



## REQUEST FOR PROPOSALS

### Encaustic Art Instructor

**Submission deadline: 12:00 Noon, January 31, 2018**

**ALL QUESTIONS MUST BE SUBMITTED BY January 18, 2018 and must be emailed to Mindy Rollins at [mindycmr@gmail.com](mailto:mindycmr@gmail.com)**

Canwax West invites proposals for an encaustic art instructor for the annual fall (September 14-16 or 21-23, 2018) workshop in Penticton BC. You are invited to submit a proposal to lead a workshop for a maximum of 15 students. The theme of the workshop will be IMPRESSIONISM. Participants indicated interest in instruction in color theory as it relates to the workshop. Unique techniques such as rusting, mono printing, multimedia and framing/presentation, creating a body of work were also areas of interest.

**Background:** Canwax West (CWW) is an organization that encourages encaustic art through educational opportunities and support for the approximately 35 members and encaustic artists of Western Canada. CWW provides one major educational opportunity per year under the tutelage of an exceptional encaustic artist. This instructional opportunity is becoming well sought after for the unique and enthusiastic encaustic culture which has developed here. National and International instruction has been provided since the late Thea Haubrich began encaustic instruction in this valley. For more information on Canwax West please go to [www.canwax.ca](http://www.canwax.ca) and facebook page. Penticton is a world recognized vacation destination with art inspiring vistas, lakes and beaches for more information please see; <http://www.penticton.ca/>

**Submission Procedure:** Proposals conforming to the requirements set out below must be received no later than the deadline given above. Email must have “**Proposal for Fall 2018 Workshop**” in the title of the email. Email to Mindy Rollins; [mindycmr@gmail.com](mailto:mindycmr@gmail.com).

#### **Mandatory Proposal Contents (proposal graded on these items)**

The following must accompany submissions for this RFP in WORD Format

1. CV including teaching experiences and main focus of the courses. List awards, exhibitions and educational credentials. If no website; provide jpg images representative of your work.
2. At least two comparable previous projects in which you have engaged, with names and telephone numbers of contacts for references.
3. A Course Overview of what you will provide including course outline and materials and supplies.
4. Cost Breakdown (in Canadian Funds) including a day rate, travel expenses, itemized list of the cost of supplies. CWW has a 500.00 per day instructional rate limit. Student fees allowed and to be set and managed by the instructor. You may bring art or supplies to sell directly to students.
5. A list of what you expect CWW to supply.
6. Availability to provide a second /extended workshop should demand be high.

**Criteria for Evaluation:**

- 40% Course Overview (uniqueness, creativeness and specific techniques fit to the determined theme)
- 30% Costing (lowest price will not necessarily out bid other submissions but will be a consideration of the evaluation)
- 25% Experience with teaching and with encaustic as an art form
- 5% References

**Opening, Evaluation and Contracting** CWW anticipates entering into a contract with the successful candidate as soon as possible to ensure commitment by both CWW and the successful candidate. This Request for Proposals, however, does not commit CWW to award a contract, to pay any costs incurred in the preparation of a proposal or to contract for the goods and/or services offered. CWW reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified offers or to cancel this Request for Proposals, if it is in the best interests of CWW to do so. The decision of CWW shall be final.

After the selection of a Contractor the schedule should include a period of collaboration between CWW and the Contractor to better define, elaborate upon and fix the Contractor's exact and final scope of Work (the "Final Scope"). In collaboration with CWW the Final Scope will be fixed no later than a month prior to the instruction dates.