



The National Museum of Nuclear Science & History

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

October 19 - 23, 2026

OBJECTIVE

Nuclear Science Week (NSW) is a national/international weeklong celebration intended 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 10, 2025

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

PROPOSAL SUBMISSION DEADLINE: January 30, 2026, 5:00 PM (Mountain)
QUESTION SUBMISSION DEADLINE: January 23, 2026
ANNOUNCEMENT OF 2026 HOST CITY: February 27, 2026

RFP Questions may be submitted by email to:

Contact Name: Jennifer Hayden
Telephone Number: 505-245-2137 Ext. 102
Email Address: jhayden@nuclearmuseum.org

INTRODUCTION

The National Museum of Nuclear Science & History invites proposals for its Nuclear Science Week (NSW) Host City Event project. Please take the time to carefully read and become familiar with the proposal requirements. 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 RFP, 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

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 to generate communication and public awareness focused 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 in the third week of October, and in 2026 it will mark its 17th year during the week of October 19-23, 2026.

The National Museum of Nuclear Science & History chairs the administration, communications, and oversight

of Nuclear Science Week. 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 across all 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; San Diego, CA; and Oak Ridge, TN. Some locations have hosted twice over the years.

Expectations

NSW Host City Events has achieved success in the past by establishing a hosting site committee composed of professionals from various nuclear industry companies and organizations. These members collaborated to plan the events in the host city. Although there is no fixed number of committee members, their collective efforts have consistently yielded successful outcomes.

Several local events occur in the hosting community during Nuclear Science Week. Generally speaking, the host committee 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.

It is best practice for the NSW Host City Events to take place during the actual week of Nuclear Science Week – October 19-23, 2026 – but it is acceptable to have some of the festivities take place in the days leading up to the official week or in the days directly after the official week.

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, job and career showcases, lectures or symposia, Expo-style events with nuclear industry partners, and other fun, informative activities. It is best to plan something that caters to a range of interests and knowledge levels. NSW has been hosted on university campuses, corporate offices, convention centers, event centers, restaurants, pubs, schools, and museums. They have also been observed in combinations of many of the above.

All collateral, media relations, and promotions for NSW Host City Events must be created and managed by the NSW Host City committee. The NSW logo, owned and trademarked by the Nuclear Museum, may be used freely by the committee for the promotion and advertising of their events. This designated logo must be used for NSW events. Before publication or printing of any collateral, the NSW Host City committee must email the product designs to the National Museum of Nuclear Science & History's Director of Communications for brand approval regarding the use of the NSW logo.

It will be up to the NSW Host City committee to provide professional photography throughout the various events to fully capture the initiatives. After the NSW festivities have completed for the year, the hosting committee will be asked by the National Museum of Nuclear Science & History's Director of Communications to share the photos so they can be posted on the NSW website for the coming years.

Though the NSW Host City events can be unique to the city and to organizations within the committee, there are two requirements for the NSW Host City committee regarding these events.

Requirement #1:

The NSW Host City committee must hold a welcoming reception/VIP event at the beginning of the week that allows all NSW supporters and dignitaries an opportunity to celebrate and receive recognition. This can also be created as a closing event for the week if that better suits the committee's needs. The committee is encouraged to invite leadership from their organizations and community leaders to promote their Nuclear Science Week events. This will also provide the Nuclear Museum a venue to show its appreciation to the committee through brief remarks and awards.

In addition to awards presented by the National Museum of Nuclear Science & History to the chair/co-chairs of the committee at this special event, the “Everet H. Beckner Legacy Award” will also be presented by the Nuclear Museum and the Nuclear Science Week Sponsor, TechSource, Inc. This special award will be presented to an outstanding awardee chosen by the National Museum of Nuclear Science & History and TechSource, Inc., in recognition of the wide scope of achievements and commitment to advancing scientific endeavors in the nuclear industry. The Nuclear Museum will pay the award and the awardee's travel expenses. Time will be requested for the Nuclear Museum President & CEO to speak during this event, as well as TechSource, Inc., as the award sponsor. This requested allotment of time should not exceed 10-15 minutes.

The Nuclear Museum's team will work with the NSW Host City committee during the planning process to ensure the committee has all the information necessary for the VIP/welcoming or closing reception.

Requirement #2:

The second requirement for the week's activities is that there must be at least one event open to the public, where the hosting committee opens vendor-style booths or Expo-style opportunities for other nuclear industry partners from around the nation to participate and share their missions with the public. The most successful open-to-the-public events during past NSW events have generally taken place in venues such as partnering universities and museums. We would recommend that these events remain free to the public and to any participating industry partners.

The NSW Host City committee is encouraged to invite local schools to this expo-style event, if it takes place during a regular school day. Inviting schools to field trips has been most successful when the host committee provides paid busing.

Since the 2023 NSW Host City Event in San Diego, CA, we have had an overwhelming response from industry partners – such as nuclear energy leaders, national laboratories, and universities – that are willing to travel to the host city to share their organization's mission and information. Because of this increased interest, we now ask all national hosting committees to organize an event where their community members can learn from partners from across the nation.

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. Necessary funding for NSW Host City Events usually includes the creation of collateral and promotional materials, securing venues for special events, food and beverage costs, and other expenses.

As Nuclear Science Week is an international program operated by the National Museum of Nuclear Science & History, the Museum's team will raise funding to support overall NSW administration and deliverables, separate from the National Host City Event. The Museum works with the NSW Host City Event 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, the National Museum of Nuclear Science & History staff gather data on its impact. It is formed into an "International Impact Study." While the report is not highly detailed statistically, it captures all reported details of celebrations that took place around the globe, how many engaged in NSW, and in which category.

Between November and December, the Nuclear Museum's Director of Communications will reach out to the NSW national Host City Event committee and all organizations that participated in NSW worldwide to remind them to gather information for the impact report. We ask that all final data be submitted by January 8, 2027.

Participation on the International Steering Committee: Sponsoring host committee organizations are appointed 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, select the national event site, guide NSW's long-term impact, and communicate its impact. The International Steering Committee conducts a regularly scheduled monthly teleconference beginning in June, leading to October's NSW celebration.

SCHEDULED TIMELINE

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

MILESTONE

DATE

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| • Nuclear Science Week Applications open | November 10, 2025 |
| • Proposal Submission Deadline | January 30, 2026 |
| • Host Site Selection | February 27, 2026 |
| • The host site implements Nuclear Science Week activities and project timeline, which <u>should be completed</u> | October 23, 2026 |
| • Data for NSW 2026 Impact Report shared with Nuclear Museum | January 8, 2027 |

PROPOSAL BIDDING REQUIREMENTS

1. As the founder of Nuclear Science Week, 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 Museum's Director of Communications with pertinent information about their events in a timely manner for inclusion on the NSW website. Past NSW hosts found success in creating their own webpages on their company or organization's 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 contribute \$10,000 to the National Museum of Nuclear Science & History in the form of a contribution to the future of Nuclear Science Week. As the founder of Nuclear Science Week, the Smithsonian-affiliated National Museum of Nuclear Science & History manages and coordinates it 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 City Selection on February 27, 2026. The Museum will send an invoice for payment.
 - b. The final payment will be due no later than 30 days after the final day of Nuclear Science Week 2025, taking place on October 23, 2026.
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 to celebrate NSW in their communities 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 a VIP invitation and access to all NSW events. The NSW host committee will bear no costs for these 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 throughout the host site's planning period. Zoom conference calls will be available through October 2026. If additional in-person support is required, representatives from the National Museum of Nuclear Science & History will be available at the host site's expense, including airfare, hotel, and a rental car (if needed). The host site will need to provide 60 days' written notice to the National Museum of Nuclear Science & History, to the attention of Jennifer Hayden, Nuclear Museum President & CEO, at jhayden@nuclearmuseum.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 January 30, 2026, 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 on the 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. **Legal Name of Organization**
3. **Bidder's Address**
4. **Bidder's Contact Information (and preferred method of communication)**
5. **Legal Formation of Bidder (e.g., sole proprietor, partnership, corporation)**

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.