

## REQUEST FOR PROPOSALS

### African American Civil Rights Program Grant Oral History Project

**Submission Deadline:** November 22, 2024 5:00 PM

**Project Coordinator:** Mike Cowhig  
Planning Department  
City of Greensboro  
P. O. Box 3136  
Greensboro, NC 27402-3136  
Telephone: 336-373-2755 Fax: 336-412-6315  
Email: [mike.cowhig@greensboro-nc.gov](mailto:mike.cowhig@greensboro-nc.gov)

The City of Greensboro is seeking an individual or firm (contractor) to conduct oral history interviews to help document the story of the Civil Rights era in Greensboro. This project is being funded by a grant from the African American Civil Rights Program, through the Historic Preservation Fund, administered by the National Park Service, Department of the Interior. The selected contractor must be approved by the National Park Service.

#### **Project Description and Requested Services**

This collaborative and community oriented project will provide research support for a Multiple Property Documentation Form that will establish the context for historic properties associated with the theme of African American civil rights history. It will provide a framework for determining eligibility for listing properties in the National Register of Historic Places.

The project will utilize the framework for conducting oral history research established during the 2021 African American Civil Rights Program grant project. A steering committee composed of representatives of local colleges and universities, staff from the Greensboro Planning Department, Public Library and History Museum, the State Archives of North Carolina, Preservation Greensboro, Incorporated, and the community will assist and advise the contractor.

#### **Tasks/Deliverables**

Attend at least two (2) community meetings to be scheduled by City staff, including a kickoff meeting at the start of the project and at the completion of the project.

Attend monthly meetings of the project steering committee held via Zoom.

In consultation with the steering committee develop a list of potential oral history questions about the civil rights era in Greensboro.

Conduct a minimum of 20 oral history interviews. Interviews can be either video or audio depending on resource availability. Prepare bio of the narrator, and an abstract of the interview.

Conduct interviews in consultation with staff at the State Archives of North Carolina (SANC) and adhere to SANC oral history protocols. (The State Archives will be the repository for the recordings}. Oral histories will follow State Archives of North Carolina (SANC) oral history protocols as follows:

- Each participant interviewed must complete a SANC consent form prior to the recording of the oral history. The release form confirms that participants have given their consent to be recorded and for the recordings to be archived and/or used for research. Narrators must grant explicit permission to make their interview public.
- Recordings will be conducted using uncompressed WAVE audio files, at a minimum of 48 kHz sample rate and 24-bit depth (48-kHz/24bit). Work with SANC archivists to transfer the oral history recordings to the SANC.
- Provide transcripts, or, at a minimum, a subject index correlated to time stamps on each recording. Use of transcription software is permitted.

### **Project Schedule**

Submittals to this Request for Proposals should include a proposed schedule for completing the interviews. Project deadline is July 1, 2026.

### **Budget**

The budget for the project is \$20,000. The consultant will be responsible for all expenses associated with the interviews including recording equipment

### **M/WBE Policy**

Review the attached M/WBE Policy Statement and include the appropriate affidavit with the submission. Proposals without the appropriate executed affidavit will not be considered.

### **Consultant Selection and Qualifications**

Consultants will be evaluated in part on the basis of the following criteria:

1. The contractor has successfully completed oral history projects. Provide examples of previous oral history projects with names, addresses, telephone numbers and email addresses of clients.
2. The contractor has a demonstrated knowledge of the professional standards as outlined by the Oral History Association Principles and Best Practices (<https://www.oralhistory.org/principles-and-best-practices-revised-2018/>), and guidance for Oral History Interviews published by the American Folklife Center of the Library of Congress (<https://loc.gov/folklife/familyfolklife/oralhistory.html>). Describe your understanding of these principles and best practices.
3. Describe community engagement strategies and efforts to gain trust during previous oral history projects.
4. The contractor must demonstrate that they have met established schedules and deadlines.

5. The contractor must be willing to meet the standards of Greensboro's Minority and Women's Business Enterprise Program, if applicable.
6. The contractor must adhere to all [Federal procurement standards](#).
7. The contractor selection must be approved by the Grant Manager for the National Park Service.

### **Submission of Proposals**

Individuals and firms interested in the project are invited to submit a proposal that includes the following:

1. A description of how the project would be conducted.
2. Copy of an oral history transcript or recording prepared by the firm or individual.
3. Names, phone numbers and email addresses of three (3) references.
4. Names of the principals, key persons, or associates who would be involved in the project.
5. A payment schedule tied to completion of tasks/deliverables.

### **M/WBE Policy Statement**

It is the policy of the City of Greensboro to ensure that all businesses, including M/WBEs, are afforded the maximum practical opportunity to participate in the City's purchasing and contracting processes. Therefore, the City will not enter into a contract or be engaged in a business relationship with any business entity that has discriminated in the solicitation, selection, hiring or commercial treatment of vendors, suppliers, Subcontractors or commercial customers on the basis of race, color, religion, national origin, sex, age or on the basis of handicap or any otherwise unlawful use of characteristics regarding the vendor's, supplier's or commercial customer's employees or owners; provided that nothing in this policy shall be construed to prohibit or limit otherwise lawful efforts to remedy the effects of discrimination that have occurred or are occurring in the Relevant Marketplace, which includes the counties of Alamance, Caswell, Chatham, Davie, Davidson, Durham, Forsyth, Franklin, Granville, Guilford, Hoke, Lee, Montgomery, Moore, Orange, Person, Randolph, Richmond, Rockingham, Rowan, Scotland, Stokes, Surry, Vance, Wake, Warren, Yadkin.

### **M/WBE Commercial Nondiscrimination Policy**

"The undersigned Respondent hereby certifies and agrees that the following information is correct:

In preparing its response, the Respondent has considered all proposals submitted from qualified, potential Subcontractors and suppliers, and has not engaged in "discrimination" as defined in the City's M/WBE Program Plan, Section V. A. 1.; to wit: discrimination in the solicitation, selection or commercial treatment of any Subcontractor, vendor, supplier or commercial customer on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation or on the basis of disability or other unlawful forms of discrimination. Without limiting the foregoing, "discrimination" also includes retaliating against any person or other entity for reporting any incident of "discrimination". Without limiting any other provision of the solicitation for responses on this project, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for the City to reject the response submitted by the Respondent on this project, and terminate any contract awarded based on the response. As part of its response, the Respondent shall provide to the City a list of all instances within the immediate past 4 years where there has been a final adjudicated determination in a legal or administrative proceeding in the State of North Carolina that the Respondent discriminated against its Subcontractors, vendors, suppliers or commercial customers, and a description of the status or resolution of that complaint, including any remedial action taken. As a condition of submitting a response to the City, the Respondent agrees to comply with the City's Commercial Nondiscrimination Policy as described under its M/WBE Program Plan, Section V. A.1."

Respondents that are certified M/WBE Prime Bidders will be awarded 10 (ten) evaluation points or Respondents that use a certified M/WBE firm(s) on their project or team will be awarded 5 (five) evaluation points. A maximum of ten Points may be received for this criteria. The following certified Minority Group Members and/or women: African-American, Hispanic American, Native American, Asian American and non-Minority females are eligible to be counted for M/WBE participation in the contract.

For purposes of certification, the City accepts minority and women owned firms that are certified by the State of North Carolina Department of Administration Historically Underutilized Business Office (HUB) <https://ncadmin.nc.gov/businesses/hub/hub-certification> or NC DOT North Carolina Department of Transportation <https://connect.ncdot.gov/business/SmallBusiness/Pages/Become%20a%20Certified%20DBE%20Business.aspx> **and** satisfies the City's eligibility requirements.

If a Respondent subcontracts any portion of the contract or has an M/WBE firm on their team, the information must submit Affidavit C - Subcontractor Utilization Commitment.

Or

If a Respondent plans to self- perform 100% of the work under a contract with its own workforce, the information must submit Affidavit E1 - Statement of Intent to Perform Work Without Subcontracting.

For questions about the City's eligibility requirements or the M/WBE Program, contact the M/WBE Office at (336) 373-2674 or via email at [mwbegso@greensboro-nc.gov](mailto:mwbegso@greensboro-nc.gov).

**Affidavit E1 Statement of Intent to Perform work without Subcontracting**

We, \_\_\_\_\_, hereby certify that it is our intent to perform 100% of the work required for the \_\_\_\_\_ Contract.  
(Name of Project & Contract Number)

In making this certification, the Bidder states the following:

1. That it is a normal business practice of the Bidder to perform all elements of this type of contract with its own work forces without the use of subcontractors.
2. That if it should become necessary to subcontract some portion of the work at a later date, the Respondent will notify the City of Greensboro and institute good faith efforts to comply with all requirements of the M/WBE program in providing equal opportunities to M/WBE firms to subcontract the work.

Accompanying this certification the undersigned shall provide conclusive documentation which serves to verify it is, and has been, a normal business practice for the indicated firm to perform all elements of this type of contract with its own workforce and without the use of subcontractors. The documentation must demonstrate that the firm has sufficient employees, equipment, and bonding, if applicable to perform the entire contract without the use of subcontractors and that it has previously performed contracts of similar scope and comparable cost without the use of subcontractors.

Signature and title of authorized official of the company and the date must be properly executed or this document will be deemed nonresponsive.

The undersigned hereby certifies that he or she has read the terms of this certification and is authorized to bind the Respondent to the commitment herein set forth. Signature and title of authorized official of the company and the date must be properly executed or this document will be deemed nonresponsive.

SEAL	Date _____	Name of Authorized Officer _____
	Signature _____	Title _____
	State of _____	County of _____
	Notary Public _____	My commission expires _____

Name of Prime Contractor: \_\_\_\_\_ Project Name: \_\_\_\_\_

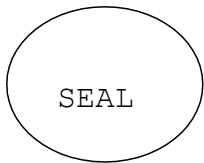
**\*\*Are you a certified M/WBE? \_\_\_\_\_ Yes \_\_\_\_\_ No**

**The Bidder/Participant must indicate all subcontracts (M/WBE & NON-M/WBE) it intends to utilize as follows:  
(Please note: Percentages should be provided to the 1/100<sup>th</sup> demical format)**

MBE	WBE	NON M/WBE	Subcontractor Name & County**	Nature of Work to be Performed	% Utilization
<i>**Only M/WBE firms that are certified by the North Carolina Department of Administration or the North Carolina Department of Transportation and have a significant business presence within the Greensboro Relevant Marketplace will be counted towards the M/WBE goal(s).</i>				<b>Total NON-M/WBE Utilization Commitment</b>	
				<b>Total MBE Utilization Commitment</b>	
				<b>Total WBE Utilization Commitment</b>	

**(Submit Additional pages, if necessary)**

The undersigned will enter into a formal agreement with the M/WBE firm(s) for work listed on this affidavit conditional upon execution of a contract with the City of Greensboro. Breach of this commitment constitutes breach of bidder’s contract if awarded. The undersigned hereby certifies that he or she has read the terms of this certification and is authorized to bind the Bidder in accordance herewith. Signature and title of authorized official of the company and the date must be properly executed or this document will be deemed nonresponsive.



Date: \_\_\_\_\_ Name of Authorized Officer: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
 State of \_\_\_\_\_ County of \_\_\_\_\_  
 Notary Public \_\_\_\_\_ My commission expires: \_\_\_\_\_