**STOCKBRIDGE-MUNSEE COMMUNITY**

**REQUEST FOR PROPOSALS**

**NAGPRA Database Services**

**April 2023**

I. INTRODUCTION

 The Stockbridge-Munsee Community (“Tribe”), a federally-recognized Indian tribe, is seeking proposals from qualified firms or individuals to provide professional Native American Graves Protection and Repatriation Act (NAGPRA) Database survey services to fulfill the Tribe’s objectives of the “Hudson Valley Regional Repatriation Project Phase II” NAGPRA Grant. The project is grant-funded to the Tribe from the National Parks Service.

II. SCHEDULE

 Sealed proposals for the services requested in the RFP **will be received until Monday, April 10, 2023 at 4:00 PM**, Central Daylight Time. Proposal must be identified as being “Bid for Archeological Services” on the outside of the envelope. Proposals shall be delivered to the:

 Stockbridge-Munsee Tribal Secretary

 N8476 Moh He Con Nuck Road

 P.O. Box 70

 Bowler, WI 54416

 Telephone: 715-793-4387

Email submissions are not accepted. The Tribe anticipates that a successful bidder will be selected by the Tribal Council on or about April 19, 2023.

III. PROJECT AND SCOPE OF SERVICES

 The Tribe is a federally-recognized Indian tribe with a reservation in central Wisconsin. The Tribe has approximately 1,600 members and employs individuals both in tribal government operations as well as through a number of tribal enterprises. The Tribe has a Historic Preservation Program which operates from an extension office in Williamstown, Massachusetts. The Tribal Historic Preservation Office (THPO) currently covers a territory of six eastern states and reviews more than 900 cultural resource projects and repatriation projects annually. More information can be found within our website at [www.mohican.com](http://www.mohican.com).

The Tribe is requesting proposals for firms or individuals to provide professional NAGPRA Database services for the Tribe’s Historic Preservation program to fulfill a component of a funded project, “Hudson Valley Regional Repatriation Project Phase II.”

Specifically, the Tribe requests that bidders provide the following services:

* 1. Task 1: Establish a digital archive in Microsoft Teams® for project files, including naming conventions for files, organizing the files, and submitting a finding aid document. Use PDF-A (archival) file format. Upon completion, create a step-by-step guide of operating procedures documenting this process.
	2. Task 2: Newly enter or update into Hudson Valley NAGPRA database at least 120 entries containing detailed inventory/catalogue and provenance records from project partner museums and others from the region with at least 60 entries added prior to the September 30, 2023 interim grant reporting timeframe. Add disposition information to database on where the repatriated collections will be housed or reburied. Attend virtual meetings, as needed but at least monthly, with Project Director to gather research, historical document records, and claim letter information as needed and to review project progress. Submit written summaries of the meeting action steps to Project Director within 5 days after the meeting.
	3. Task 3: Produce data-driven report on outcomes of past Hudson Valley NAGPRA claims involving the Stockbridge Munsee Community in total since 1993. The report should include the number of ancestral remains, funerary items, and non-funerary cultural items which have completed and where the location/reburial was completed, as well as those that are pending and additionally those that are a priority outstanding for repatriation to the Tribe in the next five years. Ensure that the report is updated with linked cell totals that will continue to update as new data is added.

To maintain grant timeframes, all tasks must be completed by August 30, 2024.

IV. STANDARDS AND QUALIFICATIONS

The proposer must meet the following minimum qualifications:

1. Bachelor’s Degree in Anthropology/Archaeology, History, Native American Studies, or a related field.
2. Demonstrable professional experience in delivering database services for an academic institution, Tribal Government, historic organization or agency, museum, or other similar professional institution.

V. PROPOSAL REQUIREMENTS

 At a minimum, proposals must contain the following information. A proposal that does not contain this information shall be deemed non-responsible and is subject to rejection.

* 1. Identify the bidder’s qualifications to provide the services.
	2. Describe how bidder intends to provide these services.
	3. Identify fee for these services and, if any reimbursable expenses, specify what such costs will be in detail.
	4. Identify payment terms. If progress payments are desired, identify a basis for the progress payments.
	5. Provide CV or resume for key personnel.
	6. Describe your availability to complete this project and all reporting by August 30, 2024.
	7. Provide contact information for at least 3 references
	8. Identify any deviations from this RFP.

Written questions concerning this RFP shall be forwarded, by fax, email or mail, to the Stockbridge-Munsee Tribal Secretary at N8476 Moh He Con Nuck Road, P.O. Box 70, Bowler, WI 54416 (fax: 715-793-1307) (email: jody.hartwig@mohican-nsn.gov).

V. ADDITIONAL INFORMATION

 The successful bidder will be selected in accordance with tribal bid policies, as applicable. This RFP does not commit the Tribe to award a contract or pay any costs associated with the preparation and presentation of a proposal. The Tribe reserves the right to revise the selection process and,in its sole discretion, to accept or reject any or all responses to this RFP. The Tribe may negotiate with or request additional information from any orall considered bidders. The Tribe may waive informalities or irregularities in a proposal.

The Tribe intends to hire the successful bidder as an independent contractor and such bidder will be required to enter into a written professional services contract with the Tribe. The successful bidder will be required to carry all appropriate insurance, such as professional liability, errors and omissions, general liability, vehicle and worker compensation coverages. The successful bidder must not engage in discriminatory conduct and may not be a barred contractor under tribal or federal contracting requirements.