

## **REQUEST FOR TENDER**

**Provision of visual arts curatorial services for Bealtaine 2020**

**Part I: Tender information**

**Part II: Format of Tender response**

**Date of issue: February 25<sup>th</sup>, 2019**

**Deadline for receipt of tender submissions: Friday 29<sup>th</sup> March 2019**

**Estimated date of Contract award: Friday 5<sup>th</sup> April 2019**

## PART I – TENDER INFORMATION

### A. Project/tender background and scope - Specification and requirements:

#### Overview:

##### Bealtaine

Bealtaine is Ireland's national festival which celebrates the arts and creativity as we age. The festival takes place from 1- 31<sup>st</sup> May each year and is run by Age & Opportunity, the national organisation that promotes positive attitudes to older people and ageing. In 2020, Bealtaine celebrates its 25<sup>th</sup> anniversary, having been established in 1995.

Bealtaine is one of Ireland's largest co-operative festivals and one of the world's first national celebrations of creativity in older age, having inspired a number of international festivals such as *Luminate* in Scotland, *Gwanwyn* in Wales, *The Age of Creativity* in England, *ARMAS* in Finland and others. Through the festival people come together from communities all over Ireland to create and engage in the arts, demonstrating that creative potential has no age.

As a co-operative festival, Bealtaine works on two parallel and interdependent strands, the *in house* festival that is curated and run through the offices of Age & Opportunity and the *partnered* festival that is curated and run locally. The in-house festival aims to address and target particular policy issues as outlined below – areas of work which may not otherwise be addressed. Integral to the role of the festival is that of advocate – that the festival informs programmes nationally and that we keep the arts and artists at the centre of Bealtaine, connecting communities with artists and working with national resources such as arts officers, arts centres, and producers.

The Bealtaine Festival is funded by the Arts Council of Ireland and the Health Service Executive.

Bealtaine specifically aims to create:

1. critical opportunities for the greater participation and representation of older people in the arts;
2. arts programmes for disadvantaged older people;
3. opportunities and peer-to-peer supports for older professional artists;
4. opportunities for intergenerational exchange;
5. debate and discourse around key cultural issues impacting on older people and other opportunities to influence national and international policy.

#### 2018

In 2018, thousands of people took part in Bealtaine, with over 80,000 participants involved in hundreds of events, making it one of Ireland's biggest arts festivals and Ireland's largest co-operative arts festival.

## Background:

The purpose of this tender is to recruit a curator who will work with the artistic director of the festival to develop, manage and promote the visual arts programme of the 25<sup>th</sup> Bealtaine Festival in 2020. Specifically, the curator is required to:

1. In consultation with the festival director, curate and oversee a number of visual arts events for 2019
2. Manage the budget and all financial relationships in relation to the visual arts events
3. Plan and manage the visual arts events from 2019 through to 2020
4. Develop Memoranda of Understanding in relation to all partnerships entered into
5. Promote the visual arts events
6. Report on the visual arts events at the end of the festival
7. Liaise with the festival Director and festival team throughout the process

## Scope of contract:

It is envisaged that this contract will commence in July 2019 for a limited number of days over a period of months. Pending confirmation of Arts Council funding for 2019, the contract would commence again - also for a limited number of days.

It is envisaged that there will be from four to five visual arts events of varying sizes and taking place *throughout the country* (from commissions to residencies to workshops) and thus travel is essential with this work.

The contract will specify an agreed number of travelling days which can be charged at a higher rate.

The flat daily rate should be set in the context of €250 per day.

## B. Tender Evaluation:

Tenders will be evaluated based on the tenders submitted for the above specification and requirements.

The contract will be awarded from tenders evaluated on the basis of the most economically advantageous tender consistent with the following award criteria:

Award Criteria	Weighting %
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Proposed process and framework for delivery of curated events	20
Demonstrated understanding of the brief	20
Experience and track record of curator	30
Proposed costs	30
<b>Total</b>	<b>100</b>

**C. Tender document/response format:**

This single document includes the tender information and the format for tender responses. Tenderers are requested to complete Part II - Sections 1, 2, 3 and 4 below as their tender response.

**D. Submission of tender responses:**

Tenderers are requested to submit their tender response by email on or before:

**5.00pm, Friday 29<sup>th</sup> March 2019** to: tara.byrne@ageandopportunity.ie

**Please ensure to include “Tender response – visual arts curator 2020” in the subject of the email.**

**E. Proposed costs - please note:**

Tenderers are required to complete the pricing information above in the format outlined. All prices must be **inclusive** of expenses and of VAT.

The contract will commence on the appointment of the Tenderer. The Contracting Authority is not obliged to accept the lowest, or any tender. The Contracting Authority may decide, following evaluation of tenders, not to proceed with the services and no liability shall fall on the Contracting Authority arising from costs incurred by Tenderers in preparation of their proposals.

**F. Contract Award:**

It is a condition for the award of this contract that the successful Tenderer:

- must submit a current Tax Clearance Certificate from the Revenue Commissioners

## **PART II – FORMAT OF TENDER RESPONSE**

### **A. Information required from Tenderers:**

The following information must be provided in tender responses:

#### **Section 1 – Tenderers information:**

- Tenderers name, address and contact details.
- Brief Company overview including services currently provided.
- Include a copy of your current Tax Clearance Certificate with your response **or** an undertaking that one will be provided prior to contract award if your tender is successful.

#### **Section 2 - Tender response**

Please outline in detail:

- Proposed curatorial approach for providing the services and how it matches the specified requirements as outlined above including a project implementation plan to include resources and timelines.
- Information on the skills/expertise of proposed nominated key personnel by way of CVs.
- Include any other information you feel is relevant to your response.

#### **Section 3 - References:**

Submit **two** relevant client references, which would have similar size and nature to the specification and requirements as outlined in this document

Please note that the Contracting Authority reserves the right to contact any clients provided without further contact with Tenderers.

The following information is required:-

- *Company Name.*
- *Detailed description of work completed.*

- *Please describe how this contract is comparable to the services required in this tender*
- *Estimated Contract Value inclusive of VAT and expenses*

**Section 4 – Proposed costs:**

- Tenderers are requested to submit costs in the following format

Details	Days	Daily rate	Proposed costs
Planning, curation and management of events January – June 2019			
Reporting- financial management etc.			

[www.bealtaine.ie](http://www.bealtaine.ie)

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