



ARTIST CALL FOR APPLICATIONS

Boise City Department of Arts & History Seeks Artists to Implement an Audio-Visual Performance

Project during the 2018 Treefort Music Fest

Contact: Tammi Leatham, Purchasing Specialist, tleatham@cityofboise.org

Deadline: January 3rd, 2018 at 3 pm. Mountain Standard Time

Opportunity:

Boise City Department of Arts & History invites artists to submit proposals for an opportunity to engage the public with audio/visual performance projects during Treefort Music Fest in 2018, presently scheduled for March 21st - March 25th, 2018. The Audio-Visual Services shall be required to perform during these dates, the duration and timeframe shall be determined based on individual projects. The selected artist(s) or artist team(s) shall be commissioned in a combined project total up to \$5,000 to create an innovative Performance Project that engages a diverse public audience. The City may select up to three artists or artist teams to implement their project proposal.

Project Information:

Artists are welcome to submit proposals using new or existing works which take the form of a performance. The theme is open, but the content must be appropriate for all members of the public. Performances can be proposed for a specific site/location or can be freeform.

Once selected, Public Art Staff shall work with selected artists to determine a location that fits the needs of the proposed project. Locations must be fully accessible and provide a free experience to all members of the public.

Artists shall be required to provide all tools, equipment, technology, knowledge and labor necessary to successfully execute on the proposed project.

Artists shall be required to professionally document the project through video and photo recording. The City shall retain ownership of the video and photo documentation as a part of the City's permanent collection and may choose to display the work publicly, at a later date.

The City shall also request ownership of props/costumes/artifacts that are generated by or for the performance for accession into the City's permanent collections with the intent of future public display. Items to be owned by the city shall be negotiated during the contracting phase.

Artists shall retain ownership of the copyright of the works.

Questions due	December 29, 2017 @ Noon
Application Deadline	January 3rd, 2018 @ 3:00 PM
Proposals Selected	January 2018
Final Artist on Contract	January 2018
Final Artwork Installed/ Presented	March 21 – March 25th, 2018

The City of Boise reserves the right to reject any and all applications, to waive any irregularities in the applications received and to accept the applications that are in the best interest of the City. Boise City is an Equal Opportunity Employer. The City of Boise is exempt from Federal and State taxes and will execute the required exemption certificates.

General Project Area:



Proposal Instructions and Information

- The submission package or envelope **SHOULD BE SEALED** and **PLAINLY MARKED** with the following:
Boise City Purchasing Department
150 N. Capitol Blvd.
Boise, ID 83702
IRFP 18-102 Audio-Visual Performance
- **Submit Bids/Proposals to the Boise City Purchasing Department 150 N. Capitol Blvd., Boise, Idaho, 83702**
- **OR**
- **Via E-mail to tleatham@cityofboise.org**
The subject line **MUST READ: IRFP 18-102 Audio-Visual Performance - Proposal**
- **ALL BIDS/PROPOSALS MUST BE SIGNED.**
- The Owner is the City of Boise.
- File names (JPEGs, Proposals, Resume, etc.) shall be named IRFP 18-102 and Artist name (example: IRFP18-102Smith).

Questions & Clarifications must be submitted to Tammi Leatham, tleatham@cityofboise.org by or before **Friday December 29, 2017 at noon.**



Evaluation Process

Applications shall be submitted in a format that allows uniform review and easy access to information by the Evaluation Panel, which is made up of funding stakeholders, an Arts & History Commissioner, and other artists. The Applications are to be clear and concise. The Application package shall contain the following information:

1. Application Form (Pass/Fail)

Fill out / sign the **Application Form/Signature Page** and submit as your first document.

2. Letter of Interest (Pass/Fail)

- Include a one-page letter addressing why you're interested in this opportunity and your related experience or qualifications.
- Describe how the applicant is able to provide responsive services for an audio-visual performance that meets the needs of the City of Boise for this project.

3. Artist Resume (Pass/Fail)

Include a resume and / or brief summary of the Artist or Artist Team's qualifications and / or past experience. Emerging artists are encouraged to apply.

4. JPEG Images or AVI Video of current and past work (100 pts.)

Images are to be in JPEG Format, 300 dpi, not larger than 10" on the longest side.

Provide up to ten images of your past work, current work, and/or images of the proposed project as separate files in JPEG format attachments in the application email, or on a CD or Thumb Drive, which demonstrate your ability to meet the defined project opportunity.

5. Image List (Pass/Fail)

Please use the provided form to list the information for the submitted images: title, type of work (painting, sculpture, installation), material(s), date and any comments.

6. Project Proposal (200 pts.)

- Describe, in detail, the proposed work.
- Renderings, mock ups, or visual examples of the project are required.
- Provide all technical details and specifications regarding the installation.
- Please include an itemized budget which includes required equipment, the potential of hiring of a professional to document the work, materials, time, tools and any other expenses.
- Provide visual examples and budget information in separate files.
- Written description should be no more than 2 pages.

The City appreciates your interest in meeting the needs of the citizens of Boise.



**IRFP 18-102 Audio-Visual Performance
Return with Proposal**

1. APPLICATION FORM:

Name: _____

Artistic Medium(s):

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Website: _____

Signature: _____

Date: _____

You must sign and date this form or you shall be disqualified!

The above signed acknowledges the rights reserved by the City to accept or reject any or all Proposals as may appear to be in the best interest of the City and to bind themselves, on the acceptance of this Proposal, to enter into and execute a contract, of which the scope of work, fee structure, and terms & conditions shall be negotiated.

2. INCLUDE/ATTACH LETTER OF INTEREST

3. INCLUDE/ATTACH RESUME

Please let us know how you found out about this opportunity _____

Would you like to receive direct email about other Call for Entries from the Boise City Department of Arts & History? _____



IRFP 18-102 Audio-Visual Performance
Return with Proposal

4. IMAGE LIST FOR UP TO TEN IMAGES

Picture #1	Title:
Type of work	
Materials Used	
Date Finished	
Additional Information or Comments	

Picture #2	Title:
Type of work	
Materials Used	
Date Finished	
Additional Information or Comments	

Picture #3	Title:
Type of work	
Materials Used	
Date Finished	
Additional Information or Comments	

Picture #4	Title:
Type of work	
Materials Used	
Date Finished	
Additional Information or Comments	



IRFP 18-102 Audio-Visual Performance

Return with Proposal

IMAGE LIST (continued)

Picture #5	Title:
Type of work	
Materials Used	
Date Finished	
Additional Information or Comments	

Picture #6	Title:
Type of work	
Materials Used	
Date Finished	
Additional Information or Comments	

Picture #7	Title:
Type of work	
Materials Used	
Date Finished	
Additional Information or Comments	

Picture #8	Title:
Type of work	
Materials Used	
Date Finished	
Additional Information or Comments	



**IRFP 18-102 Audio-Visual Performance
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IMAGE LIST (continued)

Picture #9	Title:
Type of work	
Materials Used	
Date Finished	
Additional Information or Comments	

Picture #10	Title:
Type of work	
Materials Used	
Date Finished	
Additional Information or Comments	

APPLICATION CHECKLIST

1. Application Form/Signature Page (Pass/ Fail) Yes__No__

Please fill out the Application Form/Signature Page and submit it as your first document.

2. Letter of Interest/Ability to Provide (Pass/ Fail) Yes__No__

Include a one-page letter addressing why you are interested in this opportunity and your related experience or qualifications. Describe how the applicant is able to provide responsive services for an audio-visual performance that meets the needs of the City of Boise for this project.

3. Resume/Prior Experience (Pass/ Fail) Yes__No__

Include a resume and/or brief summary of the Artist's qualifications and/or past experience

4. JPEG *Images or AVI Video of current and past work (100 Points) Yes__No__

Provide up to ten images of your past work, current work, and/or images of the proposed project as separate files in JPEG format as attachments in the application email, or on a CD or Thumb Drive, which demonstrate your ability to meet the defined project opportunity.

***Images must not exceed 300 dpi and 10" on the longest side**

5. Image List (Pass/ Fail) Yes__No__

Please use the provided form to list the information for the submitted images.

6. Project Proposal (200 pts.) Yes__No__

Describe, in detail, the proposed work. Renderings, mock ups, or visual examples of the project are required. Provide all technical details and specifications regarding the installation. Please include an itemized budget which includes required equipment, the potential of hiring of a professional to document the work, materials, time, tools and any other expenses. Provide visual examples and budget information in separate files. Written description should be no more than 2 pages.

