

Responses to Request for Information (RFIs) for Cooperative Agreement N62473-19-2-0007
Archaeological Collections Management at Marine Corps Air Ground Combat Center, Twenty-nine
Palms, California. Applicable attachments provided within the CESU portal. Please see the revised
statement of work for changes. Deletions made within the statement of work are noted with a strike
through font. Additions made within the statement of work are noted with a bold italic font. Due dates
for Statements of Interest remains unchanged at May 10, 2019 2:00 PM local standard time. This
Request for Statements of Interest will remain open until an investigator team is selected. Statements
of Interest received after May 10, 2019 2:00 PM local standard time is considered “late” and may not be
considered.

Question 1: Can a person have multiple roles/titles and also serve as the Interpretive Museum Display
Specialist or do we need an additional designated person for this position?

Answer 1: The installation is flexible. One FTE for operations is required. The FTE Principle Investigator
(PI) shall be a Secretary of Interior (SOI) qualified archaeologist with demonstrated experience in
collections management. One Interpretive Museum Display Specialist that has a degree in museum
studies or a combination of classes and work experience in designing and installing museum displays, to
include knowledge of graphic design for signage; skilled with graphic design software and access to
graphic design software (government will not provide this software) . How the recipient wants to divide
the work to complete the SOW is up to them. Please see the amended statement of work and Request
for Statements of Interest/Request for Proposals for full and additional key personnel requirements.

Question 2: Approximately how many objects are in this collection? Generally, what types of materials
and objects are represented? Are any of them oversized?

Answer 2: The collection houses over 480,000 artifacts, 400 archival quality reports, thousands of paper
records, field notes, maps, Cd's containing digital photographs, photo negatives, and historical printed
photos. The artifacts consist mainly of chips stone, fire affected rock, floatation samples, soil samples,
large rock artifacts such as metates, and shell.

Question 3: What collections management software or other methodology is currently used to
inventory, accession, and manage the collections?

Answer 3: The collections database is currently an in house built access database from 2012. The
Installation is currently in the process of purchasing Past Perfect Collections Management Software
(CMS), version 5 with the media upgrade, network upgrade, inventory manager, bar code upgrade, and
nomenclature upgrade.

Question 4: In what type of facility are the collections currently housed and displayed? Are these facilities equipped with appropriate collections environmental controls and storage?

Answer 4: The collections are housed in two separate building located next to each other. The main building housing contains 50% of the collection and also the display room. The main building is climate/UV controlled. The second building is a well-insulated warehouse without windows or climate controls. The Installation is currently working with our Public Works Department to add fire suppression and climate controls to the warehouse so that it meets 36 Code of Federal Regulations (CFR) part 79 standards. 50% of the collections are housed in the warehouse, including all of our paper records, reports, maps and CD's. All of the storage and display rooms have an environmental controls monitoring system that record data which can be downloaded to a computer and then viewed online with the products free software.

Question 5: What collections guidance documents exist (e.g., Scope of Collections, Policies and Procedures, Emergency Procedures and Protocols, etc.)?

Answer 5: In 2018 the San Diego Archaeological Research Center conducted an audit of our facility and provided a report containing guidance on deficiencies. They also provided us with copies of their SOP's, and examples of their emergency procedures and protocols to use as guidance documents to develop our own as we currently do not have any in place. The person(s) filling this role may be asked to create these documents or work closely with the federal civilian archaeologist to develop these documents. Please see the amended statement of work for full and additional requirements.

Question 6: What is the current inventory of archival housing materials?

Answer 6: For proposal purposes, the recipient shall provide all labor, supervision, tools, materials, equipment, transportation, meals, and lodging for him/herself and his/her personnel to complete the SOW. Housing materials such as (acid free boxes, paper, bags, etc). may be provided by the installation. In the event that housing material is provided by the installation, a reduction in costs for such provided supplies will be expected. The recipient shall provide the display cases and the materials for production of all display signs. Please see the amended statement of work for full and additional requirements.

Question 7: Is the "full-room" for the archaeological display space equipped with appropriate security and environmental controls for long-term display? What type of and how many display cabinets does it currently contain?

Answer 7: The display room has environmental controls, fire alarms, and UV protected windows. The display cases are standard museum display cases with key locks. There are currently 4 medium display cases. Additional display cases will be purchased to expand the exhibits and displays.

Question 8: What facilities and equipment are available for archaeological and tribal community researchers?

Answer 8: The curation center has a dedicated lab with space for up to four personnel with counter space and chairs which can also be used for research.

Question 9: Will the Recipient have remote access to archived reports and site data to conduct research or will information have to be accessed on site through a government computer?

Answer 9: The information will have to be accessed through a government computer, which will be provided by the Installation. Of note, for work that needs to be done for designing interpretive signs, the recipient will need to provide a computer for that person with a graphic design software such as Photoshop or In-design.

Question 10: Will the Recipient need to submit a record search request through the California Historical Resources Information System (CHRIS) to obtain reports or forms for accessioning, or for background research? Or is it anticipated that all backlogged documents are archived at the MCAGCC?

Answer 10: No. The recipient can obtain all reports and forms for accessioning from the installation. The recipient may conduct research at Joshua Tree National Park but will not need to submit a request to CHRIS.

Question 11: Please clarify whether the available funding for the base year as specified in the RSOI (\$350,000-\$375,212) corresponds with the anticipated 24-month base period of performance or the first 12-month period.

Answer 11: The budget specified in the RSOI corresponds with the anticipated 24-month base period.

- End of RFIs