



Corporate Office, 131 West Walnut, PO Box 804, Portland, IN 47371

Request for Proposal
for
Professional Art Consulting Services
(Referred to as bidder in this RFQ)
funded by a
National Endowment for the Arts Our Town Grant Award

Date of Issue: 7/16/2024
Due Date: Friday, August 23, 2024 at 5:00 PM EDT.

This RFP is also available at: www.myartsplace.org

All questions regarding this RFP should be directed to:
Carolyn Carducci
Arts Place Executive Director & CEO
Email: executivedirector@myartsplace.org

Questions should not be directed to any other staff.

SECTION I – RFP INSTRUCTIONS AND TIMELINE

Submission of Written Questions or Request for Clarification

Inquiries regarding this RFP must be received by **5:00 PM EDT Friday, August 23, 2024**. The contact person is listed below. Questions may only be sent via email.

Carolyn Carducci
Arts Place Executive Director & CEO
Email: executivedirector@myartsplace.org

Responses to Written Questions

Responses to inquiries will be answered directly to the individual Bidder. It is our goal to respond to written inquiries within three business days. Inquiries and questions regarding this RFP will not be accepted after August 16, 2024 at 5:00 PM (one week before the due date).

Proposal Submittal Instructions

Each Bidder is required to submit RFP by email to executivedirector@myartsplace.org. Please include “**RFP Art Consulting**” in the subject line. Arts Place will confirm receipt with an email reply.

All proposals submitted **must be received in the Arts Place email inbox of executivedirector@myartsplace.org** no later than **5:00 PM PDT on Friday, August 16, 2024**. Arts Place will not accept proposals received after the due date and time.

RFP Schedule of Events

| Event | Date |
|---|---------------------------|
| Release of Request for Proposals | 7/15/2024 |
| Deadline for Submission of Written Questions or Request for Clarification | 8/16/2024 5PM |
| Responses to Written Questions | < or = to 3 Business Days |
| Deadline for Submissions of Proposals | 8/23/2024 5PM |
| Award of Proposal | 9/16/2024 |
| Delivery of Completed Asset Map and Arts Master Plan for Each County | 4/1/2025 |

These are approximate dates and subject to change.

Basis of Award

An evaluation committee consisting of steering committee representatives from Arts Place’s regional service area will evaluate the responses. Responses that do not meet the qualification criteria and scope of services will not be considered for selection. Please note that the scope of work for this project includes regional arts master planning for three counties: Auglaize County in Ohio, Jay County and Blackford Counties in Indiana. Proposals must include work in all three counties.

Award(s) will be made to the overall best responsive, responsible Bidder whose proposal, in the sole opinion of Arts Place, is deemed best able to serve the needs of Arts Place contained in this RFP and who have demonstrated the ability to perform the required service in an acceptable manner.

The evaluation committee reserves the right to contact, interview, and evaluate the Bidder's references, contact and interview current clients, solicit information from any available source concerning any aspect of this proposal or response, and seek and review any other information deemed pertinent to the evaluation process.

Arts Place reserves the right to reject or accept any or all proposals, to make more than one selection, or not select. Any resulting agreement will incorporate the terms, conditions, and requirements set forth in this RFP.

SECTION II – GENERAL INFORMATION

Arts Place, Inc.

Arts Place, Inc. is a private nonprofit regional arts council serving west central Ohio and east central Indiana through a variety of arts programs and services. Arts Place has arts centers, in Blackford and Jay County Indiana, and placemaking programming in 14 communities in Indiana and Ohio including Berne, Portland, Redkey, Pennville, Dunkirk, Montpelier, Hartford City, St. Henry, Minster, Coldwater, Celina, New Bremen, Fort Recovery, and St. Marys. Programming includes ArtWorks, MusicWorks, Exhibits, Performances, and Arts in the Parks. To see a comprehensive overview of Arts Place, Inc., please visit www.myartsplace.org.

Arts Place nurtures the creative spirit in the communities we serve. We nurture the creative spirit in individuals and in our community as a whole by making arts experiences, education, and services accessible and affordable to the region's residents, artists, and cultural organizations. To learn more about Arts Place, please watch our annual review at www.youtube.com/watch?v=uYOeWXzypBQ.

Arts Place was founded in 1967 and recognized by the Internal Revenue Service as a 501(c)(3) nonprofit organization. Oversight of the corporation is provided by the Arts Place Corporate Board of Directors elected annually with activities of Arts Place audited by independent certified accountants annually.

SECTION III – PROJECT BACKGROUND AND OBJECTIVES.

Background

The National Endowment for the Arts Our Town grant supports the nation's arts sector so that together everyone can live more artful lives. "artful lives" is an inclusive concept that holds everything from the creation, presentation, and consumption of professional arts to active arts engagement by all people in their daily experiences through making, teaching, learning, and advancing a broad range of art forms that express our nation's rich and diverse cultural tapestry. The arts contribute to our individual well-being, the well-being of our communities, and to our local economies.

Activities

The Arts Place National Endowment for the Arts Our Town Grant covers three specific activities(defined below) in three counties: Auglaize in Ohio and Jay and Blackford in Indiana.

1. Placemaking

Placemaking is not in the scope of work for this proposal.

Design and construction of a portable “art studio” to be used by any organization in the county. The intent is that when people see the “studio” they will recognize that in that space an arts activity is taking place. Interested artists should review the proposal and provide a submission by August 2, 2024. This proposal is published at: <https://myartsplace.org/wp-content/uploads/2024/06/NEA-Request-for-Proposal.pdf>.

2. Cultural Asset Mapping

Provide a thorough inventory and assessment of each county’s cultural assets and opportunities.

3. Regional Arts Master Plan for Each County

Undertake a comprehensive community outreach program to fully engage residents, stakeholders and the community at large in shaping and defining the arts in their county.

Identify the arts that each county wants/needs.

Outline opportunities that exist in each county to meet the community’s wants/needs.

Identify clear goals and action strategies that include both short-term and long-term priorities, estimated budget and costs, and clear implementation dates.

Determine opportunities for collaboration that exist in each county and with surrounding counties.

This regional arts master plan is intended to be used to expand the arts, support the leverage of funding, drive economic development, and for inclusion in local government master planning efforts, etc.

This Request for Proposal provides a description of services that are being sought and the submittal requirements for interested firms. The selected firms should anticipate being called upon to deliver cultural asset mapping and a regional arts master plan for each county with varying degrees of complexity and scale.

SECTION IV – SCOPE OF WORK

The scope of services will include, but are not limited to:

A. The Bidder will:

- a. Review proposed activities and budget to develop a project plan for each that includes the goals of completing a cultural asset map and regional arts master plan for each county.
- b. Work with the Arts Place Executive Director to develop and manage project plan activities, budget and schedule for all projects and initiatives.
- c. Continually monitor and provide weekly updates throughout the duration of the projects and initiatives.

- d. Conduct research and outreach activities in person, onsite in each county, and by electronic means.
- e. Collaborate and coordinate with steering committee members to assure comprehensive representation in research and outreach activities in each county.
- f. Design and present a comprehensive cultural asset map for each county.
- g. Develop and present thoughtful, cohesive, and decision-driven regional arts master plans for each county.

SECTION V – REQUEST FOR PROPOSAL FORMAT

Introduction

Each Bidder's response must contain the following completed documents and responses. Please provide all requested information in a brief but complete response, responding in order and identifying each response by the corresponding number. Failure to prepare proposals in the following required format may result in elimination from the evaluation process. Each Bidder is required to agree to the documentation format and submittal requirements as shown below.

Submittal Requirements

Please address all of the items noted in this section in your proposal submittal. Proposals will be evaluated based on demonstration of meeting the requirements of this RFP.

1. Cover Letter and Organization Introduction:
 - a. Please submit general statements about the organization's qualifications for the services described in the RFP. Include at least the following:
 - i. Firm name, business address, telephone, email address, website address, fax number
 - ii. Location of main office and, if applicable, the local office which will serve this proposal
 - iii. Key personnel
 - iv. Current staff size
 - v. Previous experience with variety of project types of varying degrees of complexity and scale.
2. Technical Approach:
 - a. Provide examples of:
 - i. Demonstrated internal protocols that ensure skillful, organized, professional and clear processes.
 - ii. Ability to work with an integrated team of stakeholders including Arts Place staff, its steering committee, and members of the public.
 - iii. Demonstrated ability to provide and manage an equitable and diverse range of quality artists in a coordinated and timely manner.
3. Relevant Project Experience:
 - a. Provide descriptions of no more than three projects that have been executed within the past five years by the firm. The projects described shall be similar in scope and complexity described within this RFP. Please include at least the following:
 - i. Project name
 - ii. Project description

- iii. Project duration
- iv. Project delivery approach
- v. Consultant's role on the project
- vi. Consultant's years of involvement
- vii. Project point of contact with current address and telephone number
- viii. Summary of the impact of your work in those communities

4. Key Personnel:

- a. Please list all personnel proposed for the project and identify the proposed main point of contact. Provide brief descriptions for all proposed personnel, to include, at a minimum, the following information:
 - i. Full name, position in the firm, years with the firm and office location
 - ii. Education
 - iii. Project role and responsibilities
 - iv. Relevant project experience

5. References:

- a. Provide a minimum of 2 references for the designated qualified individual who will assume the lead role and be the primary contact with the Arts Place Executive Director. Also provide 2 references for the organization.

6. Proposal:

- a. A comprehensive budget for each county as per the grant award is provided below.

| | Auglaize | Blackford | Jay |
|---------------------------------------|-----------------|------------------|-------------|
| Planning Consultant | \$7,200.00 | \$6,000.00 | \$10,000.00 |
| Artist Facilitators-Planning Sessions | \$8,040.00 | \$6,700.00 | \$11,167.00 |
| Mileage Reimbursement | \$1,200.00 | \$1,000.00 | \$1,667.00 |

Arts Place currently has several requests for additional funding under consideration which may increase the budget for Auglaize and Blackford Counties. Bidders should be prepared to increase the work effort in those counties. The selected bidder will receive a finalized budget with contract.

- b. Bidder should consider the following locations as part of the cultural asset mapping and regional arts master planning efforts:

| Cities by County | Auglaize | Blackford | Jay |
|------------------|--------------|---------------|-----------|
| | Wapakoneta | Hartford City | Portland |
| | St. Marys | Montpelier | Dunkirk |
| | Fort Shawnee | | Redkey |
| | Minster | | Pennville |
| | New Bremen | | Bryant |

Cities are listed by population (highest to lowest)

- c. The Bidder should provide the proposed individual services that will be provided in each location including:
 - 1. List activities
 - 2. Identify activities as in person/onsite or electronic
 - 3. Number of hours per activity at each location
 - 4. Identify person responsible for providing the activity
 - i.e. Artist intern, staff, independent contractor, etc.
7. Qualifying statement that assures Bidder understands:
- a. This project is funded by a grant. No additional funding beyond the budget outlined in this proposal is available. It is the responsibility of the Bidder to provide a satisfactory work product within the agreed upon budget.
 - b. The winning Bidder is required to provide all necessary documentation to Arts Place in a timely manner as requested by Arts Place and/or the National Endowment for the Arts, in order to secure the funded budget. Failure to do so will result in non-payment to the winning Bidder.
 - c. The Bidder acknowledges that weekly reporting, and other required reporting as necessary, is a requirement of this proposal.
8. Signed Request for Proposal
- a. The Bidder's Authorized Individual must sign this document and include the signed document with the submission. Signatory is located on the last page of this proposal.

If a Bidder's fee proposal is not clear, the proposal will be considered non-responsive and the proposal will be disqualified from further consideration.

An Agreement shall be entered into only after Arts Place has determined that proposal work to be paid is reasonable. Arts Place reserves the right to have Bidder provide supporting documentation or other evidence justifying Bidder's pricing and ability to satisfy the terms of an Agreement with Arts Place prior to issuance of an award or Agreement. Arts Place retains sole rights and authority for determining reasonableness of costs and pricing under this RFP.

Screening/Rating Criteria

1. **General Qualifications:** Attention will be paid to Bidders with a demonstrated interest in the arts, with emphasis of the need to work harmoniously and productively with Arts Place and the steering committee and the firm's general ability to provide prompt, high-quality services.
2. **Technical Approach:** Bidders must show an understanding of the specific constraints and needs of a multi-county regional project, demonstrate their ability to work with a large organization, provide diverse and appropriate options for research and outreach activities, and proven ability to perform within budget and schedule requirements.

3. **Experience of the Firm:** The project experience of interest to the selection committee will be asset mapping and master planning of varying degrees of complexity and scale. Priority consideration will be given to firms with arts experience.
4. **Expertise of Personnel:** Proposed personnel shall have pertinent experience and expertise on a variety of project types of varying degrees of complexity and scale.

SECTION VI – TERMS AND CONDITIONS

Proposal Conditions

Notwithstanding any other provision of the RFP, Bidders are hereby advised that this RFP is a solicitation of proposals only and is not to be construed as an offer to enter into any contract or agreement. Thus, Arts Place reserves the right to reject any or all proposals for any reason including the following: incomplete or non-responsive, generally unprofessional, late (late proposals are immediately rejected), and exceptions to terms and conditions may be grounds for elimination from consideration.

Arts Place shall have the unconditional and unqualified right to withdraw, cancel, or amend this RFP at any time. Bidders shall bear all costs associated with the preparation and furnishing of responses to this RFP. Arts Place, in its sole discretion, reserves the right to determine whether any Bidder meets the minimum qualification standards, to determine whether a proposal is responsive, and to select a proposal which best serves its programmatic objectives. Arts Place reserves the right to negotiate a binding contract with the selected Bidder.

All proposals shall be valid for a period of 90 days following the proposal submission due date.

False, incomplete, or unresponsive statements in the proposal response may be cause for its rejection. The evaluation and determination of the fulfillment of the RFP requirements will be Arts Place responsibility and its judgment shall be final.

Prior to the final submission due date, any Bidder may retrieve its proposal to make additions or alterations. Such retrieval, however, shall not extend the final submission date.

Bidders wishing to submit proposals in response to this request do so entirely at their own expense, and submission of a proposal indicates acceptance of the conditions contained in the RFP unless clearly and specifically noted otherwise.

It is understood and agreed by Arts Place, Inc. and vendor that in the performance of this agreement, vendor shall be, and act as an independent contractor and not as an agent or employee of Arts Place. It is expressly understood and agreed that this agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association between Arts Place and vendor. Vendor is not an employee of Arts Place and is not entitled to the benefits provided by Arts Place to its employees, including but not limited to, group insurance, pension plans, worker's compensation, or unemployment insurance.

Bidders may not distribute any announcement or news release regarding this project without written approval by Arts Place. Any materials to be provided to regulatory agencies, other entities, or to the public shall be submitted to Arts Place for review and distribution unless otherwise directed by the Arts Place Executive Director.

All materials submitted in response to the RFP will become the property of Arts Place.

All pricing and activities proposed in the Bidder submission shall be firm for the term of the Agreement.

Contract Terms and Conditions

The selected Bidder will be required to comply with all the terms and conditions as specified in the agreement. A Bidder's inability to comply with, or exceptions and modifications to, the terms and conditions incorporated in the said terms and conditions may disqualify the Bidder from further consideration.

All agreements resulting from this RFP shall be construed and enforced in accordance with the laws of the State of Indiana.

Authorized Signature

Please complete the vendor contact information requested below:

| | | | |
|------------------------------------|--|------------------------|--|
| Company Name: | | Contact Person/Title: | |
| Federal Employer Identification #: | | Contact Email Address: | |
| Main Phone Number: | | Contact Phone Number: | |

I certify that I am authorized to sign on behalf of the organization I represent for this offer and agree to all terms and conditions described herein.

_____ Authorized signature

_____ Date