

REQUEST FOR PROPOSAL (RFP)

Archival Assessment, Preservation, and Strategic Planning Project

Proposal Due Date: September 30th 2026

Project Start Date: October 2026

About ADAPT Community Network

ADAPT Community Network is one of the nation's leading providers of programs and services supporting people with disabilities. Celebrating its 80th Anniversary this year, ADAPT has played a significant role in advancing opportunities, inclusion, and quality of life for individuals and families throughout New York City and beyond.

As ADAPT prepares for future milestone celebrations and seeks to preserve its rich organizational legacy, the organization is undertaking a comprehensive archival initiative to assess, organize, preserve, and strategically plan for its historical collections.

Project Background

Over the years, ADAPT Community Network has accumulated a substantial collection of historical records, photographs, publications, audiovisual materials, memorabilia, and other artifacts documenting the organization's history, impact, and evolution.

The organization seeks to engage a qualified archivist or archival consultant to lead an initial phase of archival assessment, organization, preservation planning, and exhibit development.

Project Goals

- Assess ADAPT's archival collections.
- Establish priorities for preservation and digitization.
- Begin preservation and digitization of high-priority materials.
- Develop a small public-facing exhibit highlighting ADAPT's history for display at the Gala.
- Create a long-term archival strategy with recommended phases, staffing, technology, and cost estimates including accession to a museum or on-site storage.
- Position ADAPT to pursue private and public funding opportunities.

Project Scope and Timeline

Phase 1: Collection Consolidation (Managed by ADAPT)

July – August 2026

Prior to the consultant engagement, ADAPT will identify archival materials across the organization and transfer to a central by the end of Summer 2026.

Phase 2: Archivist Selection and Engagement

By October 31, 2026

ADAPT will identify and contract with a qualified archivist or archival consultant to shape and direct the project.

Phase 3: Collection Assessment and Planning

September – October 2026

Conduct assessment, evaluate condition and significance, identify priorities, and develop an archival framework.

Phase 4: Organization, Prioritization, and Preservation Planning

October – December 2026

Create inventory structure, recommend standards, identify digitization priorities, and begin preservation activities for high-priority materials.

Phase 5: Gala Exhibit Curation

October 2026 – January 2027

Curate a small exhibit highlighting milestones and stories from ADAPT history for display at the Gala.

Phase 6: Long-Term Archival Strategy

January 2027

Provide a final report with recommendations, roadmap, resource needs, cost estimates, and funding opportunities.

Future Fundraising Planning

Following completion of this project, ADAPT Community Network will use the consultant recommendations, implementation roadmap, and cost projections to develop a strategy for securing public and private funding beginning in the first quarter of 2027.

Deliverables

1. Collection assessment report.
2. Archival organization and inventory framework.
3. Preservation and digitization prioritization plan.
4. Initial preservation and digitization recommendations.
5. Gala exhibit concept and content package.
6. Long-term archival strategic plan.
7. Multi-year implementation roadmap and cost estimates.
8. Recommendations for future funding opportunities.

Desired Qualifications

- Professional archival training and experience.
- Experience with nonprofit, cultural, historical, educational, or disability-related collections.
- Knowledge of archival preservation, digitization, and collection management standards.
- Experience designing exhibits and public history projects.
- Strong project management and communication skills.

Proposal Requirements

9. Cover letter.
10. Statement of qualifications and relevant experience.
11. Description of project approach and methodology.
12. Proposed work plan and timeline.
13. Fee proposal, including professional fees and anticipated expenses.
14. Examples of comparable projects.
15. Three professional references.

Submission Information

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