

# **TOWN OF STRATFORD-REQUEST FOR PROPOSAL ARTIST IN RESIDENCE 2020 – ONLINE ARTS PROGRAM FOR STRATFORD ADULTS**

The Town of Stratford is seeking to engage a professional Artist(s) to develop and deliver an online art 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. Consideration must be given to class times offered to best accommodate seniors, students and those working shiftwork. The development and delivery of the online program, 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**.

Supply and equipment budgets are not to exceed **\$1,500.00**.

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

**Program Development:** To include, but not necessarily be limited to, virtual online 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 online 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 fifteen (15) hours would be allotted to the reporting tasks described above.

Reporting = **15 hours**

**Total Estimated Hours = 120**

Sealed submissions clearly labelled “Town of Stratford Artist in Residence 2020 – Arts Program for Stratford Adults” will be received at the Town of Stratford Town Centre located at 234 Shakespeare Drive, no later than 12:00 pm (noon) Wednesday, September 23, 2020.

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 interest 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.

	<b>Evaluation Criteria</b>	<b>Maximum Points</b>
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 <ul style="list-style-type: none"> <li>• Samples of professional work and/or curriculums prepared for previous instructional employment.</li> </ul>	25
3.	Syllabus <ul style="list-style-type: none"> <li>• A syllabus of the online courses the proponent is prepared to teach.</li> </ul>	25
4.	Letters of Recommendation and References	25
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 Leader, Tanya Craig, at [tcraig@townofstratford.ca](mailto:tcraig@townofstratford.ca) or (902) 569-6925. Questions must be received no less than three (3) business days prior to the closing date stated herein.

**OWNER:**

The Town of Stratford/Stratford Recreation, Culture and Events Department  
234 Shakespeare Drive  
Stratford, PEI  
C1B 2V8

**1. 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 of work is acceptable. Portfolios that need to be returned must be accompanied by a postage paid, self-addressed envelope. Alternatively, they can be picked up at Town Hall following award of the contract.
4. A syllabus of the courses the proponent is prepared to teach.
5. Two (2) letters of recommendation.
6. Fee to provide Development, Delivery and Reporting of the program as described herein.

Completed submission is to be delivered to the above noted address in a sealed envelope clearly marked as follows:

**PROPOSAL**

Town of Stratford Artist in Residence 2020 – Online Arts Program for Stratford Adults  
Attention: Tanya Craig, Recreation Program Leader

**2. Projected Timeline:**

- September 23, 2020 at 12:00pm: Proposal submission
- September 28: Contract to be awarded and signed
- October 2020 to December 19, 2020: Program delivery, actual dates to be determined.
- December 31, 2020: Submission of program summary and evaluation