



Nuclear Science Week™



The National Museum of Nuclear Science & History

REQUEST FOR Proposal

NUCLEAR SCIENCE WEEK (NSW) HOST CITY EVENT PROPOSAL (RFP)

OBJECTIVE

Nuclear Science Week (NSW) is a national/international weeklong celebration intending to educate the public on the five pillars of nuclear science: carbon-free energy, global leadership, transformative healthcare, innovation and technology, and space exploration.

NUCLEAR SCIENCE WEEK (NSW) HOST CITY EVENT

The National Museum of Nuclear Science & History

601 Eubank Blvd SE

Albuquerque, New Mexico 87123

Phone: 505-245-2137

jhayden@nuclearmuseum.org

Prepared By: The National Museum of Nuclear Science & History

Date: November 6, 2023

**REQUEST FOR PROPOSAL
NUCLEAR SCIENCE WEEK (NSW) NATIONAL HOST CITY EVENT**

PROPOSAL SUBMISSION DEADLINE: February 29, 2024, 5:00 PM (Mountain)

QUESTION SUBMISSION DEADLINE: February 26, 2024

RFP Questions may be submitted by email to:

Contact Name: Lisa Guida
Telephone Number: 505-245-2137 Ext. 101
Email Address: Lguida@nuclearmuseum.org

INTRODUCTION

The National Museum Of Nuclear Science & History invites and welcomes proposals for their Nuclear Science Week (NSW) Host City Event project. Please take the time to read and become familiar with the proposal requirements carefully. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

LOCATION

The project associated with this RFP is or shall be located in the United States.

PROJECT MANAGER CONTACT INFORMATION

The following individual(s) are the assigned contacts for the following:

For questions or information regarding Nuclear Science Week (NSW) National Host City Event, contact:

Name: Jennifer Hayden
Title: President And CEO Of The National Museum Of Nuclear Science & History, Chair, International Steering Committee, Nuclear Science Week
Phone: 505-245-2137 Ext. 102
Email: Jhayden@nuclearmuseum.org

For questions or information regarding Nuclear Science Week (NSW) National Host City Event RFP, contact:

Name: Lisa Guida
Title: Director Of Education
Phone: 505-245-2137 Ext. 101
Email: Lguida@nuclearmuseum.org

ABOUT NUCLEAR SCIENCE WEEK (NSW)

In 2009, the Smithsonian Affiliated, congressionally chartered National Museum of Nuclear Science & History consulted with its nuclear industry partners, discussing the need for generating communication and public awareness centered on the achievements of nuclear science. Through these discussions, the idea of hosting a week that celebrated the field of nuclear science materialized, and since then, it has impacted over 500,000 people. Celebrated locally, nationally, and internationally, NSW takes place on the third week of every October, and in 2024, it will celebrate its 15th year during the week of October 21-25, 2024.

The National Museum of Nuclear Science & History chairs Nuclear Science Week's administration, communications, and oversight. NSW remains relevant and up-to-date annually through the Museum's President & Chief Executive Officer, and museum leadership staff.

ABOUT THE NSW HOST CITY EVENT

Each year, a city is chosen to be the host site for the NSW Host City Event. This celebration becomes the focal point for the corresponding year, promoted throughout all the NSW and museum platforms as the main event during this week-long, worldwide celebration.

Past NSW Host City Events have taken place in Albuquerque, NM; Washington D.C.; Chicago, IL; Aiken, SC; Seattle, WA; Knoxville, TN; Wilmington, NC; Idaho Falls, ID; Ann Arbor, MI; and San Diego, CA.

Expectations

Past successes for NSW Host City Events usually included the creation of a hosting site committee comprised of professionals from nuclear industry companies and organizations who worked together to plan the events in the host city. There is not a set number of committee members, but joint efforts have proven to be successful.

Several local events occur in the hosting community during Nuclear Science Week. Generally speaking, the hosting committee group creates and plans 2-5 days' worth of activities, but this level is not critical. NSW is a broad event, so selecting different events that appeal to and attract diverse audiences yields the best participation.

The type of programming is widely varied and can include tours at a site, outreach into school classrooms, opening welcome and recognition reception, luncheons, panels and discussions, family movie night, Scout merit attainment effort projects, STEM programming, technology, and job and career showcases, lectures or symposia, and other fun, informative activities. It is best to plan something for varied interests and levels of knowledge. NSW has been hosted on university campuses, corporate offices, convention centers, event centers, restaurants, pubs, schools, and museums. They have also been seen in a combination of many of the above.

Funding For Host Organizations

The Hosting Site Committee will be responsible for requesting and securing funds to support the NSW National Host City Event. These funds can come from the organizations and businesses they represent or be secured through fundraising from other local or national companies.

As Nuclear Science Week is an international program operated by the National Museum of Nuclear Science & History, the Museum's team will work to raise funding to help support the overall NSW administration and deliverables separately from the National Host City Event. The Museum works with the Host City Site Committee to ensure they do not approach the same funders.

Measuring Impact

Keeping a record of what you create and how many individuals attend is very important. After each annual NSW celebration, an effort takes place by the National Museum of Nuclear Science & History staff to gather data on impact. It is formed into an "International Impact Study." While the report is not highly detailed statistically, the report captures all the reported details of celebrations that took place around the globe, how many engaged in NSW, and in which category.

Between November and December, the Museum's Director of Communications will reach out to the NSW national Host City Event committee and all organizations that participated in NSW worldwide for reminders to gather information for the impact report. We ask to have all the final data by January 10, 2025.

Participation on the International Steering Committee: Sponsoring host committee organizations gain an appointment to the "NSW International Steering Committee". The role of this group, chaired by the National Museum of Nuclear Science & History, is to coordinate the broad spectrum of activities, choose the national event site, steer the long-term effect of NSW, and communicate its impact. The International Steering Committee conducts a regularly scheduled monthly teleconference beginning in July, leading to October's NSW celebration.

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

MILESTONE

- Nuclear Science Week Applications open
- Host Site Selection
- The host site implements Nuclear Science Week activities and project timeline and should be completed

DATE

November 6, 2023
February 29, 2024
October 25, 2024

PROPOSAL BIDDING REQUIREMENTS

1. As the founder of Nuclear Science Week, the NSW National Host Site Committee, The National Museum of Nuclear Science & History maintains the national website dedicated to Nuclear Science Week. We regularly update the website with the latest information, resources, and activities promoting Nuclear Science Week and the National Host City Event. It is up to the NSW Host to provide the pertinent information on their events to the Museum's Director of Communications, in a timely manner, to add to the NSW website. Past NSW hosts found success in creating their own webpages on their company or organizations' websites. Then, by sharing a link to the Museum, the events would be promoted on the NSW website.
2. The winner of this RFP process will be asked to make a contribution to the future of Nuclear Science Week in the form of \$10,000 to the National Museum of Nuclear Science & History. As the founder of Nuclear Science Week, the Smithsonian Affiliated National Museum of Nuclear Science & History manages and coordinates Nuclear Science Week each year on a global scale. This includes all components of Nuclear Science Week, including but not limited to, administrative management, communications and marketing, International Steering Committee leadership, RFP distribution and selection oversight, and annual maintenance.
 - a. A down payment of \$2,500 will be required within 30 days of the time of the Host Site Selection on February 29, 2024.
 - b. The final payment will be due no later than 30 days after the final day of Nuclear Science Week 2024, taking place on October 25, 2024.
3. Hosting the NSW National Host City Event secures a place on the NSW International Steering Committee for a minimum of three consecutive years. The NSW leaders hope to maintain contact with National Host City Event committee members for many years as they continue celebrating NSW in their community beyond the national event.
4. The recipient of the Nuclear Science Week Host City Event will provide The National Museum of Nuclear Science & History with VIP invitation and access to all NSW events. The NSW host committee will bear no costs for these particular travel arrangements for museum leadership to attend the NSW Host City Event.

WE ARE HERE TO HELP

Nuclear Science Week representatives from the National Museum of Nuclear Science & History will be available to the NSW host site over Zoom with a maximum of six (6) conference calls throughout the host site's planning period. Zoom conference calls will be available until October 1, 2024. If additional in-person support is required, representatives from the National Museum of Nuclear Science & History will be available for in-person support at the expense of the host site; including air fare, hotel, and rental car (if needed). The host site will need to provide a sixty day notice in writing to the National Museum of Nuclear Science & History, to the attention of Jennifer Hayden, Museum President & CEO at jhayden@nuclarmuseum.org.

PROJECT PROPOSAL EXPECTATIONS

The National Museum Of Nuclear Science & History shall award the contract to the proposal that best accommodates the various project requirements. The National Museum Of Nuclear Science & History reserves the right to (i) award any contract before the proposal deadline or before the receipt of all proposals, (ii) award the contract to more than one bidder, and (iii) refuse any proposal or contract.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by The National Museum of Nuclear Science & History no later than 5:00 PM (Mountain) on February 29, 2024, for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals submitted by the deadline will be reviewed and evaluated based upon information provided in the submitted proposal. In addition. The following criteria will be given considerable weight in the proposal selection process:

1. **Proposals received by the stipulated deadline.**
2. **Bidder's performance history and alleged ability to timely deliver proposed services.**
3. **Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to execute proposed services effectively and efficiently.**

The National Museum Of Nuclear Science & History reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the bidder should include in their proposal submission:

Summary of Bidder Background

1. **Bidder's Name(s)**
2. **Bidder's Address**
3. **Bidder's Contact Information (and preferred method of communication)**
4. **Legal Formation of Bidder (e.g., sole proprietor, partnership, corporation)**
5. **Bidder's Federal Employee Identification Number (FEIN)**

Financial Information

- State whether the bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

Proposed Outcome

- Summary of timeline and work to be completed.