



## **Request for Proposal (RFP)**

### **Genealogical Research Consultant for Pine Forest Education and Learning Center**

#### **Project Title:**

Genealogical Study of Pine Forest Cemetery Families and Community Impact

#### **Overview:**

Pine Forest Education and Learning Center (PFELC) invites proposals from qualified genealogists or genealogical research consultants to conduct a detailed genealogical study of families and individuals interred in Pine Forest Cemetery. The goal of this project is to trace family histories, document lineages, and understand the broader impact of these families on local, regional, and national history, with particular attention to connections to the 1898 Wilmington Massacre and African American heritage.

#### **Project Objectives:**

- Research and document family histories and genealogical lineages of those buried in Pine Forest Cemetery.
- Identify living descendants and facilitate potential connections for oral history collection and community engagement.
- Analyze familial contributions to local and national history, particularly related to the 1898 Wilmington Massacre and civil rights efforts.
- Provide genealogical charts, family trees, and narrative histories for use in public education and programming.

#### **Scope of Work:**

- Extensive genealogical research using census data, vital records, church records, archival material, and digital databases.
- Collaboration with local families, historical societies, and academic institutions.
- Assistance in collecting oral histories from identified descendants.
- Production of a comprehensive genealogical report, including family trees, biographical sketches, and visual documentation.
- Delivery of a presentation summarizing findings to PFELC staff and stakeholders.
- Recommendations for public programming and educational material development.

#### **Deliverables:**

- Detailed project work plan and timeline.
- Interim progress updates.
- Comprehensive genealogical report and visual family trees.
- Presentation of findings to PFELC and community partners.
- Annotated bibliography and database of genealogical sources.

#### **Suggested Timeline:**

- Month 1: Research planning, data gathering, and initial family identification.
- Month 2: In-depth genealogical research and documentation of family trees.
- Month 3: Development of biographical narratives and oral history facilitation.
- Month 4: Final report compilation, presentation of findings, and recommendations for public education efforts.



### **Qualifications:**

- Certification or professional training in genealogy (such as through the Board for Certification of Genealogists or equivalent experience).
- Demonstrated experience in genealogical research and family history documentation.
- Familiarity with African American genealogy and historical challenges related to record-keeping.
- Experience working with diverse communities and conducting oral histories is preferred.
- Strong research, writing, and communication skills.

### **Proposal Requirements:**

- Letter of interest and statement of qualifications.
- Resume or CV.
- Examples of previous genealogical research reports or publications.
- Proposed methodology and timeline.
- Project budget (including fees, travel, and materials).
- Three professional references.

### **Timeline:**

- **RFP Release Date:** April 7, 2025
- **Proposal Submission Deadline:** June 6, 2025 – 5:00 PM EST
- **Selection Notification:** June 20, 2025
- **Project Start Date:** July 7, 2025
- **Project Completion Deadline:** October 1, 2025

**Compensation:** The selected contractor will be compensated between \$4,000 and \$6,000 for the completion of this project, depending on experience and proposed approach.

### **Submission Instructions:**

Please submit proposals via email to the Board of Directors at [info@pfelc.org](mailto:info@pfelc.org), with the subject line: "Pine Forest Cemetery Genealogical Research Proposal." Proposals must be submitted in PDF format.

### **Questions:**

All questions regarding this RFP should be directed to the Board of Directors at [info@pfelc.org](mailto:info@pfelc.org) by June 6, 2025.

### **About Pine Forest Education and Learning Center:**

PFELC is a nonprofit organization committed to fostering education, preservation, and community engagement through historical and genealogical research, storytelling, and cultural programming. This project will help bring to life the interconnected stories of heritage and legacy that define our community.