Tempe Center for the Arts
700 W. Rio Salado Parkway, Tempe, Arizona 85281
TEL 480-350-2822 | FAX 480-350-2828 | WWW.TEMPE.GOV/TCA

be part of the scene

Request for Quote – Entertainment Consulting Services

January 24, 2013

The Tempe Center for the Arts (TCA) and the City of Tempe are seeking quotes for consulting services to assist in the identification and provision of multi-genre entertainment at the TCA for the 2013-2014 and 2014-2015 performance seasons with the potential for future continuation. Submission deadline is 5 p.m. MST, February 8, 2013 and should include a history of experience and success in the particular field of service. Anticipated completion of review and subsequent award of agreement for services is on or before February 18, 2013.

Quote for provision of services shall reflect payment on a monthly basis. Any payment amount intended as a retainer for services shall be so identified and included in the total annual cost of services. Quote shall include and identify all applicable taxes, associated fees, travel expenses and any and all charges associated with the services outlined below.

The selected vendor will provide services as an independent contractor to the City of Tempe. The selected vendor must provide proof of insurance prior to commencement of agreement.

Request for Quote is limited to consulting services only, as outlined below, and may not exceed Thirty Thousand ($30,000.00) Dollars annually. All artist costs and associated event costs shall be the responsibility of the TCA and the City of Tempe.

Quotes may be submitted via USPS or email to:

Don Fassinger
Manager, Tempe Center for the Arts
700 W. Rio Salado Parkway
Tempe, AZ 85281

Don_Fassinger@tempe.gov

Project tasks are as follows:

1. Research performances, communicate with artist agents and, in consultation with TCA management, develop season performance schedule(s).
2. Identify eight (8) to ten (10) diverse entertainment acts per performance season.
    a. Acts should be appropriate for presentation in a 600 (preferred) or 200 seat house.
    b. Technical requirements of acts should be appropriate for the current capabilities of the TCA Theater or Studio without excessive cost for additional equipment or renovation. Information may be found at the links below.

        i. Theater: http://www.tempe.gov/modules/showdocument.aspx?documentid=1142
        ii. Studio: http://www.tempe.gov/modules/showdocument.aspx?documentid=1143
    c. Acts, when compiled into a performance season, should provide a sampling of recognized artists across multiple genres.
    d. Performance season to be defined, generally, as September through June. Dates outside these parameters will be considered.
3. Serve as the liaison with artist agents/representatives to negotiate, in the best interest of the TCA and the City of Tempe, variety, scheduling and cost of entertainment acts.
    a. Consult with TCA staff regarding available dates in the TCA event schedule.
    b. Submit offers to agent(s). Confirm talent cost, availability and rider revisions with agents/representatives.
    c. Review artist contract(s) to ensure compliance with offer(s).
    d. Consult with TCA management prior to securing acts, verbally or in writing.
4. Provide direction to TCA administrative and production support staff regarding relevant follow up tasks including, but not limited to:
    a. Contract administration.
    b. Contract payment(s) and schedule of same.
    c. Travel, accommodations and hospitality, as necessary.
    d. Rider review and execution.

5. Consult with and provide guidance to TCA staff regarding:
    a. Season budget development.
    b. Applicable and appropriate ticket pricing structure(s).
    c. Marketing approach, direction and effective timing.
    d. Potential sponsorship opportunities.