

Request for Qualifications (RFQ)
Washington State Arts Commission (ArtsWA)

Project: **Poetry Out Loud**
Position: **State Coordinator**

RFQ Issue Date: **June 4, 2013**
Responses Due: **June 21, 2013**

Project Dates: July 22, 2013 – June 30, 2014 (contract may be extended beyond this date at agency's sole discretion)
Total Not to Exceed: \$7,000.00

Project Overview

The Washington State Arts Commission (ArtsWA) is seeking a contractor to coordinate the Washington State *Poetry Out Loud* program, a national poetry recitation project for high school students. More information about the program can be found at <http://www.arts.wa.gov/arts-in-education/poetry-out-loud> and www.poetryoutloud.org.

Poetry Out Loud (POL) is a school-based program that uses a format similar to a spelling bee: students begin at the classroom level; top students advance to a school-wide competition, followed by regionals, state, and national competitions. The role of the POL state coordinator is to oversee the state level program and to manage the Puget Sound region. This position will be supervised by the Arts in Education (AIE) Program Manager, Lisa Jaret. Most but not all of the work must be done in the ArtsWA offices in Olympia.

Scope of Work

Primary responsibilities include the following:

Regional Level – Recruiting Schools and Managing Participation

(Serve as Coordinator for Puget Sound; Co-Coordinator relationship with other regions)

- Make connections with teachers at high schools in the Puget Sound region
- Schedule/coordinate professional development workshop(s) for teachers
- Secure participation commitments from schools by mid-November
- Monitor/track progress with participating schools; liaison w/ lead teachers at each school
 - Serve as a resource for classroom teachers
 - Collect info about school-level winners to prep for regional finals
- Observe selected school-level finals, in consultation w/ ArtsWA office
- Keep notes regarding program successes and challenges

State Level Coordination

- Send out recruiting materials, answer general program questions, order materials from national POL office
- Maintain regular communication with regional coordinators to ensure program success, monitor progress, collect data, troubleshoot, etc.

- Create/update program materials (letters, forms, flyers, etc.) and share with regional partners
- Share national and state level info and materials to regional partners as appropriate
- Recruit new regional partners as needed

Producing Regional and State Level Finals

- Work with ArtsWA office to secure venues; develop schedules; manage event logistics
- Secure judges, emcee, photographer, videographer, musicians, volunteers
- Communicate event logistics with all participants
- Create and produce programs, invitations, student certificates and plaques, etc.
- Oversee contest rules; evaluation criteria, etc. in accordance w/ POL Teacher's Guide
- Prepare poem notebooks, scoring documents, and other paperwork related to judging/scoring
- Work with regional partners to coordinate logistics related to the state final

Represent ArtsWA and the national Poetry Out Loud program

- Organize all aspects of program in alignment with the POL guidelines and in consultation with the AIE Program Manager
- Maintain prompt and accurate communications with all program partners
- Conduct all interactions with high level of professionalism

Contract Period & Work Schedule

The contract period is anticipated to be for one year, from July 2013 through June 2014. The agency reserves the right to extend this contract for two additional one-year periods through June 2016.

Work schedule hours will fluctuate over the course of the project, ranging from 5-10 hours a week during the slower months (July-Dec and Apr-Jun), and 10-20 hours a week during the busier months (Jan-Mar). Some work may be completed on a flexible schedule; some work will have a set schedule based on established program deadlines and events. At least several work hours a week must be in the ArtsWA office in Olympia. Exact work hours to be determined in consultation with the AIE Program Manager. Occasional evening and weekend work will be necessary for workshops and finals. POL email and voicemail must be checked at least 4 business days/week from mid-August through April, and at least 2 days/week during slower periods (this can be done remotely).

Program Timeline

- Program Promotion / Recruiting: July-November
- School Implementation: September-January
- Registration Deadline: November 20
- Regional Finals: January/February
- State Final: early March
- Program Wrap / Prep for Following Year: March-June

Criteria

We are seeking a contractor with the following qualifications:

- Strong background in administration and program coordination
- Demonstrated success with managing detail-oriented programs
- Strong technical skills with Microsoft Office applications

- Excellent communication skills
- Familiarity with arts education and literary arts
- Familiarity with high school programming
- Availability for the variable weekly hours required for this project, including some evenings and weekends

The criteria will be weighted for the selection process.

Application

Interested individuals are invited to apply for this contract by submitting up to five pages of text addressing the items listed below. **All materials must be received by Friday, June 21, 2013.**

Submit application via email (pdf or Word format) to lisa.jaret@arts.wa.gov. Required items:

- Letter of interest, including overview of qualifications for the responsibilities as outlined
- Current Resume
- Three references who can speak to your current qualifications for this position

The most competitive applicants may be invited for an interview and may be asked to submit additional materials.

Compensation and Payment

The selected contractor will be compensated at an hourly rate of between \$14.00 and \$16.00, depending upon experience. Total compensation for this contract, including travel expenses of up to \$250.00, shall not exceed seven thousand dollars and no cents (\$7,000.00) in federal funds.

Payments will be made on a monthly basis, following the submission of properly completed invoices and evidence of satisfactory completion of tasks.

Travel and travel-related expenses for specific POL events, as authorized by state policies and by the contract manager for ArtsWA, will be reimbursed up to a maximum of two-hundred and fifty dollars and no cents (\$250.00), as part of the total compensation.

Cost of Preparing the Proposal

ArtsWA shall not be responsible for any costs incurred by the applicant in the preparation or submission of the contract proposal.

Cancellation or Re-issuance of the RFQ

ArtsWA reserves the right, at its sole discretion, to reject any and all proposals received, without penalty, as a result of this RFP and not proceed with the acquisition of the services.

Contact/Coordinator

All questions concerning this RFQ should be submitted by email to the RFQ coordinator, Lisa Jaret, Arts in Education Program Manager, Washington State Arts Commission, at lisa.jaret@arts.wa.gov

Send all proposal materials via email as attachments (PDF or DOC) to Lisa Jaret at lisa.jaret@arts.wa.gov by **on Friday, June 21, 2013**. Name the attachments clearly, and include "Poetry Out Loud Coordinator" in the email subject line. Only electronic submissions will be accepted.

In order to receive RFP amendments or bidder questions/agency answers, you must send your name and email address to Lisa Jaret.