



Request for Proposal

Social Enterprise Plan

Open – February 1, 2018

Closing – February 15, 2018 11:00pm 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 Connection 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 a 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 a hub where the community can come together 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.

Scope of Work

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

- A review of existing resources, including research, development and planning currently established by the Social Enterprise Committee of Art Happening Bridgewater.
- Research other models of arts based social enterprises to identify best practices for Art Happening Bridgewater.
- Consult stakeholder groups within Art Happening Bridgewater.
- Determining next steps and potential pilots for Art Happening's social enterprise within our current financial means.
- Preparation of a report collating the results of the consultation process and review of existing resources, and strategies to enact pilot(s) of Social Enterprise. As part of the report, identify strategies and pilots identified.

Project Deliverables

The following are the required final deliverables for the project:

- Final Report and in digital format to be forwarded 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:

Open – February 1, 2018

Closing – February 8, 2018 5:00pm AST

Contract Award – February 12, 2018

Draft Report presented to AHB – March 5, 2018

Feedback from AHB – March 10, 2018

Final Report/Submitted to CCH– March 15, 2018

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, including an estimated completion date. Please note, work shall be scheduled to allow for completion of the project no later than March 31, 2018.
- 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
- Detailed cost estimate for the report preparation based on per diem rates with a maximum, not to exceed the price of \$5,000, including professional services, expenses (including travel) and HST.
- 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:

Lynette de Montreuil – Art Happening Bridgewater Board Director

Phone 1-902-809-7782

Email lynettedemontreuil@outlook.com

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.