

Request for Proposals: Historic Preservation Webinar & Local Workshop Series

The Preservation Alliance of West Virginia (PAWV) is now accepting proposals for its Historic Preservation Webinar and Local Workshop Series. **Proposals are due via email to Danielle Parker at dlapresta@pawv.org on Friday June 5, 2020**

SPECIFICATIONS FOR WEBINARS:

- Webinars will be held once a week (generally on Wednesday at 1pm) in the months of August, September, October and November, 2020.
 - In some cases, webinars may be held on Tuesdays or Thursdays but the preferred time is 1pm.
- Webinars will be held remotely and facilitated by PAWV using its GoToWebinar subscription.
 - Presenters will have the option to practice their webinar ahead of time with PAWV staff.
- Webinars should be 45 – 60 minutes in length with allowance for a Q&A period.
- Webinars must involve a PowerPoint or slideshow presentation.
- Webinar presenters are not expected to use a web camera, but the presenter must have his/her own computer, internet access, and audio capabilities to give the webinar presentation.
- Webinar topics must relate directly to historic preservation and can be targeted at different levels of experience.
 - Webinars will be recorded live and added to the PAWV website and YouTube channel.
- It is suggested that some proposals are from historic preservation professionals and craftspeople who would like to participate in an *Ask the Expert virtual session* where participants can submit questions accompanied by photos (to PAWV) prior to the webinar. Questions will relate directly to historic preservation building problems. The expert will review the submissions and select questions to answer during the webinar.
 - PAWV staff can help put together the slideshow presentation for this webinar, if requested.
 - In some cases, specific case studies could be chosen for on-site demonstrations if the presenter is interested in this option. Demonstrations will be recorded and edited by a professional film crew (TBD) and presented on the PAWV website and YouTube channel.
 - For the Ask the Expert proposals, the potential presenter should explain what areas of historic preservation he/she would like to focus on for question submissions (i.e. windows, masonry, doors, foundation, roofs, etc.).

SPECIFICATIONS FOR LOCAL WORKSHOPS/DEMONSTRATIONS:

- Local workshops and/or demonstrations must take place in July, August, or September 2020.

- The local workshops or demonstrations can be held anywhere in the state of West Virginia but must be held at historic property. It is recommended that hands-on work be performed on the property.
 - Local workshops involving the public must be held outdoors and comply with social distancing guidelines.
 - Local workshops likely will not be filmed and will occur one-time.
 - Demonstrations can be held indoors or outdoors and do not need to be open to the public if held indoors.
 - If demonstrations are to be open to the public, then they must be outdoors and comply with social distancing guidelines.
 - Demonstrations can have webinar and on-site components that can be merged for final video recordings.
 - Demonstrations will be filmed and edited by a professional film crew (TBD).
- Presenters/demonstrators must be able to engage participants in learning historic preservation and traditional building techniques in a half-day or full-day workshop, or alternatively, in a video demonstration.
- Presenters should have extensive experience in the specific skill, thorough familiarity with historic preservation issues regarding that skill, and experience in teaching the skill.

Proposal Application Requirements:

Professionals interested in providing preservation training for either of the above formats should submit a proposal including:

- Title of webinar, local workshop, or demonstration
- Include whether it will be a webinar, local workshop, or demonstration
 - If a workshop or demonstration, include the name of the property (if there is one) and the address of the property.
- Description of the activity and what will be learned (no more than one page)
- Whether the activity is for beginners or a more experienced audience
- Short abstract, no more than 150 words, for promotional purposes
- Name, Title, Contact Information (phone and email), and Organizational/Institutional Affiliation, if any
- Qualifications, credentials, and experience:
 - Skill(s) that you are qualified to teach
 - Teaching or training experience
 - A one-paragraph bio suitable for use in conference handouts
- Tools or equipment, if applicable, that you can provide for the class and student use
- Materials, equipment, and site requirements you would expect PAWV to provide
- Availability/preferred date of presentation
- Cost / fee proposals for presentation (when applicable)

Presenter fees, when paid, will be negotiated on a case by case basis. No separate travel expenses will be paid. Presenter fees may be offered to speakers if funds are available – as well as if, per SHPO grant requirements, those presenters meet the Secretary of the Interior’s Professional Qualifications Standards found in 36 CFR 61. (For information on 36 CFR 61 standards, see https://www.nps.gov/history/local-law/arch_stnds_9.htm.) Some presenters not meeting the requirements in 36 CFR 61 may also be paid fees, and PAWV will make this determination as funds are available.

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This RFP does not indicate any promise to follow through and implement any proposals. We reserve the right to select different trainers for workshops, sessions, etc. We reserve the right to accept late proposals if insufficient or inadequate proposals for all slots are not received by the deadline. We may suggest revisions to your proposals for your consideration. PAWV staff will organize and direct all activities and will have final approval of content.

This conference receives Federal funds from the National Park Service as administered by the West Virginia Department of Arts, Culture, and History. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination departmental Federally Assisted Programs on the basis of race, color, national origin, age, or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Office of Equal Opportunity, U. S. Department of the Interior, National Park Service, 1849 C Street, N.W., Washington, D.C. 20240.