

**Hawai'i State Foundation on Culture and the Arts (HSFCA)
'Āina Based APP Museum Art Education programming for
Capitol Modern, the Hawai'i State Art Museum (HiSAM)
Administrative Support**

Goals and Objectives

This contract will provide administrative support necessary for implementing an 'āina based on the Art in Public Places (APP) education program for Capitol Modern, the Hawai'i State Art Museum (HiSAM).

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 'āina based APP education program with Capitol Modern, HiSAM Program is a standards-based museum outreach education program for Hawai'i 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. The period of performance for this contract shall be July 01, 2026, through June 30, 2027.

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 National Core Arts Standards, Nā Hopena A`o (HĀ) and Social Emotional Learning (CASEL Wheel).
- 5 years' experience organizing and coordinating program application processes 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 'āina based APP education program at Capitol Modern, HiSAM, Program by working in collaboration with the HSFCA Museum Education Coordinator to:

- Conceptualize program theme and strategies.
- Monitor program quality and make changes to strengthen and improve the program.
- Ensure that all scheduling for the education program including 'āina based activities is within the HSFCA calendar.
- Develop informational, promotional, educational, and evaluation materials for the program.
- Develop educational materials for museum visits.
- Schedule, plan and implement profession development, planning, and reflection sessions for the teaching cohort ('āina based educator, teaching artist, and classroom teacher), participants and program staff.
- Design an art museum, 'āina based, education outreach program content that supports Common Core State Standards, HCPS III Fine Arts Standards.
- Prepare draft budget for upcoming year.

- Provide occasional 'āina based on-site support.
- 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, teaching cohort to schedule field trips to 'āina based sites, and classroom visits; coordinate for substitutes/change of dates as needed.
 - Create email groups of principals and school contacts.
 - Prepare mail-outs to participating schools as needed.
 - Conduct pre-visit orientation meetings with principals and participating teachers of granted schools (at the school).
 - Contract 'āina based community partner to make payments/purchase.
 - Collect from 'āina based community partner form W-9 for each educator and teaching artist.
 - Contract with 'āina based community partner for services of 'āina based educators and teaching artists.
 - 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.
 - Arrange hospitality (refreshments, lunch as needed, reimbursement for parking/taxi)
 - Provide occasional on-site support.
- Deliverables
 - Liaison/school coordination. Schedules for school field trips to 'āina based sites.
 - Contracting and payments/purchasing.
 - Record of payments for contracted work by HSFCA contract end date
 - Program oversight/evaluation/documentation.
 - Prepare orientation packets for staff and program participants.
 - Distribute, collect, and summarize evaluation forms from each 'āina based educator, teaching artist and classroomteacher 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.
 - Track and report schools' compliance with program deliverables requirements.

Budget

The proposed fiscal year 2027 budget should identify the Administrative Support costs.

Compensation

Compensation shall be paid through monthly progress billings based on the percentage of work completed. An initial invoice (not to exceed 20% of the contract total) for start-up administrative costs and program scheduling may be submitted for processing following the formal release of fiscal year funds.

Evaluation

Each Offeror's solicitation will be evaluated as follows:

1. Scope of Work (45 points)

- Program Methodology (15 pts): Does the offeror demonstrate a clear understanding of multidisciplinary, standards-based arts education? Do they show how they will use the APP collection as a catalyst for learning?
- Logistical Planning (15 pts): Is the approach to school liaison duties and field trip scheduling realistic and efficient? Do they have a clear process for managing 'āina-based site coordination?
- Project Management (15 pts): Does the proposal outline a solid plan for fiscal management (contracting/payments) and the creation of deliverables like orientation packets and evaluation summaries?

2. Qualifications, Samples, and References (45 points)

- Relevant Experience (20 pts): Does the offeror meet the minimum requirements (5+ years in museum education and 10+ years with Hawai'i DOE systems)? Is there a proven track record with the local teaching artist community?
- Work Samples (15 pts): Do the provided samples (lesson plans, collateral, or documentation portfolios) demonstrate high quality, professional design, and alignment with National Core Arts Standards and Nā Hopena A'o (HĀ)?
- Professional References (10 pts): Do references confirm a history of reliability, timely delivery of administrative tasks, and successful collaboration with state or educational agencies?

3. Budget for Administrative Support (10 Points)

- Cost Reasonableness (5 pts): Is the proposed budget realistic for the scope of administrative work described?
- Budget Detail (5 pts): Is the budget clearly itemized? Does it reflect the 20% initial payment milestone and the monthly billing structure correctly?

Required Completed Materials to Submit

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

