

SAMPLE REQUEST FOR PROPOSAL

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The Great Scott Arts Association, a new organization in Mosquito Falls, MN, is seeking a consultant or consultants to assist in its initial set-up and in the analysis of possible administrative and performing space. See the associated "Agreement for Services" which would typically follow this proposal, assuming the client finds a consultant that he or she likes and enters into an agreement with them.

Situation

The GSAA was established in 1991 to assist several existing cultural groups in Mosquito Falls and to promote and coordinate arts activities in the area. Mosquito Falls is a town of 7500 people about 30 miles north of Saint Marvin, on Highway 10. Cultural organizations in Mosquito Falls include a community theater, community orchestra, the county historical society and a separate history museum, a small concert series, a community art school and a Comprehensive Arts Planning Program (CAPP) group, among others. To date, GSAA has nonprofit and tax-exempt status and a board of directors, but no staff or office space. No maximum budget for the consultancy has been established at this time.

Tasks to be accomplished

Continue development of the Association and plan for its future

- work with a task force of member organizations to determine what joint needs the GSAA should address and how and to write GSAA by-laws
- implement a general membership structure and campaign
- design a GSAA newsletter and publish the first issues
- develop annual GSAA budget projections for three years

Develop a building use plan (in concert with member organizations):

- determine organizations' individual space needs
- determine how space should best be used
- develop sample schedules of events to be held in the space
- develop recommendations on GSAA's role in operating the space, if any
- develop a list of policy issues that should be dealt with before any building is acquired (i.e., should tenant organizations pay rent? how should space be allocated?)
- meet with representatives of other institutions interested in the space to determine the feasibility of shared use

Research possible funding sources for building remodeling and GSAA operations

- conduct the necessary library research to identify possible Minnesota and national funding sources, both private and public
- gather guidelines from possible funders
- communicate with most likely funders to gauge their interest
- develop initial plans for seeking organizational and individual funds from the Mosquito Falls community

This consultancy should begin in January 1999 and be completed no later than June 1999.

How to submit a proposal

Interested people should submit the following, no later than //////////////, to Name, Address, City, State, Zip. If there are questions, call //// at //////////////.

1. A proposal describing your qualifications (or the qualifications of the team of consultants) and how the tasks described above would be carried out
2. A firm estimate of fees to be charged, and an estimate of expenses that would be incurred
3. Resumes of all consultant who would be involved in the project
4. Names, phone numbers and contact people at three nonprofit organizations who have been your clients during the last 18 months, whom we can all on as references.
5. Interviews with finalists will be held during the week of //////////////.