March 8, 2024

DESCRIPTION OF REQUIRED SERVICES
Project Background

The Smithsonian Institution, Cooper Hewitt, Smithsonian Design Museum (Smithsonian) requires professional, technical, non-personal services for a Youth Programs Evaluator. The contractor will assess Cooper Hewitt, Smithsonian Design Museum’s (CHSDM) teen educational activities, including Design Practice and Design Hive and envision how the Museum might enhance its offerings to meet the needs of diverse youth audiences. The contractor will also recommend how CHSDM can define, implement, and sustain a youth programming strategy for this national museum over the next 5-10 years.

TASKS:

Spring/Summer 2024

• Meet with programmatic staff to plan the scope of the evaluative work.
• Observe youth programming and review previous program syllabi for both Design Practice drop in program and Design Hive internship program.
• Gain an understanding of students’ prior knowledge and interests related to Cooper Hewitt programming.
• Identify student needs and how can these be met
• Along with program staff, outline goals for evaluation

Fall/Winter 2024

• Lead focus groups, surveys, interviews, or other methods of data collection.

Spring 2024

• Develop and deliver an evaluative report on Cooper Hewitt’s youth programs.

Period of Performance
The period of performance will be May 2024-May 2025

Place of Performance
Place of work of contractor
Cooper Hewitt, Smithsonian Design Museum (2 East 91st Street, New York NY, 10128)
Offsite program locations to be determined.

**Schedule of Work**
Work hours shall be during museum office hours, Mondays through Fridays, 9:00am to 5:30pm, with outside hours as needed for aspects such as program observation and meetings. Work hours vary based on deliverables and timeline but should not exceed an average of 7-12 hours a week. Work will not be conducted on Federal Holidays or days when SI offices are closed due to weather or other emergency closures. No overtime is needed to complete this work.

**Payment Schedule**
Payment shall be made in three (3) payments upon completion of key deliverables. Approximately payment 1 July 2024; payment 2 January 2025; and payment 3 in May 2025.

Upon receipt and approval of invoice(s) that has proper letterhead information, reference the purchase order, are dated, has a unique invoice number, and gives a brief description of work performed.