

## **Request for Proposal**

### **The American Archive Content Inventory Project: SWAT Team Advisor**

#### **1. Objective**

The objective of this RFP is to solicit proposals for individuals and/or organizations to serve as a SWAT (Saving What America Treasures) Team Advisor to the American Archive Content Inventory Project (CIP). This advisor will help select and manage teams of archivists conducting inventories of public media content (SWAT Teams) and will advise on standardizing incoming data.

#### **2. Background**

The television and radio archives of American public media are scattered throughout the nation. To ensure that our audio and visual materials are safe and accessible, and to help us set priorities for restoration, preservation, and digitization of public media's legacy, the Corporation for Public Broadcasting (CPB) is conducting a system-wide inventory of public media "assets." Comparable to a census, the CIP aims to create a one-off, comprehensive inventory of public media assets.

The CIP manager – WGBH – is coordinating the gathering of this data into one comprehensive database of public media assets. This database will be delivered to CPB as the basis for the preservation and digitization of existing analog content ensuring that public media's legacy is preserved and made accessible for future generations. Some organizations may not have the staff or expertise to fully participate in the inventory initiative. Our aim is to provide support to enable organizations to submit the most comprehensive inventory possible to the American Archive Content Inventory Project.

Additional CIP background and SWAT team information is available at:

<http://americanarchiveinventory.org>

#### **3. Scope of Work**

The SWAT Team Advisor will advise and work with the Content Inventory Project manager (WGBH) for up to 160 hours until the end of the Inventory project on the following:

- Review of SWAT team proposals and the selection of SWAT teams
- SWAT team assignments
- SWAT team training
- SWAT team contact
- Advise on standardization of incoming data from inventory projects

## **5. Deliverables**

- 2 written reports will be required, each documenting the work undertaken by the SWAT Team Advisor. These must include a full description of the advisory process and a list of corresponding dates for all points of contact. First report is due at contract mid-point, second report is due at the end of the contract.
- Written review of SWAT team proposals and selection recommendations when applicable.
- Written review of additional inventory proposals, as assigned by CIP Project Manager, and recommendations of inventory grants.

## **6. Eligibility Requirements**

- Archivists, librarians, information specialists, or others with an extensive background in archival management of audio, moving images and public media.
- Strong computer skills; knowledge of XML preferred.
- Demonstrated experience with information organizing software such as FilemakerPro or Microsoft Excel.
- On-call readiness, availability.

## **7. Evaluation Criteria**

- Satisfaction of Eligibility Requirements
- Demonstrated experience in managing large archive inventory projects.
- Depth of experience with media archives associated with television or radio entities, in particular public media.
- Knowledge of public broadcasting preferred but not required.
- Proposed budget, reasonable and reflective of work scope.

## **8. Application**

The application has four required parts and must be submitted no later than February 28, 2011.

Proposals should include the following:

- Narrative  
A two-page narrative detailing expertise and suitability for the project.
- Resume
- Work Plan  
A plan for organizing and completing the work required under this RFP including, but not limited to, a description of the general tasks and

activities required to perform the services. Demonstrate ability to advise and supervise numerous SWAT teams, at various locations, nationwide.

- Budget and Hourly Fee Structure

**Please send all applications to:**

[aainventory@wgbh.org](mailto:aainventory@wgbh.org) with “SWAT TEAM ADVISOR proposal” in the subject line  
For more information please contact:

Courtney Michael  
Project Manager  
[CourtneyMichael@wgbh.org](mailto:CourtneyMichael@wgbh.org)  
ph: 617.300.2673

or

Karen Cariani  
Content Inventory Project Director  
[Karen\\_cariani@wgbh.org](mailto:Karen_cariani@wgbh.org)  
ph: 617.300.4286

**CONDITIONS OF AGREEMENT**

If a proposal is selected for funding, applicants will be required to sign a binding agreement. Until both parties have signed an agreement, no express or implied commitment has been made to provide financial support. Applicants are not authorized to commence work until the agreement is fully executed. If applicants opt to commence work, they do so at their own risk. No oral or written statement other than the signed, written agreement will govern or modify the relationship.

As a condition of agreement, applicants must guarantee that, among other things, any work they undertake on behalf of CPB is not defamatory and will not violate or infringe upon the privacy rights, copyrights, or other proprietary rights of any third party. Contractors must also agree to indemnify CPB against any loss resulting from breach of any of the guarantees contained in the agreement.

Those receiving funds from CPB must be able to comply with a number of requirements that will be included in the operative agreement. These requirements include but are not limited to:

- (1) Maintenance, for three years following receipt of relevant funds, of all financial records to the project, which records shall be accessible to CPB, and to the U.S. Comptroller General or other representatives for examination and audit purposes;
- (2) Maintenance, for three years after approval of a final financial report, of a complete file of all subcontracts and other agreements, licenses, clearances, and other documents related to the work undertaken, copies of which shall be made available to CPB on request;
- (3) Compliance with equal employment opportunity and nondiscrimination laws and policies;

- (4) Applicants who plan to engage sub-contractors will be expected to obtain competitive bids and to provide assurances that the prices obtained for any such services are fair and reasonable;
- (5) Applicants will be required to provide documentation as to actual costs, and provide supporting detail demonstrating that all costs are reasonable, necessary and allocable to the requirements and objectives of the work undertaken;
- (6) All research and materials created, developed, compiled or produced pursuant to or as a result of this project (including but not limited to all reports) will be considered ordered and commissioned by CPB as works made for hire under the copyright laws, and made in the course of services rendered. If, for any reason, the proposed research and materials to be provided are not considered works made for hire under the copyright laws, then the applicant will be required to assign all right, title and interest in and to such research and materials to CPB. Applicants further agree that neither they, nor any of their subcontractors will have any copyrights whatsoever in any research and or materials created, developed, compiled or produced by them or by any subcontractor, or by any third party participating in the preparation of research or materials for this project;
- (7) Applicants will be required to represent and warrant that no funds provided by CPB shall be (i) used for any activity designed to influence legislation or appropriations pending before the United States Congress or any State legislature (26 §U.S.C. 501(c)(3)); or (ii) used to conduct any reception or provide any other entertainment for any officer or employee of the Federal Government or any state or local government (47 §U.S.C.396, D(k)(2(A)); and
- (8) Applicants will be required to indemnify and hold CPB harmless from and against all actual or alleged claims, damages, liabilities, costs and expenses (including legal fees) arising out of or related to (i) any alleged or actual breach of any representation or warranty in the operative agreement; (ii) any other default by such applicant of any term or provision of operative agreement; or (iii) applicant's performance under the Project.

Other material terms and provisions will be set forth in the documents provided to the applicant that successfully completes the selection process.