

REQUEST FOR PROPOSAL
THE COMMUNITY ARTS OFFICE & INFORMATION CENTER
11/21/2008

Vision

To foster and promote arts and culture in the New River Valley by providing: visibility for regional arts organizations; information on arts and cultural events; space to share resources, build networks, and facilitate communication.

Executive Summary

The Lyric Council, Inc. is pleased to offer your organization the opportunity to participate in the Community Arts Office and Information Center by successfully responding to this Request for Proposals (RFP). The Center will be located in the former Kinko's at 149 College Ave. The Center is expressly designed to promote the arts in the New River Valley. The Center will be open daily (Monday through Saturday) from 10:00 am to 7:00 pm and from 1:00 pm to 5:00 pm on Sunday. The Center is expected to be operational March 1, 2009.

The Community Arts Office & Information Center is envisioned as a place where four arts organizations can have offices, enjoy shared support services, and benefit from co-location with the other arts organizations and the management of the Lyric. The definition of "arts organization" is quite broad, encompassing: performing arts; visual arts; film and video arts; arts education; and groups that host community arts events. Proposals from organizations wishing to work together in one shared space will be acceptable. Respondents to this RFP must be not-for-profit organizations.

Proposals should be received in triplicate by the Lyric Council, P.O Box 665, Blacksburg, VA 24063 by 5:00 pm on January 9, 2009.

Community Arts Center Services

Successful respondents to this RFP will be entitled to receive the following services:

- A chair and a desk, utilities, access to electricity, wireless Internet, and telephone jack
- Identification on the signage of the Community Arts Office & Information Center building
- Access to shared multi-purpose/conference room
- Access to a shared work area
- Access to limited shared storage space
- Access to display space in the lobby and in display window facing College Avenue.
- Access to restrooms

- Access to a kitchenette in multi-purpose room
- Weekly janitorial service and trash collection
- Delivery acceptance
- Metered use of copy and fax machine

Community Arts & Information Center Requirements

Arts organizations that participate in the Center are required to:

- Pay a \$300 monthly participation fee
- Participate in the Center for at least two years
- Provide a volunteer to staff the arts information area 5 hours per week
- Contract and pay for own phone service
- Pay for copy and fax machine use
- Provide general liability insurance of \$1,000,000 naming the Lyric Council as an additional insured
- Pay for your organization's office supplies
- Provide separate mailing address for organization such as a post office box

Proposal Requirements

The following information must be included in your proposal for it to be considered responsive. Elaborate proposals are neither required nor desired.

1. Describe the mission of your organization and its organization structure including by-laws, board list and contact information.
2. Describe why co-location with other arts organizations, including the Lyric, would be mutually beneficial
3. Provide the most recent copy of tax form 990
4. Provide statements regarding your intent to meet the requirements above