



## **Invitation to Tender for a Performing Arts Programming services for Bealtaine Festival 2022- 2024**

**Closing date for receipt of tender: 12 Noon on Friday 16<sup>th</sup> July 2021**

### **Introduction**

Age & Opportunity

Age & Opportunity is the national organisation that provides a range of opportunities for older people who want to get more involved in arts and culture, sport and physical activity, civic engagement and personal development.

Our aim is to inspire people aged 50+ to live a dynamic life where they are more active, more visible, more creative and more connected.

Age & Opportunity Arts provides opportunities for older people to be more creative more often, to create meaningful participation and representation for all older people in cultural and creative life and to demonstrate and celebrate how our creative potential can improve with age.

Bealtaine

Bealtaine is Ireland's national festival celebrating the arts and creativity as we age. As its name suggests, the festival takes place each May and is run by Age & Opportunity. As a co-operative festival, Bealtaine works on two parallel and interdependent strands, the festival that is curated and run through the offices of Age & Opportunity and the festival that is curated and run locally.

The performing arts programmer will contribute to the festival that is curated and run through Age & Opportunity and aims to address and target particular policy issues such as those outlined below – areas of work which may not otherwise be addressed.

Integral to the role of the festival is that of advocate – that the festival informs programmes nationally and that we keep the arts and artists at the centre of Bealtaine, connecting communities with artists and working with national resources such as arts officers, arts centres, and producers.

Bealtaine specifically aims to create:

1. critical opportunities for the greater participation and representation of older people in the arts;
2. arts programmes for disadvantaged older people;
3. opportunities and peer-to-peer supports for older professional artists;
4. opportunities for intergenerational exchange;
5. debate and discourse around key cultural issues impacting on older people and other opportunities to influence national and international policy.

## **Tender Outline**

Age & Opportunity is seeking tenders from suitably qualified individuals or organisations to provide performing arts services for Bealtaine Festival between Autumn 2021 – May 2024.

- Part 1: Background information
- Part 2: Age & Opportunity's requirements and other considerations
- Part 3: Tender process
- Part 4: General tender information, terms and conditions

Interested parties should submit a proposal by email to Eva Griffin, Arts Programme Administrator at [arts@ageandopportunity.ie](mailto:arts@ageandopportunity.ie) by 12 noon on **Friday 16<sup>th</sup> July 2021**.

## **Part 1: Background information**

### **Who we are**

Age & Opportunity is the leading national development organisation improving the quality of life of older people. We do this by:

- championing the creativity and value of older people;
- combating stereotypes and negative views of ageing;
- developing inclusive and engaging experiences which respond to the interests and needs of the diverse older adult population;
- developing, testing and measuring the impact of pioneering programmes and approaches;
- making evidence available to policy-makers and service providers;
- working with partners and stakeholders to ensure that Ireland's policies, strategies and programmes are directly informed by the needs and experiences of older people.

### **Our Programmes**

We provide opportunities for older people to be more active, more creative, more visible, more connected, more often in the following ways.

Age & Opportunity Arts is a dedicated programme which supports the participation and representation of all older people in cultural and creative life in Ireland, demonstrating and celebrating how our creative potential can improve with age. We do this work by supporting and resourcing artists, collaborating with arts organisations and encouraging involvement in arts activities by people all over Ireland.

Age & Opportunity Active is the national physical activity programme for older people funded by Sport Ireland and the HSE. The programme is designed to get us more active. Our Go for Life Games are a national celebration of older people taking part in physical activity. Every June we run a national event, when over 300 participants and teams from every county come together to take part in a full day of sport. The event is a variety of fun games and sports specifically adapted to be more inclusive of all ages and abilities.

Other initiatives we run include a telephone mentoring service called FitLine and our very popular PALs (Physical Activity Leaders) training suitable for anyone interested in leading physical activity programmes in their community.

Age & Opportunity Engage is a programme which offers a range of learning initiatives, courses and workshops for personal development as well as opportunities for us to play an active role in our community. Our aim is to facilitate participants to develop resilience, build the skills, know-how and the foresight to achieve the best quality of life. We believe that people who work directly with older people - or whose work affects the lives of older people - should be conscious of the needs of older persons and the value of older persons' participation in society. As organisations become increasingly aware of the contribution of their older employees, customers and clients – they will benefit from our bespoke training, facilitation and range of national workshops and courses.

Read more about our work at <https://ageandopportunity.ie/about-age-and-opportunity/governance/>

## **Part 2: Age & Opportunity's requirements and other considerations**

### **Tender Outline**

Age & Opportunity is seeking tenders from suitably qualified individuals or organisations to deliver performing arts programming services for Bealtaine between 2022 and 2024, with the preparatory work for 2022 commencing in August 2021.

### **Background:**

The purpose of this tender is to recruit a Programmer who will work with the Artistic Director of the festival to develop, manage and promote the performing arts programme of the Bealtaine Festival 2022- 2025. Specifically, the performing arts Programmer is required to:

1. Under the direction and guidance of the Arts Programme Manager (Bealtaine Festival Artistic Director) assist in devising, programming and creatively assisting a number of performing arts projects that are already in train.
2. Plan performing arts events for Bealtaine 2022, 2023 and 2024.
3. Attend all performing arts events by agreement with the Arts Programme Manager.
4. Liaise and manage the communications with all performing arts partners, artists and creative collaborators.
5. Under the direction and guidance of the Arts Programme Manager, budget and financially plan for performing arts events for 2022 - 2024 including those involving partners and where box office is concerned.
6. Input into and provide written detail on performing arts for any funding application and for the festival programme.
7. Develop written Memoranda of Understanding in relation to all partnerships entered into by Age & Opportunity (unless otherwise specified) and any artists/organisations.
8. Assist the Communications Manager in promoting performing arts events as requested.
9. Write the printed programme copy on the performing arts events to the deadlines agreed.
10. Inform the Arts Programme Manager of any changes in the budget as they happen and send on the revised budget in the agreed format.
11. Provide written reports on performing arts events a minimum of three days in advance of each Programming /Curatorial meeting and at the end of the festival.
12. Liaise with the Arts Programme Manager and festival team and any other Age & Opportunity staff throughout the process as requested.
13. Attend Programming /Curatorial and Miscellaneous meetings as and where necessary.

### **Fee Proposal**

The fee proposal submitted, shall be in Euro (€) and inclusive of VAT and all expenses. A breakdown of total costs should be provided. The budget for this contract is a maximum of €6,000 per annum each year for the three years inclusive of all costs. This is subject to the availability of funding.

### **Tax Clearance**

The successful Tenderer must be in possession of a valid tax clearance certificate for the duration of the contract. Such a valid tax clearance certificate from the Irish Revenue Commissioners must be produced by a successful Tenderer before execution of the contract. A valid tax clearance certificate means a tax clearance certificate issued by the Irish Revenue Commissioners, and Tenderers not resident in Ireland must make application to the Irish Revenue Commissioners for such a certificate if their tender is to be considered.

### Insurance

The successful Tenderer must produce valid public liability insurance.

### Part 3: Tender Process

Interested parties should submit a proposal to Eva Griffin, Arts Programme Administrator at [arts@ageandopportunity.ie](mailto:arts@ageandopportunity.ie) by 12 noon on **Friday 16<sup>th</sup> July 2021**.

The proposal should provide the following information:

- Applicant profile: track record, capacity, skills, experience and knowledge (no more than 3 pages);
- Up to five examples of previous work, clearly labelled;
- 700-word proposal outlining performing arts ideas and concepts for Bealtaine 2022, as well as work plan;
- Current Tax Clearance Detail;
- An outline of any added value or additional information you think is relevant.

### Evaluation Criteria

Tenders will be evaluated on the information provided at the time of tender. Tenders received will be marked out of 100 as follows:

Award Criteria	Weighting %
Proposed process and framework for delivery of programmed events	20
Demonstrated understanding of the brief	20
Experience and track record of Programmer	30

Proposed costs	30
<b>Total</b>	<b>100</b>

Based on the above criteria, shortlisted applicants may be asked to meet with Age & Opportunity on **week beginning 2<sup>nd</sup> August 2021** online via Zoom.

Age & Opportunity shall notify acceptance of the tender to the successful Tenderer as soon as reasonably practicable and in any event by **Friday 6<sup>th</sup> August 2021**.

Unsuccessful tenderers will be notified when the appointment of the successful tender has been confirmed.

**Queries or clarifications before 12 noon on Monday 12<sup>th</sup> July may be addressed to:**

Eva Griffin, Arts Programme Administrator at [arts@ageandopportunity.ie](mailto:arts@ageandopportunity.ie)

Closing date for receipt of tender: **12 noon on Friday 16<sup>th</sup> July 2021**.

Return tender to: Eva Griffin, Arts Programme Administrator at [arts@ageandopportunity.ie](mailto:arts@ageandopportunity.ie)

Late applications will not be accepted.

#### **Part 4: General tendering information, terms and conditions**

##### **Notification of Tender Acceptance**

Age & Opportunity shall notify acceptance of the tender to the successful Tenderer as soon as reasonably practicable and in any event by **Friday 6<sup>th</sup> August 2021**.

##### **Currency**

The currency to be used in this tender is euro and a tender proposal in any other currency will not be considered.

Age & Opportunity will not be liable in respect of any costs incurred by any Tenderer in the Preparation of tenders in response to this Invitation to Tender or any associated cost.

### **Tax Clearance**

The successful Tenderer must be in possession of a valid tax clearance certificate for the duration of the contract. Such a valid tax clearance certificate from the Irish Revenue Commissioners must be produced by a successful Tenderer before execution of the contract. A valid tax clearance certificate means a tax clearance certificate issued by the Irish Revenue Commissioners, and Tenderers not resident in Ireland must make application to the Irish Revenue Commissioners for such a certificate if their tender is to be considered.

### **Ownership**

All documents produced by the consultant in connection with this appointment and submitted to Age & Opportunity will be considered the property of Age & Opportunity and may be used by Age & Opportunity at any time, including for other projects, without the prior approval of the consultant. This does not impact on any artist's copy and moral rights.

### **Exclusion**

Tenderer shall be excluded who:

- is bankrupt or being wound up, whose affairs are being administered by the court, who have entered into an arrangement with creditors or who have suspended business activities;
- is the subject of proceedings for declaration of bankruptcy or insolvency, for an order for compulsory winding up or a court liquidation, or who has a liquidator or receiver appointed over its assets, or for composition with creditors or any other similar proceedings;
- has been convicted of an offence concerning their professional conduct;
- has not fulfilled obligations relating to the payment of social security contributions;
- has not fulfilled obligations relating to the payment of taxes.

### **False or Misleading Information**

Tenderers who intentionally or carelessly supply false or misleading information will be disqualified from this Tendering Procedure on the discovery of such information.

### **Compliance with Law**

Tenderers should be able to provide on demand evidence of compliance with all laws applicable to the provision of the services which are the subject of the Invitation to Tender, and in particular should be able to produce evidence that they have particular regard for statutory terms relating to minimum pay and any legally binding or sectoral agreements if applicable.

### **Termination**

The contract shall contain provisions reserving to Age & Opportunity the right to terminate any contract awarded if it is not satisfied with the performance by the successful Tenderer of the

contract. The satisfaction or dissatisfaction of Age & Opportunity shall be evaluated in the context of the Tenderers proposal set out in Part 3 of this document.

### **Requirements of Invitation to Tender**

Tenders not conforming to the requirements of this Invitation to Tender will not be considered and will be returned to the Tenderer.

### **Subject to Contract**

This Invitation to Tender is not intended to, and does not, create or evidence any legal or binding relationship, obligation or commitment of any nature between Age & Opportunity and any Tenderer. No such legally binding obligation or commitment shall come into being unless and until a formal legal contract is duly executed and delivered by Age & Opportunity and the successful Tenderer.

### **Disclaimer**

This document is for information only and does not constitute, and shall not be interpreted as, an offer for sale, prospectus, or the basis of a contract. Candidates are recommended to read the documents thoroughly. Age & Opportunity reserves the right to discontinue the procurement process at any time. No liability will be accepted for candidates' costs in connection with the procurement procedure, irrespective of the outcome, whether or not the procedure is cancelled or postponed.

**End**

**Funded by**

