

Arts and Cultural Program Administration, Government

**Description:** Arts and Cultural Program Administration services to provide technical and substantive support in planning, budgeting, implementation and reporting.

**Background Information:**

The **HAWAII STATE FOUNDATION ON CULTURE AND THE ARTS** is an independent agency governed by its own board and under administrative supervision of the Department of Accounting and General Services (DAGS). The Art in Public Places Program (APP) plans, budgets and administers projects related to the commissioning, acquiring, enhancing, cataloging, displaying, relocating, conserving, maintaining and repairing of works of art in accordance with Section 103-8.5, HRS, and policies and procedures established for the APP Program.

The **ART IN PUBLIC PLACES PROGRAM** is responsible for acquiring, documenting, displaying and maintaining the State's public art collection that includes permanently installed and relocatable works of art. The APP Program plans, budgets and administers projects related to the commissioning, acquiring, enhancing, cataloging, displaying, relocating, conserving, maintaining and repairing of works of art in accordance with Section 103-8.5, HRS, and procedures and guidelines established for the APP Program.

**Scope of Services:**

The contractor shall, in a proper and satisfactory manner as determined by the SFCA, and in accordance with the terms and conditions of this Agreement, provide and perform services on behalf of the State necessary to plan, budget, implement or support and report on the following:

- Executive Director, Staff and Board Orientation and Training
- Integration, distribution and exhibition of Works of Art in State Buildings
- Administrative Support
- Strategic Planning
- Festival of Pacific Arts and Cultures at the State Art Museum  
Reorganization of positions, organizational chart and functional statement
- Tracking 1% for art contributions to the Works of Art Special Fund

**Qualifications:**

Demonstrated knowledge of State and federal laws, policies, rules and regulations governing the State Foundation on Culture and the Arts; public administration including planning and evaluation techniques; office practices and procedures; principles and practices of supervision; the arts, culture, history, and humanities generally, and as they pertain to Hawaii.

Minimum qualifications: Five years of specialized experience in ethno-cultural and/or arts activities. Five years of government administrative experience including but not limited to procurement, project management, planning, budgeting and reporting.

**Required Submittals:**

- Work Samples
- Business Profile/Resume
- Proposal

**Award:**

Award based on review of required submittals and best value to the State. Price will be considered as one of the factors. The lowest bid will not automatically be awarded the contract

**Time of Performance:**

This is a short-term contract for a six (6) month period beginning January 1, 2023 and ending on June 30, 2023.

Contractor shall complete all services required under this agreement with the last invoice to be submitted to the SFCA no later than July 31, 2023.

**Compensation and Payment Schedule:**

Contractor to invoice monthly for services completed.