

Request for Quote

Collection Management System

Roseau County Historical Society & Museum
121 Center St. E. Suite #101
Roseau, MN 56751

Statement of Purpose

To continue to build a quality organization and grow, the Roseau County Historical Society is seeking quotes for hiring a Collection Management System (CMS) company to support our goals of collecting and maintaining our collection along while offering availability to share the information online, offer cloud access, and manage donors.

This project will be financed with funds provided by the State of Minnesota from the Arts and Cultural Heritage Fund through the Minnesota Historical Society.

Responses to this RFQ are due: **April 1, 2023**

About RCHS

The Roseau County Historical Society is a non-profit 501(c)3 that shall collect, preserve and disseminate the knowledge about the history of Roseau County and relate it to the history of Minnesota.

The mission is carried out by collecting and preserving objects and materials that present history to Roseau County and providing access to the collection.

The Roseau Country Historical Society (RCHS or society) is a small county historical society and museum located in the northwest corner of Minnesota that was established in 1927. RCHS is located within the Roseau City Center with just over 11,000 square feet of space for the Museum Gallery, Research Center, Archival Room, Collection, and Storage Rooms. The building was opened in 2006 after a significant flood went through the area, and we lost the museum building. Our collection has been inventoried and contains 40,250 three-dimensional objects, textiles, photographs, and archival materials. The society also shares the museum's history through programming and special events for all ages. We currently have Past Perfect 5 for our collection management system to store the inventory and manage our members and donors.

Objectives and Requirements

1. Hire a CMS company to advance institutional goals in public service, accountability, and efficiency. Increase accessibility for all users to broaden meaningful use of the collections.

2. Improve collections management and care with greater efficiency and functionality for intellectual control.
3. Improve legal accountability with properly recorded, managed, and accessible records
4. Advance management and use of digital assets (Digital Asset Management System/DAMS)
5. Have discussions and recommend strategies with staff and the board about the observations.
6. Prepare a draft report and long-range plan recommending actions to preserve the society's collection. Once reviewed by staff and approved, a final plan will be presented.
7. The preservation plan will consist of needs that must be listed in priority order; the highest will be priority one, the next will be priority two, etc. Under each need, list one or more specific actions recommended to address the needs.

Project Timeline: April 1, 2023 – December 1, 2025

The consultant's quote and scope of work must be submitted by April 1, 2023, to be considered. The staff will review the information and contact the consultant that fits the society's needs. Then, RCHS will submit the grant application. If chosen for funding, the society can move forward with the project, with the beginning date of June 30, 2023, being the hire date of the consultant.

RCHS staff will contact the consultant with the next steps in setting up a time to visit the Roseau County Historical Society.

Proposals can be submitted to rchsroseau@gmail.com or Roseau County Historical Society, Attn: Britt Dahl, 121 Center St. E. #101, Roseau, MN 56751.

Questions can be directed to Britt Dahl, Executive Director, at rchsroseau@gmail.com or 218-463-1918.