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Call for Proposals: Project Consultant(s) – IPER Curriculum

Project: Intergovernmental Preparedness for Essential Records (IPER) Curriculum Modernization

Organization: Council of State Archivists (CoSA)

Location: Remote, U.S. Based

Engagement Duration (suggested): 18-24 months

Total funding available: \$95,000

CoSA seeks proposals from practicing consultants, independent researchers, or small teams to support the recently funded Mellon Foundation grant to support a comprehensive review, revision, and re-release of CoSA's seminal Intergovernmental Preparedness for Essential Records (IPER) curriculum. Major goals for the overall project include comprehensive review of three program courses (consisting of nine 90-minute modules and related materials); convening a Blue Ribbon panel and/or focus group to engage with the review; conducting a pilot of all revised courses; and implementing a plan for review and sustainability of the curriculum for the future.

Project Background Specific to this Call:

After the devastating hurricane season of 2005, CoSA committed to responding to a dearth of unified training for emergency and disaster preparedness for state and territorial government archives and records management centers. The outputs of this effort started with the publication of [Safeguarding our Nation's Identity](#) (2007) and culminated several years later with the production of the [Intergovernmental Preparedness for Essential Records \(IPER\) project](#), a 3-course training curriculum initially funded by FEMA. After 15 years of use, the CoSA Education Committee undertook an initial review of the existing IPER curriculum and found the architecture of the courses to be sound but the content to be dated. The Committee recognized the labor necessary and recommended to the Board of Directors that CoSA pursue funding to support a comprehensive review, revision, and re-release.

Scope of Work:

CoSA seeks one or more Project Consultants to lead a comprehensive, collaborative, and sustainable revision of the IPER curriculum. The suggested length of engagement is 18-24-months, divided into two phases:

- **Phase 1 (12 months):** Review and Revision
- **Phase 2 (6-12 months):** Re-Release

Phase 1: Key Activities (12 months):

1. **Historic Evaluation & Curriculum Review:** Assess the original IPER curriculum's development, architecture, and relevance, especially alongside recent developments in the Emergency Preparedness/Disaster Planning training space. Identify content gaps, outdated practices, and opportunities for modernization.

2. **Stakeholder Engagement:** Facilitate conversations with Board members, retirees, volunteers, corporate sponsors, and mission-aligned associations for Blue Ribbon panel, focus groups, surveys, and data-gathering conversations.
3. **Convenings & Workshops:** Host at least one in-person workshop, likely during the 2026 and/or 2027 CoSA Mid-Year Board Meeting (typically March or April) or CoSA Annual Meeting (September), to gather input, seek feedback, and test systems.
4. **Draft Curriculum Revision:** Produce a full draft of the revised IPER curriculum for review.

Phase 2: Key Activities (6-12 months):

1. **Pilot Testing:** With support of the CoSA staff, solicit one or more CoSA-member archives to complete each component of the revised curriculum to evaluate the following:
 - Necessary time for completion,
 - Quality and accuracy of content,
 - Relevancy for the associated archives and records management centers, and
 - Ability to engage related government entities in the training for inter-agency collaboration
2. **Stakeholder Engagement:** Convene key stakeholders (Board members, retirees, active volunteers, corporate sponsors, mission aligned associations, external partners) to review results of the pilot evaluations in order to coordinate necessary revisions.
3. **Final Curriculum Revision:** Apply relevant revisions and coordinate release of the curriculum with CoSA staff.
4. **Sustainability and Maintenance:** Provide a plan, including a suggested timeline and within CoSA's existing capacity, for regular review and revision of the IPER program in order to sustain the materials into the future.

Work Products

- Interim reports and presentations as needed
- A complete draft of the revised IPER curriculum
- A final revised curriculum ready for release
- A sustainability and continuous improvement plan
- Final report and presentation summarizing activities, findings, and recommendations

CoSA expects project work to begin in early 2026 and continue through the end of 2027. Individuals or teams may submit proposals for consideration, which should include an expected timeline of project work. The maximum payable amount is \$95,000.

Required Qualifications:

- Strong written and oral communication and skills
- Demonstrated experience developing or revising training curricula, preferably in emergency management, archives, records management, or related fields.
- Demonstrated ability to lead complex, multi-stakeholder projects, including conducting focus groups, collaborative sessions, and surveys.
- Familiarity with government archives, emergency preparedness, continuity of operations (COOP), cyber security, and/or digital preservation
- Demonstrated ability to work on research projects with limited day-to-day supervision
- Eligible to work in the U.S.
- Ability to travel to an in-person gathering (*additional funding available*)

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 early February.

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.**