

Request for Proposals
issued by the Fund for Philadelphia
on behalf of the
OFFICE OF ARTS, CULTURE AND THE CREATIVE ECONOMY
for
Production Management Services - City Hall Presents

Proposals should be submitted by email only by November 14th, 2011 to josh.dubin@phila.gov.

PROJECT OVERVIEW

Beginning in 2012, Philadelphia's Office of Arts, Culture and the Creative Economy ("OACCE") will host City Hall Presents, a new series of free concerts and events at City Hall showcasing Philadelphia's world-class performing arts offerings. Theater, dance, spoken word, various genres of music and film screenings will be presented in City Hall spaces such as Conversation Hall and the Mayor's Reception Room. Outdoor venues such as the central courtyard will also be used during warmer months. These events will further enliven the historic building, reflecting the full spectrum of the city's artistic talent, and inspiring citizens to become more active patrons of - and participants in - the city's arts and cultural offerings.

This Request for Proposals is being issued by the Fund for Philadelphia ("Fund"), a non-profit business management agency that provides services to projects that promote Philadelphia, on behalf of the OACCE. The resulting contract will be with the Fund for Philadelphia with the OACCE serving as the main point of contact for the selected contractor.

SCOPE OF WORK

The OACCE seeks a production management proposal for the City Hall Presents event series. The contract resulting from this search will commence as of the date of execution of the contract and will terminate after one year. The Fund and OACCE will consider renewing the contract for a second year based on performance.

The Production Manager will:

1. Liaise between performance groups in cases where multiple groups have been asked to collaborate.
2. Ensure that performers understand the technical limitations of the standard equipment and take necessary steps to supply their own additional capacity if necessary.
3. Execute elements of the marketing and promotional campaign developed by the OACCE.
4. Meet regularly with OACCE staff to deliver updates on project developments.
5. Assist performers with load-in and load-out for each event.
6. Stage-manage as necessary during the course of each event to ensure adherence to the predetermined start and end times.
7. Generally serve as a central point of contact and coordination for all performers and City personnel before, during, and after each show.

Additionally, and upon mutual agreement, the Production Manager may:

1. Lead efforts regarding promotional, sponsorship and vendor opportunities.
2. Provide direction and oversight on creating a sense of place, venue arrangement and reception set up.
3. Provide input and guidance on artist repertoire and selection.

Summer shows will take place in the City Hall courtyard. All other shows will take place in either the Mayor’s Reception Room or Conversation Hall. Performances will begin at 5:30pm and conclude by no later than 6:30pm. Approximate dates are as follows:

- Spring – approximately 8 events, every Wednesday, March 21st - May 9th
- Summer – approximately 7 events, every Wednesday, June 6th - July 25th (except July 4th)
- Fall - approximately 8 events, every Wednesday, September 5th - October 24th
- Winter Holiday Show, Wednesday, December 19th

PROJECT MANAGEMENT ASSISTANCE PROVIDED BY OACCE

The OACCE will:

1. Oversee the selection of performers.
2. Secure the appropriate venues for each performance.
3. Generate event budgets.
4. Requisition a standard set of stage, sound, lighting and electrical equipment, as well as personnel to set up and operate it, through partnerships with other City agencies.
5. Oversee design and production of marketing materials.
6. Oversee fundraising and sponsorship agreements, and forge promotional partnerships to raise awareness of the event series.

PROPOSAL PREPARATION & SUBMISSION

In order to be considered for selection, applicants should email their completed proposal to: josh.dubin@phila.gov by 5:00 PM on November 14th, 2011.

Proposals should be as thorough and detailed as possible so that the OACCE may properly evaluate the applicant’s capabilities to provide the required services. Applicants are required to submit the following items as a complete proposal:

1. Resume or curriculum vitae for the applicant(s) within the proposal.
2. A **two page** letter of interest outlining the applicant’s experience in the field of event production, and its applicability to the City Hall Presents event series
3. A line-item breakdown of the various services and tasks the applicant proposes to perform and a list of associated deliverables where appropriate, along with fee quotes for each of the services proposed.
4. Descriptions of availability, including additional employment or other commitments, if any, occurring immediately before, during, or immediately after the City Hall Presents project and how these commitments may impact the applicant’s ability to perform the services proposed.
5. The names, titles, and contact information of three professional references that can speak to the applicant’s ability to deliver the proposed services.

Applications that do not include ALL five items above will not be considered.

The following dates are the OACCE’s best estimates for the application process. The OACCE reserves the right to change or modify these dates as deemed necessary.

Invitation for proposals	Monday, 10/17/11
Questions regarding project due by 5PM	Tuesday, 11/8/11
Proposals due by 5PM	Monday, 11/14/11

Questions should be submitted by email to: josh.dubin@phila.gov.

SELECTION PROCESS

The process by which the OACCE will evaluate proposals and choose a winning applicant will include consideration of: the fees and cost-effectiveness of the proposed services; the specialized professional experience and demonstrated abilities of the applicant; an applicant's previous experience (if any) working with the City of Philadelphia; applicant's availability for meetings and on performance nights; the representation of minority-, woman-, or disabled-owned businesses in the applicant pool; and opinions provided by the applicant's suggested professional references.

GENERAL RULES GOVERNING RFPS/PROPOSAL; RESERVATION OF RIGHTS; CONFIDENTIALITY; AND PUBLIC DISCLOSURE:

A. Revisions to RFP

The Fund reserves the right to change, modify or revise the RFP at any time. Any revision to this RFP will be posted on RFPs Online website with the original Opportunity Details. It is the Applicant's responsibility to check the website frequently to determine whether additional information has been released or requested.

B. Fund for Philadelphia and OACCE Employee Conflict Provision

Fund and OACCE employees and officials are prohibited from submitting a proposal in response to this RFP. No proposal will be considered in which a Fund or OACCE employee or official has a direct or indirect interest.

C. Fund for Philadelphia's Reservation of Rights in Connection with the Notice of Contract Opportunity Process

The Fund reserves and may exercise any one or more of the following rights and options with respect to its notice of contract opportunity process:

1. To reject any and all proposals and to reissue a notice of contract opportunity at any time prior to execution of a final contract;
2. To issue a new notice of contract opportunity with terms and conditions substantially different from those set forth in a previous notice of contract opportunity;
3. To issue a new notice of contract opportunity with terms and conditions that are the same or similar as those set forth in a previous notice of contract opportunity in order to obtain additional proposals;
4. To extend a notice of contract opportunity in order to allow for time to obtain additional proposals prior to the notice of contract opportunity application deadline; or,
5. To cancel a notice of contract opportunity with or without issuing another notice of contract opportunity.

D. Reservation of Rights

By applying for a notice of contract opportunity, the Applicant understands and agrees to this reservation of rights.

E. Proposal Selection Process and the Fund for Philadelphia's Reservation of Rights in Connection with Selection of Proposal(s) for Review

The Fund reserves and may exercise any one or more of the following rights and options with respect to its selection process:

1. To reject any proposal if, in the Fund sole discretion, the proposal is incomplete, the proposal is not responsive to the requirements of a notice of contract opportunity or it is otherwise in the best interest of the Fund to reject the proposal;
2. To supplement, amend, substitute or otherwise modify a notice of contract opportunity at any time prior to award of one or more Applicants for negotiation;
3. To reject the proposal of any Applicant that, in the Fund's sole judgment, has been delinquent or unfaithful in the performance of any contract with the Fund, or with the City of Philadelphia or is financially, or technically incapable or is otherwise not a responsible Applicant;
4. To reject as informal or non-responsive, any proposal which, in the Fund's sole judgment, is incomplete, is not in conformity with applicable law, is conditioned in any way, deviates from the notice of contract opportunity or contains erasures, ambiguities, alterations or items of work not called for by the notice of contract opportunity;
5. To waive any informality, defect, non-responsiveness and/or deviation from the notice of contract opportunity that is not, in the Fund's sole judgment, material to the proposal;
6. To permit or reject, at the Fund's sole discretion, amendments (including information inadvertently omitted), modifications, clarifying information, alterations and/or corrections to proposals by some or all of the Applicants following proposal submission and before contract award and/or contract execution.
7. The Fund reserves the right to enter into negotiations with any or all Applicants regarding price, scope of services, or any other term of their proposals, and such other contractual terms as the Fund may require, at any time prior to execution of a final contract.
8. The Fund may, at its sole election, enter into simultaneous, competitive negotiations with multiple Applicants or negotiate with individual Applicants either together or in a sequence. Negotiations with Respondent(s) may result in the expansion or reduction of the scope of services, or changes in other terms and the submitted proposals. In such event, the Fund shall not be obligated to inform other Applicants of the changes, or to permit them to revise their proposals in light thereof unless the Fund, in its sole discretion, determines that doing so is in the Fund's best interest. The Fund may accept or reject any or all of the items in any proposal and award the contract in whole or in part if it is deemed in the Fund's best interest.

9. In the event negotiations with any Applicant(s) are not satisfactory to the Fund, the Fund reserves the right to discontinue such negotiations at any time; to enter into or continue negotiations with other Applicants; to reissue the notice of contract opportunity in order to solicit new Applicants. The Fund reserves the right not to enter into any contract with any Applicant, with or without the re-issuance of a notice of contract opportunity, if the Fund determines that such is in the Fund's best interest.

F. Confidentiality and Public Disclosure

The successful Applicant shall treat all information obtained from the Fund or the OACCE, which is not generally available to the public as confidential and/or proprietary to the Fund or the OACCE. The successful Applicant shall exercise all reasonable precautions to prevent any information derived from such sources from being disclosed to any other person. The successful Applicant agrees to indemnify and hold harmless the Fund and OACCE, its officials and employees, from and against all liability, demands, claims, suits, losses, damages, causes of action, fines and judgments (including attorney's fees) resulting from any use or disclosure of such confidential and/or proprietary information by the successful Applicant or any person acquiring such information, directly or indirectly, from the successful Applicant.