Department of Anthropology Contractor Policy

All contractors must be approved by the Anthropology Department before the contracts are signed. It is the Borrower’s responsibility to obtain cost estimates from approved contractors. Contracts will be made between the Borrower and contractor; however, before final invoicing occurs, all contracts must require sign off by a designated representative of the Anthropology Department, verifying that all work agreed to in the contract has been completed.

All contractors must have commercial general liability insurance coverage when working on Smithsonian property. Documentation of such coverage must be provided to the Department of Anthropology. Coverage must be in place before a contractor begins any work involving conservation treatment, bracket or mount making, or extensive handling of loan objects. For further information about insurance coverage, see the document Insurance Requirements for Outgoing Loans.

Standards for loans are set by the Anthropology Department. All contracted work for the loan must be approved by the Anthropology Department prior to work beginning. Once the loan agreement is signed, the Department does not generally allow changes to the object list. Prior to the loan agreement being signed, if the Borrower decides to make changes to the object list, mounting, bracket, or display designs which affect the contract work, they must first seek approval from the Anthropology Department prior to altering any contract. The Borrower will be responsible for any costs incurred should this happen.

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