

Scope of Work & Contract Deliverables

Collections Manager – Independence Mine State Historic Park

Position Summary

The Collections Manager is a grant-funded, seasonal, project-based independent contractor position responsible for completing a systematic inventory and documentation of historic collections at Independence Mine State Historic Park. Working under the general direction of the Alaska State Park Technician I, the position focuses on improving intellectual and physical control of artifacts, artworks, and historic objects through standardized documentation, digital records management, and photographic documentation. Work is performed primarily on-site at a remote location and supports the long-term stewardship, access, and preservation of the park's historic resources.

Scope of Work

The contractor shall complete a project-based inventory and documentation of historic collections at Independence Mine State Historic Park. Work includes the development and implementation of standardized documentation practices to improve intellectual and physical control of the collection. Work will be conducted on-site under the general direction of the Alaska State Park Technician I.

Contract Deliverables

- Collections Inventory Framework
 - Standardized inventory structure and documentation procedures
- Object Inventory and Documentation
 - Inventory of historic objects, including descriptions, locations, condition assessments, and digital photographs
- Digital Records Management
 - Excel-based or otherwise approved digital inventory with accurate and consistent data
- Photography
 - Contextual and detail-oriented digital photographs linked to inventory records

- Safety and Compliance
 - Safety and Health Plan and Job Hazard Analysis (JHA), as required
- Reporting and Closeout
 - Periodic progress updates
 - Final summary report with recommendations

Contract Terms

This is a grant-funded, seasonal, project-based independent contractor engagement administered by the Mat-Su Trails and Parks Foundation. The contractor shall complete all required deliverables within the contract period (mid-June through October 2026).

Work is performed under the general direction of the Alaska State Park Technician I, who provides on-site coordination, safety requirements, and technical oversight, but does not direct the contractor's day-to-day methods or work schedule. The contractor retains responsibility for determining work scheduling and methods in coordination with site access and safety requirements.

Compensation is based on work performed toward completion of project deliverables and is subject to the not-to-exceed \$19,040 specified in the contract. Relocation expenses, travel expenses, and per diem are not authorized and will not be reimbursed.

Except where otherwise agreed in writing, the contractor shall supply all tools, equipment, and materials necessary to perform the work.

All documentation, photographs, digital records, and reports produced under this contract shall be the property of the Mat-Su Trails and Parks Foundation and Alaska State Parks, and may be used for management, preservation, and public purposes.

The Foundation may terminate the contract for convenience or cause upon written notice. The contractor shall be compensated only for work satisfactorily completed up to the effective date of termination.

Failure to comply with site-specific safety requirements may result in suspension or termination of the contract.

Independent Contractor Status and Performance

Independent Contractor Status Clause

The contractor is engaged as an independent contractor and not as an employee of the Mat-Su Trails and Parks Foundation, Alaska State Parks, or the State of Alaska. Nothing in

this agreement shall be construed to create an employer–employee relationship, partnership, or joint venture.

Control of Work Clause

The contractor retains control over the manner and means of performing the work, subject to the requirements of this contract, applicable laws, and site-specific safety requirements.

No Benefits Clause

The contractor is not entitled to employee benefits, including but not limited to health insurance, retirement benefits, paid leave, or unemployment insurance.

Deliverables-Based Performance Clause

Performance under this contract shall be evaluated based on the completion and quality of deliverables identified in the Scope of Work, not on hours worked or methods used.

Compensation, Billing, and Contract Cap

Compensation

The contractor shall be compensated on an hourly basis and paid **twice monthly** upon submission and approval of invoices.

Timekeeping and Invoicing

The contractor shall maintain accurate records of hours worked and tasks completed. Invoices must be submitted on a **twice-monthly schedule** and shall include:

- Hours worked during the billing period; and
- A concise summary of work performed and progress toward contract deliverables.

Not-to-Exceed Amount

The total compensation under this contract shall **not exceed \$19,040**. This amount represents the maximum payable for all services rendered under the contract. No payment shall be made for work exceeding this limit.

Insurance, Liability, and Workers' Compensation

Contractor Liability

The contractor shall be solely responsible for all personal liability arising from the performance of this work, including injury, illness, loss, or damage to persons or property.

Insurance Requirements

The contractor shall obtain and maintain, at their own expense, insurance coverage appropriate to the scope and risk of the work performed. At a minimum, the contractor is strongly recommended to maintain the following coverage for the duration of the contract:

- **Commercial General Liability:**
\$1,000,000 per occurrence / \$2,000,000 aggregate

- **Workers' Compensation:**
Coverage in compliance with Alaska law, or equivalent coverage if the contractor is exempt as a sole proprietor
- **Automobile Liability (if applicable):**
\$1,000,000 combined single limit

Proof of Insurance

Proof of insurance may be required prior to contract execution or at any time during the contract period upon request.