

Request for Proposal for  
Celebrating 250 Years: Pennsylvania & Lawrence County Trivia Challenge

Proposal Deadline: March 14, 2025

Proposals should be directed to: Gabrielle Lucas, Adult Services Manager, at [glucas@ncdlc.org](mailto:glucas@ncdlc.org) with "Proposal for Pennsylvania & Lawrence County Trivia" in the subject line.

**PROJECT OVERVIEW:**

The New Castle Public Library (NCPL), in partnership with the Lawrence County Historical Society (LCHS), will celebrate Pennsylvania's 250th anniversary with a trivia contest that highlights the rich history and culture of the Commonwealth and Lawrence County. "Celebrating 250 Years: Pennsylvania & Lawrence County Trivia Challenge" is an exciting expansion of Lawrence County Trivia, an initiative of LCHS which has been managed by the NCPL staff for the past two years. Set up for junior and senior high school students, the program faced significant challenges from the disruptions of COVID-19. This is an excellent opportunity to revitalize and expand the program to include Pennsylvania history, reigniting student engagement. The event will bring together history enthusiasts, community members, and trivia lovers to test their knowledge about Pennsylvania's and Lawrence County's founding, significant events, and influential figures. This contest serves as a fun and educational way to reflect on Pennsylvania's journey from its colonial origins to its role in shaping the nation. NCPL is seeking an individual with experience in historical research to review and revise existing trivia questions, as well as research and create new questions.

**ABOUT THE NEW CASTLE PUBLIC LIBRARY:**

**Purpose:** For more than 210 years, the New Castle Public Library has worked to expand and introduce new services that enhance the educational and recreational needs of our residents. The library continues to play an important role in the Lawrence County area. Good libraries don't just happen; they have to be planned, cared for, and guided through change.

**Mission:** To enrich the lives of our community members by providing free access to a diverse range of materials, resources, and programs that support lifelong learning, personal growth, and cultural exploration.

To promote literacy, critical thinking, and a love of learning through engaging collections, expert assistance, and innovative services that meet the needs of all ages and abilities.

To serve as a trusted source of information and expertise, connecting individuals with the resources they need to make informed decisions, pursue their goals, and participate fully in our democracy.

To cultivate an inviting, safe and inclusive environment that celebrates belonging and diversity; fosters social connections, and supports community engagement and empowerment.

To partner with other organizations and agencies to address community needs, promote equity and social justice, and enhance the overall well-being of our community.

**Vision:** New Castle Public Library inspires lifelong learning and fulfills the educational, recreational, and informational needs of the community.

**Location:**

207 E. North St.  
New Castle, PA 16101

Work can be completed remotely.

**SCOPE OF WORK:**

- Review existing Lawrence County trivia questions (approximately 850) and assess them for accuracy, clarity, and relevance.
- Ensure that existing trivia questions are equally distributed across six categories (Geography, History, Industry, People, Buildings and Sports), and that the questions possess enduring accuracy, relevance and pertinence.
- Determine which existing questions can be adapted or removed in favor of new questions that specifically address the significance of Lawrence County as it relates to Pennsylvania history as a whole.
- Research and create trivia questions (60) that specifically address the significance of Lawrence County as it relates to Pennsylvania history as a whole, equally distributed across six categories (Geography, History, Industry, People, Buildings and Sports). These questions will be solicited from the public in partnership with the staff at the New Castle Public Library.
- Narrow the number of questions to 600, including the new additions.

**DELIVERABLES:**

- 540 revised questions pertaining to Lawrence County history.
- 60 new questions addressing the significance of Lawrence County to Pennsylvania history as a whole.

**QUALIFICATIONS**

- Experience with historical research
- Clear and concise writing abilities
- Attention to detail

**PROJECT TIMELINE**

March 2025: Hire date

April-June 2025: Collect potential questions and review current questions for accuracy

June 30, 2025: Final deliverables due

## **PROPOSAL REQUIREMENTS**

Submissions should include the following:

- Firm/Contractor's information, including bios of key staff and organizational philosophy
- Project approach: A concise narrative detailing the proposed approach to the project
- Experience: Prior client list, three references with a description of the relationship and contact information, and work samples.
- Non profit work in the areas of art, culture, education and community engagement
- Proposed timeline and work plan
- Estimated costs for all work with fee breakout as allocated to time spent
- Contact name, phone number, email address and mailing address of the lead staff responsible for filing the proposal

## **BUDGET**

\$1,000-1,500.00

## **SUBMISSIONS**

Submissions should be delivered electronically to the library's Adult Services Manager Gabrielle Lucas at [glucas@ncdlc.org](mailto:glucas@ncdlc.org) with "Proposals for Pennsylvania & Lawrence County Trivia" in the tag line. Any questions regarding this RFP can also be directed to the Adult Services Manager.