitting a proposal that any work provided under the contract is work conducted on behalf of the State and that the Commissioner of DECD or her designee may communicate directly with any subcontractor as the State deems to be necessary or appropriate. It is also understood that the successful proposer shall be responsible for all payment of fees charged by the subcontractor(s). The successful proposer shall provide a performance evaluation of any subcontractor promptly to DECD upon request. Note that the successful proposer must provide the majority of services described in the specifications.

Selection Criteria

A selection committee will review and score all proposals. The following information, in addition to the requirements, terms and conditions identified throughout this RFP Document, will be considered as part of the Selection process **and are listed in order of relative importance**. Note: Experience working with the public sector, especially the State, is desirable.

1. Soundness of proposal to meet the scope of work and produce the deliverables
2. Experience in successfully completing similar projects
3. Qualifications of staff
 - a. Demonstrated knowledge of historic artifacts
 - b. Familiarity with process of doing appraisals and current market values
4. Licenses, professional designations, membership in relevant professional organizations
5. Capacity to complete the scope of services by September 15, 2014
6. Value

Instructions to Proposers

I. Proposal Schedule

Release of RFP:	Date: December 20, 2013
Receipt of RFP Questions	Date: January 15, 2014 by noon
Agency Response to RFP Questions:	Date: January 22, 2014
Proposal Due Date:	Date: January 31, 2014 by 4:30p.m.

It is anticipated that top proposers will receive an invitation for an interview within two weeks after the closing of this RFP.

During the period from receipt of this Request for Proposals, and until a contract is awarded, your organization shall not contact any employee of the State of Connecticut for additional information, except in writing, directed to the Department of Economic and Community Development, Attn: Karin Peterson, One Constitution Plaza, 2nd Floor, Hartford, CT 06103.

II. Questions

Questions for the purpose of clarifying the RFP must be received by DECD no later than noon on January 15, 2014. DECD will provide written documentation of all submitted questions and post agency responses on the state portal by January 22, 2014.

Questions must be delivered to:

Department of Economic and Community Development
Attn.: Karin Peterson, Museum Director
RFP 2014-2
One Constitution Plaza, 2nd Floor
Hartford, CT 06103

Or emailed to: karin.peterson@ct.gov

III. Sealed Proposals

One hard copy and one digital copy of the proposals must be submitted in a SEALED envelope, clearly marked with RFP 2014-2, the date, and the name and address of the proposer. Any material that is not so received may be opened as general mail, and result in invalidating the proposer's submission. Facsimile or unsealed proposals will not be accepted under any circumstances. All proposals must be received by 4:30 p.m. on the due date.

Submittal Requirements

1) Applicable Content:

The proposal must include:

- a) Letter of intent outlining how proposer proposes to meet the scope of the work and produce the deliverables.
- b) Profile of firm, if applicable.
- c) Listing of Project team including project manager (if applicable). Include qualifications to perform the work, including licenses, professional designations, and resumes.
- d) Listing and qualifications of any consultants if known.
- e) Listing of comparable relevant projects with specifics on work scope and deliverable.

2) Business Information:

- a) Past two years financial statements.
- b) Three (3) Client References: please provide the following information for each reference

Name of company, Contact name, Telephone number, and Description of work provided

Should proposers wish this information to be considered confidential, this information should be placed in a sealed envelope marked "Confidential", this information will not be made viewable to the public and will only be reviewed by the selection committee.

3) Value

- a) Schedule of fees for services