

**The New York
Preservation
Archive Project**

Request for Proposals (RFP)

Archival Assessment for the New York Amsterdam News Headquarters

Release Date: August 15, 2025

Submission Deadline: September 15, 2025

Overview

The New York Preservation Archive Project (NYPAP), on behalf of The Amsterdam News Educational Foundation with AYON Studio and Jerome Haferd Studio, is seeking proposals from qualified archival consultants or teams to conduct a comprehensive archival assessment of the holdings located within the historic New York Amsterdam News Headquarters at 2340 Frederick Douglass Blvd., New York, NY.

Please note: Accessing the archives requires climbing multiple flights of stairs. There is no elevator.

Project Background

The Amsterdam News Educational Foundation is currently in the planning phase of revitalizing its historic headquarters. This includes assessing and preserving the building's structure and contents. The collection includes materials documenting Black culture in Harlem and beyond from the early-1900s to the present, including:

The site houses:

- Historic bound and unbound editions of *The Amsterdam News*
- Original photographs (published and unpublished)
- Research materials, documents, and archival files
- Period furniture and architectural drawings
- Photographic plates and artifacts stored across multiple floors
- Books, manuscripts, microfilm, and other ephemera

The collection reflects over a century of Black life, culture, and civil rights activism and demands urgent assessment to ensure long-term preservation and access.

The New York Preservation Archive Project

Scope of Work

The selected archival consultant/team will:

- Survey all archival holdings across the four-story building
- Identify and categorize material types and formats
- Assess current storage conditions and recommend preservation strategies
- Determine conservation needs for key items
- Propose long-term and short-term storage, digitization, and access strategies
- Create a prioritization list for preserving items and, in keeping with the idea of reimagining *The Amsterdam News*' historic Harlem headquarters, provide guidance on usage and/or deaccessioning of items where needed (e.g. file cabinets, chairs, desks, etc.)
- Collaborate with The Amsterdam News Educational Foundation, NYPAP, AYON Studio, and Jerome Haferd Studio throughout the project

The consultant should have experience in:

- African American cultural heritage
- Large-scale archival surveys
- Community-centered archival practice

Deliverables

- A comprehensive written Archival Assessment Report outlining:
 - Inventory summary and condition report
 - Recommendations for conservation, housing, and digitization
 - A roadmap for long-term access and institutional partnerships
 - Project work plan and timeline
- Participation in at minimum monthly check-in meetings (virtual or in-person) lasting up to an hour

Qualifications

Ideal candidates will have:

- Demonstrated experience in African American archival collections
- Degree in archival studies, library science, or equivalent professional experience
- Sensitivity to culturally responsive and community-based archival practices
- Capacity to work onsite in Harlem over a 6-12-month period

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Applicants identifying as Black, Indigenous, or People of Color (BIPOC) and/or those with lived experience or scholarly expertise in Black history are strongly encouraged to apply.

Project Timeline

- RFP release: August 15, 2025
- Proposals due: September 15, 2025
- Selection of consultant/team: October 2025
- Project start: Approximately November 2025
- Expected duration: 12 months (including 3-month RFP process)

Budget

Up to \$40,000 for consultant fees (anticipated \$40–\$50/hour for up to 1,000 hours)

Submission Requirements

Proposals should include:

1. Cover letter (max 2 pages)
2. Description of qualifications and relevant experience
3. Project methodology and proposed timeline
4. Budget estimate
5. CV/resume(s) of project personnel
6. Two references from similar projects
7. (Optional) Work samples or portfolio


Submission Instructions


Please submit all materials via email as a single PDF attachment by September 15, 2025 to:

Emily R. Kahn

Executive Director

New York Preservation Archive Project

 ekahn@nypap.org

 212-988-8379

The New York Preservation Archive Project

For questions about the RFP, please email ekahn@nypap.org.

Additional Information

This RFP will be circulated through the following channels to reach a diverse and qualified applicant pool:

- PreserveNet
- Society of American Archivists
- Archivists Roundtable of New York
- Archives Gig
- National Council on Public History
- Outreach to groups such as Archival Alchemy, The Gates Preserve, Nomadic Archivists Project, and Blackivists

We look forward to receiving your proposal and partnering to preserve and amplify the story of the Black press and its monumental legacy.

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SUMMARY of Request for Proposals (RFP)

RFP: Archival Assessment – New York Amsterdam News Headquarters (Harlem, NY)

The New York Preservation Archive Project (NYPAP), on behalf of The Amsterdam News Educational Foundation with AYON Studio and Jerome Haferd Studio, is seeking an experienced archivist or archival team to conduct a comprehensive assessment of historical materials housed in the New York Amsterdam News Headquarters. This Harlem-based collection includes newspapers, photographs, research materials, and artifacts reflecting over a century of Black history and journalism.


Location: On-site work in Harlem, NY

Budget: \$40,000

Duration: Approx. 12 months

Deadline: September 15, 2025

Ideal candidates will have archival experience related to African American heritage and a background in large-scale archival assessments. BIPOC professionals and those with lived or scholarly experience in Black culture and history are strongly encouraged to apply.

 For full RFP and submission details, contact: ekahn@nypap.org

 More info: www.nypap.org | [@nypap_org](https://twitter.com/nypap_org)