

**STOCKBRIDGE-MUNSEE COMMUNITY  
REQUEST FOR PROPOSALS  
IMLS GRANT  
PHOTO HISTORY PROJECT SUPPORT & RESEARCH SERVICES**

**I. INTRODUCTION**

The Stockbridge-Munsee Community (“Tribe”), a federally-recognized Indian tribe, is seeking proposals from qualified firms or individuals to provide professional support and research services for their digital photo history grant project awarded by the Institute of Museum and Library Services.

**II. SCHEDULE**

Sealed proposals for the services requested in the RFP **will be received until Thursday March 29, 2024 at 4:00 PM**, Central Daylight Time. Proposal must be identified as being “Bid for IMLS Project Support and Research 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<sup>th</sup>, 2024.

**III. PROJECT AND SCOPE OF SERVICE**

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 Library/Museum that operates within the SMC reservation located in Bowler, WI and is responsible for the stewardship and curation of a tribal community archive, photograph, and object collection.

The Tribe is requesting proposal for firms or individuals to provide professional services for the Library/Museum’s digital photo history IMLS grant project April 2024 – July 2024.

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

Task 1: Create and implement project workflow from oral history collection to digital curation and upload into Mukurtu collection.

Task 3: Schedule and lead community outreach events to promote the project, engage community participation, and collect oral histories and/or corrections to existing photo metadata and descriptions.

Task 4: Contact, Schedule, and lead oral history interviews with tribal family members to be included in the digital family photo history collection in the Mukurtu collection and vet current catalog metadata and/or descriptions for selected photographs and make corrections if needed.

Task 5: Save collected oral history recordings audio/video, and field notes in approved archival formats and organize them in Microsoft Teams for project team to transcribe.

Task 6: Collect bibliographic information from interviewee to be added into a person record in Mukurtu.

Task 7: Participate in weekly grant project check-in calls.

Task 8: Submit monthly reports on activities completed with invoice to the Tribe's Director of Cultural Affairs.