

Appendix A

SCOPE OF WORK FOR THE TASK OF PREPARING A CULTURAL AFFILIATION REPORT FOR EFFIGY MOUNDS NATIONAL MONUMENT, NATIONAL PARK SERVICE

Introduction

The National Park Service (NPS), Midwest Support Office, is soliciting proposals for the purpose of entering into a contract for completing and submitting a cultural affiliation report relating to Effigy Mounds National Monument in northeastern Iowa.

The purpose of this study is to determine whether prehistoric, historic and contemporary affiliations exist between Amen can Indians and the land and natural and cultural resources within the monument and to document and analyze any affiliations identified. While the major emphasis in this solicitation is on the land and resources within the Monument boundaries itself it is understood that it will be necessary to focus on regional rather dm park-specific research data and materials to accomplish this task.

The study will identify any groups who have both traditional and contemporary ties specifically to the Monument resources and region, describing relationships between park land and natural and c resources and associated past and present peoples.

The results of the study will 1) prepare managers to anticipate resource use issues that may affect their park, and place them in a better position to understand and deal with such issues in the future, and, more immediately, 2) provide managers with the necessary information to address the cultural affiliation and consultation requirements of the Native American Graves Protection and Repatriation Act (NAGPRA) and other legislation, policy, and regulations that address peoples traditionally associated with park resources.

The study will be conducted under the terms of a fixed-price purchase order. All costs associated with on-site visits, including travel and estimated number of days on site, transportation, lodging and meals, labor and professional costs, overhead and profit and the preparation and production of all draft and final reports shall be included in the quotation. The Government reserves the right to make multiple awards. A purchase order(s) will be issued to the Contractor submitting the most responsive proposal.

The purchase order(s) will be issued by the Midwest Support Office of the National Park Service, will be conducted over 12 months or less, and will result in written reports and other deliverables submitted to the National Park Service.

Background

Effigy Mounds National Monument was established by Presidential Proclamation on October 25, 1949, to protect and preserve numerous known prehistoric earthworm Mounds. Today the Monument encompasses approximately 1,481 acres and is located three miles north of Marquette off Iowa 76. The mailing address of the Monument headquarters is 151 Highway 76, Harpers Ferry, Iowa 52146-7519, and their telephone number is 319-873-3491.

Within Effigy Mounds National Monument there are 191 known prehistoric mounds. Twenty-nine take the form of animal effigies, and the remainder are conical compound, or linear. The oldest mounds date back to circa 450 B.C., and the most recent to circa A-D. 1300. The Effigy Mounds people created many different animal shaped mounds, but the area around the Monument seems to favor birds and bears. The heart of the Effigy Mounds world lay in what is now southern Wisconsin and parts of adjacent states. Today, it is not known who created the effigies and why. The builders left no written records and have no known modern descendants.

For the Monument, research is needed to develop programs, policies, and guidelines for identifying, interpreting, and protecting culturally significant resources within park boundaries; to identify ethnographic issues that have the potential to affect management of the park, and to further develop communication with American Indians who may be determined to have a traditional link to the parks' cultural and natural resources.

National Park Service (NPS) Cultural Affiliation Reports for the Midwest Region are prepared by professionals, working in close cooperation with park staff, support office staff and with the Contracting Officers' Representative (COR) and Contracting Officer (CO). All reports are reviewed in draft and final form by the park, support office staff, and other professionals. After the review process is completed and upon recommendation by the COR, the CO accepts the Affiliation Report.

Within 20 days of award of a purchase order, the Park will provide the Contractor with copies of relevant reference documents. These may include, but are not limited to, the park enabling legislation, the current park Resource Management Plan, and other pertinent documents, regulations, guidelines and laws.

Study Objectives:

The overall objective of this study is the production of a cultural affiliation report to aid in the development of further cultural and natural resource studies, interpretation program objectives, and park management decisions. The NPS defines a cultural affiliation report to be a study that establishes relationships between objects in park collections, or other resources, and descendants of individuals whose remains or objects are in park collections. Such studies are required to meet the data and consultation requirements of the Native American Graves Protection and Repatriation Act of 1990 (NAGPRA) Public Law IO 1 601; 104 Stat. 3048; 25 USC 3001 et seq.), and other legislation,

policy, and regulations that address peoples traditionally associated with park resources. The study will review existing information and identify new data needs. This study will examine the possible affiliation of prehistoric, historic and contemporary American Indians to the resources of Effigy Mounds National Monument. Information is to be derived from existing archival and published material and may be supplemented (where appropriate) with ethnographic interviewing of knowledgeable members of traditionally associated groups. However, the Contractor needs to consult with the COR prior to contacting tribal representatives to determine if such interviews are really pertinent to this study.

This study will identify through ethnohistorical review of published and unpublished literature and records, 1) the native peoples who were present during prehistoric and historic time periods in the region encompassing Effigy Mounds National Monument; and 2) the contemporary Federally-recognized American Indian tribes that are possibly descended from people who were prehistorically and historically present in the region, as well as other Federally-recognized tribes and unrecognized American Indian groups for whom the park is important today. On the basis of these data, the relationship of Native American peoples to the land, resources, and collections this park will be detailed. Information about present tribal governments and officials with to the park resources will also be presented.

Specifically, the objectives of the study are to provide:

*descriptions of any American Indian groups who may be determined to be culturally affiliated with the Monument and its resources. Included should be the following summaries: 1) Summarize the relationships determined between mound builders and contemporary Indian groups; and 2) Summarize the relationships determined between specific objects (including human remains) in park collections to contemporary Indian groups or individuals who may be descendants; and 3) Summarize the relationship determined between other park resources to contemporary Indian groups; and

*a comprehensive summary of the cultural history of each of the potentially affiliated groups; and

* descriptions of occupation and use, past and present (prehistoric and historic), of the area m and around the Monument by traditionally associated groups of people; and

*descriptions of potentially existing rights arising from treaties, agreements, and laws; and

* a current "selectively annotated" bibliography of ethnographic information on Effigy Mounds National Monument and Traditionally associated peoples; and

*a references section of sources cited in the final report; and

*a record of consultations (if applicable) with American Indians and other members of traditionally associated groups whose lifeways and cultural resources may be affected by park management plans and action; and

*suggestions for further studies on Effigy Mounds National Monument associated groups and resources which may be designed and conducted to develop more complete information on which to base future decisions by the Monument Superintendent with regard to ethnographic issues and concerns that have the potential to affect management of the Monument resources.

Finally, if potential interpretive topics can be gleaned from the research, such topics should be included in the final report as a product of this study. This may be accomplished in a single-page listing.

Project Specifications

The contractor will produce a technical report which reviews the evidence for American Indian occupation in and/or use of the region that encompasses Effigy Mounds National Monument, and details the basis for prehistoric, historic and c ties between Federally-recognized American Indian tribes or unrecognized groups and the land and resources within and adjacent to the park, as well as rights arising by treaties, agreements, and laws. This information will provide a documented basis of knowledge from which park managers can anticipate resource use issues. It will also provide information park managers and staff can use to identify the potential culturally affiliated tribes in addressing NAGPRA-related questions and issues. This information will better prepare managers to deal with resource issues in an informed and culturally sensitive manner.

The geographical scope of the study will include the region in, around, and adjacent to Effigy Mounds National Monument. Of particular relevance will be the specific information about American Indian ties to, and use of the land and resources contained within the boundaries of the park. Such information will be presented in a cultural affiliation report that details the results of the study.

The study will be based on research in appropriate published and unpublished historical archeological and ethnographic literature and records, and other pertinent sources of information. Some emphasis will need to be placed on extensive study and review of documents related to the archeological record. Sources of information for this research are expected to be numerous and diverse. The findings of the study will be documented and supported by appropriate archeological historical and ethnographic evidence, identified and cited in sufficient detail as to permit the information to be readily located and reviewed.

An important source of information that must be consulted and evaluated during this research is the expert testimony offered to the Indian Claims Commission while that body existed between 1946 and 1978. Claims cases heard by the Indian Claims Commission are summarized in the *Final Report* of the Commission, issued in 1978, and most of the expert testimony submitted to the Commission is contained in a series of volumes published by Garland Publishing Company of New York City.

The study may also be based on information obtained from park managers, tribal governments, tribal representatives, local residents, and park users knowledgeable of historic and contemporary resource use and occupation within or near the park boundaries.

If persons are interviewed to solicit information for this research, the contractor must gain permission from all subjects (groups or individuals) prior to conducting oral research. If members of Federally-recognized American Indian tribes are consulted or interviewed for this research, the contractor must obtain prior permission, in writing if possible, from the appropriate tribal governments. If such permission is not obtained, consultations and interviews are not to be conducted with tribal members. In addition, the contractor will establish and use a set of codes for the names of consultants who do not wish to be individually identified; **informant confidentiality must be maintained.** The contractor will not include direct quotes from any consultant in the narrative unless 1) the consultant specifically allows the use of direct quotes, fully understands the potential affects of being identified, and signs a release form; or 2) the identity of the consultant is kept confidential and indicated only with a code where relevant.

In communicating with tribal governments and other groups, the contractor must make clear to the tribal government or leadership of groups that he or she is gathering information for the National Park Service to use in consulting with the tribe or groups in the future, and that he or she cannot speak for the National Park Service regarding any issues of present concern to the tribe or group.

The research defined herein is to be performed in accordance with this scope-of-work and under the authority and requirements of the National Historic Preservation Act of 1966 as amended (PL 96-515); the Historic Sites Act of 1935 (PL74-292); the American Indian Religious Freedom Act of 1978 (PL 95-341); the Native American Graves Protection and Repatriation Act of 1990 (PL 101-601); Executive order 13007 "Indian Sacred Sites," dated May 24, 1996; the Presidential Memorandum "Government to Government Relations with Native American Tribal Governments," dated April 29, 1994; National Register Bulletin 38 "Guidelines for Evaluating and Documenting Traditional Cultural Properties"; the National Park Service's Cultural Resources Management Guideline (NPS-28; release no. 5, 1998); the National Park Service's Native American Relationships Management Policy (Federal Register, September 22, 1987); and other relevant laws, policies, and guidelines.

Onsite Visit

Work will be preceded by a meeting at Effigy Mounds National Monument at a mutually agreed time **within 20 days of the contract award.** The Contractor will be accompanied on the site visit (post-award meeting) by the Contracting Officer's Representative (COR). At this pre-performance meeting, the contractor, park representatives, and other involved parties will seek answers to any questions that they may have before work begins.

The Contractor is responsible for contacting the COR to coordinate the onsite visit dates. The COR will further coordinate with the park Superintendent on establishing a meeting date. Minutes shall be taken by the contractor at the introductory and close-out meetings to document discussions regarding the scope of work for the cultural affiliation report. These minutes shall be prepared as a formal document for signature by the COR, park Superintendent and the contractor within one week of completion of the site visit. The contractor shall submit the minutes to the COR by electronic mail.

Project Schedule and Deliverables

December 31, 1998 -- The study will commence no later than this date.
December - Post-Award Meeting to be held at EFMO.
December - Park provides contractor with information, guidelines, documents, etc...
February 1, 1999 - Contractor submits monthly progress summary & extensive report.
March 1, 1999 - Contractor submits progress summary.
April 1, 1999 - Contractor submits monthly progress summary & extensive report.
May 1, 1999 - Contractor submits progress summary.
June 1, 1999 - Contractor submits monthly progress summary & extensive report.
July 1, 1999 - Contractor submits review draft final report (near completion).
August 15, 1999 - NPS provides review comments.
September 15, 1999 - Contractor submits second review draft final report.
October 15, 1999 - NPS provides final review comments.
November 15, 1999 - Contractor submits final contract deliverables (contingent upon approval).

The Contractor will submit **monthly progress summaries** to the COR. These reports will summarize the work accomplished during the time reported upon, and any findings and problems encountered. **More extensive reports** detailing the progress of the research, and including sections of the draft final report, will also be submitted on the above indicated dates.

The product of the study will be a written report that details the goals, methods, specific sources of information, and results of this research. The report will be written to current standards of anthropological research and documentation, and will employ the citation and reference format used by the journal *American Anthropologist*. The report should contain photocopies of all relevant unpublished materials used in the study, and photocopies of all court decisions examined as part of the study. The report should also contain copies of all relevant treaties examined as part of the study. Information about present tribal governments and officials with links to the park resources, will also be present presented separately from the review draft reports.

A secondary, and equally important product of the study will be a map or maps containing information regarding all ceded lands, treaty boundaries, park boundaries, and natural resources' locations within these boundaries. Geographical information systems (GIS) data files can be used to generate the necessary maps, if desired by the contractor. Other database products may also be provided by the contractor, if these lead to a better understanding of the natural and cultural resource use issues and management concerns of the Monument, and are provided in a format usable by the NPS.

The final report will be submitted in both draft and final form. **Ten** copies of the unbound draft report will be submitted on or before July 1, 1999, and will be clearly marked as draft copies. This review draft final report should be substantially complete and contain all text, graphics, photographs, maps and tables to be included in the final report. The draft version of the report will be reviewed by the NPS. Review comments will also be solicited from any American Indian tribes or groups involved in the

project. The NPS will furnish the contractor with review comments on the draft report by August 15. **Six** copies of the unbound revised draft report will be submitted again on or before September 15 and will be clearly marked as draft copies. The NPS will furnish the contractor with review comments on the draft report by October 15. The contractor will make any requested changes to the report and submit it, and all contract deliverables, in final form by November 15. This, however, will be contingent upon its acceptance and approval as a final document.

The approved final report will be submitted in one camera-ready, reproducible (unbound) and 30 bound paper copies. The entire final report, including all text, graphic images, maps, appendices, and attachments will be submitted in electronic form in "portable document file" (.pdf) file format, as produced by *Adobe Acrobat* (version 2.1 or later), or equivalent. In addition, the text of the final report (not including graphic files, maps, appendices, and attachments) will be provided in electronic format as one or more *MS Word* (version 6.0 or later format) files (using courier 12 point). Any changes in NPS computer file format standards during the course of this project will be followed by the contractor. The **initial and all revised drafts (excluding the final report) shall have line numbers** to facilitate the review process. Printing of the final report (all 30 bound copies) on 8 1/2" x 11 " plain white **archival quality paper** is required.

Reproducible copies of all photographs, maps, appendices, and attachments will be submitted as separate deliverables (on archival quality paper), due by the draft final report submission date of July 1, 1999.

Again, all costs related to report preparation, duplication, binding, office supplies, word processing, disk copies, and related production expenses are the Contractor's responsibility.

All reports and correspondence will be submitted to Michelle Watson, Midwest Support Office Cultural Anthropologist, National Park Service, 1709 Jackson Street, Omaha, NE 68102. Ms. Watson will serve as the Contracting Officer's Representative (COR) for administration of the project.

Progress Payments

Progress payments will be made upon receipt and acceptance of work related to each of the items as follows:

- *Site visit (post-award meeting) complete - 10 percent of the award amount for the item
- * Submission and acceptance of extensive detailed report of February 1, 1999 - 10 percent of the award amount for the item.
- * Submission and acceptance of extensive detailed report of April 1, 1999 - 10 percent of the award amount for the item.

*Submission and acceptance of extensive detailed report of June 1, 1999 - 10 percent of the award amount for the item.

*Submission and acceptance of final review draft final report on or before July 1, 1999 20 percent of the award amount for the item.

*Submission and acceptance of final report, one (1) unbound, camera-ready copy, (30) bound archival bond copies, one (1) disk copy, all other materials and deliverables, and the return of all borrowed materials on or before November 15, 1999 - 40 percent of the award amount for the item (or balance remaining in the account).

Qualifications of Project Personnel

The Principal Investigator (PI) must be an anthropologist who:

- * Possesses a doctoral degree in cultural anthropology or equivalent experience; and
- * Has at least 2 years of full-time professional experience in applied cultural anthropological research; and
- * Has demonstrated the ability to carry research to completion, as shown by completed project reports, conference presentations, and refereed publications in scholarly journals; and
- * Can demonstrate knowledge of American Indian culture and history the Woodland and Upper Mississippi region, specifically with mound building cultures.

This shall be illustrated with a vita(e) with references (including current mailing address and telephone numbers), writing sample, and summary listing of cultural anthropological reports, documents, and articles completed, including the following data: Name of project, contractor or institution, year completed, and contracting Officer or institutional contact to include a current mailing address and telephone number.

The Principal Investigator shall be responsible for all aspects of the research and report writing and production. If the report is written by someone other than the Principal Investigator, the title page shall bear the inscription "prepared under the supervision of (name), Principal Investigator." The Principal Investigator shall also prepare, as a minimum, a "Foreword" describing the context of the report, the significance of the work, and any other background circumstances relating to the manner in which the work was undertaken. The individuals responsible for all or part of the report shall be credited and directly identified on the title page and at the head of their respective chapter(s) if individually authored.

The Principal Investigator must demonstrate knowledge of American Indian culture, prehistory, and history in the Woodland and Upper Mississippi region, as evidenced by prior research and sources of information specifically identified for this study. It is desirable that he or she have had prior experience in conducting applied anthropological research among one or more of the American Indian groups having historical and traditional affiliation with this region, as evidenced by successful completion of at least one report detailing

the goals, methods, and results of such research. The extent of established contacts, if any, with American Indian groups, or with tribal representatives, that are potentially involved with this study should also be clearly described in the proposal.

Ideally, the Principal Investigator will be the leader of a research team that includes one or more members knowledgeable about the prehistory, history, and ethnohistory of the Woodland and Upper Mississippi region and the tribal groups that either reside there currently or have traditional cultural prehistoric or historical association with the region. **Team composition is at the discretion of the Principal Investigator** and will be balanced by both project schedule and budget.

The contractor will be responsible for supplying all work space, supplies, and materials needed to conduct and complete this study.

Quoters must demonstrate that they possess the qualifications as stated above. Failure to meet the above qualifications may result in a determination that the quoter is non-responsive.

Submission of Quotation

Offers must be accompanied by an explanation which clearly details the way in which this research will be conducted, the methods to be employed for the study, the nature of the products of the study and the schedule for their completion, and the qualifications of key personnel (including the Principal Investigator) to be engaged in this research. Offers should identify the extent of the Principal Investigator's knowledge of American Indian culture and history in the Woodland and Upper Mississippi region, as well as specific kinds of records and other sources of information to be examined during this research. Offerors should be as specific as possible in identifying sources of information to be consulted.

Offers must be accompanied by a separate budget which identifies cost categories and amounts of personnel effort to be devoted to each of the research tasks identified in the explanation. This information will be used to evaluate the adequacy of proposed work effort allocations and scheduling for accomplishment of research goals stated in the explanation.

Offers should be sent to the attention of the Contracting Officer, National Park Service, Midwest Support Office, 1709 Jackson Street, Omaha, Nebraska 68102.

Proposals which merely reiterate the information in this solicitation and which do not present further substantive information on the offeror's proposed undertaking will be considered non-responsive and may not be further considered.

Evaluation of Proposals, Basis for Award and Award of Purchase Order

The Government contemplates award of a fixed price purchase order(s). Award of the purchase order will be based primarily on the technical merit explained in offers. The technical merit has been explained in this Scope of Work. Cost will be a consideration only if the two best offers are of approximately equal technical merit and benefit to the Government. If an offer is received that is judged to be both responsive and responsible, it may be selected without discussion with that offeror or other offerors.

The technical merit of offers will be evaluated on a scale of 100 points, distributed according to the following criteria:

1. Demonstrated knowledge by the Principal Investigator of the archeology of the Upper Mississippi Region, particularly of the mound-building cultures and Woodland traditions
2. Demonstrated successful and completed prior research experience of the Principal Investigator in applied anthropological research relating to American Indians of the Upper Mississippi Region
3. Relevance and diversity of sources of information identified to be consulted during research
4. Prior research experience of the Principal Investigator in conducting studies for the purpose of establishing the cultural affiliation of American Indians with defined units of land
5. Prior research experience of the Principal Investigator in conducting studies for the purpose of establishing the cultural affiliation of historic and contemporary American Indian groups with prehistoric cultures
6. Demonstrated successful prior consultation experience with American Indians

The Contractor shall meet general standards as cited in Federal Acquisition Regulations Subpart 9:

1. Adequate financial resources to perform the contract;
2. Ability to comply with the requirements of proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments;
3. Have a satisfactory performance record;
4. Have a satisfactory record of integrity and professional ethics;
5. Have the necessary organizational and technical skills, experience, accounting and operational controls including the ability to obtain them;

6. Have the necessary production and technical equipment and facilities or the ability to obtain them;
7. Be otherwise qualified and eligible to receive an award under applicable laws and regulations.

Finally, all inquiries regarding this solicitation and Scope of Work shall be submitted to the Contracting Officer at the following address and/or telephone number:

National Park Service
Midwest Support Office
ATTN: Karen Schultz
1709 Jackson Street
Omaha, NE 68102
402-221 - 3563
Fax: 402- 221- 4251