



**Department of Cultural Preservation
Informative History Project
Request for Proposals
Respond by October 1, 2025**

Purpose

The Department of Cultural Preservation is seeking to gather all known written and oral histories of the Tribal Families that make up the Wilton Rancheria Distributee List of 1959. This includes the precolonial (precontact) times as well as the historical times. The main purpose of this study is to produce a comprehensive educational presentation and book that can be utilized by each tribal official to educate about the Tribe. Consultant must be willing to sign a Non-Disclosure Agreement (NDA) with Wilton Rancheria.

- Obtain, organize, and archive all known documents of tribal stories, (oral history put into writing etc.).
- Create an organized historical archive with information pertaining to the tribe from sources such as newspaper articles, books, magazines, videos, etc.
- Obtain personal accounts from tribal members (interviews with elders).
- Collection of photographs from anthropological as well as family sources.
- Compilation of studies regarding the cultural history of the tribal families.
- Comprehensive presentation of each aspect of the Wilton Rancheria:
 - 15 min power point of educational historical overview of ethnic tribal groups that make up Wilton Rancheria
 - 15 min power point presentation of educational historical overview of the foundation of the historic Rancheria and Rancheria life.
 - 15 min power point presentation of educational historical overview of the termination and distribution of Rancheria assets (Distribution List).
 - 15 min power point presentation of educational historical overview of the Re-recognition of Wilton Rancheria.
 - 15 min power point presentation of the current Wilton Rancheria.

A final published product in written format of all aspects of the Wilton Rancheria mentioned above.



Scope of Work

- Conduct comprehensive archival research to locate, obtain, and organize all known documents, publications, and records related to Wilton Rancheria's history, including precolonial, historical, and contemporary periods.
- Transcribe and archive oral histories from Tribal elders and members, ensuring cultural sensitivity and accuracy in representation.
- Collect and catalog photographs from anthropological, institutional, and family sources, with appropriate metadata and permissions.
- Compile and synthesize academic studies, articles, and other materials related to the cultural history of the Tribal families listed on the Wilton Rancheria Distributee List of 1959.
- Develop a structured digital and/or physical archive of all collected materials, organized by theme, time period, and source.
- Create five (5) educational PowerPoint presentations (15 minutes each) covering: ethnic tribal groups, historic Rancheria life, termination and distribution, re-recognition, and present-day Wilton Rancheria.
- Produce a professionally formatted and edited written publication encompassing all aspects of the Tribe's history, suitable for educational and public outreach purposes.
- Prepare and deliver a formal presentation of key findings and materials to Wilton Rancheria's leadership, including a summary of the research process and educational content.
- Participate in up to five (5) in-person or virtual meetings with the Department of Cultural Preservation, THPO, and other designated participants to ensure alignment and feedback throughout the project.
- Phase II (to be scoped and priced separately): Develop a comprehensive book and a children's book based on the historical content assembled in Phase I.

Deliverables

- Archived collection of historical documents, oral histories, and photographs with a comprehensive reference inventory and references included.
- Digital and/or physical archive organized by theme and source.
- Five (5) educational PowerPoint presentations (15 minutes each).
- Final written publication of Wilton Rancheria's history.
- Formal presentation to Tribal leadership.
- Meeting participation documentation and notes.
- Proposal for Phase II including scope and cost for book and children's book.



Proposal Requirements and Deadline

- Detailed scope of work outlining approach to each component.
- Cost estimate including breakdown of fees and expenses.
- Proposed timeline for completion.
- Relevant qualifications and experience.
- Examples of similar work (if available).
- Submission Deadline: October 1, 2025.
- Electronic Submittals to: Attn: Michelle St. Clair, Executive Director, Department of Cultural Preservation at mstclair@wiltonrancheria-nsn.gov