



# Stockbridge-Munsee Community

## IMLS BASIC GRANT ARCHIVAL TRAINING RESOURCE DEVELOPMENT SERVICES MARCH 2023

### I. INTRODUCTION

The Stockbridge-Munsee Community (“Tribe”), a federally-recognized Indian tribe, is seeking proposals from qualified firms or individuals to provide professional support and research services for their digital photo history grant project awarded by the Institute of Museum and Library Services.

### II. SCHEDULE

Sealed proposals for the services requested in the RFP **will be received until Thursday May 9<sup>th</sup>, 2024 at 4:00 PM**, Central Daylight Time. Proposal must be identified as being “Bid for IMLS Project Support and Research Services” on the outside of the envelope. Proposals shall be delivered to the:

Stockbridge-Munsee Tribal Secretary  
N8476 Moh He Con Nuck Road  
P.O. Box 70  
Bowler, WI 54416  
Telephone: 715-793-4387

**Email submissions are not accepted.** The Tribe anticipates that a successful bidder will be selected by the Tribal Council on or about May 16<sup>th</sup>, 2024.

### III. PROJECT AND SCOPE OF SERVICE

The Tribe is a federally-recognized Indian tribe with a reservation in central Wisconsin. The Tribe has approximately 1,600 members and employs individuals both in tribal government operations as well as through a number of tribal enterprises. The Tribe has a Library/Museum that operates within the SMC reservation located in Bowler, WI and is responsible for the stewardship and curation of a tribal community archive, photograph, and object collection.

The Tribe is requesting proposal for firms or individuals to provide professional services for the Library/Museum’s IMLS Basic Grant Archival Processing and Digitization Training Project.

Specifically, the Tribe requests that bidders provide the following services to be completed no later than July 30<sup>th</sup>, 2024:



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Task 1: Work remotely on Microsoft Teams and on site with Library/Museum staff and Cultural Affairs Director Research and develop archival processing and digitization training materials for onboarding staff, youth workers, and volunteers.

Task 2: Schedule meetings and site visits with Library/Museum staff and Cultural Affairs Director to gather information on current processes, software, and equipment in order to create training materials and video tutorials specific to the Library/Museum. Save all developed content and drafts on Microsoft Teams.

Task 3: Implement a test run of training resources with staff, gather feedback, and modify areas based on input and test run resulting a finalized set of archival processing and digitization guides, tutorials, and walk-throughs.

Task 4: Contact, Schedule, and lead oral history interviews with tribal family members to be included in the digital family photo history collection in the Mukurtu collection and vet current catalog metadata and/or descriptions for selected photographs and make corrections if needed.

Task 5: Save materials in file formats determined by staff and make them accessible on Microsoft Teams for staff access.