

# REQUEST FOR PROPOSAL FOR ACTING INSTRUCTOR

## **BACKGROUND INFORMATION**

### **YOUTH MEDIA INSTITUTE**

#### **Program Overview and Purpose**

Indiana Black Expo, Inc.'s Youth Media Institute ("YMI") is a year round program designed to provide middle and high school students with artistic, creative and historical background in the fields of video, broadcasting and film production. The program also provides instruction and training in pre-production, production, and post-production phases of project management. Students who are interested in a career in entertainment production have opportunities to explore the many jobs involved in the making of such productions. Those who achieve competency in the program will be prepared to enter a film or broadcast journalism course at the college level. The beginners program serves as a prerequisite for advanced video production and broadcasting.

IBE recently expanded the program to offer more comprehensive services that align with current in-demand majors within the communications field. Specifically, IBE added social media, graphics design and general communications alongside video production. This program is taught in partnership with IBE media partners and seasoned professionals within the field.

#### **The Expansion of YMI to include Photography, Dance, Music and Acting**

Existing YMI students and severely disconnected youth participants in IBE's Opportunity Zone have communicated their desire for IBE to offer high quality lessons in dance, photography, music and acting. IBE understands that meeting the students' desires in these areas is the "hook" needed to engage/or reengage disconnected or struggling youth in academics. IBE also believes that these added components will substantially increase enrollment. Consequently, IBE will **collaborate** with local performing arts instructors already in the field to offer these additional services. Emerging artists in the field are encouraged to submit a proposal. IBE will layer these offerings with master classes that will be taught by celebrity guests that have existing relationships with IBE. YMI services will be provided to low-income or disconnected youth at no cost. All classes will be taught at IBE headquarters located at 3145 North Meridian Street, Indianapolis, IN.

Weekly instruction will take place throughout the year (except during spring, fall and winter school breaks) and the students will be expected to conduct the following during Summer Celebration in July, 2019: (a) actors' showcase; (b) display their photographic works in the lobby of the Indiana Convention Center; (c) perform choreographed dance routines; and (d) music.

#### **STATEMENT OF NEED (FOR ACTING INSTRUCTOR)**

The purpose of this RFP is to solicit proposals from qualified acting instructors or coaches, who have the capacity to teach acting classes to middle and high school students to expand their skills for film and television and produce the IBE Actors' Showcase during Summer Celebration in July, 2019.

The instructor will teach standard acting techniques including but not limited to cold reading, character development, improvisation, audition techniques, scenes, commercials, and monologues. The instructor will teach a class after school hours or on the weekend. The instructor is expected to help students develop their demo reel.

#### **BID PROCESS**

The purpose of this RFP is to identify potential vendors to provide services described in the STATEMENT OF NEED (page 1).

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### INSTRUCTIONS ON BID SUBMISSION

Offerors may submit their proposals (Section I and II) electronically or via hardcopy and will be accepted through November 15, 2018.

Electronic proposals must be submitted to Jennifer Darby at [jdarby@indianablackexpo.com](mailto:jdarby@indianablackexpo.com). Hardcopy proposals must be delivered in person or via mail service delivery and must include one original and one copy of the completed proposal.

Indiana Black Expo, Inc.  
Attn: Jennifer Darby  
3145 North Meridian Street  
Indianapolis, IN 46208

### INQUIRIES

To ensure that IBE maintains an open competition process, all inquiries regarding the RFP must be provided in writing only via email to Jennifer Darby at [jdarby@indianablackexpo.com](mailto:jdarby@indianablackexpo.com).

### CONDITIONS OF BID

All costs incurred in the preparation of the proposal will be the responsibility of the vendor and will not be reimbursed by Indiana Black Expo, Inc.

### NOTIFICATIONS OF AWARD

Proposals will be reviewed with notification of acceptance or refusal within four weeks of submission.

### EVALUATION

#### Proposal Evaluation Criteria

All proposals will be reviewed and rated by a review team. Incomplete proposals or proposals that fail to follow the submission guidelines will not be considered for review.

Proposals may be judged non-responsive and removed from further consideration if any of the following occur: (1) The proposal is not received timely in accordance with the terms of the RFP; (2) The proposal does not follow the specified format; and (3) The proposal is not adequate to form a judgment by the reviewers.

#### Rating Criteria (Out of 100 points):

10	Bid Completeness
20	Experience
20	Capacity to Provide Service
20	Qualifications
30	Cost and Sustainability
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100	Total Points Awarded

Indiana Black Expo, Inc. reserves the right to make an award without further discussion of the proposals submitted.

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**SECTION I – PROPOSAL COVER PAGE**

**Indiana Black Expo, Inc.’s  
Request for Services**

<b>Area of Focus</b>	<input type="checkbox"/> <b>Dance</b> <input type="checkbox"/> <b>Acting</b> <input type="checkbox"/> <b>Music Production</b> <input type="checkbox"/> <b>Photography</b> <input type="checkbox"/> <b>Videography</b>		
<b>Applicant Organization</b>		<b>Tax Identification No. (if applicable)</b>	
<b>Street Address</b>			
<b>City</b>	<b>State</b>	<b>Zip Code</b>	
<b>Printed Name</b>	<b>Title of Applicant’s Authorized Representative</b>		
<b>Telephone Number</b>	<b>Fax Number</b>		
<b>E-mail Address</b>	<b>Web site</b>		
<b>Certification</b>			
<p>I certify that:</p> <p>(a) I have been authorized to submit and sign this proposal on behalf of the submitting organization;</p> <p>(b) That the quote is accurate and true to the best of my knowledge, the costs are reasonable and necessary for the proposed services; and</p> <p>(c) My organization or company will implement the services in compliance with the stipulations and guidelines set forth by Indiana Black Expo, Inc.</p>			
<b>Authorized Signature</b>		<b>Date</b>	

## REQUEST FOR PROPOSAL FOR ACTING INSTRUCTOR

### **SECTION II – QUALIFICATIONS | PROPOSAL COMPONENTS**

Complete the following information. Complete responses are required for each section. All proposals must include the following:

#### **A. Organizational Background**

Provide a brief description (100 words or less) of your organization.

#### **B. Experience/Qualifications**

The proposal should include a brief history of the organization or individual, its size and its experience with instruction in acting.

#### **C. Capacity to Provide Service**

Describe the personnel to be assigned to the project including their relevant experience.

#### **D. Training Content**

Describe proposed training, format (classroom or virtual) and training outcomes.

#### **E. Budget and Cost Effectiveness**

List the hourly training fee, which is inclusive of all expenses. IBE will pay an hourly instruction fee only.

#### **F. References**

Please attach references includes names, organization, and contact information for three (3) clients who can provide insights regarding skills, qualification and delivery of requested training services.