



# ASSOCIATION FOR THE STUDY OF AFRICAN AMERICAN LIFE AND HISTORY, INC.

MAILING ADDRESS: 2225 GEORGIA AVE., NW, SUITE 331, WASHINGTON, DC 20058  
PHYSICAL ADDRESS: 301 RHODE ISLAND AVE., NW SUITE 2204, WASHINGTON, DC 20001  
P 202.238.5910 | W [www.asalh.org](http://www.asalh.org)

## Request for Proposals

Buffalo Soldiers and their Role in the National Park Service Annotated Bibliography and Historic Context Study  
July 22, 2019

The National Park Service (NPS) is seeking the services of a Principal Investigator through a cooperative agreement with the Association for the Study of African American Life and History, Inc., (ASALH) to achieve two main goals. The first goal is to develop an annotated bibliography and history context study of the Buffalo Soldiers in the early stewardship of national parks. The second goal is to document their greater contributions to African American military service following the Civil War. The contract is administered by ASALH and the work prepared for and completed in coordination with the National Park Service. Interested parties should submit a proposal in response to this RFP to ASALH no later than 5:00 pm EST on August 12, 2019. Electronic copies may be directed to ASALH at [nps@asalh.org](mailto:nps@asalh.org) with the subject line "Buffalo Soldiers Proposal."

### **Project Background**

Researchers will compile information and write an analysis from primary and secondary source material that highlights the lives and experiences of the Buffalo Soldiers, their roles and duties in the early national parks, and their impacts and influences to provide the foundation for NPS interpretation, education, outreach and stewardship related to the Buffalo Soldiers. The purpose of this project is to produce an annotated bibliography and historic context study that explores the role of the Buffalo Soldiers in the early stewardship of national parks and to their greater contributions to African American military service following the Civil War. This new research must be understood within the broader context of American history and address historical themes such as race relations in the American West and the transformation of the military after the Civil War.

### **Required Principal Investigator Qualifications**

The minimum professional qualifications in history are a graduate degree in history or closely-related field; or a bachelor's degree in history or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

### **Additional Qualifications**

Knowledge, skills, and ability in the following:

- o Organize data, and analyze and interpret its authenticity and relative significance
- o Gather historical data from sources such as archives, court records, diaries, news files, and photographs, as well as collect data sources such as books, pamphlets, and periodicals
- o Conduct historical research as a basis for the identification, conservation, and reconstruction of historic places and materials
- o Conduct historical research, and publish or present findings and theories
- o Organize information for publication and for means of dissemination
- o Collect detailed information on individuals for use of biographies
- o Ability to think logically and methodically, and with objectivity

### **Scope of Work**

Phase 1 (Annotated Bibliography)

Phase 1 of this project shall involve identifying relevant archival repositories and consulting primary, secondary, and tertiary sources related to the history of the Buffalo Soldiers. The identification of source material will build upon the Buffalo Soldier Study and be guided by the purpose statement above.

Primary, secondary, and tertiary sources will be identified and consulted by the Researcher(s). The Researcher(s) will identify material from libraries and archival repositories that are likely to have source material related to the purpose of the project, including, but not limited to, university libraries, rare book, manuscript, and special collections, research centers and historical

---

## ASALH MISSION

*To promote, research, preserve, interpret, and disseminate information about Black life, history and culture to the global community*

societies, and state and federal archives. Especially important to the annotated bibliography are any first-hand accounts and observations, either found in original documents or referenced in secondary sources that describe African American soldiers and their interactions during the period of study. Travel to repositories will be required.

Primary source documentation of the Buffalo Soldiers stories is known to exist in personal journals, letters, newspapers, memoirs, and muster rolls. These materials are dispersed nationwide, and often lack organizational structure such as cataloging and finding aids. The full extent of primary source materials on Buffalo Soldiers with regard to their role in the early national parks is unknown, but initial research revealed that there is the potential to find more information that could help inform the current understanding.

After the Researcher(s) consults with NPS staff to confirm repositories to be visited and sources to be searched, the Researcher(s) will conduct research at the identified repositories and begin writing the annotated bibliography. The bibliography shall include location and contact information for each repository consulted and a summary and/or evaluation of each of the sources. It should also indicate their relative value to a Historic Context Study as proposed in Phase 2.

The bibliography will follow the basic sequence of sections:

1. Table of Contents: This should be arranged by document type (book, diaries, letters, maps, etc.)
2. Bibliographic Essay: This comprehensive essay will be a narrative review of the sources consulted for the bibliography and follow a simple introduction-body-conclusion format. The essay should discuss the types of sources consulted, the relative value of the sources to the purpose of the project, and how the sources inform the understanding of the Buffalo Soldiers. The conclusion should synthesize the historical information gained from the PI's research and compare and contrast that information to extant narratives from contemporary scholarship on the topic.
3. Source Entries and Annotations: The annotations are expected to be approximately 150 to 250 words in length. The annotation should be a critical appraisal of the book, article, document, and include the date, origin, author, and the relevance, accuracy, and quality of the source(s).
4. Recommendations for Further Research: Through insights gained in the process of researching and analyzing the primary, secondary, and tertiary sources, the Researcher(s) will recommend potential areas of investigation that could help to add to the knowledge of the topic. Sources and repositories that were identified but not consulted due to limitations of time and financial resources should be noted. Topics that were discovered but were not included in the bibliography because they fell outside the specific purpose of the same, but which the Researcher(s) believes to be valuable to the NPS interpretive programs, should also be noted.
5. Appendix of Scanned, Selected Primary Documents: Based on consultation with NPS staff, the Researcher(s) will, if allowed by the policies of source institution, scan select historic documents that capture the nature of late nineteenth- and early twentieth-century written and printed documents. This appendix will constitute a visual catalog of typical and exceptional archival and historic material. Of special interest will be hand-written diary entries, letters, sketches, and so on.

Phase 1 Final Deliverable: The Researcher(s) will deliver the final version of the annotated bibliography to the NPS as a paper copy and as an electronic file or files (in Microsoft Word and/or Adobe Acrobat as requested). The final format of the document will be agreed upon between the ASALH and NPS. All illustrations used in the final document will be credited. If any of the illustrations carry restrictions (such as one-time use limitations), the Researcher(s) will provide this information to the NPS. The electronic file(s) supplied to NPS will be adequate for transmission to a printer or for incorporation into a final file or files to be prepared by NPS for transmission to a printer to be selected by the NPS.

#### Phase 1: Proposed Schedule

Research and development of the Annotated Bibliography: [date of signature] to September 30, 2020.

Specific dates to be scheduled in consultation with NPS.

- Kick-off meeting
- Submission to NPS of list of manuscript collections and repositories to be included along with Sample Annotations
- Submission of first draft of the bibliographic essay and source entries and annotations to NPS, taking into account the comments of Sample Annotations
- Submission to ASALH of consolidated comments on first bibliographic essay and entries draft by NPS and third party/peer reviewers (within 30 days of NPS receipt of first draft)
- Submission of final annotated bibliography report to NPS. The bibliography shall include location and contact information for each depository consulted and include an overall summary and evaluation of the sources as they relate to the topic, as well as all appendices, maps, images, and illustrations and be in the format noted below.

---

### ASALH MISSION

*To promote, research, preserve, interpret, and disseminate information about Black life, history and culture to the global community*

## Phase 2 (Historic Context Study)

The initiation of Phase 2 of the project will be based on the results of the annotated bibliography. The study would focus on research and synthesis of the sources identified in the Phase 1 bibliography to produce a versatile documentary tool to assist the NPS and its partners to develop innovative interpretive materials and programs that address Buffalo Soldiers history. The Researcher(s) shall use all readily available primary and secondary source material, perform physical investigations as necessary, and conduct oral interviews, to prepare the historic context study. The historic context must include the following sections:

General Statement

Background History

Historic Context Narrative, including but not limited to:

- o Themes
- o Geographic Parameters
- o Temporal Limits

Bibliography

The National Register considers conventions of The Chicago Manual of Style (most recent edition) appropriate for all work that pertains to its programs, including context development. To that end, and to emphasize the accuracy required of a context, some information should be cited using footnotes or text citations. The following Chicago statement regarding the use of notes pertains to National Register contexts:

Ethics, copyright laws, and courtesy to readers require authors to identify the sources of direct quotations and of any facts or opinions not generally known or easily checked (2003, 594).

The history context study shall include historic photographs, maps, and other graphics, as available, to help illustrate the narrative.

### Phase 2: Final Deliverable

The Researcher(s) shall submit in electronic format the historic context, including supporting documentation such as including all images, maps, site plans, and research notes, regardless of their use/non-use in the final document. The file(s) will follow the format specified by the Cultural Resources, Partnerships, and Science Directorate with respect to typefaces, type sizes, column formatting, running heads, page numbers, etc. All illustrations will be credited. If any of the illustrations carry restrictions (such as one-time use limitations), the Researcher will provide this information to the NPS.

The Researcher(s) shall revise/supplement the respective submittals in response to consolidated written comments.

### Phase 2: Proposed Schedule

Development of the Historic Context Study: [October 1, 2020 to September 30, 2022].

Specific dates to be scheduled in consultation with NPS.

- Kick-off meeting
- Submission of first draft historic context study
- Submission to the ASALH and Researcher(s) of consolidated comments on first draft historic context study and entries draft by NPS and third party/peer reviewers (within 30 days of NPS receipt of first draft)
- Submission of final study to NPS. The study shall include location and contact information for each depository consulted and include an overall summary and evaluation of the sources as they relate to the topic, as well as all appendices, maps, images, and illustrations and be in the format noted below.

### Stipulations for Both Phases:

- The Researcher(s) and key team members must be fully qualified personnel and conform to current standards of scholarship. Researchers must meet the requirements specified in OPM Handbook X-118 and, in addition, the quality ranking factors stated in NPS-28: Cultural Resource Management Guideline, Appendix E, "Qualification Standards and Selective or Quality Ranking Factors for Cultural Resource Specialists" for an historian. At least one youth must be engaged on the project for the purpose of career development and training.
- All work must be technically and legally defensible. The Researcher shall conduct interviews with knowledgeable persons important to the understanding of the Buffalo Soldiers, who are readily available; and prior to the scheduling of interviews, the NPS and the Researcher(s) shall mutually agree upon a list of interviewees. Findings must be presented in no greater detail than required by this scope of work. Oral history interviews must be accompanied by a signed NPS Oral History Legal Release Form.

---

## ASALH MISSION

*To promote, research, preserve, interpret, and disseminate information about Black life, history and culture to the global community*

- The Chicago Manual of Style (most recent edition) will be used for citations and as a general guide to style, formatting, and font requirements. To that end, and to emphasize the accuracy required of a context, some information should be cited using footnotes or text citations.

- The NPS retains all rights to publish and disseminate the annotated bibliography and historic context study. The research materials and completed products will be in the public domain and may not be copyrighted. However, the Researcher may publish the results of the research without written permission, but shall inform the NPS of any publications resulting directly from the products of this research. Revision of the manuscript for publication with an academic press, after completion of the project, is encouraged, provided that the role of the NPS is acknowledged in print. The Researcher must obtain prior Government approval from the Awarding Officer for any public information releases concerning this award (including outside publication) which refer to the Department of Interior or any bureau or employee (by name or title).

Transportation and Other Expenses:

- The ASALH and Researcher(s) shall incur all transportation expenditures to and from each of the archives, libraries, and repositories deemed necessary to complete this annotated bibliography and historic context study. The Researcher(s) will also be responsible for costs associated with photocopying, scanning, or otherwise reproducing documents, photographs, oral histories, maps, plans, or drawings associated with this project.

### **Proposal Submissions**

For evaluation purposes, proposals should provide information sufficient to allow ASALH and NPS to determine the most qualified PI for the project. Those interested in bidding should submit a written proposal that includes the following elements:

- Name of the individual(s) that would work on the project and their proposed area(s) of responsibility.
- A curriculum vitae (for the PI).
- Documentation that the PI candidate meets the qualifications the Secretary of the Interior’s Professional “Qualification Standards and Selective or Quality Ranking Factors for Cultural Resource Specialists” for an historian.
- Description of specific, relevant education, experience, and qualifications of the Principal Investigator candidate demonstrating knowledge of and experience with researching and writing about African-American history.
- Information on projects of a similar nature and of significant work completed by the Principal Investigator candidate in the past five years. Include specific dates and types of services provided, and highlight success in meeting work schedules, project budgets, and product deadlines.
- A list of references (at least three, but not more than five) that may be contacted.
- A short narrative (two pages or less) that responds to the scope of work as described in this RFP, which demonstrates the Principal Investigator candidate’s proposed approach to the project and capability to accomplish the desired goals.
- A proposed project schedule.

All proposals must be received no later than 5:00 pm EST on August 12, 2019. They should be prepared simply and economically, providing a straight forward, concise description of the Principal Investigator candidate’s qualifications and capabilities to satisfy the requirements of this RFP. Proposals may be submitted via email in electronic format (MS Word or PDF format) to Ms. Kay Phillips, ASALH Project Manager, at [nps@asalh.org](mailto:nps@asalh.org). ASALH will confirm receipt of submissions. However, if there are any issues (e.g., with the attachments working correctly), the Principal Investigator candidate is responsible for resolving these issues with an alternative submission method acceptable to ASALH and NPS.

### **Selection Criteria**

Submittals will be evaluated and ranked based on the following factors, presented in no particular order:

- Qualifications of Principal Investigator candidate.
- Responsiveness of the proposal to the project’s purpose and scope of work.
- Experience in conducting historical research, specifically for detailed information for historical biographies, and organizing findings for publication or other means of dissemination.
- Knowledge of use and means of primary resources, searching through digital and hard copy archives, and basic historical interpretation.
- Demonstrated capability of meeting projected deadlines and successfully completing contracts of this type.
- Past performance and references.
- Proposed project schedule and cost.

---

## **ASALH MISSION**

*To promote, research, preserve, interpret, and disseminate information about Black life, history and culture to the global community*

### **Available Funding**

The funding available for this project is \$40,000.00.

### **Terms and Conditions**

- A. ASALH reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. ASALH reserves the right to request clarification of information submitted, and to request additional information from any Principal Investigator candidate.
- C. ASALH and NPS shall not be responsible for any costs incurred by Principal Investigator candidates in preparing, submitting, or presenting its response to the RFP.
- D. All completed nominations and executive summaries must fully comply with Section 508 accessibility standards (<https://www.section508.gov/content/build/create-accessible-documents>) for electronic documents.
- E. Any and all rights to work produced through this project will be vested in the Department of the Interior, National Park Service, including any copyrights.
- F. The selected Principal Investigator must also comply with all applicable provisions of OMB Circular A-110 A-110 REVISED 11/19/13 As Further Amended 9/30/99. ([https://obamawhitehouse.archives.gov/omb/circulars\\_a110/](https://obamawhitehouse.archives.gov/omb/circulars_a110/))

### **Questions**

Respondents are invited to submit written questions requesting clarifications or explanations of the information contained in this RFP. Please direct all proposals or contract-related questions to Ms. Kay Phillips, ASALH Project Manager, at [nps@asalh.org](mailto:nps@asalh.org).

---

## **ASALH MISSION**

*To promote, research, preserve, interpret, and disseminate information about Black life, history and culture to the global community*