

# Solicitation for a Quote

November 27, 2018

**Digital Imaging Services:** The Saint Louis Art Museum, Department of Digital Experience and Media, is soliciting quotes from qualified contractors for digital imaging services to be conducted throughout 2019.

## Project Description

The general scope of work for this project consists of, but is not limited to, using Photoshop to edit born-digital images, scanning analog film, metadata entry into Piction our DAMS (Digital Asset Management System), and other digital imaging tasks as assigned.

The total estimated hours/days for this service in 2019 is eight (8) hours per week.

## Terms

1. The contractor will work and be paid in hourly increments.
2. The contractor will submit invoice of hours worked bi-weekly.

## Deliverable:

The contractor will work with Digital Assets staff to complete digital imaging tasks as needed. The contractor will perform digital imaging tasks as requested that meet the standards outlined at the time of the request. Depending on the task, e.g. metadata entry or manipulating scanned images, contractors may use their own equipment and space or may use equipment provided by the Museum during regular business hours. Some tasks involving access to physical materials may require onsite work at the Museum, e.g. scanning analog film.

## How to Submit a Quote:

Quotes may be submitted by email to: [digital@slam.org](mailto:digital@slam.org)

Quotes must be received by 5:00pm, December 31, 2018. Late responses will not be considered.

All questions or inquiries must be submitted in writing. Questions and responses will be summarized with answers provided to all respondents no later than 5:00pm CST on December 17<sup>th</sup>. The last date to submit questions will be December 12<sup>th</sup>, 2018. All emailed and written questions and answers will be shared with all responders. The source of the questions will remain anonymous. Questions regarding this solicitation can be directed to the following contacts:

Cathryn Gowan, Head of Digital Assets: [digital@slam.org](mailto:digital@slam.org).

Quotes should be based on information contained in this solicitation. The Saint Louis Art Museum's decision will be evaluated as follows:

Evaluation Criteria	Weight
Experience	40%
Portfolio Review	40%
Price	20%

- The Saint Louis Art Museum is not required to make a decision based solely on the lowest quote.
- The Saint Louis Art Museum may award this work to multiple qualified bidders.
- The successful contractor will be required to enter into a written contract with the Saint Louis Art Museum.