



Request for Proposal

Social Enterprise Phase 2

Open – September 13, 2018

Closing – September 20, 2018 5:00pm AST

Background Information

Art Happening Bridgewater Society was founded in October 2014. Its inception was inspired by the Art Hive based out of Montreal and was fulfilling requests from local citizens who responded with enthusiasm to arts based events in Bridgewater (Youth Arts Week 2012 and Afterglow established in 2012). Since inception, we have outgrown our first location and are now located at 757 King street Bridgewater, NS. The organization has been thriving on donations, fundraising and grants for its operational funding.

Mission

Art Happening Bridgewater is a not-for-profit that offers high quality, accessible arts, cultural programming, events, and opportunities where people of all ages and backgrounds can exchange ideas, skills, and talents. We provide an inclusive environment so that those who participate can learn, grow, and share their talents with their community, thereby contributing to a vibrant downtown Bridgewater.

Vision

Our vision is to be a community leader, utilizing arts and culture to enhance and stimulate a creative, cooperative, and economically vibrant community. This will attract residents, tourists, and businesses to downtown Bridgewater and will enrich the local community, Nova Scotia and beyond.

Our Core Values

Community Development - We use an Asset Based Community Development approach to respect everyone's individuality, recognizing that everyone has gifts to share and an important role to play. We strive to be "third space" where the community can come together formally (for workshops) or informally to gather to make their community a better place to work, play, and live.

Inclusive- We are all artists, and so, we are inclusive of all ages, race, gender, incomes, abilities etc.

All teachers, All learners- We all have skills and talents. Everyone has something to teach and something to learn.

Sustainability and Revitalization- We are committed to revitalizing the downtown core of Bridgewater and linking to the town's work in Community Sustainability.

Build Resiliency- We value building individual and community resiliency and in so doing, we build a stronger and healthier community for all.

Connection to the Natural World- We hold a responsibility for the natural world and, through our creativity, work to build connections to the environment.

Request of Proposal's Purpose

Art Happening Bridgewater is creating a sustainable funding model for the organization so that we are not reliant on government funding for our operational costs. We started with Phase 2 of this project in early 2018 where Art Happening Bridgewater worked with a consultant to create a Social Enterprise Report. We now are entering into Phase 2 and looking for a consultant to take us to the next level of incorporating this report plus Board priorities and ideas to choose a direction and begin implementing ideas to discover, find and secure a suitable Social Enterprise business model.

Scope of Work

The scope of work for the Social Enterprise Plan shall include the following:

- A review of existing resources, including our Social Enterprise Report, development and planning currently established by the Board of Directors of Art Happening Bridgewater.
- With Board support, deciding direction for Social Enterprise plan.
- Complete market search, test and implementation plans to determine the viability of ideas. May include site visits to potential clients/products, additional research, implementing ideas and concepts, etc.
- Create a ready to go Social Enterprise plan of action to implement after contract is complete.

Project Deliverables

The following are the required final deliverables for the project:

- Social Enterprise plan with supported materials/documentation provided to Art Happening Bridgewater.
- One copy in digital format is to be forwarded to Debby Smith, Nova Scotia Office of Health Promotion and Protection

Project Schedule

The following schedule is proposed for the project:

Contract Award – September 27, 2018

Research phase – October 2018

Implementation of Idea(s) – November 2018 – January 2019

Final Report submitted to CCH – January 31, 2019

Proposal Requirements

The proposal should contain:

- An outline of the consultant's experience working in the social enterprise field, including a list of previous clients and outcomes of their projects.
- A schedule of work to be undertaken. Please note, work shall be scheduled to allow for completion of the project no later than January 31, 2019
- Names of personnel, their qualifications and specific involvement in the work.
- A breakdown of the time to be spent on the work by each of the personnel working on the project.
- Three references and/or testimonials
- Detailed cost estimate for work based on per diem rates with a maximum, not to exceed the price of \$6000, including HST. There is an additional \$1000 fee available for transportation, equipment and materials to be determined how it will be allotted once initial research phase is complete.
- May include photographs and visuals. Total document may not exceed more than 6 pages in length.

Submission of Proposals

Proposals may be accepted electronically through hello@arthappening.ca. Proposals should be addressed to: Social Enterprise Committee: Art Happening Bridgewater.

Requests for additional information, instructions or clarifications should be directed to:

Ashton Rodenhiser – Art Happening Bridgewater Board Chair

Phone 1-902-521-7446

Email ashton@arthappening.ca

The Society reserves the right without recourse, to reject any or all proposals, not necessarily accept the lowest cost proposal, or accept any proposal which might be considered in the best interests of the Society. The Society also reserves the right to waive formality, informality or technicality in any proposal.

The Society reserves the right to request and obtain additional information as required from consultants in a reasonable length of time, in order to complete the proposal evaluations.

The Society reserves the right to remove components from the successful respondent's proposal and negotiate changes to fully meet the Society's needs.

Proposal Evaluation and Consultant Selection

The proposal submitted by the successful consultant will form a part of the contract to be entered into between Art Happening Bridgewater Society and the consultant. The proposals will be evaluated based on the following criteria:

Knowledge and Understanding of Project Objectives (30%)

- Demonstration of understanding of the project
- Recognition of challenges
- Local content of consulting work

Quality of Approach, Methodology and Work Plan (25%)

- Adequacy of work plan
- Adequacy of time schedule and resources
- Communication plan

Relevant Experience & Qualifications (25%)

- Knowledge and experience with similar projects
- Qualifications and experience of key personnel proposed

Value of Work Proposed (10%)

- Per diem rates
- Deliverables
- Total cost compared with proposal score in other areas

References (10%)

Payment Terms

Payment terms will be considered as net thirty (30) days from the date of the successful project completion, upon verification that the materials meet the specifications in accordance with the Terms and Conditions of the Contract, and to the satisfaction of the Society.

No work shall be carried out which results in additional costs. The consultant must ensure that the cost estimate in the proposal is realistic and that the work is completed in accordance with the contract within the maximum estimated cost and the time frame specified.