

2016/2017 ARTS Engage! Request for Qualifications (RFQ)

RFQ 072-16-1150 APPLICATION

The County of Lackawanna
Department of Human Services,
Office of Youth and Family
Services
DHS/OYFS
in partnership with
The Department of Arts and Culture

Release Date:
March 12, 2016

Questions Submitted by:
March 24, 2016

Mandatory Informational Session
held at:

Electric City Trolley Museum
9am-10am:
April 1, 2016

RFQ Deadline:
2:00 pm April 22, 2016

Contract Effective Date:

July 1, 2016

Contract End Date:

June 30, 2017



**PROCEDURES FOR RESPONDING TO REQUEST FOR QUALIFICATIONS by
FRIDAY, April 22, 2016 by 2:00 p.m.**

Four (4) copies of the proposal must be provided. Proposals must be submitted to the

Board of Commissioners c/o: Andre M. Wallace, Chief of Staff
200 Adams Avenue, 6th Floor
Scranton, Pennsylvania 18503.

Proposals must be submitted in a sealed envelope with the name of the firm submitting the proposal and the RFQ number clearly marked on the outside of the envelope. The County assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the submission to be received after the above-referenced due date and time. Submissions by fax, telephone, or email is not permitted. The final selection will be made in the sole discretion of the Board.

The 2016-2017 ARTS Engage! Consortium RFQ Application is available in a PDF form for your convenience. An excel format is available for the budget amounts, if you prefer working with excel. The four to six (4-6) page narrative may be submitted as a word document. Artist bio or resume

(1-2 pages ONLY) is mandatory. Work samples are no longer required, but must be provided upon request. Please submit a legible application for the review panel to fully understand your request.

**2016/2017 ARTS ENGAGE! Request for Qualifications (RFQ)
RFQ 072-16-1150 APPLICATION**

APPLICANTS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTORS(S) -- NO EXCEPTIONS

**2016/2017 ARTS Engage! Consortium RFQ 072-16-1150
Partnership Form APPENDIX "A"**

Name of Coordinating Consortium Partner					Date	
Street Address			City			Zip
Mailing (if different from Street Address)			City			Zip
Federal Tax ID #			Phone		Fax	
Coordinating Partner Contact	Title		Email		Contact Phone	
Alternate Contact 1	AC 1 Title		AC 1 Email		AC 1 Phone	
Alternate Contact 2	AC 2 Title		AC 2 Email		AC 2 Phone	
Emergency Contact			Emergency Phone		Emergency Cell or other	
	Anticipated number of Students to be served	Anticipated number of Artists- Instructors	Artist Instructor Ratio to students	Venue of Program Location (s)		
Elementary Program						
Middle School Program						
High School Program						
Overall Total						
amount requesting					\$	

2016/2017 ARTS Engage!

Consortium RFQ 072-16-1150 - Partnership Form B

APPENDIX "B"

Use this form to list your key consortium partners, the organizations they represent, their role for this project and their phone number.

In the "code" column, use one or two letters to indicate:

"P" Partner – key leaders of the consortium who meet together to plan and shape programs

"TA" Teaching Artist

"A" Advisor – people playing a supporting or consulting role

"B" Business who may be hired

"M" Mentor or Mentoring Organization

"V" for Venue

Social Services Organization					
Contact Name	Code	Organization	Phone	Mobile Phone	email
Arts Organization					
Contact Name	Code	Organization	Phone	Mobile Phone	email

2016/2017 ARTS Engage!

Consortium RFQ 072-16-1150 - Partnership Form C

APPENDIX "C"

Use this form to list your key consortium partners, the organizations they represent, their role for this project and their phone number.

In the "code" column, use one or two letters to indicate:

"P" Partner – key leaders of the consortium who meet together to plan and shape programs

"B" Business who may be hired

"M" Mentor or Mentoring Organization

"TA" Teaching Artist

"V" for Venue

"A" Advisor – people playing a supporting or consulting role

Community Organization					
Contact Name	Code	Organization	Phone	Mobile Phone	email
Teaching Artist					
Contact Name	Code	Organization	Phone	Mobile Phone	email

2016/2017 ARTS Engage!

Consortium RFQ 072-16-1150 - Partnership Form D

APPENDIX "D"

Use this form to list your key consortium partners, the organizations they represent, their role for this project and their phone number.

In the "code" column, use one or two letters to indicate:

"P" Partner – key leaders of the consortium who meet together to plan and shape programs

"TA" Teaching Artist

"A" Advisor – people playing a supporting or consulting role

"B" Business who may be hired

"M" Mentor or Mentoring Organization

"V" for Venue

Schools / Universities / Colleges					
Contact Name	Code	Organization	Phone	Mobile Phone	email
Arts Organization					
Contact Name	Code	Organization	Phone	Mobile Phone	email

EXPENSES	Elementary Program	Middle School	High School	Consortium Amount
Consortium Administrative				
Administrative Salaries				
Benefits				
Administration Area (space, utilities, phone)				
Program Personnel				
Artists - Instructors				
Program Staff				
Arts Organization				
Advisory Consultants				
Materials - Supplies				
Marketing Materials				
Transportation				
Transportation for students to attend program				
Transportation for off Site Programs				
Transportation for Field Trips - Outings				
TOTAL EXPENSES				
INCOME				
ARTS ENGAGE! Consortium Request amount				
TOTAL EXPENSES				
IN-KIND SUPPORT				
TOTAL IN-KIND SUPPORT				
BUDGET SUMMARY				
ARTS ENGAGE! amount requested				
Cash Matched (<i>confirmed and anticipated</i>) amount not including ARTS Engage! consortium amount				
In-Kind Support (<i>total donated services and materials</i>)				
TOTAL BUDGET				

**RFQ 072-16-1150 ARTS Engage! 2016 / 2017
Worksheet**

Any personnel cost for Arts Engage! programs should be broken down per day, per hour and or per session

Cost per day
day/hour
session

Number of
days/hours
sessions

Total

	Cost per day day/hour session	Number of days/hours sessions	Total
Coordinating Partner direct administrative costs			
Admin			
Other			
Other			
Coordinating Partner direct admin. costs Total			
Elementary Program			
Teaching Artist 1			
Teaching Artist 2			
Teaching Artist 3			
Teaching Artist 4			
Teaching Artist 5			
Program Staff 1			
Program Staff 2			
Program Staff 3			
Program Staff 4			
Other			
Other			
Elementary Program Total			
Middle School Program			
Teaching Artist 1			
Teaching Artist 2			
Teaching Artist 3			
Teaching Artist 4			
Teaching Artist 5			
Program Staff 1			
Program Staff 2			
Program Staff 3			
Program Staff 4			
Other			
Other			
Middle School Program Total			
High School Program			
Teaching Artist 1			
Teaching Artist 2			
Teaching Artist 3			
Teaching Artist 4			
Teaching Artist 5			
Program Staff 1			
Program Staff 2			
Program Staff 3			
Program Staff 4			
Other			
Other			
High School Program Total			