

REQUEST FOR PROPOSALS

Indian Boarding Schools National Historic Landmarks Project

The National Park Service (NPS) seeks the services of a cultural resources consultant through a cooperative agreement with the National Association of Tribal Historic Preservation Officers (NATHPO) to support the National Park Service/National Historic Landmarks (NHL) Program in the development of a nationwide historic context regarding Indian Boarding Schools and the completion of one (1) Indian Boarding School NHL nomination. The contract is to be administered by NATHPO and the work prepared for and completed in coordination with the NPS' NHL Program.

Interested consultants should submit a proposal and cost estimate in response to this RFP to NATHPO **no later than 5:00 p.m. Eastern Time June 20, 2023**. Electronic copies of proposals may be directed to NATHPO at info@nathpo.org and cc Melissa Madrigal at melissa@nathpo.org. Questions may be directed to Lisa Davidson at NPS lisa_davidson@nps.gov.

Project Background

National Historic Landmarks (NHLs) are nationally significant historic places of high integrity designated by the Secretary of the Interior because they possess exceptional value or quality in illustrating or interpreting the heritage of the United States. (Historic Sites Act of 1935, 54 U.S.C. § 320101-320106, 36 C.F.R. Part 65.) Currently, more than 2,600 historic places bear this national distinction. Working with Federal, state, and local agencies; preservation organizations; professional practitioners; and the public throughout the nation, the NHL Program draws upon the expertise of NPS staff in its Washington, D.C., and regional offices to guide the NHL nomination process and provide assistance to existing NHLs.

For nearly two centuries, the Federal government was responsible for operating or overseeing Indian Boarding Schools across the United States and its territories. During that time, the purpose of these schools was to culturally assimilate indigenous children by forcibly removing them from their families and communities and relocating them to distant residential facilities where their native identities, languages, and beliefs were suppressed. The Secretary of the Interior has identified including Tribal and individual viewpoints, including those of descendants, on the experiences in, and impacts of, the federal Indian boarding school system. (Secretarial Memorandum, June 22, 2021.)

Currently there are six (6) Indian Boarding Schools that have been designated NHLs, including four schools designated in the 1960s. The historic context developed under this contract is intended to support completion of one (1) NHL nomination for an Indian Boarding School, as well as possible future updates of older NHL documentation which does not acknowledge the complex and problematic aspects of these places.

Scope of Work

NPS seeks to secure the services of a consultant (Consultant) to perform the following work.

A. Project Tasks

1. Prepare a **nationwide historic context** on Indian Boarding Schools.
2. Complete the partial draft nomination for the **Stewart Indian School (NV)**, by conducting one (1) site visit; applying the newly developed nationwide context referenced at A.1, above; and assessing and revising, as appropriate, narratives, boundaries, contributing resources identification, images, maps, etc.
 - a. The nomination shall be prepared pursuant to the guidance presented in *National Register Bulletin: How to Prepare National Historic Landmark Nominations (1999 Edition)*.
3. Provide logistical support for NPS Tribal consultation and SHPO/TPO/FPO engagement, to be conducted virtually, for both the context and the nomination. Note that NPS staff will advertise the webinars, prepare the PowerPoint presentation, and conduct the webinars, with Consultant’s support as described:
 - a. Support the preparation of a PowerPoint presentation by providing images and draft content
 - b. Provide and manage meeting software, *e.g.* Zoom, to conduct five (5) webinars;
 - c. Serve as producer during meetings, *e.g.*, troubleshoot technical problems, mute/unmute participants
 - d. Produce meeting notes and incorporate Tribal and other comments as appropriate into the context and final draft nomination.
4. Prepare one (1) PowerPoint presentation for the Stewart Indian School NHL nomination, including script, text, and images, for presentation to the NHL Committee.
5. Present the Stewart Indian School NHL nomination to the NHL Committee for approval.
6. Revise the Stewart Indian School NHL nomination as requested by the NHL Committee and directed by NPS.

B. Project Schedule and Deliverables

1. Schedule: 24 months
 - a. Phase I, 12 months: context and nomination research and writing.
 - b. Phase II, 6 months: Tribal consultation/engagement and revisions based on feedback.
 - i. Proposed Tribal consultation schedule (4 webinars)
 - Tribal Consultation 1 (Eastern/Central)
 - Tribal Consultation 2 (Mountain/Pacific)
 - Tribal Consultation 3 (Alaska)
 - Tribal Consultation 4 (Hawaii)
 - ii. SHPO/TPO/FPO engagement (1 webinar)
 - c. Phase III, 6 months: peer review, NPS reviews, consultant revisions, and NHL Committee presentation.

NOTE: NHL Committee presentation may fall outside this schedule as Committee meetings are contingent on National Park System Advisory Board and NHL Committee schedules.
2. Consultant shall meet monthly with NATHPO and NPS staff to review and discuss project progress. Meetings will be held virtually (teleconference or videoconference). Consultant shall

not proceed to the next step without written approval of NPS, which is fully responsible for the content.

3. Consultant shall produce multiple drafts for review and revision to include:
 - a. For historic context
 - i. outline/research plan
 - ii. first draft (for NPS review)
 - iii. second draft (for Tribal consultation/engagement with SHPO/TPO/FPO)
 - iv. third draft (for historian peer review)
 - v. fourth draft (for NPS review)
 - vi. final document
 - b. For NHL nomination
 - i. first revised draft (for NPS review)
 - ii. second draft (for Tribal consultation/engagement with SHPO/TPO/FPO)
 - iii. third draft (for historian peer review)
 - iv. fourth draft (for NPS, NHL Committee review)
 - v. final draft
4. Deliverables
 - a. Nationwide historic context on Indian boarding schools
 - b. One (1) complete new NHL nomination for Stewart Indian School
 - c. One (1) Stewart Indian School NHL presentation

C. Assumptions

1. All work will adhere to National Historic Landmarks Program guidelines; National Register guidance, as pertinent; and The Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation (48 FR 44716; see https://www.nps.gov/history/local-law/arch_stnds_0.htm).
2. All deliverables will be provided in electronic format as Word, PowerPoint, and PDF files and must be compliant with the United States Workforce Rehabilitation Act of 1973, as amended (508 compliance).

Proposal Submissions

Proposals should provide sufficient information to assist NATHPO and the NPS in determining the most qualified consultant for the project. Consultants interested in bidding should submit a written proposal that includes the following elements:

1. Name of the individual(s) that will be working on the project and their proposed area(s) of responsibility. If proposing as a firm or project team, describe the team's structure and how it is organized to provide the services requested by this RFP.
2. Description of the relevant education, experience, and qualifications of the project manager and any staff, including indicating how proposed personnel meet the Secretary of the Interior Professional Qualification Standards.
3. Information on projects of a similar nature and of significant work completed by the consultant in the past five (5) years. Include specific dates and types of services provided, and highlight success in meeting work schedules, project budgets, and product deadlines.

4. A list of references (at least three, but not more than five) that may be contacted.
5. A short narrative that responds to the scope of work as described in this RFP, which demonstrates the consultant's proposed approach to the project and capability to accomplish the desired goals.
6. A proposed budget that includes hourly labor rates of project personnel, the number of hours required to complete each task or product, and any necessary and appropriate project travel costs.
7. A proposed project schedule that considers all expressed meeting dates.

Please Note: It is expected that the consultant will complete this project with a budget of \$88,000 to \$98,000. Project proposals should total within this dollar range.

All proposals must be received **no later than 5:00 p.m. EST on June 20, 2023**. Proposals may be submitted via email in electronic format (MS Word or PDF format) to NATHPO at info@nathpo.org and cc Melissa Madrigal at melissa@nathpo.org. NATHPO will confirm receipt of submissions. However, if there are any issues (*e.g.*, with attachments working correctly), the consultant is responsible for resolving these issues with an alternative submission method acceptable to NATHPO and the NPS.

Selection Criteria

Submittals will be evaluated and ranked based on the following factors, presented in no particular order:

- Qualifications of key personnel.
- Responsiveness of the proposal to the project's purpose and scope of work.
- Knowledge of National Park Service publications.
- Experience successfully completing contracts of this type.
- Past performance and references.
- Schedule and cost.

Terms and Conditions

- A. NATHPO reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. NATHPO reserves the right to request clarification of information submitted, and to request additional information from any consultant.
- C. NATHPO and NPS shall not be responsible for any costs incurred by consultants in preparing, submitting, or presenting their response to this RFP.
- D. Any and all rights to work produced through this project will be vested in the Department of the Interior, National Park Service, including any copyrights.
- E. The selected consultant must also comply with all applicable provisions of OMB Circular A-110 A-110 REVISED 11/19/93 As Further Amended 09/30/99.

Questions

Respondents are invited to submit written questions requesting clarifications or explanations of the information contained in this RFP. Please direct all proposal or contract-related questions to NATHPO at info@nathpo.org and cc Melissa Madrigal at melissa@nathpo.org. Questions pertaining to the Indian Boarding Schools NHL Project may be directed to Dr. Lisa Davidson, NHL Program Manager, at lisa_davidson@nps.gov.