

Request for Letters of Interest: Tribal Engagement Support for Two Administrative Histories

Project Summary

Title: Tribal Engagement Support for CHCU and PETR Administrative Histories

Budget: \$18,000.00 for Component A, with an additional \$3,240.00 allotted for travel. *(There is separate funding for honoraria to compensate Tribal members for their time.)*

Deadline for Letter of Interest to NCPH: September 15, 2025

Expected Date to Award Project: September 30, 2025

Anticipated Start Date: October 15, 2025

Timeline for Completion of Component A: October 30, 2026

(If funding is secured in subsequent years, the Tribal Engagement Specialist will have rights of first refusal to continue their work for four additional years. See end of document for a proposed breakdown of Component B if future budgets allow.)

Questions? Email ncph@iu.edu

Project Objective

The National Park Service is seeking Tribal engagement assistance for two park administrative histories for more efficient project management. One is for Petroglyph National Monument (PETR) and the other is for Chaco Culture National Historical Park (CHCU). Although Chaco was created in 1907 and Petroglyph in 1990, both units are in New Mexico and consult with many of the same Pueblos and Tribal governments. The project is to be funded in two parts (referred to as Component A and Component B throughout). While this Request for Letters of Interest is specific to Component A, the person selected for the first phase of the work will have rights of first refusal to continue with Component B if future funding is secured. If Component B funding is not awarded in subsequent years, the project will be considered complete upon delivery of Component A requirements.

Component A: Project Orientation, Information Solicitation, Engagement Plan

The engagement specialist, or team, will coordinate meetings (virtual and in person) with Pueblo and Tribal representatives to orient Tribes and Pueblos to the administrative history projects and solicit feedback on how and when Pueblos or Tribal governments request to be engaged in these administrative history efforts. The specialist or team of specialists, in collaboration with NPS and Tribal appointed representatives, will create a Tribal engagement approach, captured by a written plan. The engagement specialist will facilitate Tribal review of the Tribal Engagement Plan and assist with launch of Plan implementation by administrative history project research teams and NPS.

Project Background

An administrative history describes how a park was conceived, how it was established, and how it has been managed over time. It covers important topics related to park operations, including legislation, land acquisition, resources management, infrastructure development, interpretation, Tribal engagement, and partnerships. Park managers are often the primary audience for these documents, but they are also useful to park partners and the interested public. A Tribal engagement specialist or team of specialists will work with NPS project contacts to coordinate support for two administrative history projects. It is important to note that the purpose of these administrative histories is not to collect indigenous knowledge of resources, but to document how Tribal relations with park management have changed over time.

This assistance is necessary for several reasons. First, it will ensure that Pueblos and Tribes are engaged at the beginning of a project. Second, it will help consolidate requests for information from Pueblo and Tribal governments. Finally, it will help ensure that Indigenous perspectives are meaningfully incorporated into these administrative histories and that these administrative histories will also be useful to Tribal governments when completed.

Tribal Engagement Plan and Sharing of Methodology

The engagement specialist will create a short document that outlines the Tribal engagement approach for the project. Below is a proposed outline:

- I. Project background
- II. Points of Contact (Park, Region, Administrative History teams, Pueblos and Tribes)
- III. Description of How Pueblos or Tribes would like to be engaged
- IV. Project timelines that incorporate when Pueblos or Tribes would like to be engaged
- V. Protocol and Honoraria for Tribal Participation
- VI. Style guide that captures how Pueblos or Tribes should be referred to in administrative histories

List of Traditionally Associated Pueblos and Tribes

Both Parks consult with the following:

[Hopi Tribe of Arizona](#)

Jicarilla Apache Nation, New Mexico

[Kewa Pueblo, New Mexico](#)

Mescalero Apache Tribe, New Mexico

[Navajo Nation, Arizona, New Mexico, and Utah](#)

[Ohkay Owingeh, New Mexico](#)

[Pueblo of Acoma, New Mexico](#)

[Pueblo of Cochiti, New Mexico](#)

[Pueblo of Isleta, New Mexico](#)

[Pueblo of Jemez, New Mexico](#)

[Pueblo of Laguna, New Mexico](#)

[Pueblo of Nambe, New Mexico](#)
[Pueblo of Picuris, New Mexico](#)
[Pueblo of Pojoaque, New Mexico](#)
[Pueblo of San Felipe, New Mexico](#)
[Pueblo of San Ildefonso, New Mexico](#)
[Pueblo of Sandia, New Mexico](#)
[Pueblo of Santa Ana, New Mexico](#)
[Pueblo of Santa Clara, New Mexico](#)
[Pueblo of Taos, New Mexico](#)
[Pueblo of Tesuque, New Mexico](#)
[Pueblo of Zia, New Mexico](#)
[Pueblo of Zuni, New Mexico](#)
 Ysleta del Sur Pueblo of Texas

CHCU also consults with:

[Southern Ute Indian Tribe, Colorado](#)
[Ute Mountain Ute Tribe, Colorado, New Mexico, and Utah](#)

PETR also consults with:

Comanche Nation, Oklahoma
 Fort Sill Apache Tribe, Oklahoma
 San Carlos Apache Tribe of the San Carlos Reservation, Arizona
 Tonto Apache Tribe, Arizona
 White Mountain Apache Tribe of the Fort Apache Reservation, Arizona

Suggested Schedule of Deliverables

Below is a suggested timeline for delivery of the required products. This timeline, including the timeline of payments, is negotiable depending on the needs of the selected specialist. If no alternatives are proposed, payment will be rendered to the specialist according to the following schedule:

PRODUCT	DETAILED DESCRIPTION	DUE	PAYMENT
Kick-off meeting	Initial meeting (or series of meetings) with NPS staff and administrative history project teams. At this point we will work with the PI to consider a schedule for disbursement of travel funding.	October 15, 2025 (exact date TBD)	20% (\$3,600.00) upon completion of meeting
Component A			

Presentation to Pueblo and Tribal Representatives	NPS will present virtually or in-person a project overview of the administrative history efforts related to this engagement plan to the Tribal appointed representatives during an annual Tribal consultation meeting for each park, and the specialist or team of specialists will participate with NPS.	Ongoing, October 15, 2025-December 1, 2025	
Check in meeting with NPS and NCPH	Specialist(s) will meet with NPS and NCPH after the completion of Pueblo and Tribal presentations to plan for follow-up meetings.	By January 15, 2026	20% (\$3,600.00) upon completion of meeting
Follow up Meetings with Pueblo and Tribal Representatives & Project Historians	The specialist, or team of specialists, will conduct virtual follow-up meetings to solicit feedback and input from the appointed representatives regarding the nature of engagement.	Ongoing, January 2026-August 2026	
Draft Tribal Engagement Plan	In consultation with the project teams for both administrative histories, the specialist will create a document that outlines the Tribal engagement approach for the project. It should include points of contact, how Tribes would like to be engaged, and when they would like to be engaged. It will outline uniform honoraria for Tribal participation. The plan will be reviewed by both the NPS and the Pueblo or Tribal representatives. <i>NPS review period: 60 days</i>	February 15, 2026	20% (\$3,600.00) by April 15, 2026
Final Tribal Engagement Plan	The specialist will prepare and send the final engagement plan to NPS and NCPH, incorporating NPS and Tribal feedback. <i>NPS review period: 60 days</i>	June 15, 2026	20% (\$3,600.00) by August 15, 2026
Tribal Engagement Plan Implementation	The specialist will work with park staff and project teams to communicate project updates and coordinate activities outlined in	August 15, 2026-October 15, 2026	10% (\$1,800.00)

	the agreed-upon approach. They will work with NCPH to facilitate the processing of Tribal honoraria and travel payments as needed.		upon completion
Engagement Plan Methodology Information Product	The specialist will write an article or social media post or some other means of publicly sharing the Tribal engagement plan methodology or process undertaken by the PI in support of the administrative history projects for public benefit.	By October 15, 2026	10% (\$1,800.00) upon completion

Personnel Qualifications

1. Tribal Engagement Specialist

The Tribal Engagement Specialist (Specialist) is responsible for all aspects of managing the proposed engagement plan. The Specialist must have a graduate degree in anthropology, United States History, public history, or Native Studies. For this project we are looking for a Specialist with experience conducting Tribal consultation work.

2. Standards for consultants

Personnel hired or subcontracted for their special knowledge and expertise must carry academic and/or 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.

Stipulations

- The Specialist 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 material collected and created as part of the project will remain the property of the Federal Government. Such material includes notes and draft reports.
- All reports and material collected resulting from the study will become the property of the United States Government. The project historian may publish reports or other products based on the research conducted under this agreement, provided the NPS role is acknowledged and no sensitive information is shared.

Submitting Your Letter of Interest

Your letter of interest must be emailed to ncph@iu.edu by September 15, 2025. It should come in the form of a single PDF attached to the email, and should include:

1. a full C/V for the Tribal Engagement Specialist (or for each member of the proposed project team if applicable)
2. a one-page proposal letting us know why you'd be the right fit for this project. Please include an explanation of your approach to the project and pay particular attention to your previous experience engaging and consulting with Pueblo and Tribal representatives and histories and any past experience with NPS administrative histories;
3. a summary portfolio of 2-3 projects you've worked on that have substantially included Tribal consultation work (in lieu of a writing sample); and
4. any suggested changes to the schedule of work and deliverables found above, paying particular attention to the scheduling of the check-in meetings with NPS and NCPH.

Future Work

Component B: Monitoring of Engagement Plan Implementation, Product Delivery

The Specialist or team will help coordinate and monitor adherence to the engagement approach outlined in the Plan through the lifecycle of the two administrative history projects. They will help bridge communication between Tribal governments, the National Park Service, and the administrative history project teams, and distribute products to the Tribes at the conclusion of the administrative history projects.

Component B			
Tribal Engagement Plan Implementation and Monitoring		October 2026-September 2030	
Review Admin History Drafts	Review administrative history drafts relevant to Tribal engagement and provide comments to history project teams.	October 2026-September 2030	
TOK and Notes	At the end of the project, help ensure that final reports are sent to participating Pueblo and Tribal governments. Arrange for any special presentations or products to be delivered to the Pueblo or Tribe.	October 2030	