



America 250-Ohio Commission
Revolutionary War Veteran Burial Identification Project
Request for Proposal

RFP Issue Date: October 7, 2024

Inquiry Period: October 25, 2024 (12:00 p.m. - Eastern)

Qualifications statements due: November 15, 2024 (4:00 p.m. - Eastern)

Review and Scoring Period: November 18, 2024 – November 22, 2024

Notification of short-list: November 26, 2024

Interviews with short-listed consultants: December 4, 2024

Notification of Selection: December 11, 2024

Submit Responses via e-mail to:

Quanta Brown, Operations Director

America 250-Ohio Commission

qbrown@ohiohistory.org

Project Background:

In 2026, the United States will celebrate its semiquincentennial, which is the 250th anniversary of the Declaration of Independence. Each state has been encouraged to create a celebration and commemoration of this anniversary to reflect the unique character and contributions of each state to the nation over the past 250 years.

Ohio is fully embracing this opportunity. The Ohio Commission for the Semiquincentennial (aka America 250-Ohio Commission or AM250-OH) was created by the Ohio legislature and launched on March 1, 2022. The charge of the AM250-OH Commission is to “...to plan, encourage, develop, and coordinate the commemoration of the two hundred fiftieth anniversary of the founding of the United States and the impact of Ohioans on the nation’s past, present, and future.” —Ohio Revised Code (149.309)

- PLAN Ohio's approach to commemorate/celebrate the U.S.'s 250th Anniversary in 2026.
- ENCOURAGE all 88 Counties to get involved and create local plans while joining other efforts in the region, across the state and throughout the nation.
- DEVELOP a public awareness campaign, a collaborative vision, and a strategic approach to the statewide plans.
- COORDINATE collective impact opportunities to partner, expand impact, and share resources.

AM250-OH is a non-profit organization, funded primarily through State of Ohio funds that are managed by the Ohio History Connection as the Commission’s fiscal agent. The Commission has a small staff and is overseen by a state-appointed Commission of 30 members. While not a state agency per se, AM250-OH is adhering to the basic guidelines of State of Ohio procurement, by selecting the Historical Researcher (consultant) partner through an open and competitive process.

The events and products of the America 250-Ohio celebrations may include experiences such as:

- Statewide film festival celebrating Ohio's contribution to the film industry
- **Identifying Revolutionary War Veteran's graves (there are over 7,000 in Ohio)**
- Improvements to Ohio's only Revolutionary War fort – Fort Laurens, in Tuscarawas County
- U.S. Route 250/America 250 Heritage Trail
- Ohio Road Trips and Discovery Trails
- The collection and sharing of under-told and little-known stories of Ohioans (past and present)
- Opening the 1976-time capsule at the Ohio State Fair and creating a new one
- Urban murals and barn paintings

There are expected to be hundreds of events and experiences offered during the 2024-2026 timeframe.

The Need:

Between 80,000-90,000 soldiers served in the Continental Army during the Revolutionary War (1775-1783). It is estimated there are over 7,000 of these veterans buried in the State of Ohio. After the War, millions of acres in Ohio were set aside for veterans who received bounty land warrants to settle on. It is because of these lands, known as the United States Military Bounty and the Virginia Military Bounty, we have so many Revolutionary War veterans buried in Ohio (even though Ohio did not become a state until 20 years after the end of the war).

There has never been a comprehensive list made of the burial places of these veterans in Ohio, and the America 250-Ohio Commission has decided the recordation of their final resting places is a worthwhile effort.

Desired outcomes:

- Final product (Excel or other agreed upon file) containing the requested information for each veteran (see Scope of Work).
- The final product will be provided to AM250-OH and the Ohio History Connection's State Historic Preservation Office.
- The State Historic Preservation Office will map and document the data on their website (<https://www.ohiohistory.org/preserving-ohio/state-historic-preservation-office/>) for public use.
- The overall desired outcome of the project is to create a comprehensive list and map of burial sites of Revolutionary War veterans in Ohio.

Scope of Work:

1. The consultant will work under the direction of Krista Horrocks, Department Manager of Education & Support Services and OHC's cemetery preservationist, who serves as the Project Manager. A kick-off meeting and regular check-ins will be scheduled at her will.
2. Relationship building with researchers, historians, and local Daughters of the American Revolution (DAR) and Sons of the American Revolution (SAR) chapters will be vital to the completion of the project. Local historians may be able to help with the project, especially with the ability to gain access to local cemeteries and identify and photograph burial sites. The

consultant will be expected to build relationships with local historians to provide the support needed to complete this project successfully.

3. The consultant will be expected to be able to explain the scope and goals of the project to local communities and interested parties to support the project.
4. The consultant will develop a method for local historians or citizens to submit any locally known information about Revolutionary War Veteran burial locations and verify provided information.
5. The consultant will use the following documentation to identify Revolutionary War veterans in the State of Ohio. Documentation will include, but is not limited to:
 - a. *The Official Roster of the Soldiers of the American Revolution Buried in the State of Ohio* by Ohio Adjutant General's Department, Daughters of the American Revolution, and Jane Frances (Dowd) Dailey
 - b. *The Official Roster of the Soldiers of the American Revolution who lived in the State of Ohio* published by the State Society Daughters of the American Revolution of Ohio
 - c. *Records of the Revolutionary War: Containing the Military and Financial Correspondence of Distinguished Officers* by W.T.R. Shaffel
 - d. *List of the Revolutionary Soldiers of Virginia, Special Report of the Department of Archives and History for 1912* by H.J. Echenrode
 - e. *Revolutionary War Records: Virginia Army and Navy Forces with Bounty Land Warrants for Virginia Military District of Ohio, and Virginia Military Script, from Federal and State Archives* by Gaius Marcus Brumbaugh
 - f. *Massachusetts Soldiers and Sailors of the Revolutionary War* by the Secretary of the Commonwealth of Massachusetts
 - g. National Society of the Daughters of the American Revolution (NSDAR) Patriot Registry
 - h. National Society of the Sons of the American Revolution (NSSAR) Patriot Research System
 - i. Militia Rosters
 - j. Bounty Land Records
 - k. Pension Records
 - l. Pennsylvania Archives
 - m. Connecticut Archives
 - n. Rhode Island Archives
 - o. Vermont Archives
 - p. Maryland Archives
 - q. Vermont Archives
 - r. New Hampshire Archives
 - s. North Carolina Archives
 - t. South Carolina Archives
 - u. Works Progress Administration (WPA) Veteran Grave Registry, including:
 - i. Grave Registration Cards
 - ii. Plot Maps
 - v. Websites such as:
 - i. www.ancestry.com
 - ii. www.fold3.com
 - iii. www.familysearch.org

- iv. www.findagrave.com
 - v. [National Archives Catalog](#)
6. A database of veterans will be created and will include the following information:
- a. Surname
 - b. Alternate Surname
 - c. Given Name
 - d. Middle Name/Initial
 - e. Suffix
 - f. Rank
 - g. Company
 - h. Birth Date
 - i. Death Date
 - j. Cemetery Name
 - k. Cemetery County
 - l. Cemetery Township/City
 - m. Ohio Genealogical Society Identification Number (OGSID)
 - n. Cemetery Ownership
 - o. SAR#
 - p. SAR HTML
 - q. DAR#
 - r. DAR HTML
 - s. Find A Grave ID
 - t. Find A Grave HTML
 - u. Find A Grave Secondary ID
 - v. Find A Grave Secondary ID HTML
 - w. Burial Latitude
 - x. Burial Longitude
 - y. Burial Locational Confidence
 - z. Cemetery Latitude
 - aa. Cemetery Longitude
 - bb. Cemetery Locational Confidence
 - cc. Notes
7. Photographs including, but not limited to, the following views:
- a. Burial Overview
 - b. Gravestone (front)
 - c. Gravestone (back)
 - d. Related grave markers (footstones, family plot markers, etc.)
 - e. Historic/Online Photographs (for example, photos from Find A Grave, etc.)

Expectations & Understandings:

- 1. The NSDAR defines a “patriot” as one who provided service or direct assistance in achieving America’s independence. It should be understood this project will include patriots as defined by the NSDAR.

2. It is understood not all veterans will be able to be identified and not all veteran burial locations will be able to be located. Information will be provided in the most complete form possible within the confines of the project's scope.
3. Out-of-state travel is not expected for the scope of the project. All travel should take place within the State of Ohio.
4. The ultimate goal of the project is to identify burial locations of Revolutionary War veterans. It is not the expectation of the project to replace, restore, or clean gravestones or provide maintenance of burial sites within cemeteries.
5. Assistance with documentation methodology can be provided by the State Historic Preservation Office, if needed. This can include the creation of an ArcGIS Survey123 form. Additional or alternative documentation methodology can be discussed during kick-off and is under the discretion of the Project Manager.

Contract Period:

The intent is to enter into an agreement that lasts from the award date of this contract through December 2025.

Fee Schedule: Total award of contract is not to exceed \$60,000. Consultant to provide invoicing monthly with breakdown of work completed and hours spent.

Qualifications:

The successful consultant will meet the following requirements:

1. Experience doing historical, genealogical or related research.
2. Detail oriented, resourceful, and self-motivated.
3. Curiosity to dig past the surface and get information right.
4. Ability to read, analyze, interpret, and curate a variety of documents into database format.
5. Ability to communicate effectively via multiple modes (verbally, email, phone, etc.).
6. Proficient in the use of Microsoft Suite (Outlook, Excel, Word, Teams, Sharepoint, OneDrive, and PowerPoint), and experience with mapping software (i.e. ArcGIS).
7. Familiarity with Ohio history.
8. Experience working with local and/or state agencies and familiarity with local and/or state government.
9. Previous experience as a Principal Investigator on a grant or project.
10. Experience with large-scale database curation.
11. Consultant must be based in the United States.

Submission Guidelines:

What to include:

1. Company/Consultant profile: Please include an overview of your organization and any subcontractor/collaborators including the following information:
 - a. Brief company history, with number of years of relevant experience.
 - b. Number of years in business, the number of employees, office locations.
 - c. Any certifications such as certified MBE or WBE.

- d. Company office locations – office that will provide services as well as any other office locations of more than one employee (please do not include remote workers' offices as a location).
2. Prior experience – please include a short-write up of three (3) recent (within the last five years) projects that the consultant has completed that are relatable to this project. Include a note of who on the proposed work account team was involved in those projects.
 - a. Include the following for each project:
 - i. Client name/Project name
 - ii. Project date
 - iii. Team members (from the consultant) involved
 - iv. Services provided
 - v. Situation/Challenge addressed
 - vi. Solution
 - vii. Results
3. Approach – please provide a brief statement of how you will approach working with AM250-OH to ensure success including onboarding, any relevant milestones, etc.
4. Statement of interest – please provide a brief statement as to why you believe your consultant is best suited for this work and why you would like to have the opportunity to work with AM250-OH.
5. Fee statement – provide the proposed rate for services and estimates to accomplish the various components included in the scope of work.

Submission Format:

1. Respond in a written format (can be a Word document or PowerPoint), may be saved as a pdf.
2. The length is not to exceed ten (10) pages one-sided including the cover page.
3. Limit the number of links to content and ensure that it is directly relevant and cannot be shown/expressed in any other way.
4. Please number each page.
5. Follow the same order for submission as listed above.

Question period – all questions should be submitted in writing via Google form by the end of the inquiry period. Answers to all submitted will be made public. No additional questions will be accepted after the end of the inquiry period.

Question form must be used for all questions (note – no questions posed via email or phone will be answered, the form is to be the only method of asking questions during the inquiry period).

Proposal Submittal:

Proposals must be submitted via email by no later than November 15, 2024, at 4:00 p.m. ET to gbrown@ohiohistory.org.

Any submissions received after that time will not be eligible for review and consideration.