

**March 2022**

**REQUEST FOR PROPOSALS**  
**STATEWIDE PRESERVATION OUTREACH PROGRAM**

**Project No. 22-802**

**I. INTRODUCTION**

The Oklahoma Historical Society, State Historic Preservation Office (OK/SHPO), is soliciting proposals for a cosponsor to continue publication of the statewide preservation newsletter, *Preservation Oklahoma News*; to maintain the Oklahoma Preservation Calendar of Events; to prepare a National Register of Historic Places (NRHP) Registration Form for at least one eligible property; and to host at least one historic preservation workshop.

Two of the goals identified in *Sooner Rather Than Later: Let's Preserve Oklahoma's Past* (State Plan 2020) are to increase public awareness of Oklahoma's archeological and historic resources and the importance of their preservation and to develop and maintain an effective statewide network to communicate preservation information, needs, and concerns. The statewide newsletter, the calendar of events, and the workshop produced under this project will contribute to the accomplishment of these goals. With limited staffing and funding, the OK/SHPO needs a cosponsor to carry out these important activities.

Additionally, the State Plan identifies the registration of significant historic properties and assisting organizations in preservation advocacy efforts as goals. Preparation of NRHP nominations as part of this project will address these priorities.

The successful applicant for this project will be a Subgrantee of the OK/SHPO and will be responsible for providing the required nonfederal matching share. The OK/SHPO has set aside \$20,000 in federal funds from the U.S. Department of the Interior's FY 2022 Historic Preservation Fund (HPF) for the project. The required federal/nonfederal matching ratio for this activity is 60% federal/40% nonfederal. The Subgrantee's 40% of total direct costs may

be cash, in-kind services, or a combination of cash and in-kind services. However, a cash match is preferred. The nonfederal matching share must be for expenses directly related to providing the project products specified in this RFP and must be valued and documented in accordance with *Guidelines for Subgrantees* (available online at <http://www.okhistory.org/shpo/rfp.htm>). **NOTE: The purchase of equipment is ineligible as a part of this subgrant project. Additionally, indirect costs cannot be charged against the federal funds available for the project nor used as nonfederal matching share.**

## **II. WORK TO BE ACCOMPLISHED**

The work to be accomplished under this subgrant shall include (A) production and distribution of the statewide preservation newsletter, (B) maintenance of the online Oklahoma Preservation Calendar of Events, (C) preparation of an acceptable-quality NRHP Registration Form for at least one individual property as detailed below, and (D) host at least one historic preservation-related workshop.

A. The Subgrantee, in direct consultation with the OK/SHPO, shall develop, produce, and distribute the statewide historic preservation newsletter as follows:

1. The newsletter shall be published on a quarterly basis. Under the terms of this subgrant the newsletter will be published in October 2022, January 2023, April 2023, and July 2023. Each issue shall be mailed no later than the fifth working day of its issue month (i.e. October, January, April, and July).
2. The newsletter shall be distributed free of charge to a statewide distribution list. The minimum distribution will be to the OK/SHPO's General Mailing List which contains approximately 4,500 entries. The OK/SHPO shall provide the most current version of the mailing list possible in Excel format and transmit it to the Subgrantee by email for each issue of the newsletter. The Subgrantee shall detail in the proposal if and how this list will be expanded. In addition to producing the necessary copies for mailing, the Subgrantee shall provide the OK/SHPO 30 copies of each issue for use in its outreach programs. The

Subgrantee may also produce additional copies for its use, and the proposal shall state the number to be printed for that purpose.

3. The Subgrantee shall provide the newsletter in its final form to the OK/SHPO in an electronic format that can be posted to the OK/SHPO's website **no later than the fifth working day of the newsletter's issue month**. The Subgrantee may also post the newsletter to its website.
4. Each issue of the newsletter shall contain current, relevant, and professionally written and edited materials for the broad Oklahoma preservation audience. The OK/SHPO desires a geographical balance of material. Every effort shall be made to include items of interest to the many different "fields" of preservation (history, architecture, architectural history, planning, archeology, engineering, geography, landscape architecture, law, etc.).
5. The Subgrantee shall be responsible for soliciting and collecting newsletter copy and illustrations, designing the newsletter layout, developing specifications for its printing, and mailing the publication. The OK/SHPO requires that the newsletter be professional in appearance and content. To maintain the existing newsletter's identity, each issue must use the format and paper stock of the current publication **or an updated design that is subject to the OK/SHPO's approval**. The Subgrantee shall provide the newsletter on its website in PDF format and begin offering the newsletter in online only format through the newsletter and on its website.
6. Each hard copy issue must contain a minimum of eight (8) pages. A sample of the current newsletter can be found online on the OK/SHPO website (<http://www.okhistory.org/shpo/shponews.htm>) or for a hard copy by contacting the OK/SHPO at 405/521-6249.
7. Because the newsletter is to be a true preservation partnership, co-editors shall be responsible for its content. The Subgrantee shall provide the name and resume of the individual who will represent it as a co-editor. The OK/SHPO's co-editor shall be the Deputy State Historic Preservation Officer.
8. The Subgrantee shall also begin uploading the fully digital format.

B. The second element of the project consists of maintenance of an Oklahoma historic preservation community calendar of events. It shall be a prominent feature of the Subgrantee's website, and the OK/SHPO shall include a link to the calendar from its website. The OK/SHPO believes the calendar provides an effective means for increasing public awareness about historic preservation-related conferences, workshops, lectures, exhibits, and other events and assists sponsors (e.g. OK/SHPO; Oklahoma Main Street Center; Oklahoma Main Street towns; Preservation Oklahoma, Inc.; federal, tribal, state, and local agencies; nonprofit organizations; neighborhood associations; etc.) of these events in their promotional efforts. In its proposal, the applicant shall describe its process for maintaining the online calendar, including solicitation/identification of events to list, how the calendar will be featured on its website, how its availability will be publicized, and a recommended policy for determining the appropriateness of entries.

The OK/SHPO requires that there be no fee charged for listing entries on the calendar nor for access to it and that the National Park Service-required acknowledgement of support statement (see *Guidelines for Subgrantees*) be included on the calendar.

C. The third element of the project will result in preparation of an acceptable-quality NRHP Registration Form for at least one individual property that meets the National Register Criteria for Evaluation. This element of project work shall conform to the following requirements.

1. The property for which the nomination shall be prepared shall be selected from either Preservation Oklahoma's 2021 Most Endangered Historic Places list or be located in one of the counties identified by the OK/SHPO as under-recognized by its NRHP Program. These include Cotton, Dewey, Harmon, McClain, and Major counties. (NOTE: After execution of the subgrant agreement, should it be infeasible to pursue nominations from either of these

categories, the Subgrantee and the OK/SHPO shall consult to determine substitutes, such as properties identified in the OK/SHPO's Historic Preservation Fund-supported survey program.)

2. The OK/SHPO prefers that the nomination be for a property in public ownership. **If a privately owned property is included in the proposal, the Subgrantee shall provide a signed affidavit confirming the owner's interest in having the nomination prepared**, and the OK/SHPO reserves the right to substitute a property for any one proposed by the applicant.
3. The nomination will be prepared in accordance with *Oklahoma National Register Nomination and Request for Formal Determinations of Eligibility Manual* (the Manual) and submittal requirements available online at <http://www.okhistory.org/shpo/nominationrequirements.htm> (hard copies available from OK/SHPO upon request), and the Subgrantee shall retain an appropriately qualified professional to carry out the preparation of the nominations. If the Subgrantee proposes that staff of its agency/organization do the work, the proposal must clearly identify this person and demonstrate their ability to meet the Secretary of the Interior's Professional Qualification Standards in the field appropriate for the property type proposed for nomination and demonstrate recent, successful NRHP nomination projects completed. "Recent" is defined as nomination work completed within the past five (5) years, and "successful" means a nomination that resulted in formal listing in the NRHP or a formal Determination of Eligibility issued by the Keeper of the Register.
4. The applicant will prepare a complete, computer-generated National Register of Historic Places Registration form for the property. The nomination should ultimately result in the inclusion of the historic properties on the NRHP.

#### **a. Description of Final Product**

The nomination will be completed in accordance with the "Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation" and the Manual.

- i. A computer-generated National Register of Historic Places Registration Form (2012 update) shall be produced for the property with all items satisfactorily completed in accordance with the nomination and submittal requirements cited above. The nomination must be professionally written and edited for grammar, spelling, punctuation, and clarity. The OK SHPO will provide the Subgrantee with a copy of the nomination template upon request. The Subgrantee will provide the nomination to the OK SHPO on CDs and provide two (2) blank archival-quality CDs for the nomination for the OK SHPO's use in submission of the final nominations to NPS. All data will be produced in Microsoft Word format.
  - ii. Additional materials for the property nomination shall include:
    - a. Maps
    - b. Photographs
    - c. Exhibits A & B (available on the page cited above)
    - d. Copy of research material
    - e. Two blank, archival-quality CDs for the OK SHPO's use in preparing the final submission of the nomination to NPS which shall include the nomination form, photographs, correspondence and mapping.
    - f. A paper copy of the nomination form (optional)
  - iii. The nomination prepared shall be submitted to the OK SHPO as required in the packaging instruction in the *Oklahoma National Register Nomination and Request for Formal Determination of Eligibility Manual* and submittal requirements available online at <http://www.okhistory.org/shpo/nominationrequirements.htm> (hard copies available from OK SHPO upon request).
- D. The final element of the project includes hosting at least one (1) historic preservation-related workshop. The Subgrantee shall retain the services of a

qualified professional to present at least one workshop, in person or virtual, with a historic preservation focus. Subgrantee shall use subgrant funds to cover eligible costs related to the workshop(s). These costs may include travel costs for speakers and materials related to the workshop. No subgrant funds will be spent for food, entertainment, or decorations, nor can any of these unallowable costs be included in the Subgrantee's nonfederal matching share for this project. The workshop(s) shall be open to the public. Subgrantee shall provide the OK/SHPO with a copy of any executed agreements (if an agreement is executed) with the speaker(s) within seven days of execution.

### **III. QUALIFICATIONS**

The applicant must be a nonprofit organization that has been in existence at least five (5) years prior to the deadline for this proposal, that has tax exempt status (documentation of this fact must be provided with the proposal), and that is dedicated to increasing the public's awareness of Oklahoma's rich heritage and of the importance of its preservation. The proposal must identify the individual who will serve as the project director and others who will serve as project staff (whether salaried or volunteers donating time as a part of the nonfederal matching share). The resumes for the project director and all others identified as project staff must be submitted with the proposal. The resumes must clearly demonstrate the educational background and experience that qualifies the individual to perform the work he/she will carry out under the terms of the subgrant.

### **IV. PROJECT SCHEDULE**

The applicant shall include a month-by-month schedule for completion of the project following the example available at <http://www.okhistory.org/shpo/rfp.htm>. The schedule must include at least fifteen (15) calendar days for the OK/SHPO to review a draft copy for the newsletter before the final layout for the printer is prepared. Additionally, the final layout must be submitted to the OK/SHPO for approval before it is submitted to the printer, and the schedule should allow the OK/SHPO at least two working days to complete this final review. Adequate review times must also be included for other project products (for

example, at least thirty days for review of NRHP nomination), and the OK/SHPO reserves the right to adjust these review periods in consultation with the Subgrantee prior to execution of the subgrant agreement.

## **V. PROPOSAL SUBMISSION**

Organizations interested in participating in this project should submit a complete, professional-quality proposal which includes: (1) a description of proposed work and how it will be accomplished, including identification of the property for which NRHP nomination will be prepared; (2) a proposed editorial policy for the newsletter; (3) a list of project personnel and their responsibilities (include resumes for the project director and the co-editor); (4) a discussion of the kinds of material considered appropriate for inclusion in the newsletter and in preservation toolkit; (5) a summary of experience and completed projects of the organization and/or project personnel that demonstrate the ability of the applicant to carry out this project; (6) an itemized budget including salaries (show number of hours and hourly rate of pay and basis for rate of pay), supplies, travel, printing, postage, etc. (**Purchase of equipment is not permitted for this project**); (7) a proposed payment schedule (payment is made on a reimbursement basis and there are no cash advances permitted); (8) a detailed project schedule; (9) a complete disclosure of the nonfederal matching share; and (10) a signed non-collusion certification and federal assurances. The submitted proposal should be of sufficient completeness to allow the OK/SHPO to assess the proposal by the evaluation criteria set forth below. All required documents necessary for inclusion in the proposal are available at <http://www.okhistory.org/shpo/rfp.htm>. Incomplete proposals will not be considered.

**Only those proposals received by the OK/SHPO by 5:00 p.m. on April 8, 2022, will be considered. Submit one hard copy of the complete proposal.** Proposals will be evaluated by the OK/SHPO in accordance with the criteria below, and all applicants will be informed of the OK/SHPO's decision by **May 6, 2022**. The OK/SHPO reserves the right to not award this project.

**SUBMIT PROPOSALS TO:**  
**STATE HISTORIC PRESERVATION OFFICE**  
**OKLAHOMA HISTORICAL SOCIETY**  
**OKLAHOMA HISTORY CENTER**  
**ATTN: LYNDA OZAN**  
**800 NAZIH ZUHDI DRIVE**  
**OKLAHOMA CITY, OK 73105-7917**

**NO FAXED OR EMAILED PROPOSALS WILL BE ACCEPTED.**

## **VI. EVALUATION CRITERIA**

All proposals received by the deadline stated above will be evaluated in accordance with the criteria below:

- Demonstrates understanding of the products to result from the project and their purpose. (1 to 5 points)
- Demonstrates understanding of the Subgrantee's responsibilities. (1 to 5 points)
- Ability of the Subgrantee to successfully carry out its responsibilities in a timely and professional manner. (1 to 5 points)
- Project Director's demonstrated ability to coordinate and supervise the project's successful completion. (1 to 5 points)
- Adequate and allowable nonfederal matching share. (1 to 5 points)
- The Subgrantee is a minority organization or firm or is primarily devoted to serving disabled persons or is owned by a disabled person. (5 points if yes & 0 if no)

## **VII. CONTRACTUAL REQUIREMENTS**

Federal funds from the Department of the Interior will be utilized as the source of subgrant funding for this project. Any contract awarded for the project described herein will: (1) provide for administrative, contractual, or legal remedies in instances where the Subgrantee violates or breaches contract terms; (2) describe conditions under which the contract may be terminated by default, and conditions of termination because of circumstances beyond the Subgrantee's control; (3) provide for access by the OK/SHPO and the Federal Government, or any of their duly authorized representatives, to records of the contract or records directly related to the contract; (4) require that the Subgrantee maintain all financial records relevant to the project until the OK/SHPO notifies Subgrantee that they can be destroyed; and (5) require compliance with the terms and intent of the Civil Rights Act of 1964. A sample copy of the project is available online at the OK/SHPO website in *Guidelines for Subgrantees* (<http://www.okhistory.org/shpo/rfp.htm>).

This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability, or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to:

Chief, Office of Equal Opportunity  
United States Department of the Interior  
National Park Service  
1849 C Street, NW  
Washington, D.C. 20240