



100 Brickstone Square, Andover, MA 01810-1494
ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

July 11, 2022

UPDATED PROPOSAL

Nicolasa Chávez
Deputy State Historian
New Mexico State Record Center and Archives
1205 Camino Carlos Rey
Santa Fe, NM 87507

Dear Nicolasa,

This letter confirms that the Northeast Document Conservation Center (NEDCC) would be pleased to provide two emergency preparedness and response workshops for the New Mexico State Record center and Archives (SRCA). This updated proposal is for an online version of the in-person workshop proposed on 2/25/2020.

Activities and Deliverables

You have requested 5-hours of workshop instruction with hands-on salvage activities, and you would like this workshop presented twice: once in fall 2022 and again in spring 2023. The description and details for the workshop are below and an agenda for the day is attached. The full-day workshop will:

- Provide a detailed discussion of risk assessment and mitigation for cultural heritage collections and environments;
- Explain the importance of collection prioritization and planning for emergencies;
- Talk through a disaster response scenario in order to identify gaps in planning;
- Show emergency response and recovery methods using a mock salvage station; and
- Include hands-on salvage demonstrations and activities for collection materials.

As part of the salvage activity, NEDCC will mail a small kit of supplies to up to 30 registered participants per workshop so that they can follow along with the workshop instruction from home.

NEDCC will provide:

- A delivery platform (Zoom);
- Live delivery of the workshops using PowerPoint slides and a remote presenter;
- Electronic handouts and a bibliography of additional resources;

SCRA will:

- Finalize the date and time of the workshops at least 2 months in advance of each workshop; and
- Collect registration information and mailing addresses for each participant and send it to NEDCC at least 1 month prior to the scheduled date of the first workshop to allow time for the kits to arrive.

Budget

The cost of two workshops is based on NEDCC's standard rate of \$185/hour, and it will not exceed the total amount indicated below.

WORKSHOP:

Preparation of workshop instruction and up to 60 kits (6 hours)	\$1110.00
Remote workshop instruction (10 hours)	\$1850.00

SUPPLIES:

Supplies (blotter paper, sample collection materials, etc.) Not to exceed \$230.00

Shipping, up to 60 kits at \$6.25 per kit Not to exceed \$375.00

TOTAL (this estimate is valid for 12 months): Not to exceed \$3565.00

Acceptance

If you agree to these terms, please sign below and return this agreement to me via email as a scanned PDF attachment. Upon receipt of this signed proposal letter, we will confirm a date for the workshops. Until then, please don't hesitate to contact me if I can answer any questions or provide additional information. NEDCC is looking forward to working with SRCA to deliver this emergency preparedness and salvage workshop.

Sincerely,



Tara Puyat
Preservation Specialist
tpuyat@nedcc.org

AGREEMENT

Following the conclusion of the workshop, NEDCC will invoice the New Mexico State Record Center and Archives for its services. To whom should the invoice be sent?

Name

Email or street address

On behalf of the New Mexico State Record Center and Archives, I have selected the above emergency preparedness and response workshop and agree to the terms outlined above:

Signature

Date

Printed name

Title

Please return via email as a scanned PDF attachment that includes all pages.