



## Artifact Collection Appraisal

### Request for Proposals Terms of Reference

The Museum of Vancouver seeks expert artwork and material culture appraisers for a contract opportunity. One or more candidates will be selected to appraise artifacts with a fair market value of \$50,000 or more (approximately 50 artifacts).

**Budget:** Up to \$10,000 (before tax)

**Timeframe of Contract:** April to June 2017

**Deadline for Submissions:** January 27, 2017

For more information, contact Wendy Nichols, Curator of Collections:

Phone: 604-730-5312

Email: [wnichols@museumofvancouver.ca](mailto:wnichols@museumofvancouver.ca)

## Overview

The Museum of Vancouver [MOV] has been collecting artifacts for over one hundred years. Consisting of over 70,000 artifacts, the collection includes important historical, ethnographic, archaeological, Asian studies and natural history objects. New acquisitions are appraised annually. In addition, the museum periodically undertakes an abbreviated appraisal, focussing on the most valuable artifacts, of the entire collection. This RFP is for the latter form of appraisal.

## Applicants

Applicants may apply individually or as a team. The ideal applicant(s) or team should be well versed in a wide range of material culture including Western European art and artifacts, ethnographic artifacts from around the world especially the Northwest Coast and Asia, and archaeological material including ancient Egypt. MOV's collections also include natural history specimens, some of which may be particularly valuable.

One or more applicants may be awarded components or the entire contract. Individuals and teams may apply for all or part of the contract and should declare so on the application information form.

The Consultant shall, at his or her own expense, carry and keep in force during the term of these conditions, comprehensive general liability insurance with a minimum limit of \$2,000,000 per occurrence. The Museum shall be added as an additional insured under the Consultant's comprehensive general liability insurance.

## Qualifications and Duties

The Museum of Vancouver requires all of (but not limited to) the following:

### Appraiser Qualifications

- Registered with the Canadian Personal Property Appraisers Group or similar qualified group, and or maintains the equivalent standard of knowledge and professionalism
- At least five years of experience appraising historical artifacts and natural history specimens for fair market value. Experience working with museum collections is an asset.

### Appraiser Duties

- Provide a document to professional standards describing and identifying artifacts in the Museum's collection with a fair market value of \$50,000 or greater (approximately 50 artifacts). Museum staff will provide shelf lists highlighting artifacts which have previously been identified as being of high value, as well as access to the museum's artifact database, and any other relevant documentation that may be available.

## Budget

The maximum total budget for the contract(s) for this project is \$10,000.

One or more individuals may be engaged for this contract, depending on their area of expertise (appraiser/conservator). Applicants should specify whether they are submitting for part or the entire contract and quote accordingly. Please see details in the Submission Requirements and Submission Guidelines.

## Schedule (subject to change)

Deadline for Form of Intent to Submit a Proposal	December 16, 2016
Deadline for submission of questions/requests to tour the collection	January 13, 2017
RFP closes:	January 27, 2017
Selection Process:	February 2017
Interviews:	February 2017
Contract Work:	April to June 2017

## Selection Panel & Process

A three-member panel will consist of the following: Curator of Collections, Director of Curatorial and Engagement and Director of Operations and Finance. The Curator of Collections will be available to answer questions and provide a tour of the collection prior to the RFP submission closing. Any additional information provided to one applicant, will be provided to all applicants. The selection panel will convene to review all submissions and may select one or more applicants for interviews.

## Selection Criteria

Submissions to the RFP will be reviewed based on:

- Applicant's qualifications and proven capability to produce work of the highest quality;
- Appropriateness of the proposal according to the project terms of reference;
- Thoroughness of the services offered in the proposal;
- Probability of successful completion.

## Submission Requirements

1. Form of Intent to Submit Proposal (1 page)
  - A completed Form of Intent, Part A found at the end of this document

All final proposals should contain the following items and in the following order.

1. Cover Sheet (1 page)
  - A completed Cover Sheet, Part B found at the end of this document
2. Letter of Interest (2 pages maximum)
  - A typed letter of interest, including the applicant's intent, rationale and a preliminary description of approach for this contract
3. Scope of Services Description
  - The Museum of Vancouver relies on the expertise and knowledge of the successful applicant(s) to accurately appraise each artifact specified, but does not require supporting documentation for each appraisal. While additional information about the artifacts is appreciated, a list of objects and fair market values is all that is required.
  - In addition to artifacts put forward for appraisal by museum staff (based on previous appraisal), the museum requests that the appraiser survey the collection for other high value artifacts that may have gone unnoted in previous appraisals.
4. Written Quote for the Contract (1 page maximum)
  - Quote for the work described in the Qualifications and Duties and section #3 of these Submission Requirements
  - Propose a timeframe for the completion of this contract
5. Resume/Curriculum Vitae (2 pages maximum)
  - Outline your experience as an appraiser. If you are submitting as a team, each member must provide a personal resume (maximum of 2 pages each)

6. Three References
  - Individuals who can speak to your work and experience. Please include: name, occupation, title, organization, address, phone number, email and a brief statement describing the nature of your working relationship to the reference listed
  - Teams provide 3 references total
7. Optional Support Documentation (3 pages maximum)
  - Any document that displays your skill or expertise and supports your proposal (please properly cite all sources, where applicable)

## Submission Guidelines

This RFP accepts paper submissions via mail or delivered in person. Electronic submissions are accepted and encouraged. Submissions must be complete and strictly adhere to the following guidelines and submission requirements above or risk not being considered. Faxed submissions will not be accepted.

- All submissions (electronic and print) must be formatted to 8.5 x 11 inch pages.
- The applicant's (or team's) name must appear in the right header of every page.
- Do not submit any original materials or files. Submissions will not be returned.
- Do not bind, staple or use plastic cover sheets.

Electronic submissions:

- Must be submitted in MS Word or PDF format. Do not submit materials that require plug-ins, extensions or other executables. Do not compress (zip) files.
- Must be self-contained. Do not embed links to other websites, on-line documentation or media
- Must be contained in one single document. Do not submit multiple electronic documents
- Must be 10MB or smaller (if emailed). Submission over 10MB must be sent via PC-compatible CD

## Submitting as a Team

The team should designate one representative to complete the entry form. Team submissions must adhere to the specific submission guidelines with the following exceptions:

- Each team member must submit an individual Resume/CV (See Submission Requirements)
- All Team Members must list their full names on the space provided on the Information Form

## Deadline for Submissions

Submissions must be received by Friday, January 27, 2017 at midnight. This is not a postmark date. Extensions to this deadline will not be granted under any circumstances. Submissions received after the deadline and those that are found to be incomplete will not be reviewed.

It is the applicant's responsibility to ensure the submission package reaches the Museum of Vancouver by the deadline.

## Email, mail or deliver submissions to:

Attn: Wendy Nichols, Curator of Collections  
Museum of Vancouver  
1100 Chestnut St.  
Vancouver, BC V6J 3J9  
[wnichols@museumofvancouver.ca](mailto:wnichols@museumofvancouver.ca)

**For questions and additional information, contact**

Wendy Nichols

Curator of Collections

604-730-5312

[wnichols@museumofvancouver.ca](mailto:wnichols@museumofvancouver.ca)

**Additional Information**

Please be advised that the Museum of Vancouver and the selection panel are not obliged to accept any of the submissions, and may reject all submissions. The Museum of Vancouver reserves the right to reissue the RFP as required.

All information provided under the submission shall be considered confidential and shall only be disseminated to MOV staff and partners for the purposes of the selection process. All submissions to this RFP become the property of MOV and will be held in confidence as required by law.

While every precaution will be taken to prevent the loss or damage of submissions, MOV and its agents shall not be liable for any loss or damage, however caused.

## **PART A – FORM OF INTENT TO SUBMIT A PROPOSAL**

### **Museum of Vancouver Artifact Collection Appraisal**

Please be advised that the appraiser/appraisal team (the Applicant/s) intends to submit a proposal in response to the above-referenced RFP.

The Applicant/s understands and agrees that this form is a non-binding expression of interest and that submission of this form does not obligate the Applicant /s to submit a proposal.

The Applicant/s, having carefully examined and read the RFP, hereby acknowledge/s that it has understood and agrees to abide by all of the elements documented therein.

The Applicant/s understand/s that this Form of Intent will be used by the Museum of Vancouver to communicate with prospective applicants and to adequately prepare for the Proposal review process.

PLEASE NOTE: You can type your responses into this PDF document.

Contact Name: \_\_\_\_\_

Team Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City/Postal Code \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email \_\_\_\_\_ Website: \_\_\_\_\_

*(one website or blog only)*

List Team Member Names and Roles Here (Team Lead complete above portion):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Form of Intent Deadline: FRIDAY, DECEMBER 16, 2016 AT MIDNIGHT**

Deliver to: Museum of Vancouver, Attn: Wendy Nichols, Curator of Collections

1100 Chestnut St. Vancouver, BC V6J 3J9

Or by email to: [wnichols@museumofvancouver.ca](mailto:wnichols@museumofvancouver.ca)

## **PART B – COVER SHEET FOR FINAL PROPOSAL**

**Attach one (1) copy of this form as the first page of the Proposal.**

PLEASE NOTE: You can type your responses into this PDF document.

Contact Name: \_\_\_\_\_

Team Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City/Postal Code \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email \_\_\_\_\_ Website: \_\_\_\_\_

*(one website or blog only)*

### **Submission Checklist**

**Please provide these items in the following order (As outlined in Submission Requirements):**

- Information Form (this page)
- Letter of interest (max. 2 pages)
- Scope of Services Description
- Quote (max. 1 page)
- Resume/Curriculum vitae (max. 2 pages per team member, if applicable)
- Three References
- Optional Support Documentation (max. 2 pages)

Incomplete or faxed submissions will not be accepted. Emailed submissions over 10MB will not be accepted.

List Team Member Names and Roles Here (Team Lead complete above portion):

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Submission Deadline: FRIDAY, JANUARY 27, 2017 AT MIDNIGHT**

Deliver to: Museum of Vancouver, Attn: Wendy Nichols, Curator of Collections  
1100 Chestnut St. Vancouver, BC V6J 3J9  
Or by email to: [wnichols@museumofvancouver.ca](mailto:wnichols@museumofvancouver.ca)