

**ASSISTANCE WITH PREPARING
COLLECTION MANAGEMENT PLANS FOR FIVE PARKS,
MOCA & MOWE, TUZI, SAGU, CAGR, AND TUMA
PHASES I & II**

**Colorado Plateau Cooperative Ecosystem Studies Unit
Cooperative Agreement No. H12000040002 J8601050141
ASU-16, ASU-20, ASU-21**

FINAL REPORT

**Prepared for:
Western Archeological & Conservation Center
Tucson, Arizona**

**by:
Marin J. Lewis, ASU cooperator
and
Arleyn W. Simon, ASU principal investigator**

**Office of Cultural Resource Management
School of Human Evolution & Social Change
P.O. Box 872402
Arizona State University
Tempe, AZ 85287-2402**

December 15, 2010

ABSTRACT

ASSISTANCE WITH PREPARING COLLECTION MANAGEMENT PLANS FOR FIVE PARKS: MOCA & MOWE, TUZI, SAGU, CAGR, AND TUMA PHASES I & II (ASU-16, ASU-20, & ASU-21)

This project was completed through a Task Agreement by and between the National Park Service (NPS) and Arizona State University (ASU) that is carried out through the Colorado Plateau Cooperative Ecosystem Studies Unit (CPCESU) and Joint Ventures Agreement for the purpose of mutual assistance in conducting a project entitled “***Assistance with Preparing Collection Management Plans for Five Parks: MOCA & MOWE, TUZI, SAGU, CAGR, and TUMA.***” The purpose of this project was to provide technical museum management assessments for Montezuma Castle National Monument (MOCA), Montezuma Well National Monument (MOWE), Tuzigoot National Monument (TUZI), Saguaro National Monument (SAGU), Casa Grande Ruins National Monument (CAGR), and Tumacacori National Historical Park (TUMA).

Phase I (2005-2006) of the project included site visits to each facility and park collections at the Western Archaeological and Conservation Center, review of museum management programs, writing technical sections for collection management plans (CMPs), and editing/formatting of draft and final plan documents for four collection management plans (MOCA/MOWE and TUZI have some combined documents as they have a common administrative unit).

Phase II (2007-2008) of the project focused on an intensive effort to complete the CMPs for MOCA/MOWE and TUZI, and the development of an Action Plan for collections management needs at these parks. The CMPs were completed through the efforts of ASU Cooperator (Lewis) in reformatting, standardizing, researching, and editing the chapters to make them relevant, useful, and accessible to park personnel. Rodeffer (NPS WACC) provided guidance for the CMP process and reviews. Simon (ASU PI) contributed to the editing and review process. Many NPS personnel provided technical information and review comments. Draft documents for CAGR, SAGU, and TUMA were organized for next stages of the process within the funding and time allocated for this project. Two ASU Museum Studies graduates (McKay – Phase I – site visits, and Lewis – Phase II – CMP completion) obtained training in NPS collections management guidelines and procedures in the development of the CMPs.

INTRODUCTION

This document reports the results of the “***Assistance with Preparing Collection Management Plans for Five Parks: MOCA & MOWE, TUZI, SAGU, CAGR, and TUMA: Project Numbers ASU-16, ASU-20, and ASU-21.***” The project was completed through the Colorado Plateau Cooperative Ecosystem Studies Unit (CPCESU) in cooperative agreement with Arizona State University (ASU). The “Parks CMPs Project” was funded by the National Park Service to complete the following goal: preparing Collections Management Plans (CMPs) for five southern Arizona parks. Phase I of the project was initiated in June 2005, site visits and collection management assessments conducted during 2005, and initial draft technical chapters written and disseminated for review in 2006. Phase II of the project was undertaken between the summer of 2007 through 2008 and included further work to substantially, update, research, and edit complete drafts of CMPs for the parks, with review comments by relevant park personnel incorporated into the final versions.

The project was designed to be collaborative between the National Park Service (NPS) and ASU under the Colorado Plateau Cooperative Ecosystem Studies Unit cooperative agreement. The project benefits both cooperators as graduate students in the Museum Studies program in the School of Human Evolution & Social Change (formerly Department of Anthropology), at Arizona State University, Tempe, gain valuable experience in developing Collection Management Plans for the parks. NPS personnel had responsibility for training ASU students in NPS collections management practices and protocols for organizing, writing, and finalizing collections management plans for use by present and future park personnel. ASU cooperators were responsible for gathering of notes, organizing, writing, and editing the documents with input and review by NPS personnel.

The work was carried out in two phases, with changes of personnel for both the NPS and ASU teams between the first and second phases of the projects. The following sections briefly summarize the work that was carried out during Phase I and Phase II of the project and detailing of the final products developed and delivered. Lastly, recommendations are made for the work remaining to be carried out on the CMPs for SAGU, CAGR, and TUMA during future project installments of the Collections Management Plan project for these parks.

PROJECT HISTORY

The purpose of this project was to provide technical museum management assessments for Montezuma Castle National Monument (MOCA), Montezuma Well National Monument (MOWE), Tuzigoot National Monument (TUZI), Saguaro National Monument (SAGU), Casa Grande Ruins National Monument (CAGR), and Tumacacori National Historical Park (TUMA). This work includes a continuation of support for the collection management planning process which is currently being conducted.

Phase I of the project included review of museum management programs through CMP team site visits to each park facility and park collections at the Western Archaeological and Conservation Center in Tucson, AZ. Draft technical sections for collection management plans were written and an initial review was completed. During Phase II, intensive editing and reformatting of drafts into final CMP documents were undertaken for four collection management plans (MOCA/ MOWE and TUZI were coordinated because these are under the same administration unit; CAGR, SAGU, and TUMA were all separate CMP drafts).

The purpose of this project was to provide support and correct deficiencies in National Parks' museum management programs. During planning efforts with the Collection Management Plans for MOCA, TUZI, MOWE, CAGR, SAGU, and TUMA, there were deficiencies identified in each of the parks' museum management program that will be addressed through development of Action Plans corresponding to the CMPs. The work for this project is conducted through cooperative efforts of NPS personnel with the Principal Investigator and ASU museum studies graduate students. The Principal Investigator, NPS Key Official, and relevant park staff developed a work plan at each phase of the project.

PHASE I (2005 – 2007)

During Phase I, site visits were made to the parks and collections at WACC; information was gathered on outstanding collections management concerns for the initial drafts of CMPs between 2005 and 2006. The project was initiated with the supervision of Kevin Harper, NPS SOAR in Phoenix, and Peter Welsh, Director of the Museum Studies Program in the Department of Anthropology, ASU, Tempe. Colleen McKay, Graduate Student, assisted with the project documentation. Several NPS staff members participated in the site visits to the parks

and the collections management assessments; they also contributed to selected technical sections and chapters in the first drafts of the Collection Management Plans (CMPs). Their contributions are recognized in the CMP documents. Notes of site visits are on record with the project and have been used as the baseline of developing the initial CMPs. These notes are archived at WACC with the project records.

The Phase I work resulted in rough drafts of a joint CMP for Montezuma Castle and Tuzigoot (MOCA/MOWE/TUZI), and one each for Saguaro (SAGU), Casa Grande Ruins (CAGR), and Tumacácori (TUMA). The initial drafts of the CMPs were reviewed by NPS personnel. The summary result of the reviews was that these rough drafts were too generalized and needed further work to tailor them to the particular needs and situations of collections management concerns at each park. Although specific comments on some of these drafts were received during Phase I, these were not incorporated into the draft CMPs.

PHASE II (2007-2008)

In 2007, the project went through a transition due to changes in personnel availability at both NPS and ASU. Kevin Harper was no longer at the NPS SOAR in Phoenix, so Stephanie H. Rodeffer, IMR Museum Services Program Manager, at WACC became the NPS official for supervising the project. Peter Welsh was working on other projects at ASU, so the project was transferred to Arley Simon, ARI/OCRM Director, at ASU to supervise the next phase of the project. Marin J. Lewis was hired as the Museum Studies Cooperator for carrying forward the work on the CMPs. WACC provided the ASU Cooperator (Lewis) office space, computer and software, and access to NPS manuals and other resources for developing the CMPs. This arrangement worked very well for regular direct access to WACC personnel to research answers to issues and also direct contact with relevant park personnel through email and on their visits to WACC.

Given the duration of the project, during Phase II, information that had been gathered in the 2005 Phase I site visits needed to be updated regarding status of deficiencies in the collections management plans. Changes made to collections and their curation were updated for each park. Several deficiencies identified in the 2005 park visits had been rectified by the 2007 re-formulation of the CMPS and it was necessary to identify these changes so that only currently outstanding needs and issues were identified in the updating of the CMPs in Phase II.

PHASE II SUMMARY

The purpose of Phase II (2007-2008) was to finalize the CMPs for publication. Stephanie Rodeffer, in consultation with Arleyn Simon (PI) and Marin Bey (Cooperator) decided to rank the draft CMPS from Phase I by state of completion and also weigh whether major changes had occurred to park collections management since the site visits. Based on this ranking, the MOCA/MOWE/TUZI set of CMPS were given the priority for first completion, with the others to be updated as time and funds on these projects allowed.

The cooperator reviewed all the drafts to determine the work that must be completed to finalize the documents, was in communication with the 2005 CMP team throughout the process, and provided additional CMP drafts for review by park and regional museum management staff. The most prevalent comment about the 2005 draft CMPs was how general—and thus not relevant—they were. The Phase II effort was targeted to rectify this problem by reformulating and reformatting the content of the CMPs to make them highly relevant to each park.

The cooperator took time to research NPS museum management policy and procedures to make the CMPs immediately relevant and accessible to park curators. Multiple sets of reviews were incorporated and the drafts edited again to prepare a professional final draft for publication. Once complete and published, the cooperator was also be responsible for preparing the distribution of the published CMPs for the various individuals and agencies as mandated in Director's Order #28, *Cultural Resources Management Guidelines*. WACC personnel were responsible for the distribution of the completed CMPS.

MOCA/MOWE/TUZI

The 2005 draft CMP was extremely rough; no editing appeared to have been completed by the end of Phase I. The six reviewer's comments on Montezuma Castle and Tuzigoot (from outside the CMP team) had not been compiled nor incorporated into the draft CMP. Montezuma Castle and Tuzigoot had been working on projects that fundamentally changed many recommendations within the 2005 CMP. Notably, noting changes brought about by the project to Improve Accession and Catalog Records and the Exhibition Rehabilitation project required careful research and editing to make the CMP reflect current collections management status and be relevant to Park personnel.

In consultation with the parks, the initial joint CMP for Montezuma Castle and Tuzigoot, was split into two distinct CMPs. Separating the information from Montezuma Castle/Montezuma Well and that from Tuzigoot into two distinct CMPs took longer, and was more complicated, than initially expected, but with good result in terms of clarity, relevance, and usability.

The cooperator consolidated, streamlined, and edited language, performed fact checks on original research, and responded to the reviews of various regional museum management staff to create a more accessible, relevant CMPs. The museum tasks the parks had performed since the summer of 2005 were also researched and included in the CMPs.

A 10th chapter was created (Access and Use of Collections) to address various access and use issues within the park. Comments from the 2005 CMP team and other regional museum management staff support this decision to create a 10th chapter for all the CMPs.

The CMPs were reviewed by staff members in the Intermountain Region Museum Services Program at WACC, the park, and by CMP team members. The final CMPs (MOCA/MOWE and TUZI) were approved and signed by the park, and published. The CMPs were published with a spiral binding so these would easily lay open for ready use by employees; plastic covers were used for durability. Memos were prepared for distribution of the two completed CMP documents; distribution of the published CMPs was completed by WACC personnel.

Lastly, in consultation with the park curator, an "Action Plan" was developed by using an Excel worksheet to compile the recommendations for both Montezuma Castle and Tuzigoot collections management. These parks have a common administration and some shared staffing, so the joint action plan was a practical approach to aiding park personnel in addressing the CMP action items. The recommendations were further prioritized within their categories (immediate-6 months, 1-2 years, 3-5 years), and funding options identified. More complex recommendations were more thoroughly described. The Action Plan was published as a spiral bound workbook, using bullet point outlines, for ease of implementation and note taking as tasks can be completed. This action plan will help the park implement the recommendations set forth in the CMPs.

SAGU, CAGR, TUMA

By the start of Phase II, the 2005 CMPs for Saguaro, Casa Grande Ruins, and Tumacácori had never been fully edited, compiled, or reviewed. The drafts were not written professionally, and contained missing research that needed to be completed by the cooperator. In addition, none of the formatting followed the style guides and had to be corrected.

SAGU. At the start of Phase II, the 2005 draft of the Saguaro National Park CMP had not yet been reviewed by the CMP team. The initial chapters were collected and consolidated, and the cooperator streamlined and edited the language. Many facts were checked to ensure accuracy and relevancy in 2008. The compiled draft was sent for review by the park, the 2005 CMP team members, and Stephanie H. Rodeffer, IMR Museum Services Program Manager, at WACC. Comments were received and were begun to be addressed in the draft. This draft was not yet in a form to send for review to other regional museum management staff.

CAGR. Due to the extensive work effort needed to update, edit, and finalize the CMPs for MOCA/MOWE and TUZI, the re-writing, review, and editing of the CMP for Casa Grande Ruins could not be completed within these cooperative agreements (ASU-16, 20, and 21).

In addition, the Phase I tasks of assisting with routine maintenance of exhibits where housekeeping plans were in place, and temporary packaging or exhibit objects for Casa Grande Ruins in preparation for transfer to WACC for long-term storage were never completed. The understanding of the Phase II investigator and cooperator is that those tasks were no longer needed in 2008, as they were meant to be accomplished during the 2005 on-site visits by the CMP team.

The collections management needs of CAGR have changed substantially since the initial site visits by the CMP team in 2005, therefore a major re-evaluation of needs is in order to update the concerns and also to rule out those which have been addressed by the park in the subsequent years since the visit. This CMP will require the most revision, or starting anew with a fresh evaluation of the collection management situation and needs. However, this is beyond the funding available under this set of agreements (ASU-16, 20, and 21).

TUMA. The re-formulating, review, and editing of the CMP rough draft for Tumacácori could not be completed within the available budget of these projects. A reassessment of current status of collections management and changes since the rough draft was compiled is warranted.

Due to the extensive work effort needed to update, edit, and finalize the CMPs for MOCA/MOWE and TUZI, the re-writing, review, and editing of the CMP for Tumacácori could not be completed within these cooperative agreements (ASU-16, 20, and 21).

CONCLUSION

In summary, Phase I (2005-2006) involved site visits by the CMP teams to the parks to assess collections management needs. The notes taken on these visits were used to develop the initial rough drafts of the CMPs. Some Phase I tasks were never fully completed. One of the original tasks of Phase I was to write new Scope of Collections Statements (SOCs) for the parks. Rough drafts of these were prepared by an ASU Museum Studies graduate student (Colleen McKay) under the direction of Peter Welsh (2005 investigator). However, the SOCs were incorrectly included as the second chapter of the draft CMPs, when they should have been stand-alone documents. In Phase II, the SOCS were removed from the CMPs and remain in draft form and needing updates and review to be finalized and approved.

Phase II of the project (2007-2008) focused on updating, reviewing, and editing the CMPs. Existing drafts and additional sections and chapters were reorganized and edited into comprehensive relevant documents with consistent presentation and formatting for accessibility and usefulness to park personnel. The major emphasis was on the completion of the two final CMPs for MOCA/MOWE and TUZI and the compilation of a joint Action Plan for these units with combined recommendations for these three units that are under one administrative office. The distribution memos and addresses were printed for the CMPs. WACC personnel were responsible for the distribution of the CMPs.

Additionally, the initial draft CMPs for CAGR and SAGU were reformatted and notes for TUMA were organized. At the end of the available Phase I and II funding, under ASU-16, 20, and 21, further work was needed to take the remaining CMPs to completion. The NPS Museum Services Program Manager (Rodeffer) obtained additional funding under new CPCEUSU projects (ASU-33 and ASU-41) in cooperation with the ASU PI (Simon) to advance the next phase of the project. Those projects are underway at the time of writing and submission of this report.

Results of ASU-33 and ASU-41 will be reported separately upon completion of those cooperative projects.

This report has presented a summary of the work completed under Phase I and Phase II of the CMP project for MOCA, TUZI, SAGU, CAGR, and TUMA which included site visits and formulation of initial drafts of CMPS, followed by finalizing, reviewing, and editing the finished CMPs for MOCA/MOWE and TUZI and the compiling of drafts and sections for SAGU, CAGR, and TUMA. The parks benefitted from the advancement of their CMPs for staff use and the partner benefitted by obtaining further training and experience for two Museum Studies graduates in NPS collections management procedures and policies, as well as organizing and editing complex documents that resulted from the CMP team efforts. The efforts of all NPS personnel who participated in the initial site visits, development of technical sections, and reviews of the finalized CMPs were valuable to the success of this project.

APPENDIX: Project Documents

ASU-16

**Site Visits to the Parks,
Start 6/1/2005 through 10/30/2005**

ASU-20

**Continuation of ASU-16,
September 1, 2005 to September 30, 2006.**

ASU-21

**Continuation of ASU-16,
November 1, 2005 through March 30, 2006.**

**No Cost Extension for ASU-16, ASU-20, and ASU-21
Through December 1, 2008**

**NPS
PROJECT SUMMARY**

**Cooperative Ecosystem Studies Unit
Cooperative Agreement Modification**

FUNDING AGENCY: National Park Service

MODIFICATION NO.: [CESU info only]

COOPERATIVE AGREEMENT NO.: H1 200-04-002

FUNDING AMOUNT: \$ 20,850

INVESTIGATORS' Contact Information: Dr. Peter Welsh, Dept. of Anthropology, ASU, 480-326-4433 or 480-965-0102

PROJECT TITLE: Assistance with Collections Management Plans at MOCA, TUZI, MOWE, SAGU, CAGR, and TUMA

EFFECTIVE DATES: June 1, 2005 to October 30, 2005

PROJECT ABSTRACT: The purpose of this project is to provide technical museum management assessments for Montezuma Castle National Monument, Tuzigoot National Monument, Montezuma Well National Monument, Saguaro National Park, Casa Grande Ruins National Monument, and Tumacacori National Historical Park. This work will include site visits to each facility and park collections at the Western Archeological and Conservation Center, review of museum management programs, writing technical sections for collection management plans, and editing/formatting of draft and final plan documents for four collection management plans (MOCA/TUZI/MOWE will be combined).

Agency Representative:
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Research Coordinator
CPCESU
Northern Arizona University
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Ron.Hiebert@nau.edu

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Budget Analyst
Intermountain Region – Budget & Finance
P.O. Box 25287
12795 W. Alameda Parkway
Denver, CO 80225-0287
Tel: (303) 969-2654
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Lynell.Wright@nps.gov

Investigator:
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State University, PO Box
872402, Tempe, AZ 85287-2402
Phone: 480-326-4433 or
965-0102
Fax: 480-965-7671
peter.welsh@asu.edu

Partner Admin. Contact:
Marv Silins, Arizona State
University, PO Box
873503, Tempe, AZ
85287-3503
Phone: 480-965-4936
Fax: 480-965-2455
marv.silins@asu.edu

List of Key Words: [Insert key words – list available under "Project Planning" at <http://cpcesu.nau.edu>]

Key Official from National Park - Include contact information @ Specific Park or NPS Office: Kevin Harper, Southern Arizona Office, 3115 N 3rd Avenue, Suite 101, Phoenix, AZ 85013, 602-640-5250 x233 Fax: 602-640-5265

Annual Report Received:
Final Report Received:
Publications on File:

This Modification is subject to all the provisions included in the Cooperative Agreement, dated 6/18/04.

Attach any supporting material as necessary.



United States Department of the Interior



NATIONAL PARK SERVICE
INTERMOUNTAIN REGION
12795 West Alameda Parkway
PO Box 25287
Denver, Colorado 80225-0287

June 22, 2005

Mr. Marv Silins
Sponsored Projects Officer
Arizona State University
ARCH 119
Tempe, Arizona 85287-3503

Reference: Task Agreement No. ASU-16 authorized by Cooperative Agreement No. H1200040002

Enclosed with this letter is a referenced task agreement, authorizing funding amount, invoice schedule, and a contact sheet. Please reference task agreement number for all invoices.

Please review the enclosed documents, and if there are any questions, please contact me at (303) 969-2654. If there are no concerns requiring revisions, sign the original task agreements and return one original to the above address, Attn: Lynell Wright, Mail Stop IMDE-AB. Please keep one original for your files.

A copy of the enclosed materials should be forwarded to the designated Principal Investigator.

Sincerely,

Lynell L. Wright

Lynell L. Wright
Budget Analyst

Enclosure

TAKE PRIDE
IN AMERICA 

NATIONAL PARK SERVICE

COOPERATIVE AGREEMENT NUMBER: H1200040002

ARIZONA STATE UNIVERSITY

TASK AGREEMENT NUMBER: J8601050141 (Reference this Number on Invoices)

PARK: Montezuma Castle National Monument, Tuzigoot National Monument, Montezuma Well National Monument, Saguaro National Park, Casa Grande Ruins National Monument, Tumacacori National Historical Park, Western Archeological & Conservation center

PROJECT: Assistance with Collections Management Plan

INVESTIGATOR: Peter Welsh

PHONE: 480-965-0102

PROJECT NUMBER: ASU-16

COST: \$20,899.00

ACCOUNT: 8601-0575-COC \$12,000
8601-0576-COC \$8,899

INSTITUTION CONTACT: Marv Silins - 480-965-4936

NPS KEY OFFICIAL: Kevin Harper - 602-640-5250 X233

PROJECT SCHEDULE: Project Initiation - June 1, 2005

See Attached Schedule

Completion Date - October 30, 2005

*** INVOICES ARE PAYABLE UPON THE DATES ABOVE ONLY IF THE REPORT HAS BEEN RECEIVED AND APPROVED BY THE NPS KEY OFFICIAL.

PROJECT APPROVAL

National Park Service
Intermountain Region Office - Denver

Arizona State University

Signature: Lynell L. Wright

Signature: _____

Name: Lynell L Wright

Name: _____

Title: Budget Analyst

Title: _____

Date: 6-24-05

Date: _____

Signature: Thomas J. Forsyth

Signature: _____

Name: Thomas J. Forsyth

Name: _____

Title: Contracting Officer

Title: _____

Date: 6/24/05

Date: _____

PROJECT TITLE: Assistance with Collections Management Plans at MOCA, TUZI, MOWE, SAGU, CAGR and TUMA

PROJECT COVER SHEET

FACILITATED BY THE COLORADO PLATEAU COOPERATIVE ECOSYSTEM STUDIES UNIT and Arizona State University (CFDA No. 15.DAV)

CESU COOPERATIVE AGREEMENT NUMBER: H1200-04-0002

NPS KEY OFFICIAL: Kevin Harper, Southern Arizona Office, 602-640-5250 x233

UNIVERSITY / PARTNER ADMINISTRATIVE CONTACT: Marv Silins, 480-965-4936 (ASU)

INVESTIGATORS: Dr. Peter Welsh, 480-965-0102

COST OF PROJECT: 20899.00

ACCOUNT NUMBER: 8601-0575-COC (12000.00) or 8601-0576-COC (8899.00)

Annual Project Schedule:

June 1, 2005- Initiate Project
June 30, 2005- First Draw- Up to 50%
July 30, 2005- Second Draw- Up to 70%
August 30, 2005- Third Draw- Up to 80%
September 30, 2005- Up to 90%
October 30, 2005- Final Reports 100%

Invoice Payable up to 90% on September 30, 2005 for completion of draft reports and 100% payable upon completion of final reports.

INVOICES ARE PAYABLE UPON THE DATES ABOVE ONLY IF THE REPORT HAS BEEN RECEIVED AND APPROVED BY THE NPS KEY OFFICIAL.

PRIMARY NATIONAL PARK SERVICE CONTACTS FOR PROJECTS

Contracting Officer: Responsible for obligation of funds, approval of changes to the scope of work, and changes to the work schedule. Processes payments, all invoices for payment are to be sent to Contracting Officer.

THOMAS FORSYTH
National Park Service
Contracting Officer
IMLE-ACP
P.O. Box 25287
Denver, CO 80225-0287
(303) 969-2796

Project Administrator: Prepares and coordinates the signed original task agreements.

LYNELI WRIGHT
National Park Service
Budget Analyst
IMDE-AB
P.O. Box 25287
Denver, CO 80225-0287
(303) 969-2654

NPS Key Official: Represents the Contracting Officer in all technical matters associated with the agreement except for obligation of funds, or changes in the project scope or schedule. Tracks project progress and reports status to Contracting Officer. Assists cooperators with project permits. Reports are to be sent to the Key Official who reviews/approves semi-annual, annual, and final reports. Recommends payment of invoices after acceptance of reports.

KEVIN HARPER
National Park Service
Southern Arizona Office
3115 N 3rd Ave #101
Phoenix, AZ 85013
(602) 640-5250 X233

Scope of Work

Assistance with Collections Management Plans at MOCA, TUZI, MOWE, SAGU, CAGR and TUMA

Purpose:

The purpose of this project is to provide technical museum management assessments for Montezuma Castle National Monument (MOCA), Tuzigoot National Monument (TUZI), Montezuma Well National Monument (MOWE), Saguaro National Park (SAGU), Casa Grande Ruins National Monument (CAGR), Tumacacori National Historical Park (TUMA), and the Western Archeological and Conservation Center (WACC). This work will include site visits to each facility, review of museum management programs, writing technical sections for collection management plans, and editing/formatting of draft and final plan documents.

Project Description:

The primary project components are listed below:

1. Museum Studies Program Coordinator at ASU in Anthropology Department and graduate student will travel to each facility for a site visit to assess museum management programs.
2. Field notes will be recorded and used to produce technical sections for collection management plans for each park administrative unit. This will include a single plan for MOCA, TUZI, and MOWE and 3 individual plans for CAGR, TUMA, and SAGU for a total of 4 plans.
3. Responsible for technical sections in Fire and Security at MOCA/TUZI/MOWE and Fire and Security and Archives at CAGR, SAGU, and TUMA.
4. Editing and formatting of first drafts, second drafts and final plans for each collection management plan.

Collaborative Nature of Project:

Under the Colorado Plateau Cooperative Ecosystem Studies Unit cooperative agreement, a collaborative project between the National Park Service (NPS) and ASU is proposed. This project benefits both cooperators as graduate student(s) in the Anthropology Department at the university gain valuable experience in conducting technical review of museum management programs and preparing technical sections for collection management plans. SOAR will be responsible for providing information to the Museum Studies Program Coordinator and graduate student concerning current documentation at each park unit. The ASU cooperators will be responsible for assessments, technical sections and editing and formatting of plans as noted in the project description. Dr. Peter Welsh, a professor in the Anthropology Department and Director of the Deer Valley

Rock Art Center at ASU, will be the primary university contact for the work and will assist in selecting a graduate student best equipped to conduct the necessary work. The graduate student would begin work as soon as funding becomes available for the work. In the event that a vehicle or housing is not available, the university will be reimbursed according to guidelines established by the federal travel authorization. All funding for this project will be provided by the NPS.

Products:

Items that will be produced include technical sections for collection management plans at MOCA/TUZI/MOWE and CAGR, TUMA, and SAGU. The cooperator will produce rough drafts of technical sections as noted in the project descriptions and editing and formatting of plans for each park administrative unit. This will include a hard copy and electronic file stored on a CD for both SOAR and the parks. Principle Investigator will prepare a brief report abstract suitable for public distribution that will go on our website and 4 hard copies and electronic version in pdf format of the final report for the NPS research coordinator, CPCESU, NAU, PO Box 5765, Flagstaff, AZ 86011-5765.

Budget:	Rate	Hours	Cost
Graduate Student	15.31	320	4899.20
ERE	36%		1763.71
Coordinator	\$6,479/mo@	100% effort	6479.00
Fringe		25%	1619.75
Total Personnel			14761.66
Travel	2 people	16 days@ 122 days	3904.00
Supplies			500.00
Direct Cost Total			19165.66
Less Grad. Student Tuition Remission			(1469.76)
Modified Total Direct Cost			17695.90
Indirect Cost Total	17.5%		3096.78
Total			20792.68

Annual Project Schedule:

- June 1, 2005- Initiate Project
- June 30, 2005- First Draw- Up to 50%
- July 30, 2005- Second Draw- Up to 70%
- August 30, 2005- Third Draw- Up to 80%
- September 30, 2005- Up to 90%
- October 30, 2005- Final Reports 100%

Invoice Payable up to 90% on September 30, 2005 for completion of draft reports and 100% payable upon completion of final reports.

Primary Contacts: Dr. Peter Welsh, ASU, 480-326-4433, peter.welsh@asu.edu
Kevin Harper, SOAR, 602-640-5250 x233, kevin_harper@nps.gov

NPS
PROJECT SUMMARY

Cooperative Ecosystem Studies Unit
Cooperative Agreement Modification

FUNDING AGENCY: National Park Service

MODIFICATION NO.: [CESU info only]

COOPERATIVE AGREEMENT NO.: H1200-04-0002

FUNDING AMOUNT: \$ 10000.00

INVESTIGATORS' Contact Information: Dr. Peter Welsh, School of Human Evolution and Social Change, ASU, 480-326-4433 or Deer Valley Rock Art Center 480-965-0102

PROJECT TITLE: Assistance with Collections Management at 6 Parks (MOCA, TUZI, MOWE, SAGU, CAGR, and TUMA)

EFFECTIVE DATES: September 1, 2005 to September 30, 2006

PROJECT ABSTRACT: The purpose of this project is to provide support and correct deficiencies in National Parks' museum management programs. During our planning effort with the Collection Management Plans for MOCA, TUZI, MOWE, CAGR, SAGU, and TUMA, there have been deficiencies identified in each of the parks' museum management program that will be corrected with assistance from the ASU Museum Studies Program. This work will be conducted through cooperation with the Principal Investigator and museum studies graduate students. This will involve developing a Scope of Collections statement for parks where needed, assisting with routine maintenance of exhibits where housekeeping plans are in place, and temporary packaging of exhibit objects for CAGR in preparation for storage at WACC. Deficiencies that can be accomplished in a short period of time will be addressed by this project. The Principal Investigator, NPS Key Official, and key park staff will develop a detailed Work Plan prior to beginning work.

Agency Representative:
Ron Hiebert, NPS
Research Coordinator
CPCESU
Northern Arizona University
P.O. Box 5765
Flagstaff, AZ 86011-5765
Tel: (928) 523-0877
Fax: (928) 520-8223
Ron.Hiebert@nau.edu

Agency Administration Representative
Lynell Wright
Budget Analyst
Intermountain Region – Budget & Finance
P.O. Box 25287
12795 W. Alameda Parkway
Denver, CO 80225-0287
Tel: (303) 969-2654
Fax: (303) 969-2794
Lynell_Wright@nps.gov

Investigator:
Dr. Peter Welsh, Arizona
State University, PO Box
872402, Tempe, AZ 85287-2402

Phone: 480-326-4433 or
965-0102
Fax: 480-965-7671
peter.welsh@asu.edu

Partner Admin. Contact:
Marv Silins, Arizona State
University, PO Box
873503, Tempe, AZ
85287-3503

Phone: 480-965-4936
Fax: 480-965-2455
marv.silins@asu.edu

List of Key Words: [Insert key words – list available under "Project Planning" at <http://cpcesu.nau.edu>]

Key Official from National Park - Include contact information @ Specific Park or NPS Office:

Kevin Harper,
Southern Arizona Office, 3115 N 3rd Avenue, Suite 101, Phoenix, AZ 85013,
602-640-5250 x233 Fax: 602-640-5265

Annual Report Received:
Final Report Received:
Publications on File:

This Modification is subject to all the provisions included in the Cooperative Agreement, dated 6/18/04.

NATIONAL PARK SERVICE

MODIFICATION #0001

COOPERATIVE AGREEMENT NUMBER: H1200040002

ARIZONA STATE UNIVERSITY

TASK AGREEMENT NUMBER: J8601050141 (Reference this Number on Invoices)

PARK: Montezuma Castle National Monument, Tuzigoot National Monument, Montezuma Well National Monument, Saguaro National Park, Casa Grande Ruins National Monument, Tumacacori National Historical Park, Western Archeological & Conservation center

PROJECT: Assistance with Collections Management Plan

INVESTIGATOR: Peter Welsh

PHONE: 480-965-0102

PROJECT NUMBER: ASU-20

COST: \$10,000.00

ACCOUNT: 8601-CZY

INSTITUTION CONTACT: Marv Silins - 480-965-4936

NPS KEY OFFICIAL: Kevin Harper - 602-640-5250 X233

PROJECT SCHEDULE: Project Initiation - September 1, 2005

See Attached Schedule

Completion Date - September 30, 2006

*** INVOICES ARE PAYABLE UPON THE DATES ABOVE ONLY IF THE REPORT HAS BEEN RECEIVED AND APPROVED BY THE NPS KEY OFFICIAL.

Continuation of Task Agreement # ASU-16

PROJECT APPROVAL

National Park Service
Intermountain Region Office - Denver

Arizona State University

Signature: Lynell L. Wright

Signature: _____

Name: Lynell L. Wright

Name: _____

Title: Budget Analyst

Title: _____

Date: 8-18-05

Date: _____

Signature: Thomas J. Forsyth

Signature: _____

Name: Thomas J. Forsyth

Name: _____

Title: Contracting Officer

Title: _____

Date: 8/18/05

Date: _____

PROJECT TITLE: Assistance with Collections Management at MOCA, TUZI, MOWE, SAGU, CAGR and TUMA

PROJECT COVER SHEET

FACILITATED BY THE COLORADO PLATEAU COOPERATIVE ECOSYSTEM STUDIES
UNIT and
Arizona State University (CFDA No. 15.DAV)

CESU COOPERATIVE AGREEMENT NUMBER: H1200-04-0002

NPS KEY OFFICIAL: Kevin Harper, Southern Arizona Office, 602-640-5250 x233 and 602-677-4640; Kevin_harper@nps.gov

UNIVERSITY / PARTNER ADMINISTRATIVE CONTACT: Marv Silins, 480-965-4936 (ASU Sponsored Projects), marv.silins@asu.edu

INVESTIGATORS: Dr. Peter Welsh, ASU School of Human Evolution and Social Change and Director, Deer Valley Rock Art Center, 480-965-0102 and 480 326-4443; peter.welsh@asu.edu

COST OF PROJECT: \$10,000.00

ACCOUNT NUMBER: 8601-CZY

Annual Project Schedule:

September 1, 2005- Initiate Project
October 30, 2005- First Draw- Up to 30%
December 30, 2005- Second Draw- Up to 50%
March 30, 2006- Third Draw- Up to 70%
August 30, 2006- Draft Report to NPS Key Official : Up to 90%
September 30, 2006- Final Report 100%

Invoice Payable up to 90% on August 30, 2006 for completion of draft report and payable up to 100% on September 30, 2006 upon completion of final report.

INVOICES ARE PAYABLE UPON THE DATES ABOVE ONLY IF THE REPORT HAS BEEN RECEIVED AND APPROVED BY THE NPS KEY OFFICIAL.

**NPS
PROJECT SUMMARY**

**Cooperative Ecosystem Studies Unit
Cooperative Agreement Modification**

FUNDING AGENCY: National Park Service

MODIFICATION NO.: [CESU info only]

COOPERATIVE AGREEMENT NO.: H1200-04-0002

FUNDING AMOUNT: \$ 5600.00

INVESTIGATORS' Contact Information: Dr. Peter Welsh, School of Human Evolution and Social Change, ASU 480-965-0102, or Deer Valley Rock Art Center, 480-326-4433

PROJECT TITLE: Continuation of Assistance with Collections Management Plans at MOCA, TUZI, MOWE, SAGU, CAGR, and TUMA

EFFECTIVE DATES: November 1, 2005 through March 30, 2006

PROJECT ABSTRACT: The purpose of this project is to provide further support for the technical museum management assessments for Montezuma Castle National Monument, Tuzigoot National Monument, Montezuma Well National Monument, Saguaro National Park, Casa Grande Ruins National Monument, and Tumacacori National Historical Park. This work will include a continuation of support for the collection management planning process which is currently being conducted.

Continuation of ASU-016

Agency Representative:
Ron Hiebert, NPS
Research Coordinator
CPCESU
Northern Arizona University
P.O. Box 5765
Flagstaff, AZ 86011-5765
Tel: (928) 523-0877
Fax: (928) 520-8223
Ron.Hiebert@nau.edu

Agency Administration Representative
Lynell Wright
Budget Analyst
Intermountain Region – Budget & Finance
P.O. Box 25287
12795 W. Alameda Parkway
Denver, CO 80225-0287
Tel: (303) 969-2654
Fax: (303) 969-2794
Lynell.Wright@nps.gov

Investigator:
Dr. Peter Welsh, Arizona
State University, PO Box
872402, Tempe, AZ 85287-2402

Phone: 480-326-4433 or
965-0102
Fax: 480-965-7671
peter.welsh@asu.edu

Partner Admin. Contact:
Marv Silins, Arizona State
University, PO Box
873503, Tempe, AZ
85287-3503

Phone: 480-965-4936
Fax: 480-965-2455
marv.silins@asu.edu

List of Key Words: [Insert key words – list available under "Project Planning" at <http://cpcesu.nau.edu>]

Key Official from National Park - Include contact information @ Specific Park or NPS Office: Kevin Harper, Southern Arizona Office, 3115 N 3rd Avenue, Suite 101, Phoenix, AZ 85013, 602-640-5250 x233 Fax: 602-640-5265

Annual Report Received:

Final Report Received:

Publications on File:

This Modification is subject to all the provisions included in the Cooperative Agreement, dated 6/18/04.

Attach any supporting material as necessary.

NATIONAL PARK SERVICE

MODIFICATION #0001

COOPERATIVE AGREEMENT NUMBER: H1200040002

ARIZONA STATE UNIVERSITY

TASK AGREEMENT NUMBER: J8601050141 (Reference this Number on Invoices)

PARK: Montezuma Castle National Monument, Tuzigoot National Monument, Montezuma Well National Monument, Saguaro National Park, Casa Grande Ruins National Monument, Tumacacori National Historical Park, Western Archeological & Conservation center

PROJECT: Assistance with Collections Management Plan

INVESTIGATOR: Peter Welsh

PHONE: 480-965-0102

PROJECT NUMBER: ASU-20

COST: \$10,000.00

ACCOUNT: 8601-CZY

INSTITUTION CONTACT: Marv Silins - 480-965-4936

NPS KEY OFFICIAL: Kevin Harper - 602-640-5250 X233

PROJECT SCHEDULE: Project Initiation - September 1, 2005

See Attached Schedule

Completion Date - September 30, 2006

*** INVOICES ARE PAYABLE UPON THE DATES ABOVE ONLY IF THE REPORT HAS BEEN RECEIVED AND APPROVED BY THE NPS KEY OFFICIAL.

Continuation of Task Agreement # ASU-16

PROJECT APPROVAL

National Park Service
Intermountain Region Office - Denver

Arizona State University

Signature: Lynell L. Wright

Signature: _____

Name: Lynell L. Wright

Name: _____

Title: Budget Analyst

Title: _____

Date: 8-18-05

Date: _____

Signature: Thomas J. Forsyth

Signature: _____

Name: Thomas J. Forsyth

Name: _____

Title: Contracting Officer

Title: _____

Date: 8/18/05

Date: _____

PROJECT TITLE: Assistance with Collections Management at MOCA, TUZI, MOWE, SAGU, CAGR and TUMA

PROJECT COVER SHEET

FACILITATED BY THE COLORADO PLATEAU COOPERATIVE ECOSYSTEM STUDIES
UNIT and
Arizona State University (CFDA No. 15.DAV)

CESU COOPERATIVE AGREEMENT NUMBER: H1200-04-0002

NPS KEY OFFICIAL: Kevin Harper, Southern Arizona Office, 602-640-5250 x233 and 602-677-4640; Kevin_harper@nps.gov

UNIVERSITY / PARTNER ADMINISTRATIVE CONTACT: Marv Silins, 480-965-4936 (ASU Sponsored Projects), marv.silins@asu.edu

INVESTIGATORS: Dr. Peter Welsh, ASU School of Human Evolution and Social Change and Director, Deer Valley Rock Art Center, 480-965-0102 and 480 326-4443; peter.welsh@asu.edu

COST OF PROJECT: \$10,000.00

ACCOUNT NUMBER: 8601-CZY

Annual Project Schedule:

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December 30, 2005- Second Draw- Up to 50%
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INVOICES ARE PAYABLE UPON THE DATES ABOVE ONLY IF THE REPORT HAS BEEN RECEIVED AND APPROVED BY THE NPS KEY OFFICIAL.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

Page
1 of 4

2. AMENDMENT/MODIFICATION NO. 0006	3. EFFECTIVE DATE 12/18/2007	4. REQUISITION/PURCHASE REQ. NO. See Lines	5. PROJECT NO. (If applicable)
6. ISSUED BY IMDE - ACG - Administration, Contracting and General Services National Park Service, IMDE - ACG, 12795 W. Alameda Pkwy. Lakewood, CO 80228-0287		CODE 12740	7. ADMINISTERED BY (If other than Item 6) CODE

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code) ARIZONA STATE UNIVERSITY B163 ADMINISTRATION B WING, PO BOX 873503 TEMPE, AZ 85287-3503	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED (SEE ITEM 11)
	(X) 10A. MODIFICATION OF CONTRACT/ORDER NO. H1200040002 / J8601050141
	(X) 10B. DATED (SEE ITEM 13) 06/01/2005

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Line Item Detail

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) No cost time extension to existing task agreement IAW handbook to DO-20

E. IMPORTANT: Contractor is not, is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
Performance period is extended to 12/1/2008

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Thomas J. Forsyth
15B. CONTRACTOR/OFFEROR	16B. United States of America
(Signature of person authorized to sign)	BY <u>Thomas J. Forsyth</u> (Signature of Contracting Officer)
15C. DATE SIGNED	16C. DATE SIGNED 12/19/07

Line Item Summary	Document Number J8601050141/0006	Title ASU-16 - Welsh - Various parks	Page 2 of 4
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Total Funding: \$36,499.00

FYs Fund Budget Org Sub Object Class Sub Program Cost Org Sub Proj/Job No. Sub Reporting Category

See Line Item(s)

Division Closed FYs Cancelled Fund

Line Item Number	Description	CLIN Ref	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
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No cost time extension

0001	FY-05 task agreement ASU-16	0001	09/30/2007	0.00	ls	\$.000	\$ 0.00
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(06/01/2005 to 09/30/2007)

Assistance with Collections Management Plans for the following parks: CAGR, MOCA, MOWE, SAGU, TUMA, and TUZI. See project description in file.

Ref Req No: R8601050141

Funding Information:

2005 - - - 8601 - - 411C - - COC - - - 0576 - - - - -
\$8,899.00

2005 - - - 8601 - - 411C - - COC - - - 0575 - - - - -
\$12,000.00

2005 - - - 8601 - - 411C - - COC - - - 0575 - - - - -
\$2,000.00

2005 - - - 8601 - - 411C - - COC - - - 0576 - - - - -
\$3,600.00

2005 - - - 8601 - - 411C - - CZY - - - - - - - - -
\$10,000.00

2005 - - - 8601 - - 411C - - COC - - - 0576 - - - - -
\$0.00

2005 - - - 8601 - - 411C - - COC - - - 0575 - - - - -
\$0.00

Line Item Summary	Document Number J8601050141/0006	Title ASU-16 - Welsh - Various parks	Page 3 of 4
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Total Funding: \$36,499.00

FYs Fund Budget Org Sub Object Class Sub Program Cost Org Sub Proj/Job No. Sub Reporting Category

See Line Item(s)

Division Closed FYs Cancelled Fund

Line Item Number	Description	CLIN Ref	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0002	Collection Management Plan	0002	12/01/2008 (09/01/2005 to 12/01/2008)	1.00	ls	\$10,000.000	\$ 10,000.00
	ASU-20						
0003	Collections Management Plan	0003	12/01/2008 (09/01/2005 to 12/01/2008)	1.00	ls	\$5,600.000	\$ 5,600.00
	ASU-21						
0004	Collections Management Plan	0004	12/01/2008 (09/01/2005 to 12/01/2008)	1.00	ls	\$20,899.000	\$ 20,899.00
	ASU-16						
Total Cost:							\$36,499.00

Address Detail**Title**
ASU-16 - Welsh - Various parks**Document Number**
J8601050141/0006**Page**
4 of 4**Shipping Addresses**

Code	Detail	Code	Detail
0001	Org: IMR - DB Intermountain Region Budget Office Addr: P.O. Box 25287 Denver CO 80225-0287 Attn: Lynell Wright, Budget Analyst Phone: (303) 969-2654 ext. Fax: (303) 969-2794 ext.	0002	Org: IMR - SOAR - Southern Arizona Office Addr: 3115 N. 3rd Avenue, Suite 101 Phoenix AZ 85013-4334 Attn: Kevin Harper, Archeologist Phone: (602) 640-5250 ext. 233 Fax: (602) 640-5265 ext.

Invoice Addresses

Code	Detail
0001	Org: IMDE - ACG - Administration, Contracting and Ge Addr: National Park Service, IMDE - ACG 12795 W. Alameda Pkwy. Lakewood CO 80228-0287 Attn: Tom Forsyth, Contracting Officer Phone: (303) 969-2796 ext. Fax: (303) 969-2992 ext.

Requisitioning Office Addresses

Code	Detail
0001	Org: IMR - SOAR - Southern Arizona Office Addr: 3115 North 3rd Avenue, Suite 101 Phoenix AZ 85013 Attn: Mikki L. Darr, Purchasing Agent Phone: (602) 640-5250 ext. 227 Fax: (602) 640-5265 ext.