SCOPE OF WORK
Camp Nelson National Monument
Ethnographic and Oral History: Formation and Transition to National Monument

SCOPE

In accordance with the terms and conditions of the Contract, the Contractor shall perform the work of this purchase order for the National Park Service (NPS) as described below.

CONFIDENTIALITY

The information developed under this purchase order is the property of the U.S. government and shall be kept in strict confidence.

PERFORMANCE PERIOD

The work shall begin following the issuance of the purchase order, proceed in accordance with the schedule for submittals, and be completed no later than 12 months after award.

INTRODUCTION

Established as a Union supply depot and hospital during the Civil War, Camp Nelson became one of the largest recruitment and training centers for African American soldiers, and a refugee camp for their wives and children. Thousands of enslaved African Americans risked their lives escaping to the camp, with the hope of securing their freedom. The 525-acre site located 20 miles south of Lexington, Kentucky was formerly maintained as Camp Nelson Civil War Heritage Park. In 2018 the park was designated a national monument and is now maintained through a partnership between the National Park Service and Jessamine County.

This scope of services directs the Contractor to collect 25 (20 audio and 5 video) oral history interviews related to the establishment of the Camp Nelson Civil War Heritage Park and its transition to a national monument. This project will include interviews with staff from DOI, NPS, and partner organizations as well as members of the local descendant community. These interviews will serve as baseline documentation that will inform a future Administrative History and Ethnographic Overview and Assessment, guiding long-term operational planning and ensuring that park resources are maintained, accessible and interpreted for the public. All interviews will be conducted based on the principles and best practices established by the Oral History Association. All recordings will meet archival standards (minimum 24 bit / 96 kHz / Stereo / .WAV for audio and 50 mbps / Stereo / H .264 / .mp4 for video). The final product provided to the park will include interview materials and all documentation necessary to understand and use these materials including, but not limited to, signed NPS release forms in hardcopy and two external hard drives (formatted for Mac and Windows) containing all archival
quality recordings and access copies, full transcriptions, any structured datasets (e.g., spreadsheets) created through the course of the project, and a summary report of findings. All materials and documentation and associated metadata should adhere to the Oral History Association, Archiving Oral History: Manual of Best Practices.

The Contractor shall provide all materials, supplies, labor, supervision, coordination, and management necessary to complete the required work as specified in this scope of services.

POINTS OF CONTACT:

Contractual: Contracting Officer (CO):

Contracting Officer’s Representative (COR) and Project Manager: Amanda Griffis, 404-507-5826, Amanda_Griffis@nps.gov

Park Point of Contact: Stacy Humphreys, 270-358-3137, Stacy_Humphreys@nps.gov

SPECIFIC TASKS

1) Orientation Meeting (location and method TBD)

Meet with the appropriate NPS staff to discuss research goals, schedule, project deliverables, interview topics, and locations. NPS staff will provide a list of potential interviewees.

2) Conduct Preliminary Research and Prepare Interview Guides

Conduct sufficient preliminary research on the history of the site and the development of the park in order to create relevant interview guides for the administrative and descendant community interviews. Provide draft interview guides to NPS staff for review and comment.

3) Identify Participants and Schedule Interviews

Contact potential interviewees from the list provided to explain the project purpose and schedule interviews with those who consent to participate. Determine which interviews will be video recorded. Provide list of scheduled interviews to NPS staff for review and comment.

4) Conduct Interviews, Collect Metadata, Complete Transcriptions, and Prepare Progress Report

Conduct archival quality audio (20) and video (5) recorded interviews, compile metadata, and complete transcriptions in accordance with the Oral History Association guidelines and standards. The Contractor must obtain signed NPS release forms during each interview session. Transcriptions shall be provided to interviewees for their review and approval. The Contractor is responsible for regular communication with the COR and park point of contact regarding the
confirmation and scheduling of oral history interviews. There will be no compensation (monetary or otherwise) paid to interviewees in exchange for participation in this project.

Prepare a progress report that summarizes project activities up to the drafting of the summary report and includes a draft outline of the summary report. The summary report outline should indicate how the interviews address the two principal research topics and any additional research topics (see Section 5 for research topics and additional topics). Provide the progress report and summary report outline to NPS staff for review and comment.

5) Prepare Summary Report First Draft

Prepare a first draft summary report that includes interview metadata and outlines 1.) the establishment of the park and its transition from a heritage park to a national monument, and 2.) ancestral ties and reflections on the significance of the site to the descendent community. Additional topics to explore include individual roles in park development, common themes that emerge across interviews, recommendations for future research, and ethnographic resources of value to the community. Ethnographic resources are objects, places, structures, landscapes and natural resources with traditional cultural meaning and value to associated groups.

6) Submit Draft and Respond to NPS Comments

Submit the draft summary report and associated data to NPS for comment and review. Develop and distribute a comment matrix to collect and track comments from NPS staff. NPS may return the draft to the Contractor to revise and resubmit before review of the draft continues if more than 15 grammatical, typographical, or factual errors are identified in the draft. Develop a final draft that responds to NPS comments. Provide a comment matrix that indicates how each NPS comment is addressed in the final draft. NPS may request a revised final draft if comments are not sufficiently addressed, or if grammatical, typographical, or factual errors are identified.

7) Submit Recordings, Transcriptions, Forms, and Final Summary Report

The final raw recording files and .mp4 access copies, transcriptions, release forms, and summary report of findings shall be submitted on two external hard drives, one to the park and one to the regional office. The Contractor will submit any structured data sets created to analyze the materials and all metadata formatted to adhere to the Archiving Oral History: Manual of Best Practices.

PROJECT SCHEDULE AND SUBMISSION OF DELIVERABLES

All work specified shall be completed in accordance with the following schedule. All work will be completed no later than one year from the kick-off meeting. The NPS shall provide consolidated comments within 45 days of receipt.

<table>
<thead>
<tr>
<th>PRODUCT</th>
<th>DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation Meeting</td>
<td>To be determined</td>
</tr>
<tr>
<td>PRODUCT</td>
<td>DUE</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>Interview Guides</td>
<td>2 months from kick-off meeting</td>
</tr>
<tr>
<td>List of Scheduled Interviews</td>
<td>4 months from kick-off meeting</td>
</tr>
<tr>
<td>Progress Report</td>
<td>6 months from kick-off meeting</td>
</tr>
<tr>
<td>First Draft Summary Report</td>
<td>8 months from kick-off meeting</td>
</tr>
<tr>
<td>Final Submission</td>
<td>12 months from kick-off meeting</td>
</tr>
</tbody>
</table>

**STIPULATIONS**

1. The Contractor and key team members shall meet the professional qualification standards specified by the Oral History Association.

2. The Contractor shall coordinate with the COR and park point of contact as necessary to complete the work. This coordination may include participating in conference calls and product review meetings.

3. The Contractor shall follow the Oral History Association Principles and Best Practices.

4. Appropriate permissions and informed consent must be granted by interviewees and provisions for confidentiality must be implemented. Selected portions of sensitive or especially important data that need to be kept confidential may be provided as a separate file with the names of individuals deleted or the code name substituted, and excerpts deleted from interview transcripts. Management Policies (5:12, 13) recognizes the need to keep confidential the location, character, and cultural context of certain ethnographic resources, especially historic and archaeological resources with sacred significance. Data on them are exempted from public disclosure consistent with Section 304 of the National Historic Preservation Act and Section 9(a) of the Archaeological Resources Protection Act.

5. All documentation (metadata, photographs, sketches, audio and video recordings, transcriptions) produced in connection with this project are to become the property of NPS. All documentation shall be delivered to the NPS upon completion of contract services. Restricted access materials will be clearly marked. Original field notes will be retained by the Contractor under the condition that future NPS requests for information contained in the field notes will be made available at no additional cost, however interview metadata should be provided. The completed documentation may be used and reproduced in any fashion that the NPS chooses, with appropriate consideration given to confidential information and credit given to the researcher. A researcher may publish articles based on the research covered under this contract, provided that appropriate consideration is given to confidential information and credit is given to the NPS.

6. The Contractor's quality control efforts shall ensure that all draft and final deliverables are completed documents, as specified, that have been reviewed for academic excellence, professional and copy quality, and technical accuracy. Documents not displaying such efforts will not be accepted.
7. The Contractor will not subcontract any portion of this project without prior NPS approval.

FEE AND PAYMENT

Progress payments to the Contractor shall be made on the basis of proper and acceptable invoices submitted consistent with the quality requirements described in Stipulation 6 above.

Estimated Schedule of Payments

<table>
<thead>
<tr>
<th>PRODUCT</th>
<th>Payment Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation Meeting</td>
<td>Up to 10% of total</td>
</tr>
<tr>
<td>Interview Guides</td>
<td>Up to 20% of total</td>
</tr>
<tr>
<td>List of Scheduled Interviews</td>
<td>Up to 40% of total</td>
</tr>
<tr>
<td>Progress Report</td>
<td>Up to 60% of total</td>
</tr>
<tr>
<td>First Draft Summary Report</td>
<td>Up to 80% of total</td>
</tr>
<tr>
<td>Final Submission</td>
<td>Up to 100% of total</td>
</tr>
</tbody>
</table>

EVALUATION

The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers:

The project will be awarded on a best value basis with technical and past performance are more important than price. The five technical factors are equal in importance to each other.

Technical Capability (70%)- Understanding of the SOW- Contractor should demonstrate in their proposal an understanding of the scope of services. Past performance will be evaluated as part of the technical factor

1. Professional Experience: Key personnel should have experience managing and undertaking complex oral history or ethnographic projects with comparable subject matter and deliverables. Resumes of project team members, examples of similar projects, and references should be provided for purposes of evaluation.

2. Methodology: Methodological approach must be rooted in the standards and best practices established by the Oral History Association and the American Anthropological Association. The approach must present a methodological framework with schedule, including sequencing and duration of various phases, and allocation of time among project activities. If there is a team, it should describe how the work will be divided among team members and identify key personnel.
3. Technical Approach: The technical approach must list all audio and video equipment to be used for the project and demonstrate experience with contemporary, high-quality audio and video recording techniques and equipment. The approach must present a clear understanding of archival standards for recorded media. Relevant audio and video work samples must be provided.

4. Demonstrated Past Performance: A statement of relevant experience of three to five projects of similar character undertaken by the individual or team members within the last five to ten years. The statement should include: project name, scope of services, project beginning and end dates, project supervisory personnel and their roles, and primary client contact information for reference.

5. Price (30%)