

Statement of Work (SOW) for Event Support, including Travel Arrangement and Paymaster Services

January 24, 2024

National Museum of Natural History

Office of Education, Outreach, and Visitor Experience

Background

The Smithsonian National Museum of Natural History, located at 10th Street and Constitution Avenue N.W. in Washington, D.C., is the most-visited natural history museum in the world. Opened in 1910, the green-domed museum on the National Mall is dedicated to maintaining and preserving the world's most extensive collection of natural history specimens and cultural artifacts. It fosters significant scientific research and educational programs and exhibitions that present the work of its scientists to the public. The museum is regarded as a global leader in natural history collections, collections-based research, scientific discovery, and natural history exhibition.

The Office of Education, Outreach, and Visitor Experience leads an institution-wide effort to promote the education and outreach activities of the museum to the rigor and renown of its science activities. The Office is responsible for producing the museum's public programs, which will include an upcoming series of four events focusing on exploring and understanding biodiversity. The following events will occur from April 17 through April 20, 2024:

April 17, 2024: Biodiversity Game Night, 6:30-9:30 PM

April 18, 2024: Scientific Symposium – Exploring and Understanding Biodiversity, 1:00-5:30 PM

April 19, 2024: Biodiversity Careers Workshop for Undergraduate Students, 10:30 AM – 5:30 PM

April 20, 2024: Biodiversity Family Day, 10:00 AM – 1:00 PM

Scope

The Smithsonian National Museum of Natural History (NMNH or Museum) is seeking a Contractor to provide limited event support services, including travel and lodging arrangements and paymaster services for a four-day series of events to take place in the Museum in Washington, DC on April 17, 18, 19, and 20, 2024. The Contractor will work in collaboration with staff from the Office of Education, Outreach, and Visitor Experience, who will guide the process.

Objectives

The series of four separate events will seek to increase the Museum's reach and impact by creating accessible, inclusive, educational experiences for diverse audiences. A group of approximately eight engaging speakers will be invited to travel to Washington, DC to

participate in some or all the events. The Contractor will facilitate participation of the speakers by making their arrangements for travel, lodging, meals, and incidental expenses (per Federal Per Diem rates), and disbursing their honoraria payments following the program series.

The contractor will also facilitate attendance of students who register for the April 19 workshop by purchasing and providing pre-paid Metrorail subway/bus cards for them or reimbursing them for parking fees at local parking lots or garages.

Tasks

Services required from the Contractor:

Contractor will execute operational and logistical aspects associated with producing the April 17, 18, 19, and 20, 2024 events, including managing subcontracts. Potential subcontracts may include:

- Air or rail transportation services for speakers
- Hotel accommodations for speakers
- Paymaster services

Contractor will provide the following services:

- Facilitate speakers' participation in the events by arranging their travel itineraries.
- Arrange and submit payment for round-trip air or rail transportation to/from Washington, DC for each speaker.
- Arrange and submit payment for hotel accommodations for each speaker for any or all the following dates: April 17, 18, and 19, 2024. Arrange a late check-out time on April 20 for those speakers who stay overnight on April 19 and participate in the April 20 program.
- Administer and document honoraria for speakers, for their participation in one or more of the programs, which will include obtaining speakers' EFT banking information for transfer of payments.
- Reimburse and document speakers' expenses for meals and incidental expenses, up to the allowable federal government per diem expense rate.
- Facilitate student attendance at the April 19 event by providing Metro subway/bus fare cards for students or reimbursement for parking costs at local lots or garages, who are registered for that event.

Delivery

Contractor shall deliver to NMNH the following, which may change according to future events:

1. Contractor shall obtain EFT banking information from each program speaker, for the Contractor to use to disburse payments of honoraria.

2. Contractor shall administer and document each honorarium payment for the following four (4) planned activities*, upon COTR confirmation that each activity is complete:
 - a. April 17: four (4) individual participants, an honorarium for each participant shall be disbursed.
 - b. April 18: eight (8) individual participants, an honorarium for each participant shall be disbursed.
 - c. April 19: four (4) individual participants, an honorarium for each participant shall be disbursed.
 - d. April 20: four (4) individual participants, an honorarium for each participant shall be disbursed.

**Note that some speakers will be participants at more than one activity. The number of participants and amounts of honoraria are currently tentative.*

The total amount disbursed for participation of all speakers is estimated not to exceed \$17,640.

3. Contractor shall arrange and submit payment for round-trip Coach class air or rail transportation to/from Washington, DC for each speaker.
4. Contractor shall make reservations for and submit payment for hotel accommodations (1 individual room for up to 3 nights: 4/17, 4/18, and 4/19) for each program speaker.
5. Contractor shall reimburse each speaker for meals and incidental expenses up to the Washington, DC Federal Per Diem rate.

The total amount for speakers' travel, lodging, meals, and incidental expenses is estimated not to exceed \$15,660.

6. Contractor shall purchase and distribute Washington, DC Metro fare cards, or reimburse parking costs, for students who are registered for the April 19 workshop.

NMNH will Provide

- NMNH will provide the names and contact information (email address and mobile phone number) for each speaker participating in the events.
- NMNH will provide the names and contact information (email address, mobile phone number and mailing address) for each student registered for the April 19, 2024, workshop. Students will be over 18 years of age.
- NMNH will provide names and contact information (email address and mobile phone number) for the Museum's event organizers and staff participants.
- NMNH will provide the schedule and description of events occurring between April 17 and April 20, 2024, including rehearsal times and updates/changes.

Place of Performance

Performance will be at the Contractor's facility.

Period of Performance

The period of performance is estimated to be from March 1, 2024, through April 30, 2024.