

REQUEST FOR PROPOSAL

1.0 PROJECT OVERVIEW AND GENERAL TERMS AND CONDITIONS

1.1 Introduction

The SUNY Potsdam College Foundation Board (hereinafter “Board”) seeks assessment of the complete Potsdam Foundation Board art Collection, as defined below. The Collection consists of approximately 2,000 pieces of artwork primary located in Potsdam, NY. The Board is requesting proposals from experienced and certified professionals to provide: 1) A detailed and accurate inventory of the existing Collection, and 2) An initial Appraisal of the Collection in its entirety. After this initial review of inventory and Appraisal, it is anticipated that a second round of work, potentially subject to another RFP, would be needed to make recommendations related to 1) What is needed to properly store and maintain the Collection, 2) The condition of the pieces in the Collection, and 3) General recommendations to the Board on strategies to sustainably steward the Collection into the future, based on feedback from the Board and associated professional staff, after careful assessment of the Collection and mitigating factors. Recommendations related to how to best utilize the Collection as an asset of the Board.

The Board anticipates awarding a contract, to one Proposer, to complete the initial work by December 21, 2025. The contract may be extended as needed at the Board’s sole discretion.

The anticipated schedule for this Solicitation is as follows:

Solicitation issued:	November 21, 2024
Deadline for receipt of questions:	December 15, 2024 extended to January 10, 2025
Proposal due date:	January 10, 2025 extended to January 15, 2025
Projected award date:	February 7, 2025

1.2 Definitions

The following words and expressions used in this Solicitation shall be construed as follows, except when it is clear from the context that another meaning is intended:

1. The word “**Appraisal**” to mean the expert valuation or estimation of worth of all items that are part of the Collection, both individually and collectively, to be conducted by the Contractor. An Appraisal, as a deliverable work product submitted to the Board, shall include: 1) a certificate of appraisal, 2) an appraisal and valuation report, and 3) a comprehensive list of all artwork in the Collection with values attributable to each piece in the Collection.
2. The words “**Collection**” to mean all works of art which are currently accessioned, or considered for accession, to the existing collection of art work owned by the Board.
3. The words “**Contractor**” or “**selected Proposer**” to mean the Proposer that receives any award of a contract from the Board as a result of this Solicitation, also to be known as “the prime Contractor”.
4. The word “**Board**” to mean the Potsdam College Foundation Board.

5. The word “**Proposer**” to mean the person, firm, entity or organization submitting a response to this Solicitation.
6. The words “**Scope of Services**” to mean Section 2.0 of this Solicitation, which details the Work to be performed by the Contractor.
7. The word “**Solicitation**” to mean this Request for Proposals (RFP) or Request for Qualifications (RFQ) document, and all associated addenda and attachments.
8. The word “**Subcontractor**” to mean any person, firm, entity or organization, other than the employees of the Contractor, who contracts with the Contractor to furnish labor, or labor and materials, in connection with the Services to the Board, whether directly or indirectly, on behalf of the Contractor.
9. The words “**Work**”, “**Services**”, “**Program**”, or “**Project**” to mean all matters and things that will be required to be done by the Contractor in accordance with the Scope of Services and the terms and conditions of this Solicitation.

1.3 General Proposal Information

The Board may, at its sole and absolute discretion, reject any and all or parts of any or all responses; accept parts of any and all responses; further negotiate Project scope and fees; postpone or cancel at any time this Solicitation process; or waive any irregularities in this Solicitation or in the responses received as a result of this process. A proposal shall be the Proposer’s firm commitment to provide the goods and services solicited in the manner requested in the Solicitation and described in the proposal. In the event that a Proposer wishes to take an exception to any of the terms of this Solicitation, the Proposer shall clearly indicate the exception in its proposal. No exception shall be taken where the Solicitation specifically states that exceptions may not be taken. Further, no exception shall be allowed that, in the Board’s sole discretion, constitutes a material deviation from the requirements of the Solicitation. Proposals taking such exceptions may, in the Board’s sole discretion, be deemed nonresponsive. The Board reserves the right to request and evaluate additional information from any respondent regarding respondent’s responsibility after the submission deadline as the Board deems necessary.

Proposals shall be irrevocable until contract award unless the proposal is withdrawn. A proposal may be withdrawn in writing only, addressed to the Board contact person for this Solicitation, prior to the proposal due date or upon the expiration of 180 calendar days after the opening of proposals.

Recipients of this Solicitation are expected to keep confidential all documents, data, information and other materials which are provided or obtained or accessed by the recipient in relation to this Solicitation. Proposers are expected to refrain from making any public announcements or news releases regarding this Solicitation without the prior written approval of the Board.

2.0 SCOPE OF SERVICES

2.1 Background

The Board seeks assessment of the complete Collection. The Collection consists of ap-

proximately 2,000 pieces of artwork primary located in Potsdam, NY. The Board is requesting proposals from experienced and certified professionals to provide: 1) A detailed and accurate inventory of the existing Collection, 2) An initial Appraisal of the Collection in its entirety, and 3) General recommendations to the Board on strategies to sustainably steward the Collection into the future, based on feedback from the Board and associated professional staff, after careful assessment of the Collection and mitigating factors. After this initial review of inventory and Appraisal, it is anticipated that a second round of work, potentially subject to another RFP, would be needed to make recommendations related to 1) What is needed to properly store and maintain the Collection, 2) The condition of the pieces in the Collection, and 3) Recommendations related to how to best utilize the Collection as an asset of the Board.

The Board owns an extensive world class art collection that is made available for use by the State University of New York at Potsdam (hereinafter “the College”). The Board is responsible to ensure that the College is performing its duties for the management of the Collection. The Board is also responsible for accession of new art into the Collection, and when required, deaccession of pieces from the Collection. The Board has suspended new accessions to the Collection pending this review of inventory and Appraisal. The process for accession, and deaccessioning works from the Collection, are governed by the Potsdam College Foundation Art Collection Management Policy, which is available to serious potential submitters upon request by emailing foundationart@potsdam.edu.

The College has maintained responsibility for managing the Collection on behalf of the Foundation. However, recent changes and budgetary challenges of the College have resulted in a need to assess the current management relationship, and the Board must determine the scope and value of the Collection to better make decisions related to future management of the Collection.

2.2 Preferred Qualifications

- a. Certification, testing and/or training from the Appraisal Standards Board’s (ASB), the Appraiser Qualifications Board (AQB), and the Uniform Standards of Professional Appraisal Practice (USPAP).
- b. Current fully-accredited membership in good standing of the International Society of Appraisers (ISA), The American Society of Appraisers (ASA) and/or the Appraisers Association of America (AAA).
- c. 10-15 years in business as an established art appraisal firm.
- d. Demonstrated experience with engagements that are similar in size and scope to the requirements of those contained in this RFP.
- e. No reports of impropriety from state or federal oversight agencies to include filed complaints, penalties or injunctions for the period of time in which the Proposer has been in business as an art appraiser.

2.3 Required Services to be Provided

- a. A detailed and accurate inventory of the Collection
- b. An initial Appraisal of the Collection, individual by piece and in its entirety

- c. General recommendations to the Board on strategies to sustainably steward the Collection into the future, based on feedback from the Board and associated professional staff, after careful assessment of the Collection and mitigating factors

The selected Proposer shall view, inspect, photograph and assess each work of art in the Collection. All Work is to be carried out on-site and the selected Proposer is to take all reasonable precautions in handling the artwork. The selected Proposer is not responsible for preexisting damage; however, the Proposer will be liable for any artwork and/or artwork location damage sustained during the Work contemplated by this Solicitation.

The Appraisal shall be submitted to the Board in one (1) hard copy and one (1) digital copy and shall be signed by a certified appraiser with the inclusion of dissenting opinions, if any. Photographic documentation shall be in a digital format of at least 300 dpi, measuring no less than 1575 x 2100 pixels. For each work of art, the selected-Proposer shall provide, at a minimum, the following two components to constitute one Appraisal:

1. A Certificate of Appraisal
2. Appraisal and Valuation Report on the fair market value of the art work, according to national appraisal standards, consistent with the Uniform Standards of Professional Appraisal Practice and in accordance with Internal Revenue Service guidelines for the valuation of artwork. Proposer shall include the following minimum information in the appraisal of each work of art: title of artwork, artist name and brief biography (where available), installation date, location of artwork, media type, size, description, condition, purchase price (where available), appraised value, digital photograph(s), and relevant support information concerning the artwork.

2.4 Number and Location of Pieces

The Collection consists of approximately 2,000 titled artworks. A listing of the known works of art in the Collection can be requested by any interested bidders, which can be used as a starting point for the bidding process.

For Artwork locations requiring special access, it is the responsibility of the Proposer to coordinate access with the Board and the College ahead of time.

2.5 Schedule

- a. **Appraisal of the Collection.** The Appraisal of the artwork Collection and its various component works is requested to be completed as soon as practicable but in no case after December 31, 2025.

2.6 Resources Provided by Board and the College

The Board or its designee shall:

1. Provide the Consultant access to the Collection database, which includes a current list of artists and other pertinent information to facilitate the review process.
2. Provide coordination for any necessary lifts, ladders and other conveyances necessary for inspection, including reasonable access to operating personnel if necessary.
3. Escort the Consultant to all artwork locations, including those with restricted access, and provide any available information necessary for the Consultant to perform his/her Work in a timely manner.

2.7 Operation and Quality of Services

The selected Proposer shall:

1. Comply with the American Society of Appraisal Principles of Appraisal Practice and Code of Ethics (most recent version available).
2. Be responsible for transportation to Potsdam, NY and supply all necessary equipment in order to perform the Services requested.
3. Remove and dispose of all materials/debris (i.e., demolition debris, garbage, trash) generated from the Services requested herein and shall keep the site in a clean condition satisfactory to the Board.
4. Secure all areas undergoing appraisal, including any staging areas necessary to perform said Work.
5. While present on College or Foundation premises, comply in all respects with applicable College and/or Foundation policies, procedures, rules and regulations.
6. Perform all Services in a lawful, professional and competent manner, and to the reasonable satisfaction of the Board.
7. Be solely responsible for fulfilling its obligations to its vendors, Subcontractors and employees and, without limiting the generality of the foregoing, shall reimburse the Foundation and/or the College for any expense or liability incurred in connection with any allegation or determination that the Foundation and/or the College is/are is responsible for any such obligations.

2.8 Budget/Cost

The selected Proposer shall offer the Board a total price for the detailed and accurate inventory of the Collection and for the initial Appraisal of the Collection as described herein.

The Appraisal cost shall be all-inclusive and no “add-on” charges shall be accepted. The costs will remain firm and fixed for the term of the Contract. All costs associated with estimating a Project shall be borne by the selected Proposer.

2.9 Proposed Payment Schedule

The Board shall pay the Contractor for the Work contemplated by this Solicitation in the following manner:

1. The Board shall pay a maximum of 10% of the negotiated fee upon the approval and acceptance of the Contractor’s work plan by the Board.
2. Milestone payments shall be made based on the receipt of tangible work product by the Board.
3. Final payment by the Board shall be made upon acceptance and approval of the final Appraisal and all other required deliverables by the Board.

Note that it is the responsibility of the Proposer to invoice the Board at the appropriate intervals.

3.0 RESPONSE REQUIREMENTS

3.1 Submittal Requirements

In response to this Solicitation, Proposer should submit in writing a response in sufficient detail to permit the Board to conduct a meaningful evaluation of the proposed Services. However, overly elaborate responses are not requested or desired.

Send all proposals to: foundationart@potsteam.edu

4.0 EVALUATION PROCESS

4.1 Review of Proposals for Responsiveness

Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in this Solicitation. A responsive proposal is one which follows the requirements of this Solicitation, includes all documentation, is submitted in the format outlined in this Solicitation, and is of timely submission. Failure to comply with these requirements may result in the proposal being deemed non-responsive.

4.2 Evaluation Criteria

Proposals will be evaluated by the Board, which will evaluate, and rank proposals based on experience, responsiveness to RFP and the Projected scope of Work.

4.3 Oral Presentations

Upon completion of the technical criteria evaluation indicated above, rating and ranking, the Board may (but shall not be required to) choose to conduct an oral presentation with the Proposer(s).

END OF RFP
PROPOSAL DEADLINES EXTENDED
UPDATED ON DEC. 15, 2024