

REQUEST FOR SERVICES

Please complete this form and submit to:
 Matthew O'Connor, Acting Director, OConnorMatt@si.edu, 301-238-1305
 An SIE Project Manager will contact you to discuss your project.

Date:	Client / SI Unit:	
Requestor:	Telephone:	Ext.:
Email:		
Project Name:		

Anticipated project start date?
 Anticipated project completion date?
 Schedule Parameters (phasing or any specific critical path dates, soft and hard opens, and impact factors SIE should know)

Budget Parameters	Target budget/range? \$
Bid Information:	
Type of bid:	Level of detail:
I have a different form or specific format requirement for pricing/bid. If selected, please provide a description of your requirement.	

Size and Client-Supplied Design and Content

Approximate square footage of the project:
 Will you be providing any of the following (check all that apply)
 RFP or Statement of Work
 Design and/or detail drawings (if applicable)
 Content, such as script, images, and/or artifact list (if applicable)
 Project schedule

Tell us more about the kind of service(s) you would like from SIE:
 (check all that apply)

Exhibit Development content development, interpretive master planning, collections management, project management, and writing/editing
 Project Needs:

Design: 2D and 3D design, prototyping, logo development, and final digital artwork
 Project Needs:

Graphic Production: graphic production, installation and comic illustration
 Project Needs:

Fabrication: exhibit production, installation, casework, crating and archival framing
 Project Needs:

3D Studio: 3D scanning/printing, model making, and mount making
 Project Needs:

Other (please describe)
 Project Needs:

Please attach any additional information (e.g. drawing packages, photos, sketches, content documents, object lists, expanded descriptions of project needs, etc.) that will help us evaluate the project's scope.