REQUEST FOR PROPOSALS (RFP)

BUCKEYE PAST

Preservation Assests Support Tool

BuckeyePAST (Preservation Assets Support Tool) - Custom Software Solution for Cultural Resource Information System

Issue Date: Wednesday, September 3, 2025

Submission Deadline: Friday, September 26, 2025, at 5:00pm ET

Contact Person: Krista Horrocks, Department Manager of SHPO Administration, shpo@ohiohistory.org

Agency/Organization: Ohio History Connection

1. Introduction

The Ohio History Connection (OHC) is seeking proposals from qualified vendors to design, develop, implement and maintain a custom software solution to support the activities of the State Historic Preservation Office (SHPO). The system will serve as a comprehensive platform for managing archaeological, historical, and architectural resource data, project review workflows, GIS mapping, public access, and compliance tracking in accordance with federal and state historic preservation laws.

2. Project Background

Ohio's SHPO, a division of OHC, is responsible for carrying out historic preservation activities as mandated by federal and state laws-namely, the National Historic Preservation Act (NHPA) of 1966. The main program areas of the Ohio SHPO include Section 106 review, historic inventory in the form of Ohio Historic Inventory (OHI) and Ohio Archaeological Inventory (OAI), the National Register of Historic Places (NRHP) program, the State and Federal Historic Preservation Tax Credit program, Certified Local Government (CLG) program, and management of grants through the Historic Preservation Fund (HPF).

The current project and program tracking systems are outdated, making it difficult to manage data and integrate data into our more modern systems, such as the recently launched Online Mapping System (an ArcGIS Online/VertiGIS Studio system). A centralized, modern custom

software solution is required to improve internal workflows, stakeholder collaboration, and data accessibility.

3. Project Goals and Objectives

The primary goal of this project is to create a cloud-based, hosted, platform-as-a-service (PaaS) solution that supports the activities of the SHPO and provides public access to SHPO resources.

The primary objectives of the project are:

- Centralize and streamline the **submission, review, and decision-making process** for cultural resource projects
- Enable OHC staff to track **consultation workflows, project statuses, and mitigation requirements**
- Integrate with **GIS/mapping tools** to visualize the spatial context of cultural resources and project impacts
- Support **public-facing access** for certain datasets and enable submission portals for agencies, consultants, and tribal representatives
- Digitally manage and store **supporting documentation**, including maps, reports, and correspondence
- Provide **auditable records** of activities, decisions, and communications across the lifecycle of a project
- Enable **standard and ad hoc reporting** capabilities for internal tracking, federal reporting (e.g., to the National Park Service), and public transparency

4. Scope of Work

Vendors are expected to:

- Conduct discovery and planning sessions with stakeholders.
- Design system architecture and user interfaces (internal/admin and public facing).
- Develop the core application, including:
    - Resource inventory and catalog
    - Section 106 project tracking and workflow automation
    - Historic Tax Credit project tracking and workflow automation
    - GIS and mapping tools (e.g., ArcGIS Enterprise integration)
    - Document management
    - Notification and approval processes
    - Mobile compatibility
- Conduct data migration and QA testing.
- Provide training, documentation, and ongoing support.
- Software hosting cost analysis (short and long-term).
- If cost allows (in priority order):
    - National Register Program tracking and workflow automation
    - Grant Management tracking and workflow automation
    - CLG Program Management tracking and workflow automation
    - Covenant/Easement Program tracking and workflow automation
    - SHPO Administration program area tracking and workflow automation

5. System Requirements

- The system should use a relational database with spatial components (e.g., Microsoft SQL Server).
- The application must have a browser-based frontend, compatible with modern browsers.
- The application must provide a robust search interface for external users and allow for digital submissions of photos, documents and other attachments.
- The frontend shall implement role-based access control, with roles assigned by a system administrator.
- The system should require two-factor authentication for all users.
- The system must comply with WCAG 2.1 AA accessibility standards to ensure usability for all individuals. The system shall maintain at least 99.5% uptime annually, excluding schedule maintenance.
- The system shall be designed so that additional modules can be added as additional funding is secured.
- The system must support audit logging of user actions, data changes, and system events, with configurable retention policies.
- The system must support integration with external systems via standard protocols (e.g., REST APIs, SAML/SSO).
- The system must be designed to support iterative improvements post-launch.

6. Technical Requirements

- The platform must support development, testing, UAT, training, and production environments to enable phased implementation and operational readiness.
- The contractor must configure the solution per requirements, validate builds, and deploy code incrementally to production.
- The contractor must migrate and map legacy data in phases, and support synchronization between legacy systems and the new platform.
- The solution must implement access controls, encryption, audit logging, and comply with applicable regulatory standards.
- The platform must support auto-scaling, balancing, performance monitoring, and include disaster recovery capabilities.
- The solution must integrate with CI/CD pipelines, support version control and rollback, and include monitoring, logging, and incident response processes.
- System is to exclusively use SSL/TLS secured communications over the web interface.
- The system must be performance monitorable, including disk i/o, memory usage and processer utilization.
- The system must be able to perform real-time backups while in use, and have an efficient restoration strategy in case of data loss.

7. Deliverables

- Project plan with timeline and milestones
- Functional and technical specifications
- Beta and final software system

- Data migration and testing results
- End-user and admin training materials
- System documentation
- Maintenance and support plan

8. Proposal Requirements
Submitted proposals must include:
- Executive summary
- Company profile and experience with SHPO projects
- Project approach and methodology
- Technical specifications and software architecture overview
- Timeline with key milestones
- Itemized budget and cost proposal (including licensing, support, training, and hosting)
- Resumes of key personnel
- References from at least 3 comparable projects

9. Evaluation Criteria
Proposals will be evaluated on:
- Understanding of the project and needs
- Relevant experience and qualifications
- Software functionality and technical design
- Project approach and timeline feasibility
- Cost-effectiveness
- Security score of system both frontend and backend
- Quality of references
- Commitment to ongoing support and improvements

10. Budget
The total available budget for this project is $1,000,000. Proposals must demonstrate how the vendor will deliver the full scope within this budget.

11. Proposal Submission
Submit proposals electronically (PDF format) to: **shpo@ohiohistory.org**
Deadline: **Friday, September 26, 2025, at 5:00 PM ET**. Late submissions will not be considered.

12. Questions and Clarifications
All questions must be submitted via email to Krista Horrocks at shpo@ohiohistory.org by **Wednesday, September 17, 2025, at 5:00 PM ET**. Responses will be shared with all interested parties via an addendum. Please title subject line: “BuckeyePAST Proposal Question”.

13. Additional Terms, Assumptions, and Constraints
- The Ohio History Connection reserves the right to reject any or all proposals.
- This RFP does not constitute a contract.
- Vendors may be invited to give a live demonstration.

- All submitted materials become property of the Ohio History Connection.
- Development work will begin 60 days from the RFP.
- The system must comply with OHC Information Systems (IS) security and data handling policies.
- Project deadlines are fixed because of grant or budgetary timelines.
- Minimal interruption to current operations during migration or deployment.