



## REQUEST FOR QUALIFICATIONS

### 4CULTURE TALENT ROSTER

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SEATTLE WA 98104

[WWW.4CULTURE.ORG](http://WWW.4CULTURE.ORG)

**ELIGIBILITY:** OPEN TO PROFESSIONAL PHOTOGRAPHERS; GRAPHIC DESIGNERS; VIDEOGRAPHERS; VIDEO EDITORS; AUDIO EDITORS; INTERACTIVE MEDIA AND CODE PROGRAMMERS; WEB DESIGNERS; ART FRAMERS AND CONSERVATORS BASED IN WASHINGTON STATE.

**DEADLINE:** 5:00 PM (PST) MONDAY, OCTOBER 26, 2009, NOT A POSTMARK DEADLINE

#### OPPORTUNITY

4Culture is seeking qualifications from professional photographers; graphic designers; videographers; video editors; audio editors; interactive media and code programmers; web designers; art framers and conservators for the 4Culture Talent Roster. The roster is a tool available to 4Culture staff to help with selecting and hiring professionals for various projects developed throughout the year. Individual professionals, creative firms or businesses working in these fields, are invited to apply.

2008-2009 Talent Roster professionals do not need to reapply, but may update their portfolio or withdrawal from the Roster if desired.

#### CLIENT BACKGROUND

4Culture is a unique integration of the arts, heritage, preservation and public art; committed to advancing community through culture. Public exhibitions and performances, public art, preservation of significant sites and interpretation of local history deepen our connections to the places in which we live and work. 4Culture stimulates cultural activity and enhances the assets that distinguish a community as vibrant, unique and authentic. Through its four program areas, 4Culture provides funding resources, commission opportunities and technical support. In addition, 4Culture develops educational programming, performance production and exhibition venues.

**RESEARCH THE CLIENT:** [WWW.4CULTURE.ORG](http://WWW.4CULTURE.ORG)

#### PURPOSE OF THE TALENT ROSTER

Each year, a variety of 4Culture projects require talent not available within the organization. The roster acts as a tool for 4Culture staff to identify, research and select professionals who may be appropriate to hire for various special projects. Staff may use an open bid process to select professional(s) for a project or they may utilize approved vendors on the Talent Roster. In either case, staff will provide professionals with a scope of work, timeline and budget for the project. If interested in pursuing the project, professionals will be hired by 4Culture on a contractual basis. Talent Roster professionals will be contacted by staff on an as-needed basis. Project needs vary greatly each year. 4Culture may or may not utilize the services of professionals selected for the Talent Roster in a given year. 4Culture will offer an open request for qualifications for the Talent

Roster annually to allow new, qualified professionals the opportunity of showcasing their services and qualifications to the 4Culture staff for consideration for future projects.

## **POSSIBLE PROJECTS/DESIRED EXPERIENCE**

### **GRAPHIC/WEB DESIGN**

- Website and web-applications
- Design collateral including reports, brochures, print and/or electronic advertisements
- Design of logos and/or identity

### **VIDEOGRAPHY, VIDEO EDITING & AUDIO EDITING**

- Create or edit PSAs for television, internet and LCD monitor presentation
- Document or edit public and/or private interviews
- Document interior and exterior sites
- Conduct or edit Field Production work
- Document performance, both formal and non-traditional settings

### **INTERACTIVE MEDIA & CODE PROGRAMMING**

- Identify and develop core dynamic content delivery
- Ability to program using .NET 2 and/or PHP
- At least 5 years programming experience required

### **PHOTOGRAPHY**

- Document 2D artworks and 3D artworks and/or architecture
- Document performances or special events
- Document interior and exterior sites

### **ART FRAMING**

- Archival mounting and framing of 2D and 3D artworks of all media
- Repair damaged frames

### **CONSERVATION**

- Consulting and hands-on conservation of fine art and historic records collection

## **SELECTION PROCESS**

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A selection panel will review all eligible applications and will select professionals for each category of the Talent Roster. 4Culture reserves the right to not select any individual or firm from this process.

## **SELECTION CRITERIA**

The selection panel will use the following criteria to choose professionals for inclusion in the Talent Roster for each category:

- Artistic quality and strength as demonstrated in the submitted work samples and past work.
- Demonstrated experience in successfully completing work on-time and within budget for non-profits, small businesses, corporations or government agencies.
- Comprehensive knowledge of and skills necessary for professional level work in chosen category.
- Ability to work independently as well as collaboratively with staff or other professionals.
- Ability to use own equipment (some in-house systems may be available as well).
- Holds valid licenses and necessary insurance for contract-based work.

## **SELECTION SCHEDULE**

Application Deadline	October 26, 2009
Application Review	Mid November, 2009
Final Notification	Mid November, 2009

## **APPLICATION MATERIALS**

To be responsive to this Request for Qualifications, applicants must include the following materials with applicant's name and contact information on every page. You may include information addressing the following on one or more pages as needed.

**RÉSUMÉ OR FIRM/COMPANY PROFILE** — Résumé(s) or profile of the individual, team, firm or company who will perform the work, including their capabilities and experience.

**SKILLS** — List of skills including familiarity and level of expertise with specific equipment, hardware and/or software when applicable.

**FEE** — Hourly rate fees and/or cost estimates for select past projects.

**REFERENCES** — Contact information for three professional references.

**WORK SAMPLES** [REQUIRED FOR ALL CATEGORIES EXCLUDING ART FRAMERS & CONSERVATORS] — Samples of past work in selected category. Applicants should submit work samples in the format that best demonstrates their past accomplishments.

### **ELECTRONIC WORK SAMPLES**

One (1) compilation CD, DVD, or website may be submitted for review. Electronic files **cannot** be submitted via email. If applicant elects to submit digital files, work must be submitted on a CD or DVD with the applicant's name, contact information and number of images or files to be reviewed. If applicant elects to submit a website, the applicant must indicate the URL(s) serving as samples on the *work sample descriptions* as outlined below. All work samples should be labeled with the applicant's name and contact information.

**PRINT WORK SAMPLES**

Up to three (3) print work samples may be submitted for review. Print materials should be labeled with the applicant's name and contact information.

**WORK SAMPLE DESCRIPTIONS**

Introduction or list of all work samples submitted with a brief description about the project represented. List the role of the applicant in the sample(s) provided.

**A SELF-ADDRESSED, STAMPED ENVELOPE** — with sufficient postage for return of discs or other materials as desired. Only work samples of those not selected through this process will be available for return.

**FINAL NOTES**

Talent Roster participant's work samples will remain on file at 4Culture for reference. 4Culture will make every effort to protect submitted materials; however, it will not be responsible for any loss or damage.

Submittals should be prepared simply and economically, providing a straightforward and concise but complete and detailed description of the applicant's abilities to meet the requirements of this RFQ.

It is proposed that if selections are made as a result of this RFQ, a contract with known, fixed prices will be negotiated. Selection and/or negotiation may be undertaken with those applicants who are considered to be the most suitable for the work. This RFQ is primarily designed to identify the most qualified firms and individuals in each category.

4Culture does not discriminate against individuals or firms because of their race, color, creed, marital status, religion, age, sex, national origin, sexual orientation, or the presence of any mental, physical or sensory handicap in an otherwise qualified handicapped person.

**DEADLINE: 5:00 PM, OCTOBER 26, 2009 (NOT A POSTMARK DEADLINE).**

**MAIL APPLICATIONS TO:**

4Culture  
Talent Roster  
101 Prefontaine Pl S  
Seattle, WA 98104

**QUESTIONS?**

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