

Hawai'i State Foundation on Culture and the Arts (HSFCA)

Art in Public Places (APP) Collection

Registrar Support Services

Goals and Objectives

This contract will provide professional collections management and registration support services for the Hawai'i State Foundation on Culture and the Arts (HSFCA) Art in Public Places (APP) Collection.

The contractor will assist the HSFCA Registrar in maintaining the accountability, documentation, preservation, and accessibility of the State's Art in Public Places Collection. Services include updating collections documentation, maintaining collection records, assisting with inventory and registration activities, supporting acquisitions and accessioning, and revising the APP Collections Management Policy to reflect current museum standards, State procedures, and HSFCA operations.

The period of performance shall be October 16, **2026, through October 15, 2027.**

Minimum Qualifications

The Contractor shall demonstrate the following qualifications:

- Bachelor's degree in Museum Studies, Museum Administration, Public History, Art History, Library and Information Science, or a closely related field.
- Minimum five (5) years of professional experience in museum collections management, registration, or collections care.
- Demonstrated knowledge of museum collections management standards and best practices, including those established by the American Alliance of Museums (AAM), Association of Registrars and Collections Specialists (ARCS), and related professional organizations.
- Experience developing or revising collections management policies and procedures.
- Experience with collections management databases.
- Experience maintaining accession records, inventories, object files, and collections documentation.
- Experience handling, documenting, transporting, and tracking museum objects.
- Excellent organizational, written, and verbal communication skills.
- Ability to work independently while coordinating closely with HSFCA staff.

Tasks

The Contractor shall work in collaboration with the HSFCA Registrar to provide registration services, including but not limited to:

Collections Management Policy

- Review and evaluate the current APP Collections Management Policy.
- Research current museum standards, professional practices, and applicable federal and State laws.
- Develop recommendations for revisions and updates.
- Participate in review meetings with HSFCA staff.

Registration Services

Assist with registration functions for the APP Collection including:

- Maintaining collection records.
- Updating object files and artist files.
- Creating and organizing registration documentation.
- Maintaining paper and digital collections records.
- Updating location records.
- Assisting with accessioning newly acquired artwork.
- Assisting with cataloging and metadata improvements.
- Preparing object documentation.
- Updating condition and movement records.
- Assisting with photography documentation as needed.
- Preparing and organizing loan documentation.
- Assisting with inventory reconciliation.
- Assisting with annual inventory activities.
- Assisting with inventory documentation.
- Assisting with data cleanup and quality control.
- Assisting with records management projects.
- Preparing reports as requested.

Collections Support

The Contractor may also assist with:

- Artwork movement documentation.
- Collection audits.
- Inventory verification.
- Collections storage organization.
- Records digitization.
- Label and file card preparation.
- Updating collection manuals and procedures.

Deliverables

The Contractor shall provide the following deliverables:

Collections Management Policy

- Initial assessment of existing policy.
- Annotated recommendations for revisions.
- Draft revised Collections Management Policy.

Registration Services

Throughout the contract period:

- Updated collection records.
- Completed accession documentation.
- Updated inventory records.
- Organized paper and digital files.
- Updated object location records.
- Completed file cards and registration documentation.

Compensation

The Contractor shall submit a monthly invoice following each month of work completed.

Submission & Evaluation Requirements

Bid Price Instructions

Bidders must submit a single, all-inclusive total lump sum bid via HlePro for one (1) year of APP Registration Services.

Required Materials

- Cover Form
- Qualifications Form
- Budget Form
- Professional References Form
- Portfolio/Experience

3. Hawaii Compliance Express (HCE)

In accordance with Hawaii Revised Statutes (HRS) §103D-310(c), the successful bidder must be registered and "Compliant" on Hawaii Compliance Express (HCE) before a contract can be awarded. Bidders are strongly encouraged to ensure their compliance status is active prior to the bid closing date.