



PRESERVATION MARYLAND

REQUEST FOR PROPOSALS

America 250 Maryland Workshop Coordinator

Preservation Maryland, a nonprofit organization headquartered in Baltimore, Maryland, is soliciting proposals from qualified workshop facilitators to host a series of workshops across the Chesapeake Bay watershed in select gateway communities and to compile a summary report with the goal of facilitating the networking, planning, and development of inclusive and engaging local events and programming that commemorate the 250th anniversary of American Independence in 2026.

Preservation Maryland requests that interested parties respond to the solicitation by **5PM ET on February 1, 2024**.

1. CLIENT

Preservation Maryland is a non-profit harnessing the power of historic places by revitalizing and reinvesting in communities, advocating, and building the historic trades workforce for the benefit of all Marylanders. To learn more, visit www.preservationmaryland.org.

2. PROJECT OVERVIEW

2.1 Background

Through an ongoing partnership with the Chesapeake Bay Office of the National Park Service, Preservation Maryland is supporting an effort to develop a broad and inclusive, locally led approach to the upcoming commemoration of the 250th anniversary of American Independence. To inform strategic development of purposeful and organized efforts, Preservation Maryland is hiring a qualified consultant to develop, coordinate, and execute at least nine (9) in-person workshops and one (1) virtual workshop.

2.2 Description

Preservation Maryland is seeking a qualified workshop facilitator to host the following workshops:

1. *Regional Workshops*: In-person, two-hour workshops in a central location within the A) Susquehanna National Heritage Area (PA), B) The Heart of the Civil War State Heritage Area (MD), and C) Northern Neck National Heritage Area (VA).
2. *Specific Locations*: In-person two-hour workshops at: Annapolis (MD), Baltimore (MD), Cambridge (MD), Easton (MD), Leonardtown (MD), and Shepherdstown (WV).
3. *Virtual Workshop*: One recorded virtual workshop geared to the entire Chesapeake Bay watershed constituency.

The consultant will also complete a summary report of the workshop series and attendee participation with resource recommendations.

The goal of the project is to assist local communities in understanding the broader national and state America250 commemorative objectives, opportunities, and concepts. Additionally, introducing attendees to the *AASLH Making History at 250: The Field Guide for the Semiquincentennial* and similar resources should be a key aspect of the workshops.

Key objectives include:

- Providing participants with basic understanding of the upcoming commemoration and major players (national, state, local, nonprofit, etc.).
- Providing participants with real-world examples of successful commemorative activities and programming at the local level.
- Guidance on what to consider when planning their commemorative activities.
- Networking opportunities for attendees.

3. SERVICES AND SCOPE OF WORK

The precise scope of work is subject to feedback from the selected consultant(s) and budget limitations. However, anticipated work to be undertaken by the consultant(s) may include, but is not limited to, the following:

- Coordinating logistical details of workshops (location, time, partners, etc.) in partnership with Preservation Maryland;
- developing original workshop content;
- developing invitation materials in partnership with key stakeholders (Preservation Maryland will disseminate through existing digital channels);
- developing invitation and outreach copy for dissemination through Preservation Maryland and partner social media channels;
- leading all workshops and preparing all necessary materials;
- supporting collection of participant contact information to facilitate ongoing partnership and communication;
- completing simple summary report of effort for inclusion in reporting materials.

Work is expected to begin upon Preservation Maryland's acceptance of the Respondent's proposal and conclude the workshops by December 31, 2024, and any final reports, deliverables, or resources by March 30, 2025.

4. INSTRUCTIONS TO RESPONDENTS

All proposals must be submitted as a single PDF attached to an email delivered to climniatis@presmd.org by **5PM ET on February 1, 2024**.

Proposals should be brief (5 pages max). However, Respondents should include a proposed detailed budget, project schedule, relevant experience and qualifications, and a breakdown of work to be completed per the proposed budget.