

Request for Quote

Hirshhorn Image Repository Reconciliation Project

Project Digital Asset Manager

This is a Request for Quote for professional, technical digital asset management services. This will not be an employment contract, and the business or individual awarded the services will submit invoices, sometimes with supporting documentation, for billable services rendered.

A. PROJECT DESCRIPTION

The Hirshhorn Museum and Sculpture Garden (HMSG) requires the limited services of a contractor to perform digital asset management services to reconcile several image repositories and create one robust image repository on the Smithsonian Digital Asset Management System (DAMS).

Working with the HMSG Director of Collections Management, DAMS Manager, and others in the collection management department, the Contractor is asked to provide estimates for work on the following project.

The Hirshhorn Museum will provide a license to software such as Adobe© Creative Cloud©. The contractor is responsible for equipment (computer) and Internet capability.

Part I: Create a consolidated image repository in DAMS. The contractor, working with DAMS Manager Julia Murphy, will clean up existing accessioned object images on DAMS (30,642+) and evaluate and migrate historic and contemporary images on the Hirshhorn's TMS Media Drive and external hard drives (15,000+), to DAMS. This process involves a series of steps to remove duplicates, non-HMSG images, identify high quality primary images, add bulk metadata, adhere to revised file naming standards, and identify objects without image documentation or with sub-standard images (>50mb at 300ppi). This cleanup will result in one robust image repository, containing legacy and contemporary images of Hirshhorn's 12,208 works, that will link to the unit's CMS (TMS) and IDS.

Part II: Solidify HMSG's TMS and DAMS connection. The contractor will apply a CDIS link to all 45,000+ DAMS images to link assets to TMS records. The Contractor will also create a process and path for automatically updating the TMS records with regard to the marking of public and primary images. These actions will result in the newest images highlighted on the TMS Front Card, Hirshhorn's website, and Smithsonian Collections Search portal, while legacy images will be available to the Museum's TMS users, additional staff, and researchers.

Part III: Clean up TMS Records to enhance public information. The contractor will perform within the established timeframe data cleanup projects in TMS that will enhance or correct collection records, working closely with registration and information specialists at the Museum. These cleanup projects might include:

- Component Records: 553 records total. Numbering scheme is inconsistent and standards need to be established. 300-400 records are missing a primary component.
- Status Flag (record needs curatorial approval): remove this flag for acquisitions 2013 and earlier (3722 records).
- Status Flag (needs new photography): reset this flag after all images are migrated to DAMS to provide an accurate photography status for all works (this will help with annual CDRS reporting)
- Constituent Bios: 223 records are blank; an unknown number of records are partially blank (missing city, state, and/or search dates). 334 artists were born before 1935; need to verify living/deceased (this may help with copyright and or other collections management processes such as deaccessioning).
- Exhibitions: 107 records have Department=(not assigned). "In-House Exhibition" box is not checked. 233 records have blank Display Date.

- Outgoing Loans: Loan Status and Loan Type (which is counted for CDRS) may not be used consistently and needs a style sheet.
- Formatting inconsistencies in various fields (Medium, Credit Line, Dimensions, Signature, Inscriptions); identify and correct inconsistencies as possible.

B. WORK HOURS AND LOCATION

The Contractor will work full-time, or 40 hours per week, and during normal museum business hours, 9am – 5:30pm.

The Contractor will perform the services in the Photography Department located at Independence Avenue at 7th Street SW, Washington, DC 20013-7012. The cost of transportation to this location will be borne by the Contractor.

In addition, due to coronavirus restrictions, this work may be performed by the contractor from their own remote office; progress on the project will be maintained through regularly established virtual meetings and reports.

C. PERIOD OF PERFORMANCE

All work under this purchase order shall occur over a 12-month period, to begin in September 2020 and be completed by October 2021.

D. PERIODIC PERFORMANCE MONITORING

Acceptance of work and frequency of review is at the discretion of the COTR. They will request the Contractor to meet on a regular basis to review the progress of the work.

E. BIDDING

Potential contractors are invited to bid on the project listed under Project Description. Bids are accepted on a rolling basis through close of business **August 3, 2020**. Please send bids to Sarah Stauderman (StaudermanS@si.edu) and Julia Murphy (MurphyJL@si.edu).

The bid should include:

- A proposed fee for services on an hourly or project-based basis
- Resume of the proposed contractor including at least two (2) professional references
- Confirmation that the contractor has Internet and computer equipment sufficient for this project.
- DUNS Number and proof of updated SAM registration
- Certificate of General Liability Insurance showing coverage