



TECHNICAL AND LOGISTICAL SUPPORT FOR ENCOURAGING ARTS-BASED APPROACHES TO HEALTH AND CIVIC INFRASTRUCTURE (AHCI)

STATEMENT OF WORK

The National Endowment for the Arts (NEA) was established by Congress in 1965 as an independent agency of the federal government. To date, the NEA has awarded more than \$5 billion to support artistic excellence, creativity, and innovation for the benefit of individuals and communities. The agency extends its work through partnerships with state arts agencies, regional arts organizations, local leaders, other federal agencies, and the philanthropic sector.

Arts and culture can have profound impacts on the health and well-being of individuals and communities. Among individuals, the arts contribute to various positive outcomes in health and human development across the lifespan.ⁱ Equally transformative is the role of arts and culture in neighborhoods and communities. The arts have been vital in promoting local identity and a sense of place, contributing to belonging, and in giving voice to historically marginalized groups. More recently, arts-based strategies have been used in advancing and communicating public health priorities, in fostering civic engagement and social cohesion, and in equipping communities to manage natural and societal changes and challenges through imagination, creativity, and problem-solving.^{ii,iii,iv,v}

The impact of arts and culture on the health and well-being of individuals and communities is recognized in President Biden’s Executive Order of Sept. 30, 2022, which pledges to “strengthen our Nation’s democracy, increase civic engagement and public service, bolster social cohesion, and advance the cause of equity and accessibility by lifting up more — and more diverse — voices and experiences through Federal support for the arts, the humanities, and museum and library services.”^{vi} The Federal Plan for **Equitable Long-Term Recovery and Resilience (ELTRR)** also offers a blueprint for integrating arts, culture and design with government-wide solutions to foster well-being and resilience at the individual and community levels.^{vii} Furthermore, recent historic investments, such as those enabled by the Bipartisan Infrastructure Law and the American Rescue Plan, have presented fresh opportunities for arts, design, and culture to be woven into programs and interventions seeking to rebuild our nation equitably.

Building on the work of the Interagency Task Force on the Arts and Human Development, a coalition of representatives from 15 federal entities^{viii}, as well as other investments such as of Our Town, Creative Forces, and Research Grants on the Arts, the NEA seeks to advance its work in the **Arts, Health, and Civic Infrastructure (AHCI)**. As defined by the Urban Equitable Development **Interagency Policy Council (IPC)**, civic infrastructure is “the set of processes, systems, and norms that enable individuals and communities to communicate and understand needs, manage differences,

and address community issues, often in partnership with government, business, and community-based organizations as a way to improve community wellbeing.” Artists, designers, and culture-bearers, and arts volunteers and donors—in addition to nonprofit arts and cultural organizations such as performing arts centers, arts schools, museums, and libraries—all play a role in sustaining this infrastructure and allowing it to thrive.

The NEA will deepen its efforts in AHCI through investigating funding opportunities, resources, and programs across federal government, with an emphasis on highlighting effective practices within AHCI and identifying gaps and barriers. Additionally, the agency has formed the **Interagency Working Group on Arts, Health, and Civic Infrastructure (IWG-AHCI)**, a new cross-agency initiative consistent with the arts’ growing relevance to federal policies and programs. This new Interagency Working Group offers a more expansive way to convene federal agencies and unleash the full potential of arts and culture to transform individuals and communities.

The NEA, in collaboration with the U.S. Department for Health and Human Services, will convene the IWG-AHCI to enable robust exchanges of insights and information among federal agencies that seek to harness the power of arts and culture to advance health and well-being—inclusive of comprehensive community solutions and a whole-of-government approach to serving the public. By tapping into arts and cultural expertise, participating agencies will be able to enhance program development and delivery. For the public, the IWG-AHCI will lift up exemplary practices across government; it also will unlock opportunities for community-based organizations and state and local communities to engage with federal programs involving the AHCI. With the IWG-AHCI, the NEA aspires to achieve the following intermediate and long-term outcomes:

- ***Networked and Aligned Federal Agencies:*** Federal agencies establishing networks and partnerships to support the integration of arts and culture across government, enabling them to better meet their mission to serve the public.
- ***Increased Understanding of How the Arts Advance Health:*** Federal agencies, along with regions, states and local networks, increasing their understanding of the ways in which arts, culture, and design impacts health, strengthens civic infrastructure, and builds social cohesion.
- ***Enhanced Capacity for Adoption of Innovative Arts and Cultural Practices:*** Federal agencies building their capacity to design, implement, and evaluate programs that deploy arts and cultural strategies for advancing health and strengthening civic infrastructure.
- ***Strengthened Civic Infrastructure and Improved Health Outcomes:*** Arts and culture improving social bonds within community, while contributing to better health outcomes for local communities and individuals.

1. PROJECT SCOPE

The Contractor will produce key deliverables and resources for NEA’s work within AHCI, in an effort to identify key funding opportunities, resources, and programs across federal government, with an emphasis on promoting effective practices and elucidating gaps and barriers. Furthermore, the Contractor will provide logistical and technical support to the NEA in developing and facilitating the IWG-AHCI. In addition to supporting quarterly meetings of the group, drafting agendas and meeting summaries, and corresponding with members between meetings, the Contractor will support the development of newsletters and other online content such as webinars and web copy highlighting AHCI activities with the public about federal AHCI programs and opportunities.

The Contractor's responsibilities will be as follows:

- A. Manage AHCI project logistics, including: facilitating a kick-off meeting and regular meetings with the **Contracting Officer's Representative (COR)** and project team members, developing a Work Plan, and preparing monthly progress reports.
- B. Year 1: Conduct an initial landscape analysis of AHCI funding opportunities, resources, publication, programs, and research across federal government, with an emphasis on highlighting effective practices, as well as elucidating gaps and barriers, concerning the successful integration of arts and culture with health solutions and civic infrastructure.
- C. Year 2: Update the landscape analysis and, drawing from NEA and IWG-AHCI recommendations, incorporate case studies documenting best federal practices in AHCI research, projects, and programs; also, in consultation with the NEA and the IWG-AHCI, identify opportunities to expand pilot programs or learn from existing strategies that support work at the intersection of the AHCI and/or that mitigate the previously identified gaps and barriers.
- D. Support NEA staff in administering and operating the IWG-AHCI, including maintaining an IWG-AHCI contact list, corresponding with members, developing agendas, and documenting meetings;
- E. Identify future research and measurement strategies, which, at the federal level, can advance a national understanding of the arts' role in health and civic infrastructure.
- F. Provide technical support to members on an on-call basis, including light research and planning, facilitation of member collaboration, and addressing members' information queries.
- G. Beginning six (6) months into the contract, coordinate with the NEA's **Office of Public Affairs (OPA)** and participating member agencies to engage the public with AHCI content and conversation, including by creating an invitation list for public stakeholders interested in AHCI work, creating and maintaining a distribution list, creating and implementing a communications plan, publishing digital news blasts and a quarterly e-newsletter, producing up to 2 webinars per year, and providing AHCI content to OPA.
- H. Develop and implement a transition plan prior to the end of the contract, including transferring all deliverables to the COR and planning for transition or turnover of project activities to the COR.

2. DETAILED SPECIFICATIONS

Task 2.1: Project Management

The COR will manage and oversee this contract. NEA staff, in consultation with the IWG-AHCI will provide ongoing feedback to the Contractor on deliverables. Any input from the IWG-AHCI and its Co-Chairs shall be conveyed to the Contractor by the COR. The Contractor shall consult with the COR on all substantive project decisions. **Estimated Level of Contract Effort: 10-12%**

Subtask 2.1.1: Kick-off Meeting

Within 10 business days of the effective date of the contract, the Contractor shall participate in an in-person kick-off meeting in Washington, DC, at the NEA offices with the COR and other

relevant Government staff to review and clarify the project’s objectives, expectations from the Government, and address any questions the Contractor may have. The Contractor shall provide the COR an agenda for this discussion at least 3 business days in advance. Discussion topics shall include, but not be limited to: introduction of the Contractor and Government staff; understanding of the specific tasks and subtasks; project management expectations; agreement on meeting schedules; and agreement on initial delivery dates.

Within 5 business days of the kickoff discussion, the Contractor shall submit a brief memorandum summarizing the discussion. This memorandum shall also include, but not be limited to, documentation of challenges or problems that need immediate attention and proposed approaches for resolution. The Contractor shall incorporate any comments from the COR and submit a revised summary within one additional week after receiving feedback from the COR.

Deliverables	Timeframe
Kick-off meeting	Within 10 business days of effective date of contract
Kick-off meeting agenda	3 business days before meeting
Draft opening meeting memorandum	5 business days after meeting
Final opening meeting memorandum	5 business days after receiving COR comments

Subtask 2.1.2: Develop Work Plan

No later than 10 business days following the kickoff meeting, the Contractor shall provide a draft Work Plan, which shall outline specific tasks, approaches, staffing and management responsibilities, the allocation of contract resources, and a description of assumptions and constraints. The Work Plan’s *Project Management Plan* shall also include a timeline identifying start dates, completion dates, and other interim milestones for each task and subtask; the timeline component of the Work Plan shall be submitted as an Excel document (.xls).

Where there are interdependencies among tasks, the plan shall indicate the relationships between one task and another. The Contractor shall make any changes provided by the COR and deliver the final Work Plan no later than five (5) business days after receiving comments from the COR. The *Project Management Plan* shall be modified as necessary to reflect work progress and/or priority changes agreed upon between the Contractor and the COR.

Deliverables	Timeframe
Draft Work Plan	Within 10 business days following kickoff meeting
Final Work Plan	5 business days after receiving COR comments

Subtask 2.1.3: Project Meetings/Calls

Beginning no later than two (2) weeks after the kick-off meeting and continuing through the first three (3) months of the contract, the Contractor shall meet with the COR approximately every other week by conference call. After the first 3 months, the frequency of these meetings shall be adjusted by mutual agreement by the COR and the Contractor, but shall not be fewer than once per month.

The purpose of these meetings is to discuss current activities, review progress made on completion of project tasks, and identify and discuss emerging challenges. The Contractor shall

submit an agenda for these calls at least one (1) business day before each call. After each call, the Contractor shall develop a summary of key discussion points, decisions made, and actions required by the Government and the Contractor and submit this to the COR one (1) business day after each call.

Deliverables	Timeframe
Project meetings	Biweekly for first 3 months, then at least monthly
Project meeting agendas	1 business day before each call
Project meetings summaries	1 business day after each call

Subtask 2.1.4: Monthly Progress Reports

Beginning in the second month of the contract, the Contractor shall prepare monthly progress reports to the COR, copied to the **Contracting Officer (CO)**, on the project activities. Progress reports will be due on the 15th of each month.

Monthly progress reports shall include:

- Brief summaries of the accomplishments in each month,
- Problems encountered, problems solved, problems remaining, and proposed next steps for the project. (Not to exceed 2 pages).
- Statistics on meeting attendance, communications with members, public engagement, and other metrics mutually determined with the COR.

Deliverables	Timeframe
Monthly progress reports	15th of each month, beginning in the second month of the contract

Task 2.2: Conduct Landscape Analysis and Case Studies

The Contractor shall conduct an initial landscape analysis of AHCI funding opportunities, resources, and programs across federal government, with an emphasis on highlighting effective practices and identifying gaps and barriers; and, prior to the mid-point of Year 2, develop case studies documenting best federal practices in AHCI research, projects, and programs based on NEA and IWG-AHCI recommendations. **Estimated Level of Contract Effort: 40-45%**

Subtask 2.2.1: Identify AHCI Federal Funding Opportunities

Using federal data sources including, but not limited to, *grants.gov*, *sam.gov* (*publishes an Annual Publication of Assistance Listings*), *usaspending.gov*, *invest.gov*, *build.gov*, and *cleanenergy.gov* the Contractor shall compile a list of AHCI funding opportunities across federal government and identify up to three (3) sample projects per funding opportunity (sample projects must include the integration of the arts; however, the arts component is not required to be the lead organization or project focus) or highlight where an arts component could be integrated in response to the funding opportunity in the cases no representative projects currently exist. The

Contractor is expected to consult with NEA staff and IWG-AHCI members to identify government funding opportunities in the AHCI area, with an emphasis on highlighting effective practices as well as identifying gaps and barriers.

The Contractor shall conduct follow-up research online to identify resources created by agencies to support applicants and/or awardees of these opportunities and areas for integration of arts and cultural language within the resources. At the minimum, the Contractor shall review funding opportunities and related research project descriptions associated with the following federal agencies:

- National Endowment for the Arts
- U.S. Department of Health and Human Services
- AmeriCorps
- Institute of Museum & Library Services
- National Endowment for the Humanities
- National Science Foundation
- Small Business Administration
- Smithsonian Institution
- U.S. Department of Agriculture
- U.S. Department of Commerce
- U.S. Department of Defense
- U.S. Department of Education
- U.S. Department of Housing and Urban Development
- U.S. Department of Homeland Security
- U.S. Department of Interior
- U.S. Department of Transportation
- U.S. Department of Veteran Affairs
- U.S. Environmental Protection Agency

The Contractor shall prepare and submit a draft table of funding opportunities to the COR.

The table fields shall include:

- Program/opportunity title
- Federal agency
- Funding instrument type
- Eligibility Requirements
- Year of most recent competition
- Total annual funds available for award (or awarded)
- URLs for funding opportunity information
- URLs for representative projects. In the case there is no existing representing project provide an explanation of where arts and culture could be utilized to respond to the funding opportunity.

Following receipt of comments from the COR, the Contractor shall finalize the table of funding opportunities within five (5) business days.

Deliverables	Timeframe
Draft table of funding opportunities	Within 5 months of effective date of contract
Final table of funding opportunities	5 business days after receiving COR comments

Subtask 2.2.2: Prepare Initial Landscape Analysis Report

The Contractor shall prepare a brief report identifying AHCI funding opportunities, programs, publications, research, and associated resources, and summarizing observed trends in effective funding practices as well as elucidating gaps and barriers concerning the inclusion and integration of arts and culture within existing funding opportunities. The Contractor shall rely primarily on light Internet research and review of academic literature. Interviews of subject matter experts, including up to 9 individuals, and discussions with members of the IWG-AHCI may be used as supplemental research methods. The table prepared under Subtask 2.1 shall be included as an attachment to this report.

The report shall include a one-page executive summary, and the report narrative shall focus on summarizing funding opportunity trends, gaps and barriers to the inclusion and integration of arts and culture, and highlighting effective practices and sample projects in a way that permits internal and external stakeholders to see and understand the arts’ connections to health and civic infrastructure. The report should not exceed 25 pages (plus appendices), excluding the table of funding opportunities.

The Contractor shall prepare a draft report for COR review no later than 1 month after the table of funding opportunities has been finalized. Following receipt of the comments from the COR, the Contractor shall submit the final report within 10 business days.

Deliverables	Timeframe
Draft landscape analysis report	Within 7 months of effective date of contract
Final landscape analysis report	10 business days after receiving COR comments

Subtask 2.2.3: Prepare Case Studies

The Contractor shall prepare prior to the mid-point of Year 2 a minimum of 10 case studies documenting best federal practices in AHCI research, projects, and programs based on NEA recommendations that are informed by the IWG-AHCI. A draft list of proposed cases and a proposed template for web publication of case studies shall be submitted to the COR for approval prior to any work being conducted on this subtask. Up to two individuals may be interviewed for each case study, using an unstructured discussion protocol. Each case study shall not exceed 2,000 words. Images provided to illustrate case studies must be provided with signed consents for use. Case studies shall be written for web-posting for a general, public audience and in a way that helps both internal and external stakeholders see and understand the role and impact of arts and culture on health and civic infrastructure.

Deliverables	Timeframe
Draft list of proposed cases and proposed template for case studies	Within 10 months of effective date of contract
Draft case studies	Within 15 months of effective date of contract
Final, approved case studies, including signed consent forms for use of images	Within 18 months of effective date of contract

Subtask 2.2.4: Update the Landscape Analysis

The Contractor shall update the table of funding opportunities (see subtasks 2.1) within 16 months of the date of contract award. To update the table of funding opportunities, the Contractor shall work with NEA staff and individual members of the IWG-AHCI to identify and remove dated information and add new information. The NEA in coordination with the Contractor will facilitate the collection of additional information in a written request for information and during a quarterly meeting of the IWG-AHCI; the Contractor will be responsible for updating the report with updated information.

Drawing from NEA recommendations that are informed by the IWG-AHCI, the Contractor shall update the landscape analysis incorporating case studies documenting promising federal practices in AHCI research, projects, and programs; and in consultation with the NEA and members of the IWG-AHCI identify ways to expand pilot programs or learn from existing programs that support work at the intersection of the AHCI, and/or that mitigate the previously identified gaps and barriers. The contractor shall also provide updates to programs, publications, research, and associated resources within the landscape analysis.

Deliverables	Timeframe
Updated table of funding opportunities	Within 17 months of the effective date of the contract
Final table of funding opportunities	5 business days after receiving COR comments
Draft updated landscape analysis report	Within 19 months of the effective date of the contract
Final updated landscape analysis report	5 business days after receiving COR comments

Task 2.3: Support Meetings of the IWG-AHCI

The IWG-AHCI will meet quarterly. Up to two meetings annually may be hybrid allowing for both in person and virtual participation. Meetings are anticipated to last for up to 90 minutes. Any hybrid meetings shall take place at a federal office in Washington, DC. **Estimated Level of Contract Effort: 7-10%.**

Subtask 2.3.1: Maintain IWG-AHCI Contact List

The Contractor shall assist NEA staff in maintaining a contact list with IWG-AHCI members’ names, position, agency, and contact information. The initial list will be provided by the COR in an Excel spreadsheet and the list shall be maintained in an Excel spreadsheet. The Contractor shall update this contact list as needed and at least quarterly by requesting updates from members.

Deliverables	Timeframe
Updates to IWG-AHCI contact list	At least quarterly

Subtask 2.3.2: Provide Support for Quarterly IWG-AHCI Meetings

In consultation with the COR, the Contractor shall prepare and submit a draft agenda for each quarterly meeting to the COR at least 2 months prior. Five days after receiving feedback from the COR, the Contractor shall submit the final agenda.

Following the acceptance of the final agenda, the Contractor shall support the NEA staff in the preparation for quarterly meetings in several ways, including contacting and confirming guest speakers or members for presentations, developing, reviewing, and/or formatting presentations and handouts, facilitating online rehearsals (or “tech checks”) for guest speakers or members, and

other pre-meeting activities. All pre-meeting activities shall be completed at least 3 business days prior to the quarterly meeting.

The Contractor shall draft communications for NEA staff to send to IWG-AHCI members at least 10 business days in advance of the meeting for the specific purpose of confirming attendance and distributing the meeting agenda and advance materials. All communications to IWG-AHCI members shall be copied to the COR.

The contractor shall provide staff to take meeting minutes for the IWG-AHCI meetings and when applicable provide staff to facilitate meeting discussions toward specified objectives. For all meetings, including any hybrid meetings, the NEA shall support and provide meeting space for the meetings and ensure that IWG-AHCI members can participate fully. The NEA shall also provide recording of each meeting that could be disseminated to the IWG-AHCI. No more than 5 business days following the meeting, the Contractor shall submit to the COR a draft summary of the meeting proceedings. No later than 2 business days after receiving COR comments, the Contractor shall provide the COR with a draft communication disseminating the summary and link to the meeting recording (edited, if needed) for distribution to the IWG-AHCI.

Deliverables	Timeframe
Draft quarterly meeting agenda	2 months prior to scheduled meeting
Final quarterly meeting agenda	5 business days after receiving COR comments
Completion of various pre-meeting activities (e.g., confirming guest speakers, facilitating online rehearsals)	3 business days prior to quarterly meeting
Pre-meeting communications with IWG-AHCI members	10 business days prior to quarterly meeting
Recording of meeting	5 business days after quarterly meeting
Draft summary of meeting proceedings	5 business days after quarterly meeting
Final summary of meeting proceedings for distributing to IWG-AHCI members	2 business days after receiving COR comments

Task 2.4: Develop a Research Roadmap to Support Public AHCI Objectives

The Contractor shall assist NEA staff and IWG-AHCI members by identifying potential future research and measurement strategies, which, at the federal level, can advance a national understanding of the arts’ role in health and civic infrastructure. The Contractor shall identify research, evaluation, and performance measurement strategies that will help build public support for opportunities to integrate arts and culture more effectively with civic infrastructure and public health.

The Contractor shall work with the COR, and the NEA’s Office of Research & Analysis, to design a facilitative process with the NEA and IWG-AHCI members (including interviews and document reviews by the Contractor), to identify priority research questions, methods, data sources, and metrics for documentation in an AHCI research roadmap. This deliverable shall be updated at least once following the seventh quarterly meeting during the project’s second year. **Estimated Level of Contract Effort: 15-17%.**

Deliverables	Timeframe
Development of AHCI research roadmap: Draft 1	Within six months of effective date of contract

Review of AHCI research roadmap: Draft 1	Within ten months of effective date of contract
Development of AHCI research roadmap: Final version	Within twelve months of effective date of contract
Updating of research roadmap	Within twenty-three months of effective date of contract

Task 2.5: Provide On-call Support to NEA Staff, IWG-AHCI Members, and Co-Chairs

Across the contract period, the Contractor shall provide on-call support to NEA staff, and IWG-AHCI members. Support shall include light research, support for planning and facilitating member collaboration (e.g., partnering on an AHCI funding opportunity), and responding to member inquiries about IWG-AHCI activities. The Contractor shall support NEA staff and the Co-Chairs by organizing smaller meetings, conducting light research, and responding to inquiries from IWG members and the general public. **Estimated Level of Contract Effort: 10-15%.**

Deliverables	Timeframe
Provide on-call support, including planning and meeting facilitation support, light research, and responding to inquiries for IWG-AHCI members and Co-Chairs	Across contract term as needed, estimated at approx. 90 hours annually

Task 2.6: Support Public Facing AHCI Content and Conversation

Beginning the sixth month of the contract, the Contractor shall support activities that engage the public with AHCI content and conversation, including by compiling an invitation list of public stakeholders interested in AHCI work, creating and maintaining a distribution list, publishing digital news blasts and a quarterly e-newsletter, producing up to 2 webinars per year, and providing AHCI content to NEA Office of Public Affairs. **Estimated Level of Contract Effort: 8-12%.**

Subtask 2.6.1: Create and Manage a Distribution List for Public Stakeholders

Within six months of the effective date of the contract, the Contractor shall identify public stakeholders in AHCI and 1) invite them to subscribe to the newsletter and digital news blasts, and 2) invite them to share the invitation with their stakeholders.

The Contractor shall also provide the NEA with language and a QR code inviting individuals to join the distribution list that can be added to correspondence. The Contractor shall use an e-communications application to securely manage this list once it has been created. At no time shall individuals be added to the distribution list without their knowledge and permission.

Deliverables	Timeframe
Compiled invitation list	Within 6 months of effective date of contract
Creation of distribution list	Within 7 months of effective date of contract
Management of distribution list	Ongoing starting after the creation of the distribution list.

Subtask 2.6.2: Provide Communications Support

Within seven months of the effective date of the contract, the Contractor shall develop and implement a communications plan to disseminate AHCI information, promote webinars, and attract visitation to an AHCI webpage to be maintained on the NEA website. This work shall be conducted in coordination with the NEA’s Office of Public Affairs.

The Contractor shall develop and publish digital news blasts and a quarterly newsletter that provides announcements from participating agencies, highlights, and links to new AHCI online content. The Contractor shall collect and curate content from IWG-AHCI member agencies, and/or from websites, publications, listservs, and/or correspondence, and will submit digital news blasts and newsletter drafts to the COR for review. The Contractor is responsible for obtaining permissions for any images used in digital news blasts and newsletters.

The Contractor shall prepare highlights for disseminating to other federal agency email group lists and federal and non-federal platforms. The Contractor shall submit highlights to the COR for review and approval. The Contractor shall prepare at least one highlight monthly. The Contractor is responsible for obtaining permissions for any images used in the highlights.

The Contractor is responsible for reviewing federal websites and listservs to find notices of reports, websites, initiatives, funding opportunities, public meetings, or webinars on AHCI; aggregating those announcements; and distributing them through the newsletter and digital news blasts.

Deliverables	Timeframe
Draft communications plan	Within seven months of effective date of contract
Final communications plan	5 business days after receiving COR comments
Newsletter	Within eight months of effective date of contract, then quarterly
Highlights (feature articles) – 1 per month	Within eight months of effective date of contract, then monthly

Subtask 2.6.3: Produce Up to 2 Webinars Annually

The Contractor shall organize and host 2 relevant webinars per year starting in the second year of the contract. The Contractor shall, develop a schedule of webinars and proposed speakers. The Contractor shall draft invitations to speakers for COR approval, then send emails and track responses. The Contractor will complete at least 3 business days prior to the webinar the following pre-webinar activities: review and format presentations and facilitate online rehearsals (or “tech checks”) for guest speakers.

The Contractor shall facilitate the webinars. For all webinars, the Contractor shall support and provide the webinar platform and also provide a recording (edited, if needed) of each webinar. Three business days after the meeting, the Contractor shall submit to the COR the webinar recording for online posting on the NEA website and send thank-you notes to presenters and participants. The contractor should also ensure the NEA has permissions to archive any webinars on our website which includes getting permissions from participants and for content shared.

The Contractor shall publicize the webinars to the AHCI email group list and other identified group lists. The Contractor shall register attendees and send login information.

The COR may ask the Contractor to adjust the schedule to move some specialized webinars to earlier dates; in these instances, the Contractor will switch webinars so that planned webinars will be postponed to a later date. The COR may also ask the Contractor to adjust the focus of the webinar to another, related AHCI topic; the topic will not be outside the scope and will relate to content referenced earlier in this document.

Deliverables	Timeframe
Draft schedule of webinars and proposed speakers	Within 13 months of effective date of contract
Final schedule of webinars and proposed speakers	1 week after receiving COR comments
Completion of various pre-webinar activities (e.g., confirming guest speakers, facilitating online rehearsals)	3 business days prior to each webinar
Webinars (including recordings)	On approved schedule
Completion of post-webinar activities (recording submission, thank-you notes)	3 business days after each webinar

Task 2.7: Develop and Implement a Transition Plan

All materials developed throughout this contract will be the property of the NEA. At the conclusion of the contract, the Contractor shall transfer all deliverables to the COR and provide a plan for transition or turnover of project activities to the COR. **Estimated Level of Contract Effort: 2-3%.**

Subtask 2.7.1: Prepare Transition Plan

The Contractor shall provide, by no later than four months prior to the expiration of the contract, a draft project transition plan that describes the transition of all relevant files, materials, and other project work to either the COR or a new Contractor (as applicable). No more than 5 business days following the receipt of COR feedback, the final transition plan shall be submitted. The transition plan shall include an inventory of all files and materials that will be turned over. At that time, all files and materials shall be clearly labeled, packaged, and indexed according to the inventory.

Deliverables	Timeframe
Draft transition plan	4 months prior to expiration of contract
Final transition plan	5 business days after receiving COR comments

Subtask 2.7.2: Implement Transition Plan

During the transition to the COR and/or a new Contractor, the Contractor shall perform all necessary transition activities including, but not limited to:

- Continued full services to the NEA;
- Participation, at the discretion of the COR, in no more than five meetings with the COR or new Contractor to affect a smooth transition; training of new personnel (Contractor or Government) during the transition period; and appropriate close-out of all outstanding work.

All files and materials produced or acquired with contract funds, or under the Contractor's control as Government Furnished Property or Materials shall be turned over to the Government or new Contractor in good condition. All information and materials including data developed under this contract are the property of the NEA and shall be delivered as part of the turnover at the end of the contract.

No information developed under this contract shall be released by the Contractor without the written permission of the NEA. If necessary, the Contractor shall initiate transition activities at least 60 calendar days prior to the expiration of the Contract. Should the contract be cancelled or terminated prior to the end of the scheduled end of performance, the Contractor shall transfer all project materials to the COR within two weeks of the COR's request.

Deliverables	Timeframe
Transition activities	At least 2 months prior to expiration of contract

Note on Deliverables

Each deliverable resulting from this contract will be submitted electronically for review. All documents, tables, charts, graphs, and graphics should be submitted in the program file that was used to create them (e.g., Microsoft Word (.doc), Microsoft Excel (.xls), and Adobe Photoshop (.psd). The Contractor shall work with the Government staff to determine an appropriate and compatible file format to use. The Contractor shall be responsible for ensuring compatibility of all submissions with the software they were created in. The Contractor must ensure that all public-facing deliverables comply with federal and NEA policies, standards, directives, or guidelines, including but not limited to Section 508.

3. PLACE OF PERFORMANCE

The primary place of performance is the Contractor's work site. Occasionally the Contractor will need to report to the NEA site -at:

National Endowment for the Arts
400 7th Street, SW
Washington, DC 20506

4. PERIOD OF PERFORMANCE

The period of performance will be two (2) years to be determined at time of award.

5. SECURITY CONSIDERATIONS AND ORGANIZATIONAL CONFLICT OF INTEREST

It is the Contractor's responsibility to assure the Government that there are no relevant facts or circumstances which would give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5.

Per FAR 9.5, organizational conflicts of interest may result when factors create an actual or potential conflict of interest on a contract, or when the nature of the work to be performed on the contract creates an actual or potential conflict of interest on a future acquisition.

The Contractor agrees that if an actual or potential OCI arises prior to or after award, the Contractor will make a full disclosure in writing to the Contracting Officer. This disclosure shall include a description of actions which the Contractor has taken or proposes to take, after consultation with the

Contracting Officer, to avoid, mitigate, or neutralize the actual or potential conflict. All actual or potential OCI situations shall be handled in accordance with FAR 9.5.

6. GOVERNMENT FURNISHED EQUIPMENT

The Contractor shall furnish the necessary equipment and otherwise do all things necessary to conduct the work in this contract and produce a range of deliverables.

7. TRAVEL

Occasional local travel within the Washington, DC metropolitan area is expected. All travel is to be conducted in accordance with the Federal Travel Regulation (FTR).

ⁱ National Endowment for the Arts (2011). *The Arts and Human Development: Framing a National Research Agenda for the Arts, Lifelong Learning and Individual Well-Being*.

ⁱⁱ CDC Foundation. (Jan. 6, 2022). “CDC Foundation Supports Arts and Cultural Organizations to Build Confidence in COVID-19 and Seasonal Influenza Vaccines.” <https://www.cdcfoundation.org/pr/2022/arts-and-cultural-organizations-build-vaccine-confidence>.

ⁱⁱⁱ National Endowment for the Arts (2021). *Our Town: A Framework for Understanding and Measuring the National Endowment for the Arts’ Creative Placemaking Program*. <https://www.arts.gov/sites/default/files/NEA-Our-Town-Resource-Guide-2.5.2021.pdf>.

^{iv} PolicyLink & Metris Arts Consulting. (2021). *WE-Making: How Arts & Culture Unite People to Work Toward Community Well-Being*. <https://communitydevelopment.art/issues/social-cohesion>.

^v Cornett et al. (2019). “Creating Activity-Friendly Communities: Exploring the Intersection of Public Health and the Arts,” *Journal of Physical Activity and Health*. <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC7103479/>.

^{vi} White House (Sept. 30, 2022). Executive Order on Promoting the Arts and Humanities, and Museum and Library Services.” <https://www.whitehouse.gov/briefing-room/presidential-actions/2022/09/30/executive-order-on-promoting-the-arts-the-humanities-and-museum-and-library-services/#:~:text=It%20is%20the%20policy%20of,and%20museum%20and%20library%20services>.

^{vii} U.S. Department of Health and Human Services. Federal Plan for Equitable Long-Term Recovery and Resilience webpage. <https://health.gov/our-work/national-health-initiatives/equitable-long-term-recovery-and-resilience/about>. Accessed Jan. 10, 2023.

^{viii} National Endowment for the Arts. Interagency Working Group on the Arts and Human Development webpage. <https://www.arts.gov/initiatives/arts-human-development-task-force>. Accessed Jan. 10, 2023.