COOPER HEWITT

STATEMENT OF WORK
Amendment #1: October 28, 2026

Description of Services
The Smithsonian Institution, Cooper Hewitt, Smithsonian Design Museum (Smithsonian) requires temporary educational administrative support for the 2027 National High School Design Competition and related programs organized by the Learning and Audience Engagement Department at Cooper Hewitt, Smithsonian Design Museum, requiring approximately 15 hours per week.

The Contractor shall provide general administrative support including with:

- Preparing miscellaneous collateral materials and creating visual slide decks for various program sessions
- Monitoring the general competition email inbox and responding to inquiries in a timely, accurate manner
- Reviewing approximately 1,000 competition entries for eligibility against official guidelines
- Maintaining active statistics for the competition and related programs
- Updating content on the Cooper Hewitt website and submission platform
- Making arrangements for and assisting with activities and events related to the competition, including, but not limited to, the first round of judging, Mentor Weekend tentatively scheduled to be held in person in May 2027, and Judging Weekend tentatively scheduled to be held in person in June 2027 (actual dates/locations to be determined)
- Assisting with organizing travel and procurement as needed
- Ordering and preparing supplies for activities and related programs, including professional development workshops and virtual student prep sessions
- Providing assistance at various programs at Cooper Hewitt including Mentor Weekend (early May 2027), 2–3 virtual education programs (fall/winter 2027), and a professional development workshop (spring 2027)
- General administrative work as needed including mailings (electronic and paper), basic correspondence, data entry, supply management, etc.

Period of Performance
Approximately November 23, 2026–July 16, 2027.

Work hours will vary based on competition timeline and activities, but should average approximately 15 hours a week, not to exceed 525 total hours over the period of performance. Additional hours per week may be added, as needed, by mutual agreement.

Schedule of Deliverables
The Contractor must complete CSAT (Annual Mandatory IT Security Training Program), P101 (Privacy and Data Protection Training), and Annual Protection of Minors at the Smithsonian training (ASEA01) in the first week of work.

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Weekly and Ongoing:

- Email Response and Inquiry Log: Documented maintenance and weekly resolution of the general competition inbox.
- Collateral Materials: Marketing, educational, or informational materials prepared as needed, including travel itineraries, webinar slides, program handouts, and review lists.
- Competition Statistics Report: An updated ledger tracking entry metrics, demographics, and engagement data, including final post-competition data entry.
- Presentation Decks: Slide decks for virtual and in-person activities, approximately 6.
- General Administrative Tracking Log: Documented data entry logs of promotional outreach, program participation, and survey results.

Project-Based Deliverables:

- Outreach and Participant Communications (Fall 2026/Winter 2027): Deliver six mass promotional and webinar email campaigns to thousands of students and educators, alongside four distinct entry-period reminder rounds to ensure completion.
- Targeted Educator List (Fall 2026/Winter 2027): A spreadsheet of new educators in underrepresented states, compiled and added to the main outreach database.
- Eligibility Review Log (By mid-February 2027): Screening logs verifying the eligibility of approximately 1,000 entries (images, short text responses, and agreement forms), including logs of student correspondence for incomplete submissions.
- Internal Judging Plan (By early March 2027): Reformatting and organization of entries for the internal review stages, including day-of administrative support for the all-day final review.
- Mentor Weekend Plan (Early May 2027): Logistical arrangements to support travel and catering etc., collateral materials formatted such as slides and handouts, and day-of support for the in-person program, tentatively scheduled for early May 2027.
- Judging Weekend Plan (Early June 2027): Logistical arrangements to support travel and catering, etc., collateral materials formatted such as slides and handouts for the in-person program, tentatively scheduled for early June 2027.

Location

All work must be completed at Cooper Hewitt, Smithsonian Design Museum.

Cooper Hewitt, Smithsonian Design Museum
2 East 91st Street
New York, NY 10128

Invoicing & Payment

An itemized invoice must be submitted by the Contractor in order to remit payment. Invoices must have proper letterhead information, reference the purchase order, are dated, have a unique invoice number, and give a brief description of work performed. Invoices

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should be submitted on a biweekly basis via email to:

Louisa Hartigan
Cooper Hewitt, Smithsonian Design Museum
2 East 91st Street
New York, NY 10128
HartiganLS@si.edu

Amendments must be by mutual agreement in writing by the parties.