

STATEMENT OF WORK

FOR RFP- 26003003

Artists in the Schools Program Administrative Support

It is anticipated that the proposed Statement of Work (SOW) will be incorporated as an attachment to the resultant award instrument. The SOW, without restrictive markings, is your company's affirmation that the SOW is non-proprietary.

BACKGROUND

ABOUT THE SFCA:

SFCA Mission – To promote, perpetuate, and preserve culture and the arts in Hawai'i

SFCA Vision – “We envision a thriving and vibrant Hawai'i enriched by culture and the arts”

NEA

Meets the National Endowment for the Arts outcome for use of state arts agency federal funds:

- Learning in the arts at all ages of life.
 - o Support for activities such as workshops, mentorships, and apprenticeship programs; and professional development for artists, teaching artists, and other leaders.

OBJECTIVE

1. The Hawai'i State Foundation on Culture and the Arts (HSFCA) was established in 1965 to promote, perpetuate, preserve and encourage culture and the arts, history and the humanities as central to the quality of life of the people of Hawai'i.
2. HSFCA is requesting proposals from qualified applicants to provide services for Artists in the Schools to help achieve its Strategic Plan Priority HO'ONA'AUAO-EDUCATE Objective 2.1: Support and expand our statewide partnerships in providing arts education for all students. HSFCA also aligns its arts education goals with the National Endowment for the Arts' (NEA) "Learning" outcome: "acquire arts knowledge and skill in arts" by supporting direct learning for students and professional development

for educators.

3. This contract will provide administrative support necessary for implementing the HSFCA's Artists in the Schools (AITS) Program grant and the Collaborative Residency (CR) Project residencies.
4. AITS grants are made to public and charter schools for arts residencies with teaching artists from the HSFCA's Artistic Teaching Partners Roster. AITS grants provide engaging, creative, and fun learning experiences based on the Fine Arts standards for all grade levels, through residencies with qualified teaching artists from the Artistic Teaching Partners Roster.

REQUIREMENTS

Applicants or applications that are not eligible at the time of application will not be accepted. Eligibility of Organization Applicants - at the time of application .

- Offeror shall provide all required services by July 19, 2027.
- **Must be based and incorporated in the State of Hawai'i**

DELIVERABLES & QUALITY CONTROL REQUIRED KEY PERFORMANCE INDICATORS

- Contractor will assist with the implementation of the HSFCA's Artists in the Schools (AITS) Program:
- Disburse the HSFCA AITS budget allocation (\$697,954.00) by contracting each individual teaching artist and arts organization per the AITS list approved by the SFCA Commission; approximately 40 contracts.
- collect from each teaching artist, and keep on file, a Form W-9
- collect from AITS teaching artists, and keep on file, the schedule for each granted school arts residency
- collect invoices for all payments
- issue checks to the contracted teaching artists in a timely fashion; arrange payment schedules, usually one payment upon signing the contract, and one after the final report and/or other requirements received, or other arrangement as mutually agreeable
- issue and collect HSFCA final reports from each contracted teaching artist for each residency
- correspond with teachers to ensure they fill out the final teacher report
- issue an IRS Form 1099-Misc to each contracted teaching artist for each calendar year

- maintain confidentiality regarding artists' and teachers' personal information
- assist in related to needs of the program as they come up on a case by case basis
- support teaching artist review and observation
- coordinate film/photography for AITS residencies are various islands
- Offeror will conduct background checks for all teaching artists