



## **REQUEST FOR PROPOSALS: CanwaxWest's Fall 2018 Encaustic Workshop**

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

ALL QUESTIONS MUST BE SUBMITTED BY January 18, 2018

Email to: Mindy Rollins at [mindycmr@gmail.com](mailto:mindycmr@gmail.com)

CanwaxWest invites proposals from teachers working in encaustic for the annual fall workshop in Penticton, BC. Teachers are invited to submit a proposal to lead a three day workshop for a maximum of 15 students.

Dates: September 14-16 **or** 21- 23, 2018

The theme of the workshop is **IMPRESSIONISM**.

Members have indicated interest in colour theory as it relates to the theme. Techniques such as: rusting, mono printing, mixed media, framing/presentation, and creating a body of work were also areas of interest that could be included.

### **Background:**

CanwaxWest (CWW) is a membership based group, founded in 2011, that encourages the development of encaustic practices through educational opportunities and support for the approximately 35 member artists from across Western Canada. CWW provides one major educational opportunity per year under the tutelage of an exceptional teacher.

This instructional opportunity is well sought after for the unique and enthusiastic encaustic culture that has developed within this group. Past teachers have included: Lora Murphy, Andrea Bird, Tracy Proctor, Shary Bartlett, Angela Hansen, Michelle Belto, Linda Robertson, and Anna M. Aigner.

### **Submission Procedure:**

- Proposals conforming to the requirements set out below must be received no later than **noon on January 31, 2018.**
- Email must have **Proposal for Fall 2018 Workshop** in the title.
- Email to Mindy Rollins: [mindycmr@gmail.com](mailto:mindycmr@gmail.com)

### **Mandatory Proposal Contents**

The proposal will be 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.
  - Please include letters of reference that include contact information.
3. A Course Overview of what you will provide including course outline, materials, and supplies.
4. Cost Breakdown (in Canadian Funds) including a day rate, travel expenses, and itemized list of the cost of supplies.
  - CWW has a maximum \$500.00 CAD per day instructional rate limit.
  - Student supply fees allowed. This is to be set and managed by the instructor.
  - You may bring art or supplies to sell directly to students during the class.
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 Proposal, 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.

For more information on CanwaxWest please visit [www.canwax.ca](http://www.canwax.ca)

Penticton is a world recognized destination with inspiring scenery, wineries, tourist attractions, and beaches. For more information please visit [www.penticton.ca](http://www.penticton.ca)