

Request for Letters of Interest: Coltsville Historic Resource Study

Project Title: Coltsville Historic Resource Study

Project Budget: \$84,739 (this is the total compensation for the principal investigator(s), RAs, Section 508 Compliance, travel and research expenses)

Deadline for Letter of Interest to NCPH: November 1, 2022

Expected Date to Award Project: December 1, 2022

Anticipated Start Date: January 2023

Timeline for Completion: May 2025

Project Goals

Via our cooperative agreement with the National Park Service, the National Council on Public History seeks a qualified historian (or team of historians) to conduct a Historic Resource Study (HRS) for Coltsville National Historical Park. An HRS, as defined in NPS Cultural Resource Management Guidelines (NPS-28), is a key baseline document that provides a historical overview of a park or region and identifies a park's cultural resources within historic contexts. The HRS will expand earlier analyses of park resources and will provide essential information which will inform decisions about the preservation, management, and interpretation of historic and cultural resources at the park. The study will synthesize all available cultural resource information from multiple disciplines in a narrative designed to serve managers, planners, interpreters, cultural resource specialists, and the interested public as a reference for the history of the region and the resources within the park. It will build on thematic work accomplished to date and provide the necessary historical contexts for completing key park plans and reports, including a Long-Range Interpretive Plan, cultural resource inventories, and updating National Register documentation. Lastly, the project historian(s) will prepare a Transfer of Knowledge (TOK) event, to be decided upon between the historian, NCPH, and NPS staff.

Please read the full narrative below for the description of the project's scope of work and timeline. Send letters of interest to the National Council on Public History via ncph@iupui.edu by November 1, 2022. Your letter of interest should come in the form of a single PDF attached to the email, and should include a C/V for each member of the proposed project team and a proposal letting us know why you'd be the right fit for this project. Please include an explanation of your approach to the project; a proposed budget; any suggested changes to the schedule of work found at the end of this document; and tell us about your previous experience with long-term research projects (and particularly previous experience working with the NPS). A full outline of response requirements is on the last page of this document. Membership in NCPH will be required for the PI(s) for the duration of the contract if you are selected for the project, but is not required to submit a letter of interest.

Project Background and Scope of Work

I. Introduction

The National Park Service (NPS), through the Interior Region 1, North Atlantic-Appalachian History and Preservation Assistance Office, requires the performance of research and writing of a Historic Resource Study (HRS) for Coltsville National Historical Park in Hartford, Connecticut. The study will provide a historical overview of the park and will identify its cultural resources within historic contexts. The information contained in the HRS is essential for present and future interpretation and resource management.

This HRS will be a comprehensive synthesis of primary and secondary source material that is pertinent specifically to Coltsville NHP. The study shall conform to professional standards regarding the methodology of historical research and writing. Stylistic, bibliographical, and report production standards shall conform to the current edition of the Chicago Manual of Style.

II. Description of Resources

1. Background

Coltsville National Historical Park was authorized in 2014 to preserve and interpret the historic structures, landscapes, and stories associated with Colt's Patent Fire Arms Manufacturing Company (hereafter the Colt Fire Arms Company) and Coltsville, its factory village, in Hartford, Connecticut. Coltsville is a developing park which is listed on the National Register of Historic Places and a National Historic Landmark.

2. Resources

In 1855, Samuel Colt built a model factory in Hartford that pioneered and advanced manufacturing technology. Its product, the Colt revolver, was also revolutionary in that it enabled its user to fire up to six shots without reloading, which changed how the firearm was used; this technological advancement, and the strategies Colt employed to market his products, transformed the firearm industry. In addition to the factory, Samuel and his wife Elizabeth created an industrial community that surrounded the factory. It included housing, a beer garden, social hall and library, and a church. Elizabeth owned the factory for 39 years after Samuel's death in 1862, and she remained a prominent local philanthropist until her own death in 1905; she is an integral part of Coltsville's history and the Colt legacy.

Coltsville's resources have long been considered nationally significant; many were individually listed in the National Register of Historic Places before the designation of the Coltsville Industrial District in 1976. The Coltsville Historic District National Historic Landmark was designated in 2008. A Special Resource Study completed by the NPS in 2009 further documented the area's national significance and led to the park's authorization through Public Law 113-291 Sec. 3032. The park's enabling legislation identified several key resources for preservation and interpretation, including the Colt Armory, Sam and Elizabeth Colt's Armsmear Mansion, the Colt Monument, and Colt Park.

The park's 260 acres encompass resources associated with the Colt Fire Arms Company, including: the East Armory; the Church of the Good Shepherd; the Caldwell Hart Colt Memorial Parish House; Colt Park; the Potsdam Cottages of worker housing; Armsmear, the Colt residence; and the James Colt House.

3. Current Management and Partnerships

Coltsville's legislation outlined three steps for the NPS to take before fully establishing the park as a unit of the national park system. The first two steps were to enter into written agreements with the City of Hartford, and with Colt Gateway LLC (which owns the Colt foundry and forge buildings). The final step, acquiring property, is in process.

Park staff are currently building relationships with park neighbors and partners. Park partners play a key and important role at Coltsville. Several have repositories with important primary and secondary sources, including: the Connecticut Historical Society; Preservation Connecticut; the Hartford Preservation Alliance; Colt Manufacturing LLC; the Connecticut State Library; and the Colt Bequest.

III. Project Objectives and Purpose

1. Objectives

This project will produce a Historic Resource Study (HRS) for Coltsville National Historical Park. An HRS, as defined in NPS Cultural Resource Management Guidelines (NPS-28), is a key baseline document that provides a historical overview of a park or region and identifies a park's cultural resources within historic contexts. This HRS will place the park's resources within social and economic contexts that will help managers in the future. Work will include a review of secondary literature bearing directly on the site and contextual literature that has a bearing on site significance. This information will greatly expand existing baseline information and will influence different aspects of the park as it develops, including interpretation and education programming, and influence how the park's significance is presented to visitors and the public.

The study will be chronological and will investigate contexts and topics associated with the park's natural and cultural resources, such as early American manufacturing and industry, immigration and labor. It will connect these broad narratives of United States history with the Connecticut River Valley region; with the specific architecture, landscape, and resources of the Coltsville site; and with the core element of Coltsville history and resources: the manufacture and sale of firearms. Broad and specific topics key to understanding Coltsville were in large part defined during a Scholars Roundtable, which was held at the park in 2019. The reports and transcripts produced during the roundtable will be incorporated into this HRS. The study will focus on resources within the park boundary, but the analysis may also reference related properties to frame contexts.

A historian(s) will prepare the HRS based on an analysis of primary and secondary source material from park records, state and local archives, and regional office files. The final product will be a peer-reviewed study that comprises an accurate, thorough account of the resources of the park. Photographs, maps, charts, and other figures will be used as necessary to enhance the text. The overview history must contain footnotes (rather than endnotes or reference notes).

The historian will also develop a digital product to share the report's findings with a broader audience; an illustrated executive summary, analysis of a key primary source, and/or a virtual presentation to NPS staff are potential products, which will be determined in consultation with the park. The study will also produce project files ready for accessioning into the park's museum collection.

2. Purpose

As a new unit, Coltsville's HRS will be a key tool for park managers, planners, interpreters, and cultural resource specialists as they develop the park's programs. The HRS will synthesize all available cultural resource information from multiple disciplines. It will build on thematic work accomplished to date and

provide the necessary historical contexts for completing key park plans and reports, including a Long-Range Interpretive Plan, cultural resource inventories, and updating National Register documentation. It will inform completion of the park's Foundation Document and provide prioritized recommendations for future cultural resource research and planning. The HRS will also be of interest to the public as a reference for the region's history, and therefore should be written for a broad popular audience as well as for NPS management.

IV. Deliverables

The researcher shall be responsible for producing all submittals in Microsoft Word (2010 or later version) and submitting it to NCPH. The final approved Historic Resource Study will contain all sections described below and include footnotes. All citations and formatting will be according to the most recent edition of the *Chicago Manual of Style*. The researcher will be responsible for all sections of the study. To facilitate reviewer comments, all pages will be numbered and provide left margin line numbers for all progress reports and drafts.

In addition to the products listed below, the researcher will provide quarterly electronic progress reports to NCPH. These reports will describe what research and writing has been accomplished, any significant findings from the research and any concerns the researcher may have regarding locating specific materials or meeting deadlines.

1. The following overview details the major sections that must comprise the study.

Front Matter

1. Cover Page
2. Signature Page:
 1. shall include signature and date lines for two approving officials in the following order: "Recommended/Associate Regional Director, Cultural Resources, Interior-Region 1/Date; Approved/Superintendent, Coltsville National Historical Park/Date.
2. Executive Summary
3. Table of Contents:
 1. The table of contents must list the titles of all major divisions and the first-level (principal) subdivisions in the study and provide page numbers for all major divisions.
2. List of Illustrations:
 1. A list of illustrations must include captions and give page numbers for photographs, figures/illustrations, maps, and other forms of graphics subject matter. If warranted, separate lists for specific types of illustrations may be used.
2. Acknowledgments:
 1. The acknowledgments must include any obligatory or appropriate personal or organizational acknowledgments.

2. Preface:

1. The preface must contain background information about the scope of the research preparation of the study. It will discuss research methods and summarize major findings.

2. List of Abbreviations and/or Acronyms:

1. This list must include nonstandard abbreviations and acronyms used in the report. The spelled-out version of a term should be given the first time the term appears within the study.

Text or Main Body of the Report

Introduction:

1. The introduction must include general background information on the geographic location, history, and significance of the park and its resources and how areas within the park were administered prior to park establishment.

Historical Data/Narrative and Analysis:

1. This section represents the main body of the HRS. It will examine a variety of topics in order to produce a more holistic, multicultural, and intersectional study of the park's historic resources. Major topics include, but are not limited to, those identified by the Scholars Roundtable, primarily:
 1. Indigenous cultures and pre-contact history of the region.
 2. Geographic context and the early industrial environment: Hartford's relationship to the rise of industry in New England in the 18th and 19th centuries; Colt's choice of Hartford, his innovations, and place in American industrial history.
 3. The people of Coltsville: workers, managers, and community life. This topic should address the kinds of work being done at the Colt factory—from manufacturing to marketing—and who filled the jobs; labor organization and activism; the relationships between management and labor (with regard to Colt's style of corporate paternalism).
 4. The role and influence of Elizabeth Colt in company management and decision-making, particularly after Samuel's death in 1862 to her death in 1905.
 5. The Colt manufacturing model and its influence on outside industries, including Colt's role in business and the development of the marketing industry.
 6. The role that Colt and Colt firearms had in political and military events, in particular its use in pre- and post-Civil War southern states and in westward expansion, Indian removal, and western settlement. This topic should explore the cultural context of Colt's place in political and military history.
 7. Colt's role in firearms history and the creation of "gun culture" over time.

Epilogue (or Conclusion):

1. The epilogue (or conclusion) must consist of a closing statement that provides further comment, if appropriate, on the interpretation of the information found in the study.

Research Recommendations:

1. These recommendations must include a discussion of topics for future study, including an indication of why the author thinks they are relevant to park management and reference to any known sources that might be useful for this future research.

Back Matter

Appendices:

1. The appendices should include copies or transcriptions of key documents and data including but not limited to legislation, agreement documents, genealogical information or family trees, maps, and other valuable information. This list will come from discussion between the contracting historians and the

Bibliography:

1. The annotated bibliography must list the primary and secondary source materials researched and used for the preparation of the study. The bibliography will be broken into sections by kinds of materials (i.e., primary and secondary sources, etc.) as directed in *The Chicago Manual of Style*. This section will also include a discursive “bibliographic essay” which discusses the repositories consulted and outcomes, with a description of the research value of each repository.

Illustrations: A limited number (around 2-3) of illustrations should appear at the end of relevant chapters. Wherever possible, the researcher should choose illustrations that are in the public domain. The researcher is responsible for the cost of all reproductions and for securing copyright permission, where applicable. All illustrations should be labeled with captions that fully identify the subject, where published (if published), and provide credit lines identifying where the original can be found. Illustrations should be numbered and referred to by number in the text. A full list of illustrations with captions will be included following the table of contents. Copies of permission agreements, grouped together and clearly labeled, must be included in the research materials that are turned over the park at the completion of the project.

2. Transfer of Knowledge

The HRS will be used by, and be of interest to, a broad audience, including the general public; making the report’s findings on the park’s website is a small but important element of this project. Digital products could include a 3–4-page project summary, a microhistory, special focus on a compelling primary source, story map, or interactive timeline. The product should be determined in consultation with park staff by the end of the first full draft. The historian will also give a virtual presentation about the report and its findings to NPS staff at a close out meeting.

3. Project Research Files

At the conclusion of research and within 60 days of written acceptance of the final print-proof report, all notes, records, maps, drawings, photographs, negatives, slides, digital images, tapes, digital recordings transcripts, and other data acquired during the course of this study will be professionally organized for

archival purposes and submitted to the Contracting Officers Representative, to be deposited in the archives of NPS unit.

Accessibility

All electronic documents prepared under this Agreement must meet the requirements of Section 508 of the Rehabilitation Act of 1973, as amended. The Act requires that all electronic products prepared for the Federal Government be accessible to persons with disabilities, including those with vision, hearing, cognitive, and mobility impairments. View Section 508 of the Rehabilitation Act, Standards and Guidelines for detailed information.

The following summarizes some of the requirements for preparing NPS reports in conformance with Section 508 for eventual posting by NPS to an NPS-sponsored website. For specific detailed guidance and checklists for creating accessible digital content, please go to [Section 508.gov](http://Section508.gov), Create Accessible Digital Products. All accessible digital content must conform to the requirements and techniques of 9 the Web Content Accessibility Guidelines (WCAG) 2.0 or later, Level AA Success Criteria.

Research Materials

The project PI(s) shall submit a compilation of research materials collected by the research team for this project, along with a catalog of titles, authors, sources, etc (e.g. via spreadsheet). Materials of greatest interest to the NPS include copies of primary source documents, photographs, and other images that may be useful in future park research and interpretation; transcriptions and notes from meetings, interviews, and conversations with descendants and other stakeholders; and other research notes and compiled data.

All research material collected in conjunction with this project remains in the public domain and is archived and otherwise managed by the National Park Service. Such materials may include but are not limited to photographs, maps, microfilm, illustrations, audio cassette, and computer diskettes, thumb drives, CD/DVDs, all digital files, and geospatial data. The author may seek permission from the park superintendent to reproduce any or all of the material not subject to archival restrictions before relinquishment to the National Park Service.

All work to be performed under this agreement will comply with all applicable federal standards including but not limited to as found in CFR 36; the Secretary of the Interior's Professional Qualification Standards (http://www.nps.gov/history/locallaw/arch_stnds_9.htm); the Secretary of the Interior's Standards for Archaeology and Historic Preservation (as amended and annotated); the Antiquities Act of 1906 (Pub.L. 59–209, 34 Stat. 225, 16 U.S.C. § 431–433); the Historic Sites Act of 1935 (49 Stat. 666; 16 U.S.C. 461-467); the Historic Preservation Act of 1966 (as amended--Public Law 89- 665; 16 U.S.C. 470 et seq.); National Environmental Policy Act of 1969 (PL 91-190, 83 Stat. 852 42 U.S.C. §4321 et seq. (1969)); 1969 Archaeological and Historic Preservation Act of 1972 (AHPA); Archaeological Resources Protection Act of 1979 (ARPA); American Indian Religious Freedom Act of 1978 (AIRFA); Native American Graves and Repatriation Act of 1990 (NAGPRA); and any other applicable laws, standards and/or guidelines. Additional standards include *NPS Standards for Oral History Handbook* (McDonald, 2004) and standards as published by the Oral History Association.

Research Collections

Several repositories and partner organizations have collections that relate to Coltsville; representatives of these organizations may also review the HRS. The Colt Bequest is a primary partner. The Connecticut Historical Society has related collections, as does the Connecticut State Library, which has the Colt

Manufacturing Company’s historic business records. Preservation Connecticut and the Hartford Preservation Alliance are also key partners. Lastly, Colt Manufacturing LLC has a historic department that may be a good reference. As a new unit of the NPS, the park does not have an extensive list of baseline inventories, but the bibliography from the Coltsville National Historic Landmark Nomination will be provided during the kick off meeting. A researcher or team with the ability to work with the park, local archives, community organization, etc. beyond the minimum site visits listed in the schedule below would be an advantage.

Proposed Timeline of Work and Payment Schedule

The historic resource study will be reviewed in iterations. The project historian(s) will submit a proposed timeline, which will be approved by NPS. Adjustments to the timeline can likely be accommodated, especially in light of delays due to COVID-19. The following schedule is a suggested timeline:

PRODUCT	DETAILED DESCRIPTION	DUE	PAYMENT
Start-up meeting and onsite orientation for project team	Consult with NPS staff to schedule an initial conversation and on-site orientation meeting with the cooperator and PI, park and regional office staff to discuss content, location of source material, access to documentary resources, research goals, schedule, and project deliverables. The NPS will provide a tour to acquaint the researcher with the park and its resources. All members of the research team will attend (anticipated travel costs should be factored into the budget proposal).	January 2023	10%
Detailed Outline	<p>Conduct sufficient preliminary research to complete a research plan and detailed outline. The outline shall include descriptions of each chapter containing sufficient detail to demonstrate the complete range of topics and themes to be discussed as well as chronological periods. It should contain all pertinent information necessary for sound decisions to be reached regarding further topical research and content of the final report and include a list of all repositories consulted. The outline will provide the basis for the “Table of Contents” for the project.</p> <p>NPS will provide review comments on the outline to the PI within 30 days of receipt of the document. The PI shall make necessary revisions and submit the final chapter outline to NPS within 15 days of receipt by the contractor.</p> <p>If necessary, following NPS review, a meeting or conference call may be scheduled to develop further</p>	June 2023	10%

PRODUCT	DETAILED DESCRIPTION	DUE	PAYMENT
	<p>the final content of the study. An approved outline will result from this review.</p>		
<p>Draft of one chapter</p>	<p>The chapter draft submitted should be a complete chapter from the main body of the report and be determined in consultation with the NPS. The submitted chapter will adhere to the format for the first draft.</p> <p>NPS will provide review comments on the chapter to the PI within 30 days of receipt of the document. The PI shall make necessary revisions and submit the final draft chapter to NPS within 15 days of receipt by the contractor.</p>	<p>October 2023</p>	<p>10%</p>
<p>First draft of study</p>	<p>The first draft will consist of a completed report, including front matter, footnotes, and preliminary bibliography, and will include all maps, graphics, footnotes, and appendices to be included in the final report. The draft will be reviewed by NPS for contract sufficiency and professional quality.</p> <p>Within 30 days of receipt by NPS, the draft will be reviewed and the contractor will be notified when review comments will be transmitted. During the period of revision of the draft, the contractor will consult with NPS to ensure the satisfactory resolution of review comments and submission of a final draft in a timely manner.</p>	<p>April 2024</p>	<p>10%</p>
<p>Second draft of study</p>	<p>The second draft addressing all previous comments will be submitted for two, double-blind peer reviews in addition to NPS review.</p> <p>In addition to meeting the requirements for the first draft, by this submission the researcher is responsible for:</p> <ul style="list-style-type: none"> • obtaining copyright permission and providing appropriate credit line for government printing of all images 	<p>October 2024</p>	<p>10%</p>

PRODUCT	DETAILED DESCRIPTION	DUE	PAYMENT
	<ul style="list-style-type: none"> providing images as digital images in high resolution jpg or tif format suitable for printing – see NER Formatting Guidelines <p>identifying images by subject, publication information, and location of original</p> <p>Cooperator will complete peer review and provide peer reviewer names and reviews to the NPS for review and comment within 30 days from researcher submission. NPS will return response within 30 days. NPS response and peer reviews will be provided to researcher.</p> <p>During the period of revision of the draft, the contractor will consult with NPS to ensure the satisfactory resolution of review comments and submission of a final draft in a timely manner.</p>		
Final study	A final draft report addressing review comments transmitted to the contractor by NPS will be submitted to NPS prior to printing of the final document for acceptance. The contractor will design appropriate cover art/graphics including the NPS Arrowhead for the camera-ready final document. The researcher will select an appropriate illustration for the cover and may provide a descriptive title (Otherwise, "Historic Resource Study: Coltsville National Historical Park" will be used).	January 2025	20%
Print-proof version	A final, copy-edited, print-proof version of the report will be submitted to the NPS for approval and signature.	March 2025	
Public Presentation	NCPH/PI will share project overview and methodology with audiences through a recorded virtual presentation. They will also prepare a 3-4-page executive summary for posting on the park's website, and other digital products as appropriate.	April 2025	
Closeout meeting and delivery of research files and printed copies	The cooperator, PI, park and regional office staff will meet to review the project, ensure that copies of all research notes are turned over to the NPS; copies of permission agreements, grouped together and clearly labeled, must be included in the research materials that are turned over to the park at the completion of the project.	May 2025	30%

PRODUCT	DETAILED DESCRIPTION	DUE	PAYMENT

The project historian will be compensated by NCPH following NPS approval of each deliverable, according to a payment schedule set between the project historian, NCPH, and NPS staff.

The project historian will submit one electronic copy of each deliverable to the Agreements Technical Representative (ATR) for review. The draft will be prepared using Microsoft Word 2010 or higher. Revised draft reports may be required, if substantial revisions are necessary as a result of the review of the drafts. The NPS will provide written comments on the drafts within 45 days of receipt. The second full draft will be reviewed by a historian outside the NPS, as organized by NCPH. NCPH will also be responsible for the final report copyediting, design and formatting of the cover, spine, and back for the final printed version of the administrative history.

Stipulations

- The researcher and key team members must be fully qualified personnel according to the Secretary of the Interior's standards for professional historians, outlined in [NPS-28: Cultural Resource Management Guidelines, Appendix E](#).
- All work must be technically and legally defensible.
- Research must meet NPS standards for a “thorough investigation” as defined in *NPS-28: Cultural Resource Management Guideline* for an historical study, i.e., research will be done in selected published and documentary sources of known or presumed relevance that are readily accessible without extensive travel and that promise expeditious extraction of relevant data. Findings must be presented in no greater detail than required by this scope of work; it is expected that this study will require a range of 250-350 pages.
- The researcher 's quality control efforts must ensure that all draft and final deliverables are completed documents, as specified, that meet the standards of scholarship as defined by the guidelines of the various professional organizations including but not limited to the NCPH, and that have been reviewed for copy quality, technical accuracy, and consistency with style guidelines. Peer and partner review is an important component of this project. Submittals not displaying such efforts will not be accepted.
- The researcher must coordinate with the NPS as necessary to complete the work as and when required. This may include participating in conference calls and product review meetings.
- The researcher is responsible for the cost of all reproductions and for securing copyright permission, where applicable. Wherever possible, the researcher shall choose illustrations that are in the public domain. All illustrations must be labeled with captions that fully identify the subject, where published (if published), and provide credit/courtesy lines identifying where the original can be found. Illustrations must be numbered and referred to by number in the text. A full list of illustrations with captions must be included following the table of contents.

- The most recent edition of the *Chicago Manual of Style* will be used for citations and as a general guide to style. The NPS may provide specific formatting guidelines for the NER History Program, which details formatting and NPS Rawlinson font requirements. The license for NPS Rawlinson covers only work performed on NPS-related business and the researcher is not authorized to use NPS Rawlinson on non-NPS work. For illustration captions, the researcher may use Times New Roman 9 pt instead of Frutiger.
- All drafts will be in the latest version of Microsoft Word.
- Final digital version will be print-quality PDF and must be Section 508 compliant. In addition, the consultant will deliver working files of all final versions (Indesign, etc).
- Research files (or copies of these files), negatives and photographs, and other material produced as a result of this project, except for those items for which another institution either has copyrights or has placed restrictions on its distribution, shall be delivered to Coltsville NHP and become the property of NPS upon completion of the project or upon its being declared null and void whether they are used in the preparation of the study or not.
- The NPS retains all rights to publish and disseminate this report. The research materials and completed products will be in the public domain and may not be copyrighted. The researcher may publish the results of the research without written permission but shall inform the NPS and NCPH of any publications resulting directly from the products of this research. Revision of the manuscript for publication with an academic press, after completion of the project, is encouraged, provided that the role of the NPS and NCPH is acknowledged in print. The researcher must obtain prior Government approval from the Agreements Officer for any public information releases concerning this award (including outside publication) which refer to the Department of the Interior or any bureau or employee (by name or title). The specific text, layout photographs, etc. of the proposed release must be submitted with the request for approval.
- Printing specs: tbd

Proposal

The prospective contractor must formulate a study proposal and itemized cost proposal in response to this Scope of Work. The proposal must describe in detail the investigator's research strategy and qualifications of personnel responsible for completion of the study. Minimally, the study must individually address each topic outlined above.

The proposal will consist of:

A. Research strategy

1. A description of the methods, techniques, and procedures of research, including a summary of repositories and other sources of information to be used.

2. A planning schedule and matrix identifying key project milestones and associated products pertaining to the project: a preliminary draft for NPS review, a final review draft, and, following the recommendation of the Superintendent and approval by the Regional Director, 25 printed and perfect bound copies.

3. A writing sample, of approximately 8-10 pages, demonstrating original research and use of secondary source citations.

B. Personnel qualifications (please include a CV for each member of the proposed project team)

1. The Principal Investigator

The Principal Investigator (PI) is responsible for all aspects of managing the proposed study. The PI must have a PhD or equivalent in United States History (no exceptions). A level of experience equivalent to a PhD is acceptable and may be evidenced by a publication record demonstrating a professional level of research, analysis, and report preparation. It is expected that the publication record will reflect an understanding and ability to apply research methodology, and education and experience beyond that of a project historian.

2. Project Historian(s)

Although the overall research design, guidance, and responsibility for the completed study lies with the Principal Investigator, the PI may utilize the assistance of project historians (PH) and other project staff at their discretion to accomplish the research. The minimum requirements for a PH are a Bachelor's and Master's degrees in United States History from an accredited college or university. A Master's thesis in history or its equivalent in research and publication are highly recommended.

3. Standards for consultants

Personnel hired or subcontracted for their special knowledge and expertise must carry academic and experiential qualifications in their particular area of expertise. Such qualifications are to be documented by means of vitae attachments when the proposal is prepared and submitted.

C. Price Proposal

The prospective contractor must submit a line-item cost proposal for the project, including the following items:

1. Personnel services

a. Principal Investigator

b. Other personnel

c. Miscellaneous personal expenses

2. Supplies and equipment

3. Travel (travel costs must be factored into the budget; there is not a separate fund source for site visits and research trips)
4. Cost of analysis and report preparation
5. Overhead, Indirect, and In-kind costs as applicable
6. Other expenses
7. Total project cost

The proposal must include a work schedule diagramming the duration of field and archival work outlined in the research strategy section of the proposal.