



## Summary of Elements to be Used to Build the Request For Proposal

Throughout Q1 2020, Administration has developed a summary of elements that will be used to build the RFP to secure an external Program Operator for the Public Art Program. The development of these elements was based on inputs from over 9000 participants collected through current and past engagement tactics. These engagements began in 2018 January and will be ongoing throughout 2020 March. Elements are defined as items or considerations raised through engagement with stakeholders. This work is being validated and reviewed through Consultant engagement which will continue through the end of 2020 March as outlined in Attachment 2.

<b>Primary Element</b>	<b>Requirements for Evaluation</b>
Vision and Mission	<ul style="list-style-type: none"> <li>• Describe a vision and mission aligned with City Public Art service delivery</li> <li>• Define <i>Public Art</i> and how it relates to the proposed vision of the program</li> </ul>
Governance and Decision Making	<ul style="list-style-type: none"> <li>• Propose board and decision-making structure</li> <li>• Propose organizational policies and procedures</li> <li>• Define implementation plan including timelines</li> </ul>
Financial Standings and Accountability	<ul style="list-style-type: none"> <li>• Demonstrate ability to manage capital and operating budgets</li> <li>• Possess good standing with funders, granting bodies and donors</li> <li>• Possess overall good financial standing</li> </ul>
Operations Management	<ul style="list-style-type: none"> <li>• Demonstrate familiarity with the history and current state of Calgary's Public Art Program</li> <li>• Demonstrate ability to manage and execute capital projects</li> <li>• Demonstrate understanding and experience in conservation and collections management operations</li> <li>• Demonstrate understanding and experience of executing educational programming for artists and the public</li> <li>• Demonstrate understanding of The City of Calgary's Investing in Partnerships policy and Accountability Reporting Structure</li> <li>• Demonstrate understanding of strategic planning for delivery of public art</li> <li>• Demonstrate understanding of public engagement, communications and public relations as they relate to projects, programs and reputation management</li> <li>• List credentials, awards and certifications related to the field of public art or other related technical areas</li> </ul>
Reputation Management	<ul style="list-style-type: none"> <li>• Provide examples of positive reputational standings with local artist community, funders, donors and external stakeholders, including the general public</li> </ul>