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District of Sechelt

Request for Expression of Interest #2021-28

PRODUCER FOR THE SECHELT ARTS FESTIVAL

Date of Issue: December 22, 2021

Closing Location:

District of Sechelt
Attention: Procurement Agent
2nd Floor, 5797 Cowrie Street
Sechelt, BC, V0N 3A0

Closing Date and Time:

Submissions must be received on or before February 7, 2022 12:00 pm Pacific Time

Via: procurement@sechelt.ca
at 2nd Floor, 5797 Cowrie St., Sechelt, BC

Contact:

All inquiries must be directed in writing via email,
stating “**RFEOI #2021-28 Producer for the Sechelt Arts Festival—Inquiry**” to:
Procurement Agent, District of Sechelt
Email: procurement@sechelt.ca



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PART A - INFORMATION AND INSTRUCTIONS TO RESPONDENTS

1. Introduction

The District of Sechelt (the “District”) is requesting expressions of interest from interested parties to produce the annual Sechelt Arts Festival. Individuals, organizations, and/or businesses that are interested (the “Respondent”) are asked to complete and submit the Respondent Submission Package (the “Submission”) contained herein.

2. Delivery of Submissions

A completed submission package, with all required supporting documentation, must be submitted via email to procurement@sechelt.ca no later than 12:00:00 (Noon) on Monday, February 7, 2022. Submissions will be deemed to be officially received by the time stamp issued by the District’s email server. Respondents are responsible for confirming their submission has been received.

3. Summary of Events

Task	Date
Issue Date	December 22, 2021
Deadline for Inquiries	January 24, 2022
Issue Answers on or before	January 31, 2022
Submission Deadline	February 7, 2022

*Although every attempt will be made to meet all dates, the District reserves the right to modify any or all dates at its sole discretion.

4. Inquiries

All inquiries concerning this RFEOI including shall be made in writing via e-mail to:

Procurement Agent: procurement@sechelt.ca

Inquiries shall not be directed to any other District employees. No clarification requests will be accepted by telephone.

5. Submission Preparation

All expenses incurred through the preparation and submission of an RFEOI or through the RFEOI process or related activities will be borne by the respondent. The District will not return the RFEOI submission or any accompanying documents submitted by a respondent.

6. Not a Binding Contract

This RFEOI does not constitute an offer by the District and is not intended to be a formal legally binding process. The RFEOI does not bind the District to proceed with any subsequent bid process, negotiations, or contract, and does not constitute a commitment by the District to enter into any agreements.

7. District's Rights

In addition to all other rights, the District specifically reserves the following rights:

- To accept or reject any or all submissions;
- To cancel the RFEOI process at any time for any reason without any liability;
- To seek subsequent information or initiate discussions with any Respondent, including those that did not respond to this RFEOI;
- To amend the scope and description of the service to be procured under the RFEOI or any subsequent request for proposals process, varying them from those described herein, or amend the qualifications that may be required to meet those requirements;
- To proceed directly to negotiate a contract with an outstanding Respondent (or the sole qualified Respondent, if there is only one);
- To contact a limited number of potential Respondents, which may include Respondents that did not respond to this RFEOI, for the purpose of a competitive process; and,
- To elect to proceed by way of an open competitive process where all Responders, including those that did not respond to this RFEOI, are eligible to compete.

8. Freedom of Information and Protection of Privacy

Respondents are advised that all submissions received by the District as part of this procurement become the property of the District and are subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. Respondents may mark any part of their submission as confidential except for the bidder's name. The District will use its best efforts not to disclose any information so marked but shall not be liable to a respondent where information is disclosed by virtue of an order of the Privacy Commissioner or otherwise as required by law.

PART B - EXPRESSION OF INTEREST DETAILS & SCOPE

9. Background

The District of Sechelt (the “District”) is requesting expressions of interest from interested parties to produce the annual Sechelt Arts Festival. Since 2004, the District of Sechelt has hosted a multi-day arts festival. The Festival offers a diverse range of arts performances, exhibitions, and workshops at various venues in Sechelt, BC. The mandate of the Sechelt Arts Festival is to provide accessible arts programming to all residents of the District of Sechelt, and to showcase primarily local talent in a professional manner.

10. Budget for Project

The District will provide a budget of up to \$45,000 annually for this Festival. It is anticipated that this will represent approximately 50% of the overall budget to produce the Festival. It is expected that the Producer will obtain additional funding in the form of grants, sponsorships, donations, and earned revenues (ticket sales).

The Producer will not incur costs for the following:

- Rental of District-owned venues, amenities, and public parks
- Rental of District-owned event equipment such as tents, tables, chairs, portable art walls, traffic cones, garbage receptacles etc.
- District of Sechelt Special Event Permit

11. Envisioned Scope of Services

The description of the services in this RFEOI is for general purposes only and does not necessarily reflect the entire scope of the services to be provided by potential service providers. The Festival Producer will report to the Arts, Culture and Communications Coordinator for the District of Sechelt, and will coordinate and execute a successful multi-disciplinary Arts Festival. The Festival should take place for a minimum of three (3) consecutive days and a maximum of twenty-eight (28) consecutive days. The Producer will be responsible for the delivery of the following key services and functions:

Programming

- Establish a creative vision for the Festival
- Execute a timeline and working plan for the management of the Festival
- Ensure the Festival operates smoothly, and deadlines are met

- Ensure the Festival Program can be executed withing an approved budget
- Communicate regularly and effectively with both the Arts, Culture and Communications Coordinator regarding programing and schedule
- Select and secure talent for all days of the Festival

Marketing

- Design, create and disseminate all marketing materials in both digital and print formats
- Create content for the secheltartsfestival.com website and social media pages
- Draft and submit news releases to media outlets
- Conduct outreach and engagement with residents to encourage attendance and participation in the Festival

Administration

- Undertake all relevant administration relating to the Festival including correspondence with staff, artists, performers, vendors, venues, partners, sponsors, funders and suppliers
- Ensure adequate staffing as needed
- Assess all volunteer requirements and recruit and retain volunteers as necessary
- Vendor procurement
- Management of ticketing for any paid events
- Execute financial transactions related to Sechelt Arts Festival
- Sub-contract and compensate personnel and services as may be required to deliver the Festival
- Ensure that all personnel are qualified and, if required, certified to perform their duties (e.g. rigging)
- Arrange and pay for general liability insurance (naming the District of Sechelt as additional insured) in an amount no less than \$2,000,000 for any one occurrence.
- Provide a budget of anticipated expenses as well as revenue from external sources (grants and sponsorships)
- Within 30 days of the end of the Festival, coordinate a final wrap-up meeting with the District's Arts, Culture and Communications Coordinator

- Within 60 days of the end of the Festival, provide a final report including a detailed summary of all actual expenses

Grants and Fundraising

- Coordinate the strategic solicitation of sponsors and donors for both cash and in-kind contributions to defray the costs of the festival
- Apply for applicable grants from funding bodies such as Heritage Canada, BC Arts Council, RBC Foundation, Sunshine Coast Credit Union, and the Sunshine Coast Community Foundation

Artist & Performer Services

- Negotiate, draft, and execute all contracts with artists and performers
- Manage and pay for all talent and performers, including performer fees and, as necessary, rehearsal time and green room services
- Coordinate any travel and accommodation arrangements
- Coordinate hospitality requirements (meals, rider, dressing rooms etc.)

Technical and Production Services

- Hire and manage all technical crew required
- Arrange and pay for all equipment that may be required
- On-site management of load in and load out of all equipment that may be required
- Oversee risk-management and on-site safety

12. Submission Requirements

Respondents are encouraged to provide as much information as possible in their submission, and to attach any additional information as they may consider relevant to the District.

The RFEOI response submission should be sent to procurement@sechelt.ca, subject line: “RFEOI #2021-28 Producer for the Sechelt Arts Festival—Submission” and should include the following information:

1. **Cover Letter**
2. **Schedule A:** Signature and Acceptance

3. **Schedule B:** Disclosure of Interest
4. **Schedule C:** References
5. **Schedule D:** Capacity and Qualifications
6. **Schedule E:** Background and Experience

13. Next Steps

- The District will review all RFEOI submissions following conclusion of the posting period.
- The District will evaluate all submissions on the basis of experience, expertise, capacity to deliver required services, and whether the submission has met the requirements set out in the RFEOI.
- The District may invite selected respondents to submit a formal repose to a Request for Proposals.

SCHEDULE A—SIGNATURE AND ACCEPTANCE

In responding to this RFEOI, the respondent acknowledges that they have read and completely understand and accepts all terms of the RFEOI.

The Respondent is an: <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (check where applicable) Incorporated under the laws of: _____	
Business Information	
Name:	
Address:	Postal Code:
Telephone #:	Website:
Contact Information	
Name:	Telephone #:
Email:	

We certify that we have read and understand the information provided in the RFEOI and all addenda. The information provided in our Proposal is accurate and we agree to be bound by all conditions, statements, representations, and prices offered herein.

Executed this _____ day of _____, 2022

Signature	
Name (print)	Title (print)
Witness Signature	Witness Name (print)



SCHEDULE B—DISCLOSURE OF INTEREST

As a condition of this RFEOI, all Respondents shall make full disclosure of any business relationships within the last five (5) years, including any donations/gifts in excess of one hundred dollars (\$100.00), with any employees, contractors, or agents of the District of Sechelt, its elected officials or immediate relatives thereof.

If a Respondent fails to disclose an interest and/or the interest is falsely or insufficiently reported, the District reserves the right to terminate or cancel any Agreement that it may have been entered into with the Respondent.

Completion and submission of the Disclosure of Interest form is a mandatory part of the RFEOI. Sign and return the form with the Submission, even if there is nothing to disclose.

If additional space is required, please add an attachment to this form.

Nature of Business Activity/Interest	With Whom?	Dates of Relationship	Completed or Ongoing?	Dollar Value of Interaction

Authorized Signature _____

Date _____

Print Name _____

Print Title _____



SCHEDULE C—REFERENCES

Provide the names and contact information for at least two references.

Reference 1	
Name	
Phone Number	
Email	
Description of work	
Reference 2	
Client Name	
Phone Number	
Email	
Description of Work	

SCHEDULE D—CAPACITY AND QUALIFICATIONS

Provide the names and qualifications/experience of the key personnel and/or subcontractors anticipated to deliver the services requested in this RFEOI (attach separate sheet as needed).

Key Personnel and/or Subcontractor	Anticipated Role	Qualifications & Experience

SCHEDULE E—BACKGROUND AND EXPERIENCE

Please respond to the following questions (attach responses on a separate sheet)

1. Describe your organization and why it is uniquely capable of delivering the services outlined in section 11 of this RFEOI.

Maximum two (2) pages.

2. Provide evidence and a detailed description of three (3) events of a similar scope and nature which your organization has developed, produced and/or managed.

Maximum six (6) pages.