



DOCUMENTING GOVERNMENT

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Call for Proposals: Project Consultants

Project: State and Territorial Archive Data Aggregation Planning Grant

CoSA seeks proposals from practicing consultants, independent researchers, or small teams to support implementation of a recently funded Mellon Foundation planning grant for advancing the stewardship and use of data related to state and territorial archives, producing technical recommendations, and developing a plan for their support. Major goals include identifying internal and external data sets, exploring platforms for discovery and access alongside a broader organizational technology audit, and articulating sustainable steps for implementation in the future.

The selected consultant(s) will engage in a number of data collecting and analysis activities with input from an advisory council. Activities will include, but are not limited to:

- Organizational and industry literature and data review
- Webinars and other virtual meetings and presentations
- Virtual focus groups
- 1-on-1 conversations
- Guided asynchronous conversation in a virtual community
- In-person symposium

The consultant's primary task will be gathering relevant data sets created by CoSA and industry-adjacent organizations (like the US Census Bureau and federal funding agencies) to envision a new method of interactive access. Experience with database design, macro writing, and user experience tenants is useful. As a planning project, the consultants will work closely with the CoSA Executive Director and advisory council to make recommendations for implementation of specific outcomes.

Anticipated deliverables include an internal report with specific recommendations to implement a sustainable model for data ingest, maintenance, and access. Ideally, the consultant will build a working model or framework for data display and delivery. The consultant(s) may also be asked to present a summary report as a webinar to internal and external partners and a blog post or other public publication.

CoSA expects project work to begin in Fall/Winter 2023 and continue through Spring 2025. Individuals or teams may submit proposals for consideration, which should include an expected timeline of project work and associated budget. The selected individual or team will be awarded a contract from CoSA, with a maximum payable amount no more than \$60,000.

Required Qualifications:

- Strong written and oral communication skills
- Demonstrated familiarity with data management, statistical analysis, database design, and access platforms
- Demonstrated familiarity with coding languages and macros

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- The ability to apply cultural competency and ethical considerations to data gathering and assessment activities
- Experience with qualitative and quantitative data analysis
- Demonstrated ability to work on research projects with limited day-to-day supervision
- Familiarity with archives, government agencies, or other related fields (such as libraries, museums, or records management)
- Ability to travel to an in-person gathering (Fall 2024, *funding available*)
- Eligible to work in the U.S.

Interested consultants should contact CoSA Executive Director Joy Banks at employment@statearchivists.org for further details and information on submitting a proposal. Review of proposals will begin by mid-November.

The Council of State Archivists (CoSA) is a nonprofit membership organization of the state and territorial government archives in the fifty states, five territories, and District of Columbia. Through collaborative research, education, and advocacy, CoSA provides leadership that strengthens and supports state and territorial archives in their work to preserve and provide access to government records. For more information, visit <https://www.statearchivists.org/>. **CoSA is an Equal Opportunity Employer.**