

Request For Proposal

Taking the Art Pulse - Smithers and Surrounding Region

Smithers Gallery Association
PROPOSALS DUE BY: Midnight, April 30, 2024

Smithers Art Gallery Mission: Creating Community through Art.

As a vital cultural resource, the Smithers Gallery Association brings art and minds together by offering transformative programs and exhibitions that engage the senses and stimulate curiosity in all who walk through our doors.

Project Overview

This project involves conducting a comprehensive community-wide survey of visual arts engagement by the public and by artists in the Smithers region. The results of this survey will be a key resource for the Smithers Art Gallery Association for strategic planning and will guide program development. For this purposes of this survey, the region includes the communities in the Regional District of Bulkley Nechako Areas A & C.

Project Goals

The key outcomes for this project are:

- i. To develop and conduct a comprehensive community-wide survey using a range of community engagement options in the Smithers region to gain a better understanding of the needs, interests, and unique outlook of our rural community and region.
- ii. To compile up-to-date data and an accessible report that summarizes findings to enable the Smithers Gallery Association to enhance its ability to provide equitable, accessible, and dynamic programming and exhibitions that serve our diverse communities.

This data may be accessed by municipal staff, visitor services and other sectors to help create a vibrant and thriving community.

Scope of Work

Include a detailed plan that addresses the methodology used to achieve the following:

- Information should be gathered on the association's mandated programming areas:
 - Visual Arts Education
 - Exhibitions
 - Artist Support
 - Growth and Connection in the Arts Community
- Develop methods for distribution and data analysis.
- Identify target audiences for survey - ie: artists and instructors, participants with cultural engagement, gallery members, community members who may or may not participate in the visual arts.
- Develop a communication and engagement plan.

- Develop survey questions that meet the goals of the survey and draw out the information that we are looking for from participants.
- Conduct comprehensive community engagement through roundtables, interviews, questionnaires, and other means of information collection.
- Distribute and promote the survey to maximize participation and representation.
- Compile and develop a report of the engagement findings.
- Final report presentation to the board.
- Presentation to community at AGM.

Target Deliverable Schedule

Please include a schedule of deliverables which outlines timelines for each phase of the project. The commencement date for the project is May 15, 2024.

Final Due Date

The expected project completion date is December 15, 2024. If this date needs to be adjusted, please include your readjusted proposed date, as well as your reasoning for shifting the schedule. All proposed date changes will be considered.

Risk Management

Time is always a major constraint, but in this case, the breadth of survey required and having enough time to gather and compile responses will be significant. Designing a study that will include the community and local First Nations will be key. Getting the community to participate will be another. Since this is to be comprehensive, please provide target participation numbers required to ensure that the survey has validity. How will the survey give everyone a chance to respond?

Budget Constraints

The total project budget inclusive of advertising, honorariums, materials, venues and any tax is \$10,000.

Evaluation Metrics

The Smithers Gallery Association board of directors will evaluate bidders and proposals based on the following criteria:

- Understanding and knowledge of our community and region and the unique challenges of delivering visual arts throughout our region.
- Previous experience/past performance history.
- Samples and/or case studies from previous projects.
- Projected costs.
- Experience and technical expertise.
- Responsiveness and answers to questions in the next section.

Questions Bidders Must Answer To Be Considered

- i. What do you see as the area of greatest challenge in the delivery of this project?
- ii. What previous work have you done that is the most similar to the components and deliverables of this project?
- iii. What do you see as your greatest strengths which will ensure that you are able to deliver a successful project.

Submission Requirements

Bidders must adhere to the following guidelines to be considered:

- Only bidders who meet all metrics in the evaluation section should submit a proposal.
- Proposals must be sent in by midnight April 30, 2024. Please direct questions to Nicole Chernish, Manager, Smithers Gallery Association, info@smithersart.org.
- Include samples and references with your proposal.
- Proposals should not be more than four pages. Failure to comply to this guideline will result in an automatic rejection.
- A proposed schedule must also be included and clearly expressed.

What We're Looking for in a Potential Contractor

Potential contractors should be personable, articulate, detail oriented and great communicators; have excellent planning and organizational skills; and able to report on an ongoing basis to the contract overseer. Spelling accuracy is required. Potential contractors must be able to work within time and budget constraints.

Contact Information

For questions or concerns connected to this RFP, please contact:

Nicole Chernish, Manager, Smithers Gallery Association

info@smithersart.org; 250-847-4475