

## Town of Stratford-Artist in Residence-Adult Art Program 2023-2024

The Town of Stratford is seeking to engage a professional Artist(s) to develop and deliver an arts and culture program to the adult community of Stratford.

The program must be developed to accommodate a group of adults, from 16 to 116 years of age, and should accommodate an introductory/beginner level of instruction. The development and delivery of the program, including studio space, equipment and supplies as required, is to provide for **35 hours** of instruction and must be within the Town of Stratford's budget of **\$4,000.00**. (wages \$3,000.00 + supplies/equipment \$1,000.00)

The scope of service to be provided includes program development, program delivery and reporting.

**Program Development:** To include, but not necessarily be limited to, meeting with appropriate community liaisons to discuss mutual goals for deliverables; identifying additional support if required; and preparing and presenting a detailed class timetable.

It is anticipated that one (1) hour per every hour of instruction would be allotted to program development.

Development = **35 hours**

**Program Delivery:** To include preparation for and clean-up after classes, for 35 hours of in class instruction.

It is anticipated that one (1) hour per every hour of instruction would be allotted to preparation and clean-up.

Preparation/clean-up = **35 hours**

Instruction Hours = **35 hours**

**Reporting:** The successful proponent will maintain regular contact, by phone or email, with the Program Leader throughout the term of the project; will submit time sheets to the Town of Stratford on a bi-weekly basis, in advance of remunerations; will provide a one-page progress report at the half-way point of the project; and, will deliver to the Town of Stratford a final report and program evaluation within one week of completion of the program delivery.

It is anticipated that five (5) hours would be allotted to the reporting tasks described above.

Reporting = **5 hours**

**Total Estimated Hours = 110**

Sealed submissions clearly labelled "Town of Stratford Artist in Residence 2023-2024 – Adult Art Program" will be received at the Town of Stratford Town Centre located at 234 Shakespeare Drive, no later than **12:00 PM Wednesday, August 16, 2023.**

This proposal request creates no obligation on the part of the Town of Stratford to award the contract or to reimburse proponents for proposal preparation expenses. The Town reserves the right to accept or reject any and all proposals, in whole or in part, received as a result of this request, and to negotiate in any manner necessary to best serve the interests of the Town.

At the election of the Town of Stratford, whether or not a proposal or proponent otherwise satisfies the requirements of the proposal request, the Town of Stratford may reject summarily any proposal received from a corporation or other person which has been anywise involved in litigation, arbitration or alternative dispute resolution with the Town of Stratford within the five (5) year period immediately preceding the date on which the request for Proposals was published.

The Town of Stratford's evaluation may include information provided by the proponent's references and may also consider the proponent's past performance on previous contracts with the Town of Stratford or other institutions.

	Evaluation Criteria	Maximum Points
1.	Experience and Education <ul style="list-style-type: none"><li>Résumé, outlining education, certificates of training, record of relevant employment with dates and duties, exhibitions, awards, and reviews of the proponent's work.</li></ul>	25
2.	Portfolio of professional work and/or curriculums prepared for previous instructional employment	20
3.	Syllabus <ul style="list-style-type: none"><li>A syllabus of the courses the proponent is prepared to teach.</li></ul>	25
4.	Letters of Recommendation and References	20
5.	Current Police Record Check-Vulnerable Sector	10
Total Score		100

The Town of Stratford may prohibit a proponent from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, and such inappropriate conduct shall include but not be limited to the following: (a) the submission of quotations containing misrepresentations or any other inaccurate, misleading or incomplete information; (b) the refusal of the proponent to honour its pricing or other commitments made in its proposal; or (c) any other conduct, situation or circumstance, as solely determined by the Town of Stratford.

Any questions in respect to this proposal request should be directed to the Recreation Program Coordinator, Tanya Craig, at [tcraig@townofstratford.ca](mailto:tcraig@townofstratford.ca) or (902) 569-6925. Questions must be received no less than two (2) business days prior to the closing date stated herein.

**OWNER:**

The Town of Stratford/Stratford Recreation, Culture and Events Department  
c/o Tanya Craig, Program Coordinator  
234 Shakespeare Drive  
Stratford, PEI  
C1B 2V8

[tcraig@townofstratford.ca](mailto:tcraig@townofstratford.ca)

**Proposal Submission:**

Proponents are to include the following in their submission:

1. Letter of interest, no more than two (2) pages in length, providing a personal introduction of the proponent, including complete contact information, reasons for interest in the position and description of relevant experience.
2. Résumé, outlining education, certificates of training, record of relevant employment with dates and duties, exhibitions, awards, and reviews of the proponent's work.
3. A portfolio presenting ten (10) samples of professional work and/or curriculums prepared for previous instructional employment. Please provide a website link to proponent work, if available. Color-printed photographs or webpage link of work is acceptable. Portfolios that need to be returned must be accompanied by a postage paid, self-addressed envelope.
4. Alternatively, they can be picked up at Town Centre following award of the contract.
5. A syllabus of the courses the proponent is prepared to teach.
6. Two (2) letters of recommendation mailed or emailed directly to the Town.
7. Fee to provide Development, Delivery and Reporting of the program as described herein.
8. Copy of a current Criminal Record Check (Vulnerable Sector).

Completed submission is to be delivered, or emailed ([tcraig@townofstratford.ca](mailto:tcraig@townofstratford.ca)), to the above noted address in a sealed envelope clearly marked as follows:

**PROPOSAL**

Town of Stratford-Artist in Residence-Adult Art Program 2023-2024  
Attention: Tanya Craig, Recreation Program Coordinator

**Projected Timeline:**

- August 16, 2023, at 12:00pm: Proposal submission
- September 2023: Contract to be awarded and signed.
- October 1, 2023, to March 31, 2024: Program delivery, actual dates to be determined.
- March 31, 2024: Submission of program summary and evaluation