

REQUEST FOR PROPOSAL (RFP)**Inventory, Cataloging and Interpretation of Antique Farm Equipment****Issue Date:** May 2025**Proposal Due Date:** June 13, 2025**Project Completion Date:** Inventory – Summer 2025, Catalog and Interpret – Fall 2025

1. Introduction

The Purdue Ag Alumni Association (501c3) is seeking proposals from qualified consultants or firms to conduct a detailed inventory (Phase 1) and cataloging/evaluation (Phase 2) of our collection of antique farm equipment. This project aims to identify, categorize, and interpret items to help us tell the broader story of agricultural history and innovation at the Pioneer Village at the Indiana State Fair. The selected contractor will also assign a value to each item or collection based on provenance, rarity, condition, and historical significance.

2. Project Background

The Purdue Ag Alumni Association (501c3) maintains a diverse and sizable collection of antique farm implements, machinery, and tools, many of which have not been formally documented or appraised. These items have the potential to be organized into meaningful thematic sets that reflect the evolution of agricultural practices, technology, and rural life from the 19th to the mid-20th century.

We envision this inventory as the foundation for interpretive exhibits at the Indiana State Fair year-round, educational programs, and potential loans to other institutions.

3. Scope of Work

The selected contractor will be responsible for the following:

3.1 Inventory and Documentation (Phase 1)

- Physically inspect and document each item, including dimensions, materials, condition, maker (if known), and any visible markings.
- Observe the current catalog number or assign a unique catalog number to each object.
- Photograph each item from multiple angles.

3.2 Historical Research and Contextualization (Phase 2)

- Determine the approximate date of manufacture and place of origin.
- Provide a brief historical background for each item or category.
- Group items into thematic collections (e.g., "The Mechanization of Harvesting," "Dairying Tools of the Early 20th Century," "Horse-Drawn Implements").

3.3 Valuation (Phase 2)

- Estimate the current market or insurance value for each item or set, considering rarity, condition, and provenance.
- Provide rationale and sources for valuation as available (e.g., auction records, expert consultation).

3.4 Interpretation Recommendations (Phase 2)

- Propose interpretive themes and stories that the collection could support.
 - Suggest potential exhibition layouts or digital applications based on inventory data.
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4. Deliverables

- Comprehensive inventory database (Excel or CSV format).
 - High-resolution image archive (digital).
 - Final report including thematic groupings, valuation data, interpretive recommendations, and any notable findings.
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5. Project Timeline

- Contract Award: mid-June 2025
 - Project Kickoff: late-June 2025
 - Site Visits and Inventory Work (Phase 1): June–July 2025
 - Inventory Due to Client: September 1, 2025
 - Final Deliverables (catalog and interpretation) (Phase 2) Due: November 30, 2025
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6. Proposal Requirements

Please include the following in your proposal:

- Company/consultant profile and relevant experience.
 - Project team and bios (if applicable).
 - Methodology and work plan.
 - Timeline and milestones.
 - Budget and fee structure.
 - References from similar projects (if applicable)
 - RPFs will be accepted for inventory only (Phase 1), cataloging and interpreting only (Phase 2), as well as the combined inventory, cataloging and interpretation (Phases 1 & 2).
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7. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and qualifications
 - Understanding of the project and proposed methodology
 - Quality and creativity of interpretive approach
 - Timeline feasibility
 - Cost-effectiveness
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8. Submission Instructions

Please send your proposal by June 13, 2025 to:

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Purdue Ag Alumni Association

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