

## **Request for Proposals (RFP) Project Management Consultant: Indigenous Peoples and the Revolutionary War Project**

**Issuing Organization:** Schoodic Institute at Acadia National Park

**Date of Issuance:** December 10, 2025

**Proposal Submission Deadline:** December 23, 2025

**Project Completion Date:** April 30, 2027

### **1. Introduction and Background**

Schoodic Institute is seeking a qualified contractor to lead project management components for the "Indigenous Peoples and the Revolutionary War" project. This initiative, funded through a federal grant, aims to advance the National Park Service's understanding of Indigenous peoples' involvement in the Revolutionary War and the conflict's significance for tribal nations.

The project manager will work with the Principal Investigator (i.e., historian) to engage tribal nations whose homelands and territories are located in Interior Region 1 (Maine to West Virginia), convening focus groups that will share information about the project, request assistance identifying significant themes and consequential people, places, and events related to particular Nation's participation in the American War for Independence as well as the Revolution's meanings and consequences for their people. The project manager will also support the historian's continuing work with previously convened focus groups in the region. This work will include outreach to their First Nation representatives and recognized federal nations in areas where they have been displaced, Wisconsin and Oklahoma. NPS will support outreach to the Tribal Historic Preservation and Cultural Heritage offices of these Nations and support gathering at NPS sites as appropriate for convening conversations among and between Tribal Citizens and Historians. The project will last through April 2027 and will result in a general report. The work will follow best practices and guidance from individual Indigenous nations to protect Indigenous Cultural and Intellectual Property (ICIP) and support Indigenous data sovereignty related to the project.

The selected contractor will guide the implementation of the final 16 months of work (January 2026 - April 2027), covering research, data sovereignty, and interpretation/education projects.

### **2. Scope of Work**

The contractor will assist with major project management tasks, focusing on planning remaining tasks and monitoring execution through closure. Responsibilities include, but are not limited to:

- **Work Plan Refinement:** Assist the project team in refining and updating the workplan for the historical context study.

- **Meeting Facilitation & Documentation:**
  - Facilitate a comprehensive work plan meeting with the historian and additional project Principal Investigators (PIs) to harmonize workplans and deliverables across research, data sovereignty, and interpretation/education components.
  - Create meeting agendas, document meeting minutes, and track action items to ensure alignment with requested deliverables and the required timeline.
- **Coordination with Indigenous Working Groups:** Coordinate meetings with Indigenous Working Groups to gather continual feedback and input on project deliverables.
- **Communication Management:** Enforce a recurring communication plan that garners frequent updates from project PIs to ensure the project stays on schedule.
- **Monitoring & Closure:** Monitor the execution of tasks to ensure successful project completion by April 30, 2027.

### 3. Period of Performance

The contract is expected to cover the final **16 months** of the project, with all deliverables and closure activities completed no later than **April 30, 2027**.

### 4. Submission Guidelines

Proposals must include the following components:

1. **Technical Proposal:**
  - A narrative describing the approach to the Scope of Work.
  - A proposed timeline aligned with the April 30, 2027 completion date.
2. **Qualifications & Experience:**
  - Evidence of experience initiating, developing, and managing diverse projects throughout Indian Country.
  - Demonstrated history as leaders and cooperators on federal projects.
  - A portfolio of successful projects grounded in engagement with Indigenous communities and tribal nations.
  - Demonstrated commitment to Indigenous lands and peoples, specifically through partnering with local experts.
3. **Cost Proposal:**
  - A detailed budget and cost breakdown for the services proposed.

### 5. Evaluation Criteria

Proposals will be evaluated based on the factors listed below. In accordance with federal guidelines, the relative importance of each factor is identified.

- **Relevant Experience & Qualifications (40%):** Depth of experience in Indian Country, federal project leadership, and engagement with Indigenous communities.
- **Technical Approach (30%):** Clarity, feasibility, and quality of the proposed project management methodology and work plan.

- **Past Performance (15%):** Success of prior similar projects and commitment to partnering with local experts.
- **Price (15%):** Cost-effectiveness and reasonableness of the proposed budget.

*Note: Awards will be made to the responsible entity whose proposal is most advantageous to the program, with price and other factors considered.*

## **6. Submission Instructions**

Please submit your proposal in PDF format to [search@SchoodicInstitute.org](mailto:search@SchoodicInstitute.org) by 5:00 pm Eastern Time, December 23, 2025.

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