

**CITY OF BOISE
ARTS & HISTORY DEPARTMENT
REQUEST FOR PROPOSALS**



BOISE 150
Operations Plan Preparation

Boise 150 – Operations Plan Proposal

SCOPE of WORK

Work with Boise City Department of Arts & History staff to design an operations/action plan for celebrating Boise's 150th anniversary in 2013. Prepare a final report outlining the plan, which should include the following content:

1. Summary of recommendations for programming components and the indirect and direct role of the Department of Arts & History
2. Strategy for incorporating content experts into concept and program development.
3. Strategy for public engagement and community partner involvement.
 - a. Outline the types and composition of working committees.
 - b. Provide recommendations for support and participation from other City departments.
 - c. Identify organizations, groups, and individuals who are potentially promising participants either as collaborators for a City-sponsored program, as presenters of their own program, or as potential funders.
4. Marketing/Communications/Public Relations strategies and costs to promote Boise 150 during the planning phase and throughout 2013.
5. Timelines
6. Budget recommendations for preparation and implementation (October 2011 – December 2013)
 - a. Include estimated Department of Arts & History direct expenditures (Department-sponsored programs, marketing, staffing etc.)
 - b. Estimate costs for possible City support of community partners' events.
 - c. Identify details of potential funding sources, such as grants and sponsorships.
 - d. Prioritize budget expenditures that will serve as an outline for contingency planning if full implementation of the Boise 150 plan is not feasible due to funding issues.

INSURANCE AND INDEMNIFICATION

Boise City requires that any consultant hired to perform services under contract to the City must maintain liability insurance (including professional liability insurance) and worker's compensation throughout the term of any agreement. Proof of all insurance must be provided to Boise City as part of any contract between the consultant and the City.

BUDGET

Funding is provided by the Percent-for-Art project. A total of \$9,500 is available for the project. Applicant(s) will be selected based on the award criteria stated below.

PROPOSAL SUBMISSION

Please submit proposals [fax, mail, email, hand deliver] to Boise City Arts & History Department no later than March 30, 2011 at 2:00 PM local time to:

Terri Schorzman
Arts & History Director
Boise City Arts and History Department
PO Box 500
Boise, Idaho 83701-0500
Fax: (208) 433-5673
TSchorzman@CityofBoise.org

The proposal must include the following:

- Cover letter with signature of respondent (proposals without signatures will not be considered)
- Primary purpose of business and length of time in business
- Experience in establishing committee process, protocol, and deliverables for public agencies
- Experience in planning and budgeting for public engagement strategies and events
- Experience in developing communications and marketing strategies and budgets
- References, minimum 3, prefer similar scope

All proposals must remain valid for 45 days.

SELECTION CRITERIA

During the evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions.

The proposals will be reviewed by a selection committee. The proposals will be ranked based on responses to the criteria listed below. If desired, the selection committee may select proposers to interview.

The award to the most qualified, responsive and responsible proposer will be based on the following:

	Criteria	Max Points
1	Primary purpose of business and length of time in business	25
2	Experience in establishing committee process, protocol, and deliverables for public agencies	75
3	Experience in planning and budgeting for public engagement strategies and events	100
4	Experience in developing communications and marketing strategies and budgets	75
5	References	25
	TOTAL	300