February 16, 2021

Capital Region Youth Mural Project
Request for Proposal
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I. Introduction & Background

The Time for Reckoning, a collective of community organizations working to address systemic racism in the Capital Region, is in need of a youth-led mural project and is accepting proposals in response to this Request for Proposal (this “RFP,” or this “Request for Proposal”) in order to find a qualified source to produce a community mural. Ideally the mural would be mobile and therefore, can be exhibited in the Capital Region cities: Albany, Schenectady and Troy, however this is only a preference. A permanent mural within the Capital Region will also be considered as long as it is placed in a visible space. Our goal with the community mural is to:

1. Produce a mural that inspires viewers to continue the fight against systemic racism.
2. Teach local BIPOC children visual literacy and arts skills.
3. Provide a stipend for local BIPOC children to create artwork for the mural project.
4. Produce a mobile mural or procure an acceptable site within the Capital Region for a mural.
5. Manage the entirety of the project from beginning to end including proper grant reporting.

The objective of this Request for Proposal is to locate a source that will provide the best overall value to The Time for Reckoning. While price is a significant factor, other criteria will form the basis of our award decision, as more fully described in the Evaluation Factors section of this Request for Proposal below.

II. Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this Request for Proposal:

1. First and foremost, only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this Request for Proposal.

2. Bidders intent on submitting a proposal should so notify the representative identified on the cover page by no later than **March 15, 2021**.

3. A technical proposal must be provided and should provide a proposed schedule and milestones, as applicable.

4. A price proposal must be provided that is not to exceed the project maximum of $12,000. This price proposal should indicate the overall fixed price for the project as well as the total number of youth to be served, hourly rates for artists, and an estimated total number of hours, should The Time for Reckoning decide to award a contract on an hourly rate basis.

5. Proposals must be signed by a representative that is authorized to commit the bidder’s company.

6. Proposals must be received prior to **March 15, 2021** to be considered.
III. Project Description

The purpose of this project is as follows:

The youth mural project will empower local BIPOC youth in Albany, Schenectady and Troy to create powerful visual messages of resilience in the face of systemic racism in their communities.

The description of the project is as follows:

The youth mural project will produce a community mural, preferably a mobile mural, that could be shared between the cities of Albany, Schenectady and Troy. This mural should be created by local BIPOC youth that inspires viewers to continue the fight against systemic racism. The selected bidder will work to (1) promote, (2) recruit local youth, (3) manage and (4) produce the project.

Youth recruited for the project will receive stipends for the artistic work that they contribute. The selected bidder must agree that the majority (no less than 75% of budget) will be used as stipends for the local youth and artist who participate. The youth will learn visual literacy and arts skills as part of their involvement in the project.

IV. RFP & Project Timelines

The Request for Proposal timeline is as follows:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Proposal Issuance</td>
<td>February 16, 2021</td>
</tr>
<tr>
<td>Request for Proposal Submission Deadline</td>
<td>March 15, 2021</td>
</tr>
<tr>
<td>Selection of Top Bidders &amp; Notification to Unsuccessful Bidders</td>
<td>April 5, 2021</td>
</tr>
<tr>
<td>Start of Negotiation</td>
<td>April 12, 2021</td>
</tr>
<tr>
<td>Completion of Negotiation &amp; Selection of Finalist</td>
<td>April 26, 2021</td>
</tr>
<tr>
<td>Proposed Start of Mural Campaign</td>
<td>July 5, 2021</td>
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</tbody>
</table>

V. Budget

The Time for Reckoning’s budget for the project is $12,000.
VI. Evaluation Factors

The Time for Reckoning will rate proposals based on the following factors, with cost being the most important factor:

1. Responsiveness to the requirements set forth in this Request for Proposal. Relevant past performance/experience.

2. Samples of work.

3. Cost, including an assessment of total cost of ownership.

4. Technical expertise/experience of bidder and bidder’s staff.

The Time for Reckoning reserves the right to award to the bidder that presents the best value to The Time for Reckoning as determined solely by The Time for Reckoning in its absolute discretion.