Request for Proposal: NHTI 50th Anniversary History

Bid Number: CON14-04

NHTI-Concord’s Community College, is contracting for an author to research and write the text, and related materials, for a book covering the history of the College as part of the institution’s 50th anniversary celebration in 2015.

Overview:
NHTI, Concord’s Community College opened in 1964 with its first graduating class in the Spring of 1965. The College plans to celebrate the 50th anniversary of its first graduating class in the Fall of 2015. As a centerpiece of this celebration, the College will produce a book of the College’s 50-year history. The College is commissioning the writing of the text for this commemorative book, envisioning a “table top” style book with a running narrative of the College’s history, supported by a dozen or more intimate “human interest” stories, a timeline summarizing important dates and events, and heavily supported with photography from the NHTI Archives.

Scope of Work:
- Length of text: Approximately 15,000 to 20,000 words
- Captions to Illustrations: Approximately 30 to 40
- Timeline of NHTI History
- Sidebars of special subjects/interviews of up to 250 words each: Approximately 10 to 20

Methodology:
- Meet no less than once per month with the Editorial Team for direction and status reporting
- Conduct research in the NHTI Archives and elsewhere as needed
- Work with NHTI Library Staff and others in the selection of photographs
- Interview key staff, faculty, students (past and present), alumni and others

Schedule:
- Jan. 2014 (or TBD) Project Award, Kickoff Meeting
- Sept. 2014 (+9 mos.) Research, interviewing and writing completed
- Oct.-Dec. 14 (+10-12 mos.) Identification of photographs and captions submitted
- Dec. 2014 (+11 mos.) Draft Timeline and sidebars text submitted
- January 2015 (+12 mos.) Draft of main text submitted
- March 2015 (+15 mos.) Final revisions complete on all materials

Compensation:
- 25% advance
- 50% upon acceptance of Final Text
- 25% upon final approval of proofs for publication
Deliverables:

- Monthly submissions of draft text; 1 hard copy and electronic format (MS Word for PC)
- Monthly submission of status report on key deliverables (MS Word for PC)
- Final Text Sept. ??, 2014 (or +9 months from Project Award)
- Photo ID (graphic representation in digital format, such as jpg or gif or pdf) and captions (Nov. 30., 2014 or +11 months from Project Award)
- Final timeline Dec. 31, 2014 (or +12 months from Project Award) of the Editorial Committee.

All materials and deliverables are the property of NHTI.

Qualifications of applicants: Applicants will have a demonstrated ability to conduct research and write appropriate textual material for a general audience. Academic or practical background in history required. Familiarity with NHTI and the surrounding community is highly preferred. Selection will be based on research and writing capabilities, proven ability to meet tight deadlines, and assessment of creative body of work.

To Apply:
Submit resume, portfolio and compensation requirements via hard copy or electronically to:
Alan Blake, Director of Communications
NHTI, Concord’s Community College
31 College Drive, NHTI 03301
ablake@ccsnh.edu

Deadline for submissions: December 20, 2013 by 2:00 PM EST.