

HOBBS MUNICIPAL SCHOOLS

P.O. Box 1030

Hobbs, New Mexico 88241

REQUEST FOR PROPOSAL

SUBJECT: Fine Arts and 21st CCLC Program and Event Services

RFP NUMBER: 2324-02

RFP ISSUED: May 14th, 2023

RFP DUE DATE/TIME: June 1st, 2023 – 2:00 p.m.

PLACE OF OPENING: Hobbs Municipal Schools
Administration Office – Jessica Munoz Alvarado
Room # 129
1515 E. Sanger
Hobbs, New Mexico 88240

PROPOSER INFORMATION:

We agree to provide the items as listed for the RFP prices indicated on the attached Proposal Form.

We agree to adhere to the General Conditions and Specifications of this RFP.

COMPANY _____

SIGNATURE_____

ADDRESS _____

NAME (PRINT)_____

TITLE_____

TELEPHONE_____

DATE_____

E-Mail Address_____

RFP GENERAL CONDITIONS

1. The Hobbs Board of Education reserves the right to accept or reject any or all proposals and to waive all technicalities.
2. No proposals will be accepted which do not quote firm prices. Prices quoted as of the delivery date will not be accepted. If a discrepancy arises between the unit and extended total prices, the unit price shall govern.
3. Proposer may quote on any or all the items on the Proposal Form. For a proposal to be accepted on the “all or none” basis, each item proposal must have a unit price listed.
4. The Hobbs Municipal Schools may select any or all items from any one proposal or from multiple proposals.
5. A Campaign Contribution Disclosure Form shall be completed and signed by awarded vendor for proposal to be responsive.
6. Award of proposal will be based upon the following criteria:
 - A. Hobbs Municipal Schools reserves the right 1) to award proposal received on the basis of individual items, or groups of items, or on the entire list of items; 2) to reject any or all proposals or any part thereof; 3) to waive any informality in the proposals; and 4) to accept the proposal that is in the best interest of Hobbs Municipal Schools. Proposal award will be taken into consideration based on evaluation factors as outlined in Section IV, availability of funds and any other relevant factors. It is the responsibility of the proposer to inquire as to the status and/or subsequent award of proposals.
 - B. New Mexico Resident Proposer Preference and Veteran’s Preference – In accordance with Section 13-1-21, NMSA, 1978, proposers who have a Resident Proposer Certificate from the State of New Mexico will be given a 5% preference over proposers who do not have a certificate; and a Veteran Business who’s volume of business for the previous year is under \$1,000,000.00 shall be awarded a 10% preference, or the volume of business is between \$1,000,00 and \$5,000,000 will be awarded an 8% preference; or the volume of Business is more than \$5,000,000 will be awarded a 7% preference. The preference will be calculated as it pertains to the cost component of the evaluation. To qualify for this preference, the proposer’s Resident Proposer or Veteran’s Business Certificate number **must** be provided in the space indicated **and the vendor must be bidding from a New Mexico address.**
 - C. Delivery – The Hobbs Municipal Schools desires delivery of services as quickly as possible when requested. If a large discrepancy in delivery dates occurs between proposers, the award may be based upon earliest delivery if the difference in proposals is not excessive.

7. Brands are specified as a guide to quality. Proposals on equal items will be considered except on those items where a brand “only” is specified. The Hobbs Municipal Schools will make the final determination on whether a brand is equal.
8. Submit descriptive information if the item quoted is different from the item specified. If detailed specifications for an alternate item are not received from at least one proposer, that alternate may not be considered.
9. Pursuant to Section 13-1-191, NMSA, 1978, no bonus or premiums will be accepted or considered in awarding proposals or as a result of the purchase of any items.
10. For a proposal to be considered, it must bear the signature of the proposer. Proposals must be typed or handwritten in pen and sealed.
11. Pursuant to Section 13-1-102, NMSA, 1978, facsimile proposals will not be accepted or considered in awarding a proposal.
12. It is the proposers’ responsibility to deliver the proposal at the proper time to the place designated for the proposal opening. Late proposals will be considered only if it is the only proposal received or if the untimely arrival of a proposal is due to an error on the part of an employee of the Hobbs Schools.
13. Proposals will be accepted at the Hobbs Schools Administration Office until June 1st, 2023 at 2:00 p.m.
14. To expedite identification of the proposal envelopes and to insure proposal security, place the RFP # and attention Jessica Munoz Alvarado - CPO on the front of the envelope.
15. This proposal will be submitted to the Hobbs Board of Education on Tuesday, June 20th, 2023.
16. The agreement to provide services for **Fine Arts and 21st CCLC Program and Event Services** shall be in effect beginning July 1st, 2023 through school year ending 2024.

NOTICE OF REQUEST FOR PROPOSALS

It is the intent of **HOBBS MUNICIPAL SCHOOL DISTRICT (HMSD)** to procure **Fine Arts and 21st CCLC Program and Event Services**. Competitive proposals will be received by the **Hobbs Municipal Schools** for **RFP # 2324-02**.

The Hobbs Municipal Schools shall entertain proposals in accordance with the State Law and as outlined within the RFP. All proposals shall be evaluated according to set criteria as stipulated in the RFP documents with price/cost **not** being one of the several factors considered.

Proposals will be received at the **Hobbs Schools Administration Building, Business Office Attention Jessica Munoz Alvarado - CPO Room #129, 1515 E Sanger, Hobbs NM 88241** or **P.O. Box 1030, Hobbs, NM 88241 until 2:00pm on June 1st, 2023.**

Copies of the Request for Proposals can be obtained at the Hobbs Administration Building in the Business Office or will be mailed upon telephone request to **Business Office at 575-433-0100.**

Copies can also be obtained by visiting the Hobbs Municipal Schools website at **<http://www.hobbsschools.net>**

A Pre-Proposal Conference will not be held, however specific questioning regarding this RFP should be directed in writing to Jessica Munoz Alvarado, Chief Procurement Officer. P.O. Box 1030 Hobbs, NM 88241 or **alvaradoj@hobbsschools.net**.

- **PLEASE NOTE THAT THE APPROVAL OF AN RFP DOES NOT INSURE A CONTRACT WILL BE SIGNED BETWEEN THE COMPANY AND HMS. CONTRACTS WILL NOT BE SIGNED UNTIL BUDGET IS FINALIZED.**

PROJECT DESCRIPTION/SCOPE OF WORK

The Hobbs Municipal Schools Fine Arts and 21st CCLC Programs have a menu of events which need professional services to complete at the high level of quality the stakeholders of the programs expect.

The venues available during events including:

Elementary Schools:

- Booker T. Washington Elementary
- Broadmoor Elementary
- College Lane Elementary
- Coronado Elementary
- Edison Elementary (Feeder School Will Rogers)
- Jefferson Elementary
- Mills Elementary (Feeder School College Lane)
- Murray Elementary
- Taylor Elementary
- Sanger Elementary (Feeder School Coronado)
- Southern Heights Elementary
- Stone Elementary
- Will Rogers Elementary

Middle Schools:

- Heizer Middle School
- Highland Middle School
- Houston Middle School

High School:

- HS Little Theatre
- Tydings Auditorium
- 100 Hall
- Freshman

It is crucial to stay in contact with program director to maintain current schedules of events that take place during the occupation of these other rooms, as we do not want to interfere with the events taking place in the other rooms by the children.

The sub-contractor needs to understand the equipment limits and the variety of the events offered at each venue and coordinate with the school district to provide the appropriate equipment to ensure the integrity of the assigned service. Any supplemental equipment is to be up kept and appropriately updated and operational at the time of the event.

21st CCLC & Fine Arts 2023-2024

The Sub-contractor shall provide services for one or more of the following events. Please note that negotiations can take place upon award of event and will not exceed the budgeted amount per the grant/budget allotted for each event. All Sub-Contractors are responsible for ALL expenses (housing, food, gas, travel arrangements, ect.)

1.Theatre Week Residencies

- 1 Week Theatre Residency with 3 additional HS Theater workshops taught by professional performing artists
- Includes 3 assemblies at each participating school on the first day of the event.
- Includes a full-length performance culminating event including costumes, full script and piano score.
- 1-9 Elementary Schools at a time participating.
- 20-70 Students Involved per project

2.Theatre Week Residencies

- 1 Week Theatre Residency taught by professional performing artists
- Includes a full-length performance culminating event including costumes, full script.
- 1 Elementary School at a time participating.
- 20-70 Students Involved per project

3.Flamenco Dance Week Residencies

- 1-2 Week Performing Arts Residency taught by professional Flamenco performing artists
- Includes a full-length performance culminating event including costumes and live music.
- 1-2 Elementary Schools at a time participating.
- 20-150 Students Involved per project

4.Strings Residencies

- 2 Week - Year Long Performing Arts Residency taught by professional performing artists
- Includes a full-length performance culminating event including live music.
- 1-3 Middle Schools at a time participating.
- 10-40 Students Involved per project

5.Guitar Residencies

- 1 Week Performing Arts Residency taught by professional performing artists
- Includes a full-length performance culminating event including live music.
- 1-3 Elementary or Middle Schools at a time participating.
- 20-70 Students Involved per project

6.Art Residencies

- 1 Week Visual Arts Residency taught by professional visual artists
- Includes a full exhibit culminating event including displayed artwork.
- 1-3 Elementary or Middle Schools at a time participating.
- 20-250 Students Involved per project

7.Mural Residencies

- 1 Week Mural Residency taught by professional mural artists
- Includes a full mural culminating event.
- 1-3 Elementary or Middle Schools at a time participating.
- 20-70 Students Involved per project

8.Dance Residencies

- 1 Week Performing Arts Residency taught by professional performing artists
- Includes a full-length performance culminating event including costumes and live music.
- 1-2 Elementary Schools at a time participating.
- 20-100 Students Involved per project

9.Music Residencies

- 1 Week Performing Arts Residency taught by professional performing artists
- Includes a full-length performance culminating event including costumes and live music.
- 1-2 Elementary Schools at a time participating.
- 20-150 Students Involved per project

10. Performing Arts Residencies

- 1 Week Performing Arts Residency taught by professional performing artists
- Includes a full-length performance culminating event including costumes and live music.
- 1-2 Elementary Schools at a time participating.
- 20-70 Students Involved per project

11. Dance Week Residencies

- 1 Week Performing Arts Residency taught by professional performing artists
- Includes a full-length performance culminating event including costumes and live music.
- 1 Elementary Schools at a time participating.
- 20-100 Students Involved per project

12. HS Theatre Productions

- A scheduled Theatre Residency taught by professional performing artists
- Includes a full-length performance culminating event including costumes, full script.
- 20-100 Students Involved per project

13. 4th Grade Dance Initiative

- 2-Week Performing Arts Residency taught by professional performing artists
- Includes a full-length performance culminating event including costumes and live full band music.
- 2-4 Elementary Schools at a time participating.
- 200-600 Students Per Project

14. Mariachi Christmas School Event

- Theater support for a 1 Day Performing Arts Residency taught by professional performing artists
- 2000 Students Involved per project

15. Community Concerts

- Theater support for a 1 Day Performing Arts Residency taught by professional performing artists
- 2000 Students Involved per project

16. Drama Festival at ENMU

- Theater support for a 1 Day Performing Arts Culminating Event taught by professional performing artists
- 100-200 Students Involved per project

17. SWS School Events

- Theater support for a 2-Day Performing Arts Culminating Event taught by professional performing artists
- 1500-2000 Students per project

18. DRAMACON

- Full Year Theatre Residency taught by professional performing artists
- Includes a full-length performance culminating event including costumes, full script.
- Three Middle Schools at a time participating.
- 100-200 Students Involved per project

19. Media Arts Residencies

- 1-3 Week Media Arts Residency taught by professional media artists
- Includes a full-length exhibit and /or performance culminating event spotlighting new media.
- Three Middle Schools at a time participating.
- 60-200 Students Involved per project

20. Theatre Project - Broadway JR

- Year Long Theatre Residency with taught by professional performing artists
- Includes a full-length performance culminating event including costumes, full script and musical score.
- Thirteen 21st CCLC Elementary Schools and 3 21st CCLC Middle Schools at a time participating.
- 60-200 Students Involved per project

21.BTW Graduation

- Theater support for a 2-day Kindergarten Graduation Event.
- Includes 3 assemblies at each participating school on the first day of the event.

22.HMS Elementary Visual Arts Show Framing

- Annual matting and framing of elementary student artwork up to 400 pieces of individual artwork.
- All work will be matted, framed, and labeled.
- Completed pieces will be delivered to and hung at venue.
- All previous artwork at venue will be taken down and delivered to elementary school listed on artwork label.

PROPOSAL FORMAT

- A. Offeror shall provide **FIVE (5) copies** of their proposal to the location specified in this RFP on or before closing date and time for receipt of proposal.
- B. All proposals must be legible (typewritten preferred) on standard 8 ½” x 11” paper and bound on the left-hand margin.
- C. Proposals shall be a maximum of twenty (20) pages, including title, index, etc., not including front and back covers.
- D. The proposal must be organized and indexed in the following format and must contain, as a minimum, all listed in the sequence indicated:
- 1) Cover Letter
 - 2) Bid Form (Attachment B)
 - 3) Resume and References
 - 4) Campaign Disclosure Form (Attachment C)
- E. Any cost incurred by the Offeror in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror.

PROPOSAL EVALUATION CRITERIA

The award of the contract will be based on certain objective and subjective considerations listed below:

Understanding the overall needs of the Fine Arts and 21 st CCLC Program for such services as presented in the scope of work.	40%
Experience, qualifications and past performance in the artistic field (resumes to be attached).	60%

EVALUATION OF PROPOSALS

The Hobbs Municipal Schools will designate a committee of not less than three persons to review and evaluate the submitted proposals. The proposals will be assigned points based upon the criteria outlined in RFP.

AWARD

The Hobbs Municipal Schools Board shall consider the proposal(s) that are submitted and any or all proposals may be rejected in whole or in part, when it is in the best interest of the Hobbs Municipal Schools.

(Attachment B)

Proposal Form**This Form must be completed for RFP to be accepted**

Residencies/Event (Estimate the # of hours available and price per hour or specify if charge is per day or per residency)

Rate per HR, Day or Residency

1. Theatre Week Residencies	\$
2. Theatre Week Residencies (2)	\$
3. Flemenco Dance Week	\$
4. Strings Residencies	\$
5. Guitar Residencies	\$
6. Art Residencies	\$
7. Mural Residencies	\$
8. Dance Residencies	\$
9. Music Residencies	\$
10. Performing Arts Residencies	\$
11. Dance Week Residencies	\$
12. HS Theatre Production	\$
13. 4 th Grade Dance Initiative	\$
14. Mariachi Christmas School Event	\$
15. Community Concerts	\$
16. Drama Festival at ENMU	\$
17. SWS School Events	\$
18. Dramacon	\$
19. Media Arts Residencies	\$
20. Theatre Project -Broadway JR	\$
21. BTW Graduation	\$
22. HMS Elementary Visual Arts	\$
<u>Show Framing</u>	

**Full Description of event can be found on pages 6-14*

(Attachment C)
Proposal Summary

General Description of how you will execute the event/events**

Summary of Experience in the field of or similar to event**

Additional information from vendor:

(Attachment D)

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“**Campaign Contribution**” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“**Family member**” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

“**Pendency of the procurement process**” means the time period commencing with the Public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“**Prospective contractor**” means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

“**Representative of a prospective contractor**” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s) if any: _____

(Completed by State Agency or Local Public Body)

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) (Attach extra pages if necessary)

Signature

Title/Position

Date _____

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature _____
Title (Position)

Date _____