

# NCSHPO

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National Conference of State Historic Preservation Officers

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**REQUEST FOR PROPOSALS**  
**National Park Service Cooperating Associations Program**  
**Oral History**  
**August 18, 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 conduct five oral history interviews in support of documenting the history of the NPS Cooperating Association program. The contract is to be administered by NCSHPO and the work prepared for and completed in coordination with the NPS' Park History Program.

Cooperating associations are private, nonprofit organizations that support "the educational, scientific, historical, and interpretive activities through the provision of retail sales of educational products and services to national park visitors." They operate through cooperating agreements with the NPS. While cooperating associations work most directly with superintendent-designated liaisons (Park Cooperating Association Coordinators), general policy and oversight fall to the Service-wide Cooperating Association Program Manager, who reports to the NPS Associate Director for Interpretation, Education, and Volunteers. In addition, the NPS regional offices each designate a Regional Cooperating Association Coordinator.

Oral histories will be digitally recorded and professionally transcribed. The NPS has identified seven individuals as primary candidates for oral history interviews. Oral history interviews will be conducted by phone or video call. (Some interviews may be conducted in person if the interviewee is available to the contractor locally or can be interviewed in conjunction with other travel for the project.) Interviews will be digitally recorded and transcribed. The contractor will secure a release form from each interviewee, assigning rights to the interview to the NPS. The contractor will request a headshot of each interviewee, for inclusion in the transcript. Interviewees will be provided with a copy of their oral history transcript and will be given one month to review and correct the transcript. The final transcript will be submitted in Section 508 compliant format.

Within one year of contract award, the contractor will submit audio files, transcripts, and release forms for all oral history interviews. At the conclusion of the project, the contractor will organize and deliver to the COR all hard copy and digitized research materials collected.

## **PROPOSALS**

All proposals must be received **no later than 5:00 p.m. EST** on September 8, 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 the oral history component of this Scope of Work. 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](mailto: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.

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 September 8, 2021. Electronic copies of proposals may be directed to Ms. Sharon Smith, NCSHPO Business Manager, at [smith@ncshpo.org](mailto:smith@ncshpo.org)

Any questions can also be directed to Ms. Sharon Smith, NCSHPO Business Manager, at [smith@ncshpo.org](mailto:smith@ncshpo.org). Any questions received will be posted, along with any responses, on the NCSHPO website.