



COMMISSIONERS:
COREY D. O'BRIEN • JIM WANSACZ • PATRICK M. O'MALLEY



2015/2016 ARTS Engage! Request for Qualifications (RFQ)

RFQ 059-15-1150 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:	February 28, 2015
Information Seasonal:	March 10, 2015 Trolley Museum 9 am – 10 am
Questions Submitted by:	March 11, 2015
Application Deadline:	March 27, 2015 2:00 pm
Notification:	May 15, 2015
Contract Effective Date:	July 1, 2015
Contract End Date:	June 30, 2016

PROCEDURES FOR RESPONDING TO REQUEST FOR QUALIFICATIONS by FRIDAY, March 27, 2015 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: Steve Barcoski, Interim 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 2015-2016 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.



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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

Lackawanna County
Qualification Base Selection Process

The statement of qualifications will be evaluated in accordance with the County's Qualifications Base Selection Process.

Anyone submitting a statement of qualifications is advised to review that process, which is set forth on the County's website.



APPENDIX "A"

2015 / 2016 ARTS ENGAGE! CONSORTIUM
RFQ 059-15-1150 Cover Page

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					
2015 - 2016 ARTS Engage! RFQ 059-15-1150					amount requesting \$

2015/2016 ARTS Engage!

Consortium RFQ 059-15-1150 - 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**

Contact Name	Code	Organization	Role for this project	Phone Number	Cell Number	email
Social Services Organization						
Arts Organization						

**2015/2016 ARTS Engage!
Consortium RFQ 059-15-1150 - Partnership Form C**

APPENDIX "D"

Consortium Partnership Form *page 3*

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**

Contact Name	Code	Organization	Role for this project	Phone Number	Cell Number	email
Schools / Universities / Colleges						
Mentors / Mentorship Organizations						

APPENDIX "E" 2015 / 2016 ARTS Engage! Consortium RFQ 059-15-1150 Budget

Coordinating Consortium Partner		2015 -2016 July 1, 2015 – June 30, 2016			
EXPENSES	Elementary Program	Middle School Program	High School Program	Consortium Amount	
Consortium Administrative not to exceed 15% of total budget					
Administrative Salaries					
Benefits					
Administration Area (<i>space, utilities, phone</i>)					
Program Personnel					
Artists - Instructors					
Program Staff					
Arts Organization					
Advisory Consultants					
Materials - Supplies <i>please specify</i>					
Marketing Materials					
Transportation-Off Site Programs - Field Trips –Outings					
TOTAL EXPENSES					
Income					
ARTS Engage! Consortium Grant Request					
TOTAL INCOME					
In- Kind Support					
TOTAL IN-KIND SUPPORT					
Budget Summary (these amounts will be filled in automatically from the amounts above)					
ARTS Engage! Consortium Grant Request					
Cash Matched (confirmed and anticipated)					
Cash income not including ARTS Engage! Consortium Amount					
In-Kind Support (total donated services and materials)					
TOTAL PROJECT BUDGET					

APPENDIX "F" 2015 / 2016 ARTS Engage! Consortium RFQ 059-15-1150 Personnel RFQ Worksheet

Any personnel cost for your ARTS Engage! programs should be broken down per day, per hour and/or per session.

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