

2017/2018 ARTS Engage! Request for Qualifications (RFQ)

RFQ 072-17-1150 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 13, 2017

Questions Submitted by:
March 23, 2017

Mandatory Informational Session
held at:

Electric City Trolley Museum
9am-10am:
March 31, 2017

RFQ Deadline:
2:00 pm April 21, 2017

Contract Effective Date:

July 1, 2017

Contract End Date:

June 30, 2018



PROCEDURES FOR RESPONDING TO REQUEST FOR QUALIFICATIONS by

FRIDAY, April 21, 2017 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: Andrew 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 2017-2018 ARTS Engage! Consortium RFQ Application is available in as a word .DOC or PDF format your convenience. 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

**2017/2018ARTS Engage! Consortium RFQ 072-17-1150
Partnership Form**

APPENDIX "A"

Name of Coordinating Consortium Partner				Date	
Mailing 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					
					Requested Amount \$

**2017/2018ARTS Engage!
Consortium RFQ 072-17-1150**

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	email

Arts Organization

Contact Name	Code	Organization	Phone	Mobile	email

2017/2018 ARTS Engage!

Consortium RFQ 072-17-1150 - 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

"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

Community Organization

Contact Name	Code	Organization	Phone	Mobile	email

Teaching Arts

Contact Name	Code	Organization	Phone	Mobile	email

**2017/2018 ARTS Engage!
Consortium RFQ 072-17-1150**

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	email

Arts Organization					
Contact Name	Code	Organization	Phone	Mobile	email

Consortium Partnership Form APPENDIX "D" page 6

RFQ 072-17-1150 ARTS Engage! 2017 / 2018-Budget APPENDIX "E"

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				

Budget Form APPENDIX "E" page 7

**RFQ 072-17-1150 ARTS Engage! 2017 / 2018-Worksheet
Worksheet**

APPENDIX

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
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
