

**Connecticut Historical Society**  
**museum & library**

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February 3, 2015

The Connecticut Historical Society (CHS), a non-profit museum, library, and education center located in Hartford, CT is seeking proposals to develop programming under a new outreach initiative. The successful proposal will (1) develop and implement a statewide conference for Connecticut's town historians in the 3<sup>rd</sup> quarter of 2015, and (2) research and recommend a model for a new "CHS Affiliates" program (an institutional membership program aimed at historical societies and libraries) to launch in 1<sup>st</sup> quarter 2016.

Services to be provided must include:

1. Town Historians Conference
  - a. Identify and compile a list of all Connecticut town historians and their contact information (due: 4/17/2015)
  - b. Create a program committee (due: 5/15/2015)
  - c. Establish and communicate conference date/location (due: 5/29/2015)
  - d. Identify and arrange for conference speakers (due: 8/3/2015)
  - e. Work with the CHS staff to manage conference logistics
  - f. Conduct the conference (due: 11/1/2015)
  - g. Draft a report that makes recommendations for an on-going conference model, themes, and communication strategies (due: 12/14/2015)
  
2. CHS Affiliates Program
  - a. Determine a meeting agenda that seeks to learn what programs, services and resources are important to local history organizations (due: 4/3/2015)
  - b. Identify and secure commitments from local host institutions for no less than six meetings (due: 4/3/2015)
  - c. Work with each local host to organize the meeting logistics, agenda, invitations, and communications (ongoing)
  - d. Conduct all meetings (due: 8/31/2015)
  - e. Draft reports on each meeting and a summary report that makes recommendations for a model affiliates program to be undertaken by the CHS in CY 2016 (due: 12/14/2015)

Respondents must propose a fixed fee that comprehensively includes all phases of each initiative (including expenses, if any). All responses are due by 4:00 PM on Friday, February 27, 2015. A selection committee will review the submittals and the selected firm will be notified shortly thereafter.

Interested parties should submit their proposal electronically to [director@chs.org](mailto:director@chs.org).