

**STOCKBRIDGE-MUNSEE COMMUNITY
REQUEST FOR BIDS
IMLS GRANT METADATA REPAIR AND ARCHIVAL SERVICES**

I. INTRODUCTION

The Stockbridge-Munsee Community (“Tribe”), a federally-recognized Indian tribe, is seeking proposals from qualified firms or individuals to provide metadata repair and archival services for the Metadata Repair and Collections Migration 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 April 23rd, 2025 at 4:30 PM**, Central Daylight Time. Proposal must be identified as being “Bid for Metadata Repair and Archival 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 a successful bidder will be selected by the Tribal Council on or about May 6th, 2025.

III. PROJECT AND SCOPE OF SERVICES

The Stockbridge-Munsee Community 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 Metadata Repair and Collections Migration IMLS grant project May 2025 – July 2025.

Specifically, the Tribe requests that bidders provide the following services:

Task 1: Research metadata standardization and quality control using the Sustainable Heritage Network and Describing Archives: A Content Standard.

Task 2: Work in conjunction with the Collections Care and Project Coordinator to develop an archival metadata creation standard and an archival metadata quality control standard to be implemented at the Library/Museum.

Task 3: Using the archival metadata creation standard and archival metadata quality control standard, catalog or re-catalog all collection level archival records at the Library/Museum.

Task 4: Utilize OpenRefine (a data cleanup tool) to assist in the process of cataloging and/or re-cataloging of collection level archival records.

Task 5: Participate in grant project check-in meetings every other week.

Task 6: Submit monthly reports on activities completed with invoice to the Stockbridge-Munsee Community.