

**Hawai`i State Foundation on Culture and the Arts (HSFCA)  
The Art Bento @ HiSAM Program - Administrative Support**

**Goals and Objectives**

This contract will provide administrative support necessary for implementing the Art Bento @ HiSAM Program.

The Hawai`i State Art Museum was established in 2002 to provide educational programming and intellectual access to the Art in Public Places (APP) Collection of the HSFCA. The Art Bento @ HiSAM Program is a standards-based museum outreach education program for O`ahu Department of Education (DOE) public and public charter school students Grades 2 – 6 and their teachers. The program provides multidisciplinary arts education using works of art from the APP collection on view at the museum as a catalyst for learning. This will be a one year contract from April 1, 2023-June 30, 2024. **Minimum**

**Qualifications**

- 5 years' experience planning, coordinating, documenting, developing collateral for and evaluating multi-disciplinary standards-based art museum outreach education programs for grades 2 - 6
- 10 years experience working with each: 1. Hawai`i DOE administrators, teachers, systems and procedures and 2. Teaching Artists of all arts disciplines
- 10 years experience planning, coordinating and evaluating professional development programs for Teaching Artists, classroom teachers and museum presenters using ARTS FIRST common language and strategies
- 5 years experience with museum education outreach program design supporting Common Core State Standards and HCPS III Fine Arts Standards
- 5 years experience organizing and coordinating program application process and selection panel meetings
- 5 years experience in fiscal coordination for museum outreach education programs
- Oahu-based staff available for on-site meetings and occasional hands-on program assistance.

**Tasks**

Contractor will assist with the implementation of the HSFCA's Art Bento @ HiSAM Program by working in collaboration with the HSFCA Museum Educator to:

- Conceptualize program theme and strategies
- Monitor program quality and make changes to strengthen and improve the program
- Ensure that all scheduling for Art Bento museum activities works within the HSFCA calendar
- Develop informational, promotional, educational, and evaluation materials for the program
- Schedule, plan and implement ARTS FIRST-based training sessions for Art Bento staff (approximately 16 individuals per year)
- Design art museum education outreach program content that supports Common Core State Standards, HCPS III Fine Arts Standards
- Art Bento Services will extend to houseless students residing at the Institute for Human Services facility and recently house students at Kahuiki Village (Honolulu, HI)
- Prepare materials for annual application launch and selection panel process; receive and summarize application materials and assist in panel facilitation
- Prepare draft budget for upcoming year
- Provide occasional on-site museum visit support (up to 10 mornings per school year)
- Maintain clear and regular communication with HSFCA staff; attend meetings as arranged or required

Contractor will work independently, with regularly scheduled reports to/meetings with HSFCA staff, to:

- Liaison/coordinate with schools
  - Liaison/coordinate with granted schools (approximately 14 - 16 per year/140 classes), teaching artists and museum guides (approximately 16 individuals per year) to schedule museum and classroom visits; coordinate for substitutes/change of dates as needed
  - Create email group of principals and school contacts
  - Prepare mail-outs to participant schools as needed
  - Conduct pre-visit orientation meetings with principals and participating teachers of granted schools (at the school)
  - Contract and make payments/purchase
  - Collect from each teaching artist, and keep on file, a Form W-9
  - Contract with the teaching artists and museum guides for services
  - Collect invoices and process all payments
  - Issue checks for each teaching artist and museum guide in timely fashion; issue 1099-misc. to each on a yearly basis; maintain confidentiality of personal information
  - Inventory and purchase supplies
  
- Provide program oversight/evaluation/documentation
  - Prepare orientation materials for staff and program participants
  - Document program (to include application pdfs, updated program data, projected and actual costs, photo/video presentations, deliverables from schools, lesson plans, work samples); Prepare and submit final report to HSFCA
  - Conduct program evaluation
  - Monitor that program activities and requirements are being completed; collect and file deliverables from program staff and participants
  - Oversee and document the professional development sessions for teachers of granted schools
  - Receive and process new applications and format/produce materials for selection panel; arrange for hospitality (refreshments, lunch as needed, reimbursement for parking/taxi)
  - Tabulate panelists' rankings and create spreadsheet with school rankings
  - Provide occasional on-site museum visit support (up to 10 mornings per school year)
  
- Deliverables
  - Liaison/school coordination
    - Schedules for school and museum visits one month after HSFCA contract start date
  - Contracting and payments/purchasing
  - Record of payments for contracted work by HSFCA contract end date
    - Record of other payments as required by HSFCA contract end date
  - Program oversight/evaluation/documentation

- Orientation packets for staff and program participants two weeks after HSFCA contract after HSFCA contract start date
- Distribute, collect and summarize evaluation forms from each teaching artist and classroom teacher by 2 weeks after the end date of each residency
- Digitized documentation portfolio to HSFCA by the contract end date (to include application pdfs, updated program data, projected and actual costs, photo/video presentations, deliverables from schools, lesson plans, work samples)
- Approved HSFCA contract final report 30 days after HSFCA contract end date
- Process new applications/prepare application spreadsheet and panelists' review packets
- Spreadsheet of new applications due one week application after due date; post-panel data and decision summary spreadsheet one week after selection review panel
- Track and report schools' compliance with program deliverables requirements one week before selection panel review meeting date

### Budget

Proposed budget should identify the Administrative Support costs.

### Evaluation

Each Offeror's solicitation will be evaluated as follows:

- Scope of Work – 45%
- Qualifications, Work Samples, Professional References – 45%
- Budget for Administrative Support – 10%

### Required Completed Materials to Submit

- Cover Form.
- Scope of Work Form.
- Budget Form.
- Qualifications Form.
- Professional Reference Form.
- Work Samples (as PDFs)