

REQUEST FOR PROPOSALS:
AIHEC – U.S. DEPARTMENT OF THE INTERIOR, OFFICE OF TRUST RECORDS
TCU RECORDS MANAGEMENT COURSE PROJECT
APPLICATION DUE DATE: NOVEMBER 21, 2016

AIHEC is seeking **one additional TCU** to work with AIHEC and the U.S. Department of the Interior, Office of Trust Records, to establish a **certificate program** that will prepare students to enter the records management workforce.

I. PROJECT OVERVIEW

The TCU Records and Information Management project is intended to support the establishment of a records management program consisting of the Records and Information Management (RIM) course series R/IM 1 and R/IM 2 (for which curricula already exists). Students completing the course series will earn a Records Management Certificate. This opportunity is being offered by the DOI Office of Trust Records (OTR), which has recognized the need for broader participation on the part of American Indians and Alaska Natives (AI/ANs) in the records management workforce.

OTR has chosen to work with TCUs to recruit and train the next generation of Native records managers. Awardees must agree to develop and offer a records management course series in coordination with other TCUs supported by OST over a five year period. This records management certificate program would be a good fit for any TCU with a business or office management degree program, and could be added to a TCU's stackable credentialing program, enabling students to acquire credentials with strong labor market value. Students can build on this credential by pursuing a business or related degree.

Records managers who complete the program will be prepared to assist organizations in the deployment of successful records and information management (RIM) strategies. Records managers are well sought after in the market place, and their salaries continue to be elevated, with some surveys indicating a 31 percent salary differential over non-certified records management personnel. The demand for the credential is such that TCUs have been identified by OTR as strong potential partners in helping to ensure that significantly more AI/AN students have the opportunity to pursue a RIM career.

II. EXPECTATIONS OF TCUs

- i. Develop and offer two full-semester records management courses using both online and traditional classroom delivery formats twice a year for five years. The first course in the series should be piloted in the Fall 2017 semester.

- ii. Coordinate curriculum development and faculty development activities with other ***existing*** OST-supported TCUs to minimize duplication and workload. (No need to re-invent the wheel – you may use existing resources.)
- iii. Identify qualified TCU faculty to offer the records management course.
- iv. Carry out a student recruitment and retention plan that will help sustain the certificate program after the completion of the 5-year grant period.
- v. Evaluate the course each project year and modify as needed.
- vi. Reporting: awardees are required to submit written progress and detailed financial reports on a quarterly basis, including final narrative and financial reports, as specified in the final agreement with AIHEC.

III. REQUIRED PROPOSAL FORMAT

Applicants should follow the outline below when submitting a proposal. Evaluation criteria for each section are described below. Proposals will be scored on a 100-point scale. *Applicant must be an AIHEC member in good standing.* There is no page limit for proposals, but clear, concise narrative is encouraged.

A. Section I: Applicant Cover Sheet (attached)

B. Section II: Narrative Sections and Supporting Documents (75 points)

- 1. Description of academic program within which the records management courses would be offered. (e.g. Business, Information Technology) (25 points);
- 2. Qualifications of project team (25 points) Identify and describe the role of the faculty and staff who will make a significant time commitment to the project (please specify amount of release time);
- 3. Sustainability plan: (25 points) A description of the plan for continuing the program after the 5-year project period, including a reasonable projection of the number of students that will be recruited annually to the program;
- 4. Letter of Commitment signed by the President to develop and offer the Records and Information Management course series, and supporting release time for staff and faculty members involved in the project. (required – no points awarded).

C. Section III: Budget (25 points)

Awards will be up to \$50,000 per year, for a total of up to \$250,000 over five years.

- 1. Include a line item Budget Summary and a brief budget narrative. The budget narrative should provide a brief description of how the funds would be used. Expenses must be reasonable and consistent with project requirements.
- 2. In-kind support is not required. However, if it will be provided, please specify kind and amount.

IV. PROPOSAL REVIEW PROCESS

1. A proposal review committee will evaluate applications and make recommendations for a finalist, according to AIHEC's published Subaward Selection Process, which can be found [here](#).
2. The Office of Trust Records will make the final selection. OTR's decision is final.

V. SUBMISSION DEADLINE

Application Deadline: Applications must be received in the AIHEC office by **November 21, 2016, 5:00p.m.** (EST)

1. ***Preferred Method of Delivery:*** Please submit your application/proposal electronically, along with the Application Cover Sheet and any supplementary materials, to enewland@aihec.org.
2. The budget summary and budget narrative will be included as an attachment (e.g. "Exhibit A").
3. In lieu of electronic delivery, application/proposal packages may be mailed to Erica Newland at the address listed below. Unfortunately, faxes cannot be accepted.
4. Application packages received after the deadline date and time will not be considered.

Award Notification: Notification of award will be made no later than November 30, 2016.

VI. SUBMIT QUESTIONS & PROPOSAL to:

Erica Newland

American Indian Higher Education Consortium (AIHEC)

121 Oronoco Street

Alexandria, VA 22314

Submit by email to: enewland@aihec.org

Should you have questions, please contact Al Kuslikis at akuslikis@aihec.org or by telephone at 703.838.0400 x121.

***AIHEC-Office of Trust Records
Records Management Program***

Applicant Information Sheet

Date: _____

Name of Institution: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Contact Person: _____

Title of Contact: _____

Phone: _____

Email: _____