

Request for Proposals (RFP)
Database Consultant for American Battlefield Trust Land Preservation Department
November 3, 2023

INTRODUCTION

With the support of funding from Virginia Outdoors Foundation (“VOF”) and Virginia's United Land Trusts (“VaULT”), the American Battlefield Trust (“the Trust”) is requesting proposals from qualified contractors with expertise in information and database management to 1) critically examine the state of its existing data management systems related to land preservation and 2) work with Trust staff to craft an efficient and strategic data migration plan for a transition to the Landscape Land Conservation Software (“Landscape”) platform.

A. COMPANY & PROJECT BACKGROUND

The Trust is a national nonpartisan, nonprofit 501(c)(3) organization based in Washington, D.C. that preserves our nation’s hallowed battlegrounds. Thanks to contributions from members and supporters nationwide and funding from federal, state, local and private grants, the Trust has preserved more than 57,000 acres of Revolutionary War, War of 1812, and Civil War battlefields at over 150 sites in 25 states.

Over the course of its 30-year organizational history, the Trust has completed hundreds of land preservation transactions and currently stewards historic properties in states across the country. Supported by a VOF/VaULT capacity grant, the Trust will hire an outside consultant to assess the Trust’s current data management systems and practices related to its land preservation transactions and property ownership and develop a detailed plan for the transition of this content to the Landscape Land Conservation Software platform.

B. PROJECT DESCRIPTION & SCOPE OF WORK

The main objective of this project is to have a qualified contractor work closely with the Land Preservation Staff at the Trust to develop a detailed plan and timeline for transitioning key data and records related to land preservation transactions and property ownership at the Trust from existing systems to the Landscape Land Conservation Software platform.

To accomplish this objective, the selected contractor would be expected to lead the following efforts:

- Conduct a thorough review of all existing information management tools, systems, and processes currently utilized by the Trust’s Land Preservation Staff (ex. Excel spreadsheets) and gain an understanding of how this information is used and accessed by all Land Preservation Staff and other selected members of the Trust Staff
- Work closely with the Trust’s Land Preservation Staff to determine exactly what information types will be migrated into Landscape and how that transition will be

accomplished, including when and how the selected information will be reviewed for accuracy and completeness

- Develop a series of information management policies to ensure consistency for all data that is migrated into Landscape and added going forward

The final deliverables are described in more detail below:

- Written summary of the findings from the review of the Trust's existing data management tools, including a list of all resources that were reviewed and preliminary recommendations for what data types should be migrated to Landscape and what, if any, information no longer needs to be tracked (if duplicative, no longer used, etc.)
- Landscape Transition Plan, which will include a detailed list of all steps needed to accomplish a complete and accurate transition to Landscape, a proposed timeline, and (if needed) the identification of additional contractors or vendors who may be required to implement this plan. This plan should include a process for reviewing all existing data that will be migrated into Landscape for accuracy, completeness, and consistency.
- Landscape Information Framework, including the identification of definitive sources for each data field utilized in Landscape, naming conventions to be applied to all information input into Landscape, and data input procedures (who is responsible for inputting information, schedule for recurring audits, view-only access policies, etc.) This deliverable should draw upon the record-keeping standards set by the Land Trust Alliance, which will help ensure that the Trust is following best practices for land preservation and stewardship.

By carefully examining our current information inventory and management approaches, evaluating how we use such information, and creating a detailed plan for the transition to, and future use of, Landscape, this project will pave the way for an orderly transition to a new land management database and increase efficiency for accessing and utilizing this critical information.

Once complete, this project will efficiently support the Trust's work to preserve and steward historic battlefield lands.

C. PROJECT SCHEDULE

The work is anticipated to begin in Winter 2023 and be completed within 6 months.

D. SELECTION CRITERIA

Overall, the selection will hinge on the Trust's judgment of best value, defined as the most likely to produce high-quality results, not necessarily the fastest or the least costly.

The Trust will review and evaluate the proposals through a balanced consideration of the following factors:

- a) Specialized experience and technical competence, including familiarity with Land Trust Alliance record-keeping recommendations
- b) Demonstrated understanding of the purpose and scope of the project and ability to work collaboratively with a dynamic team
- c) Prior success in completing projects in a cost-efficient and timely manner
- d) Client references, relevant projects, company background, tentative timeline, and development approach
- e) Available resources and capacity to complete the project within the specified time and within a team environment

E. SUBMISSION AND ADDITIONAL INFORMATION

Submissions should address the criteria above and adhere to the timeline provided.

Please include the following in response to this RFP:

- Company background
- Justification for why your company is the right fit for this project.
- Company team information and people to be assigned to this work, including resumes or CVs
- At least three client references
- Examples of previous work that demonstrate relevant specialized experience and technical competence. Please share links, references, and/or case studies to demonstrate relevant prior experience
- High-level plan, timeline, and budget. As possible, budgets should outline estimated number of hours and cost by deliverable type (as described in Section B)
- Disclosure of any conflicts of interest

Please submit your proposals via PDF to Jennifer Golden at jgolden@battlefields.org no later than 5:00 PM ET on Thursday, November 30, 2023. Proposals received after this date will not be considered. Additional questions regarding this Request for Proposals should also be directed to Jennifer Golden.

The American Battlefield Trust is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.