REQUEST FOR PROPOSALS

PROJECT:
ORAL HISTORIES OF THE UNTOLD TABERNACLE STORY

HISTORIC

RFP Issue Date Monday, April 13, 2020

Proposal Due Date and Time Friday, May 1, 2020 By 5 PM CDT

Anticipated Beginning of Contract Mid-May (Week of May 18—22, 2020)

“This project is supported through a grant from the African American Civil Rights grant program of the Historic Preservation Fund as administered by the National Park Service, Department of Interior." The project (P19AP00463) has a contractual budget of $10,000.00

COVID-19 ACCOMMODATION: Proposed Consultants may offer methods that meet COVID-19 accommodations that will accomplish project goal, if needed.
The Historic Tabernacle Baptist Church Selma, AL Legacy Foundation, Inc. (Hereafter referred to as The Foundation) was founded July 2018 to tell and preserve the untold story of Tabernacle Baptist Church-Selma, AL. Tabernacle Baptist Church was listed on the National Register of Historic Places in July 2013 for its significant contributions to global history in religion, in civil rights, and in architecture. The Foundation is governed by a board of directors comprised of five church members and two community persons with a heart for the Tabernacle story. The Board accomplishes its mission in conjunction with an advisory committee of church officials (Pastor, Deacon Board and Trustee Board Chairmen) and twelve to fifteen other church members with an interest in the work of the Board.

The Board of Directors has two top priorities. 1. The first Board priority is the preservation of the historic Classical Revival edifice which was designed and built in 1922 by African American architect and Tabernacle Deacon-David West. The historic edifice’s structure which is embedded with social justice was built during the pastorage of Dr. D. V. Jemison, President of The National Baptist Convention USA, INC. (This organization historically was and is the largest religious organization of African Americans). Preservation of the historic edifice includes meeting historical needs as well as the needs of a vibrant contemporary congregation for worship, education, fellowship and community responses. 2. The second Board priority is preservation of the Tabernacle story through archival research, collection, storytelling and exhibitions for present and future generations. Technology is a major factor in Church needs for worship, education and community response as well as in Foundation needs for storytelling and exhibitions in tourism. The edifice is used for worship, education, fellowship, community response and tourism with and without meals. Historic Tabernacle Baptist Church is a busy place, being open for some activity almost every day of the week. The Church and The Foundation need a historic structure report to guide us in meeting both our historical needs and our vibrant church congregation’s needs.

I. INTRODUCTION...
The Historic Tabernacle Baptist Church Selma, AL Legacy Foundation, Inc. is soliciting proposals from qualified historical preservation professionals or preservation historians or oral historians

1. To prepare, interview and preserve oral histories of significant persons in the 1960s Voting Rights Movement, and
2. To write and design brochures for publication of the untold Tabernacle Baptist Church’s numerous contributions to global history.

A professional historic preservationist or a preservation historian or an oral historian will be hired as a consultant for the oral interview process for no less than 25 persons in addition to the development of historical brochures process of no less than 10 brochures.

Responding consultant(s) must have the requisite experience and training in historic preservation or relevant field as defined by the Secretary of Interior’s Standards and Guidelines for Archeology and Historic Preservation and the Oral History Association’s Principles for Oral History and Best Practices for Oral History-Adopted October, 2018.

All consultants and contractors will be competitively selected and qualification forwarded to the NPS ATR for review of compliance with the Secretary of the Interior’s Professional Qualification Standards and the Oral History Association’s Principles for Oral History and Best Practices for Oral History-adopted October 2018. The completed work is to be delivered in a face-to-face presentation to the sponsoring organization, The Foundation.
II. GOAL OF THE PROJECT...

The goal of the project is:

To document and preserve through the oral history process, the authentic experiences of church and community members who participated in The Voting Rights Movement of the 1960’s.

III. GENERAL CONDITIONS...

A. Each respondent is responsible for reviewing and understanding all terms of this Request for Proposal. Failure to thoroughly examine or request clarification on RFP terms may result in disqualification.

B. Each respondent has responsibility for general requirements for historic preservation as defined by the Secretary of Interior and the Oral History Association.

C. Any changes to the specifications will be made by a formal written addendum and will be forwarded to all persons and firms to whom documents have been transmitted.

D. Modifications of proposals already submitted prior to the due date will be considered if received by the deadline at the address indicated herein for the receipt of proposals.

E. Any bid may be withdrawn at any time prior to the due date with a written request signed by the authorized respondent representative.

F. Any obligations or requirements contained herein shall extend to the sub-contractors hired by the Consultant. The Foundation retains the right to approve any sub-consultants hired by the Consultant prior to and as a condition of appointment. The Foundation reserves the right to review and approve any sub-consultant appointment during the term of the Consultant’s appointment to The Foundation.

G. Issuance of this RFP and receipt of proposals does not commit The Foundation, Inc. to move forward with an award or complete the project described. The Foundation reserves the right to postpone the RFP award process, to accept or reject any or all proposals received in response to this RFP, and to modify the scope of the project at any time.

H. The successful proposal will meet the project’s scope of work and provide service level acceptable to The Foundation.

I. A contract will be awarded to the firm/individual whose overall proposal meets the project’s scope of work and provide service level acceptable and most advantageous to The Foundation.

J. Upon acceptance of a proposal and intent to award, the successful respondent will be required to execute and return all required project documents and certificates of insurance within 07 days from the Notice of Award. Should the selected firm/individual fail or refuse to execute the project documents, The Foundation reserves the right to accept the proposal of the firm offering the next best value to The Foundation.

K. The Consultant shall adhere to the laws of the State of Alabama in the execution of this scope of work.

L. The consultant shall follow the policies and guidelines for completing historical brochures and oral interviews as required by the National Park Service. The Consultant shall secure all appropriate licenses and insurances to complete the scope of work included in this RFP.

M. The consultant is encouraged to use minority and women-owned businesses in the execution of the scope to the fullest extent possible.

N. This project must receive priority for attention and completion among the consultant’s current portfolio of work.

O. The consultant shall identify a principal-in-charge of the project and/or a project manager.
IV. SCOPE OF SERVICES...

Synopsis of Scope of Work/Project Methodology:
The following information is a summary of the general elements to be included in this project.
The Consultant will provide the National Park Service and The Foundation with the goods and services noted below and will conduct the project in the following manner:

ORAL HISTORY

1. PREPARATION: Location of appropriate repository for finished oral histories and other documentation; Outline oral history process appropriate for this project which should at minimum include obtaining and documenting the informed consent of the narrator; Develop forms appropriate for documenting the process and related agreements; Choose potential narrator(s); Become familiar with historical context, persons, topic; Arrange and confer with The Foundation about the creation of a high-quality recording of each oral history interview; preparation of an open-ended guide for conducting interviews; etc.

2. INTERVIEWING: Set-up location with minimal background noise as possible; Use Lead-in at beginning of interviews; Ascertain that all needed signed agreements are in place; Ask open-ended and follow-up questions, etc.

3. PRESERVATION: Ensure that the recordings of the interviews are stored, processed, refreshed and accessed according to archival standards designed for the media format used as possible; Before storage transfer original recording from device used for recording, make two (2) redundant digital copies and store in multiple physical locations as soon as possible after any interview is completed, etc.

4. ACCES & USE: Create an archive of written documentations such as transcripts, indexes with time tags, etc.

5. PRIOR APPROVAL: At a minimum the following must be submitted to the National Park Service ATR for approval:
   - Draft interpretive audio and video scripts.
   - Draft research design including, but not limited to: identified audience, clear plan for outreach and dissemination, methods, sample questions, number of interview, release forms and storage plan for oral histories.

6. SUBMISSION TO NPS OF COMPLETED INTERVIEWS FOR POSSIBLE SHARING WITH GENERAL PUBLIC:
   - Three digital copies of each interview is required. The Foundation will submit all interviews to NPS.
   - Audio products must include a spoken version of the NPS disclaimer.
   - Video products must include the disclaimer as an on-screen graphic
   - NPS Disclaimer: “This material was produced with assistance from The AACR Program, administered by The National Park Service, Department of the Interior. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) do not necessarily reflect the views of the Department of the Interior.”
V. METHOD OF PAYMENT...
   A. The selected consultant would be expected to enter into a contract for services based
      upon the consultant’s rates and agreed-upon not to exceed amount. The Foundation has the
      option to negotiate a firm fixed fee for the entire work paid in incremental steps.

   B. Once a consultant is selected and appointed, the consultant must properly invoice The
      Foundation as work is completed and submitted to The Foundation.

   C. Upon the submission and satisfactory completion of the required work products and upon
      acceptance of those work products by The Foundation, the appointed consultant’s fee will be
      paid in intervals according to a negotiated schedule that will be set forth in the contract between
      The Foundation and the selected consultant.

VII. ORAL HISTORIES PREPARATION REPORT
   Upon completion of all oral histories as agreed upon by The Foundation and the consultant, the
   consultant will provide a summary of the work done and products (completed, partial, if
   appropriate) as outlined in Section IV: Scope of Services… of this RFP. All products and
   materials generated will be the property of The Foundation. The consultant will sign an
   agreement to this effect.

VIII. PROJECT TIMELINE. ...
   May 18, 2020—July 24, 2020

IX. TECHNICAL REQUIREMENTS. ...
   “This project is supported through a grant from the African American Civil Rights grant program of
   the Historic Preservation Fund as administered by the National Park Service, Department of
   Interior.” The project (P19AP00463) has a contractual budget of $10,000.00.

   Consultant(s) must have the requisite experience and training in historic reservation or relevant
   field to oversee the project work. All consultants and contractors must be competitively selected
   and qualification forwarded to the NPS ATR for review of compliance with the Secretary of the
   Interior’s Professional Qualification Standards and the Oral History Association’s Principles for Oral
   History and Best Practices for Oral History-Adopted October, 2018

   All photos/images generated from this RFP should be identified with photographer, date and
   caption.
All publications (oral histories) must contain the following NPS disclaimer and acknowledgement:

“This material was produced with assistance from the African American Civil Rights grant program administered by the National Park Service, Department of the Interior. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Department of the Interior.”

X. RFP SCHEDULE...

A. The schedule for this RFP is as indicated below. It may be modified at the discretion of Historic Tabernacle Baptist Church Selma, AL Legacy Foundation, Inc.

<table>
<thead>
<tr>
<th>Project Milestone</th>
<th>Date/Time</th>
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</thead>
<tbody>
<tr>
<td>RFP Advertised/Released</td>
<td>Monday, April 13, 2020</td>
</tr>
<tr>
<td>Requests for Information (RFIs) Due</td>
<td>Friday, April 17, 2020 by 5 pm CDT</td>
</tr>
<tr>
<td>Notice of Intent To Submit Proposal</td>
<td>Tuesday, April 21, 2020</td>
</tr>
<tr>
<td>Answers to RFIs distributed, if any requested.</td>
<td>Wednesday, April 22, 2020, if any requested</td>
</tr>
<tr>
<td>Proposal Due</td>
<td>Friday, May 1, 2020</td>
</tr>
<tr>
<td>Notice of Intent to Award</td>
<td>Friday, May 8, 2020 by 1 pm CDT</td>
</tr>
<tr>
<td>Anticipated Beginning of Contract</td>
<td>Mid-May (Week of May 18-22, 2020)</td>
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B. Written Inquiries

All interested firms/individuals may submit written inquiries (RFI)s for interpretation of this RFP no later than Friday, April 17, 2020, by 5 pm CDT. Send written inquiries to Mrs. Lola Rogers at lolarogers54@gmail.com. All written inquiries will remain anonymous. Written inquiries for interpretation of this RFP will be summarized and emailed to all interested firms/individuals by Wednesday, April 22, 5 pm CDT.

C. Notice of Intent To Submit Proposal

Respondents must present their notice of intent to submit a proposal to Mrs. Lola Rogers at lolarogers54@gmail.com by Tuesday, April 21/ 5 pm CDT to ensure receipt of all addendums, if any and other project documents. Addendums to this RFP based on submitted technical questions, along with changes to the proposal schedule, will be issued via tabselmalegacyfoundation@gmail.com.

X. RFP SUBMISSION REQUIREMENTS...

The Consultant’s proposal should include a cover letter with enclosures that address the following criteria upon which the selected consultant will be evaluated and selected:

1. **Similar Projects, including their scope and location**
   Please include a brief description of previous projects performed that were similar in scope to this project. Provide evidence of satisfactory performance of recently completed work of this type and kind done within the last 3 years. Describe the firm’s or individual’s contributions to the project. For two of the completed projects, please
identify contact name, mailing address, email address, and current telephone number for The Foundation’s use in verifying the firm’s/individual’s past performance.

2. **Experience and Qualifications of Firm and Key Personnel**
   Include résumés of all qualified personnel, including sub-consultants proposed to perform the scope of work advanced in this Request for Proposals. The résumés should clearly demonstrate each individual’s qualifications and professional experience in the completion of oral interviews and/or historical brochures. In addition, the Consultant’s proposal must demonstrate that the firm’s staff/individual meets the Secretary of the Interior’s *Professional Qualifications and Standards for architectural history, planning or architecture* and Oral History Association’s *Principles for Oral History and Best Practices for Oral History*.

3. **Proposed Fees/Budgets and Basis for Payment**
   Submit a project budget that includes a fee/quote for the scope of work outlined in this RFP.

4. **Proposed Schedule for Completing the Project**
   The beginning of the contract period will be determined based on the time of contract execution by both parties. Each interested consultant should include a detailed project schedule based on a tentative project initiation date of Mid-May (Week of May 23, 2020) and an estimated contract period of May 18, 2020 through July 24, 2020 (projected contract period). Submit a proposed schedule for a project that would include all components of the work outlined in this RFP.

5. **Any Sub-Consultant Disciplines and Support Services Needed To Complete the Scope of Services**
   Technical work to be performed by sub-consultants must be identified by task, overall percentage of hours and cost allocated for each sub-consultant. Describe as precisely as possible the level of organizational/technical support that will be required of The Foundation during the execution of this project. Indicate the anticipated types of assistance as well as the estimated number of hours/days.

6. **Statement of Availability**
   Include a statement of availability to perform and complete all scope of work activities for this project in a timely manner based on existing work load and staffing concerns.

7. **Sustainability Requirements**
   All prospective consultants must demonstrate a good faith effort to incorporate environmentally sustainable policies, practices and recommendations.

8. **Submittal Deadline**
   All proposals must be received by 5:00 pm CDT on or before Friday, May 1, 2020. Packages received after this time, without exception, will not be considered. Consultants shall be so notified.

Please mail 3 copies of your response to the following address:

**Mrs. Lola Rogers**  
**Historic Tabernacle Baptist Church Selma AL  Legacy Foundation, Inc.**  
P O Box 2344  
Selma, AL 36702-2344
Please label your envelope as follows: Company Name- Oral Histories of The Untold Tabernacle Story-RFP Response- Date.

Appointments for hand-delivery can be made by calling Mrs. Lola Rogers, 334 412-2885

- Proposals may be submitted via e-mail to lolarogers54@gmail.com.  
  (COVID-19 Accommodation)
- Proposals may not be withdrawn after the due date and time for submission of proposals.
- All materials submitted in response to this RFP become the property of the Foundation upon delivery. All information submitted including attachments, supplementary materials, addenda, etc. will not be returned.
- Proposals that take exception to the specifications and which do not provide a complete response will be considered non-responsive and shall be rejected.
- A submission of a proposal does not bind The Foundation, in any way, to enter into any contractual agreements for the professional services described herein. The Foundation shall not be liable for any costs incurred by consultants prior to the issuance of a validly executed contract.

XI. Evaluation/Selection Process...

All consultants and contractors will be competitively selected and qualifications forwarded to the NPS ATR for review of compliance with the Secretary of the Interior’s Professional Qualification Standards.

RFP packages will be reviewed by a committee of The Foundation, Inc. Each member of the review committee will evaluate each Response Package against the RFP evaluation criteria listed above in Section X. For each Response Package, the individual evaluation criteria will be awarded possible points as listed below. Criterion points will be added together and averaged for a total score with a maximum possible score of 100.

Selection will be based on the total number of points awarded by the evaluation committee.

- Similar Projects & Experience and Qualifications of Firm and Key Personnel 35 points
- Proposal Fees/Budget 20 Points
- Proposed Schedule 15 points
- Sub-consultant Disciplines and Support Services Needed 10 points
- Statement of Availability 10 points
- Incorporation of Sustainability Policies, Practices & Recommendations 10 points

XII. Resources... 

Please refer to link below for recommended resources:

https://www.nps.gov/history/local-law/arch_stnds_9.htm
NPS Professional Qualifications Standards
XIII. Principal Point of Contact…

Mrs. Lola Rogers
Historic Tabernacle Baptist Church Selma AL Legacy Foundation, Inc.
P O Box 2344
Selma, AL 36702-2344
334 412-2885
lolarogers54@gmail.com