

**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 A**

**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 A

#### 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

“TA” **Teaching Artist**

“M” **Mentor** or Mentoring Organization

“A” **Advisor** – people playing a supporting or consulting role

“V” for **Venue**

<b>Social Services Organization</b>					
Contact Name	Code	Organization	Phone	Mobile Phone	email

  

<b>Arts Organization</b>					
Contact Name	Code	Organization	Phone	Mobile Phone	email

**2016/2017 ARTS Engage!**

**Consortium RFQ 072-16-1150 - Partnership Form A**

**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

“B” **Business** who may be hired

“TA” **Teaching Artist**

“M” **Mentor** or Mentoring Organization

“A” **Advisor** – people playing a supporting or consulting role

“V” for **Venue**

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

Budget

<b>EXPENSES</b>	Elementary Program	Middle School	High School	Consortium Amount
<b>Consortium Administrative</b>				
Administrative Salaries				
Benefits				
Administration Area (space, utilities, phone)				
<b>Program Personnel</b>				
Artists - Instructors				
Program Staff				
Arts Organization				
Advisory Consultants				
<b>Materials - Supplies</b>				
<b>Marketing Materials</b>				
<b>Transportation</b>				
Transportation for students to attend program				
Transportation for off Site Programs				
Transportation for Field Trips - Outings				
<b>TOTAL EXPENSES</b>				
<b>INCOME</b>				
<b>ARTS ENGAGE! Consortium Request amount</b>				
<b>TOTAL EXPENSES</b>				
<b>IN-KIND SUPPORT</b>				
<b>TOTAL IN-KIND SUPPORT</b>				
<b>BUDGET SUMMARY</b>				
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> )				
<b>TOTAL BUDGET</b>				

## 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
<b>Coordinating Partner direct administrative costs</b>			
Admin			
Other			
Other			
<b>Coordinating Partner direct admin. costs Total</b>			
<b>Elementary Program</b>			
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			
<b>Elementary Program Total</b>			
<b>Middle School Program</b>			
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			
<b>Middle School Program Total</b>			
<b>High School Program</b>			
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			
<b>High School Program Total</b>			