

NCSHPO

National Conference of State Historic Preservation Officers

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REQUEST FOR PROPOSALS

National Park Service Cooperating Associations Program

Administrative History Reconnaissance

February 26, 2021

The National Park Service (NPS) is seeking the services of a qualified consultant through a cooperative agreement with the National Conference of State Historic Preservation Officers (NCSHPO) to prepare an Administrative History of the NPS Junior Ranger Program, according to requirements specified in this Request for Proposals (RFP). The contract is to be administered by NCSHPO and the work prepared for and completed in coordination with the NPS' Park History Program.

Interested consultants should submit a proposal and cost estimate in response to this RFP to NCSHPO no later than 5:00 p.m. EST on March 19, 2021. Electronic copies of proposals may be directed to Ms. Sharon Smith, NCSHPO Business Manager, at smith@ncshpo.org.

PROJECT GOALS AND OBJECTIVES

Following Park History Program guidance, this study will produce an administrative history of the Junior Ranger program. This narrative is vital for current and future managers to make informed decisions about the implementation of the program's goals.

The study will document the origins and operation of the Junior Ranger program and outline important events, individuals, and administrative choices during its period of operation.

SCOPE OF WORK AND DELIVERABLES

The Principle Investigator (PI) will research the administrative history of the Junior Ranger program. The primary research will be a detailed annotated outline of the history of the program; selected oral history work; and an administrative history that complies with Park History program guidance. The primary research product will be a narrative administrative history that describes the origins, implementation and development of the Junior Ranger Program and selected oral history interviews with prominent individuals that played an important part in the program's history.

The work will include:

- Survey and inventory of Junior Ranger Program records maintained at NPS headquarters
- Detailed outline of the organizational history of the Junior Ranger Program and the location of significant collections of records
- Survey of records found in NPS collection at National Archives and Records Administration (NARA) II
- Survey of records found in NPS collection at Harpers Ferry Center
- List of significant references to the Junior Ranger Program in the congressional record
- Annotated bibliography of government reports on the operation of the Junior Ranger Program
- Annotated list of significant mentions of the Junior Ranger Program in the Washington Post and/or other prominent newspapers and publications

- Annotated list of significant secondary literature references to the history and operation of the Junior Ranger Program
- Annotated list of significant mentions of the Junior Ranger Program in NPS publications
- Biographies of prominent individuals with prominent roles in the history of the Junior Ranger Program, including references to relevant oral history interviews

At the conclusion of this work, the PI shall submit an electronic copy of the draft report. Following the NPS review and comment, the PI will revise the draft and submit the final document. The PI will coordinate with the designated NPS staff on an as-needed basis regarding the overall status of the project.

MATERIALS COLLECTED & CREATED

All material collected as part of the project will remain the property of the Federal Government. Such material includes oral history recordings and transcripts, documents, photographs, maps, microfilm, drawings, note cards, computer files, etc. This material will be archived at the Park History program as part of the administrative history project records.

All reports and material collected resulting from the study will become the property of the United States Government. Per the terms of Cooperative Agreement P17AC00528, the PI may publish reports or other products based on the research conducted under this agreement, provided the NPS and National Conference of State Historic Preservation Officers (NCSHPO) roles are acknowledged.

TRANSPORTATION & OTHER EXPENSES

The PI shall incur all transportation expenditures to and from each of the archives, libraries, and repositories deemed necessary to complete this administrative history. The PI will also be responsible for costs associated with photocopying, scanning, or otherwise reproducing documents, photographs, oral histories, maps, plans, or drawings associated with this project. The PI may use the Park History program's scanning equipment and photocopier free of charge when doing research at their facilities.

PROPOSALS

All proposals must be received **no later** than 5:00 p.m. EST on March 19, 2021. They should be prepared simply and economically, providing a straightforward, concise description of the consultant's qualifications and capabilities to satisfy the requirements of this RFP. **Proposals may be submitted via email in electronic format (MS Word or PDF format) to Ms. Sharon Smith, NCSHPO Business Manager, at smith@ncshpo.org.** NCSHPO 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 NCSHPO and the NPS.