



# CITY OF PLANO COUNCIL AGENDA ITEM

<b>CITY SECRETARY'S USE ONLY</b>					
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory					
Council Meeting Date:		4/11/2016			
Department:		Budget and Research Department			
Department Head		Karen Rhodes			
Agenda Coordinator (include phone #): <b>Corey Isaacs x7134</b>					
<b>CAPTION</b>					
RFP No. 2016-0121-C for a one (1) year contract with three (3) City optional renewals for the administration of summer arts program for Budget and Research to ArtCentre of Plano, Inc., in the amount of \$55,290, and authorizing the City Manager to execute all necessary documents.					
<b>FINANCIAL SUMMARY</b>					
<input type="checkbox"/> NOT APPLICABLE <input checked="" type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP					
FISCAL YEAR:	<b>2015-16 thru 2018-19</b>	<b>Prior Year (CIP Only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
	Budget	0	55,290	165,870	<b>221,160</b>
	Encumbered/Expended Amount	0	0	0	<b>0</b>
	This Item	0	-55,290	-165,870	<b>-221,160</b>
	<b>BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FUND(S):    GENERAL FUND</b>					
<p><b>COMMENTS:</b> Funding for this item is included in the approved FY 2015-16 Budget. The total amount of \$55,290 is funded from the General Fund. The contract has three (3) City optional renewals in the annual amount of \$55,290, which will be made within approved budget appropriations each year of the contract.</p> <p><b>STRATEGIC PLAN GOAL:</b> Providing funding for a Summer Arts Program relates to the City's goal of Partnering for Community Benefit.</p>					
<b>SUMMARY OF ITEM</b>					
See attached recommendation memo.					
List of Supporting Documents:			Other Departments, Boards, Commissions or Agencies		
Award Memo RFP Recap					



# Memorandum

**Date:** February 29, 2016

**To:** Diane Palmer-Boeck, Director of Procurement and Project Management

**From:** Raini Layne, Sr. Budget Analyst

**Subject:** Award Recommendation – RFP No. 2016-0121-C, Administration of Summer Arts Program

**Recommendation:** Per the weighted scoring of the proposal received and evaluated for the administration summer arts program as summarized below, I recommend awarding to ArtCentre of Plano as being the best value to the City.

**Explanation:**

This contract constitutes the administration of a six- to eight-week multi- and inter-disciplinary Summer Arts Program for an estimated 350-400 children ages eight to fifteen. The program will provide a forum for children to gain exposure and hands-on experience in various artistic disciplines, such as dance, drama music, and visual arts, and provide a basic understanding and appreciation of the artistic disciplines learned. The program is expressly directed toward children who might not otherwise be afforded an opportunity to experience these artistic disciplines.

After reviewing the vendor submittals and consulting with work history references, ArtCentre of Plano is the vendor who provides the best value to the City, at the maximum funding amount of \$55,290 and appears capable of meeting all of the requirements of the aforementioned Summer Arts Program contract. The total amount of \$55,290 is currently available and budgeted for in the FY 2015-16 Budget year, and is recommended to be awarded to the ArtCentre of Plano for their summer 2016 program, JumpStart for Arts.

The City has provided summer arts program funding for almost fifteen years, directly supporting the strategic goal of Partnering for Community Benefit. If this contract is not funded, summer arts programming would not be available free-of-charge to hundreds of – primarily underserved – children in the Plano community who would greatly benefit from the experience.

cc:

Karen Rhodes-Whitley, Director of Budget & Research

Mike Rogers, Director of Internal Audit

# CITY OF PLANO

RFP No. 2016-0121-C

## Administration of Summer Arts Program

### RFP Recap

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**Proposal Opening Date/Time:** February 11, 2016 @ 10:00 AM

**Number of Vendors Notified:** 2,141

**Vendors Submitting "No Bids":** 0

**Number of Proposals Submitted Non-Responsive:** 0

**Number of Proposals Submitted:** 1

**Vendor Name**

ArtCentre of Plano, Inc.

**Proposal**

\$55,290.00

**Recommended Vendor(s):**

ArtCentre of Plano, Inc., with their offer of \$55,290.00.

*Corey Isaacs*

Corey Isaacs, Senior Buyer

March 2, 2016

Date