



Jerrero

Honorable Joshua Tenorio
Sigundo Maga'lahi
 Lieutenant Governor of Guam

Sandra S. Flores
Eksákåtibu Direktot
 Acting Executive Director

REQUEST FOR PROPOSAL

RFP No. 21-4000-001

To Research and Produce a Retrospective of the Guam Council on the Arts and Humanities Agency [CAHA]

Issue Date: August 17, 2021

Response Due Date and Time: **Wednesday, August 25, 2021, 5:00 p.m.**, CHamoru Standard Time (CHST)

ISSUING AGENCY INFORMATION

Guam Council on the Arts and Humanities Agency [CAHA]

Point of Contact: Jackie Balbas

DNA Building, STE 202

238 Archbishop Flores Street

Hagåtña, Guam 96910

Phone: (671) 300-1204 to 300-1208 & (671) 300-7584

Email: info@caha.guam.gov

Website: www.guamcaha.org

INSTRUCTIONS TO RESPONDENTS

Submit Proposals with supporting materials in pdf format, jpeg and MP4 files, etc.: Jackie Balbas

Via email at jacqueline.balbas@caha.guam.gov

RFP Number & Title: RFP. No. 21-4000-001

Request for Proposals for Individuals or Organization Capable of Researching and Producing

A Retrospective of the Guam Council on the Arts and Humanities Agency [CAHA]

Due: **Wednesday, August 25, 2021, 5:00 p.m.**, CHamoru Standard Time (CHST)

IMPORTANT:

RESPONDENTS MUST COMPLETE THE FOLLOWING AND RETURN THIS COVER SHEET WITH THEIR RESPONSE

1. Respondent's Name:	2. Point of Contact:
3. Mailing Address	4. Physical Address
5. Respondent's Phone Number:	6. Respondent's Other Contact Number;
7. Respondent's Email Address:	8. Respondent's Federal I.D. Number (If organization)/ OR Respondent's Social Security Number (If individual):
9. Authorized Respondent's Signature (Sign in ink or digitally):	
10. Date:	

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Guam Council on the Arts and Humanities Agency [CAHA]

“Weaving Arts & Humanities into our daily lives.”

I. Introduction

The Guam Council on the Arts and Humanities Agency [CAHA] is accepting proposals from organizations and individuals to research and produce a retrospective of the Guam Council on the Arts and Humanities Agency. **Interested parties are invited to submit a proposal to CAHA by Wednesday, August 25, 2021, 5:00 p.m.**, CHamoru Standard Time (CHST) for consideration. Following is a description of our organization, the services needed, and other pertinent information:

II. Agency Background

The Guam Council on the Arts and Humanities Agency [CAHA] was established in 1967 by the late Dr. Pedro Sanchez under the University of Guam and was then called the Insular Arts Council [IAC]. In the 1970's, IAC transitioned out of the university and became part of the late Governor Ricardo J. Bordallo's Executive Office. Island officials recognized the intrinsic value of the IAC, its programs and how it benefitted the people of Guam. Then in 1983, through Public Law 12-122 the IAC was changed to the Guam Council on the Arts and Humanities Agency and became the state arts agency of Guam.

As the state arts agency, CAHA is charged with administering federal and local monies in support of the arts in Guam. CAHA exists to encourage and promote the artistic practice of our artisans and create opportunities for Guam residents to learn, experience express and appreciate art and artistic talent in all its forms. Its role is to ensure that the arts in the community will grow and play a more significant part in the welfare and educational experience of our residents. An entity of the Government of Guam, the agency encourages and fosters the opportunity for participation in the arts and humanities through programs in arts education, performing arts, visual arts, and cultural heritage, etc. designed to benefit the community.

III. Services to be Performed – Deliverables

From its humble beginnings at the University of Guam, fifty-four [54] years ago, and now a line agency of the Government of Guam, the Guam Council on Council on the Arts and Humanities Agency has assisted and supported many artisans and organization showcase and promote the arts and culture, either through CAHA's programs or through partnerships or collaborations. With, 2022 earmarking the 55th anniversary of CAHA's establishment, it is befitting that its rich history be documented and showcased in a 'Then & Now' retrospective exhibition.

In preparation for the exhibition, the Guam Council on the Arts and Humanities Agency following are the expected deliverable in response to this RFP:

- A. To research and gather information, data, documents, photographs, and videos pertaining to the Council's inception, through its many changes over its history up to present day. To include but not limited to: official documents [i.e., executive orders, public laws, etc.]; important and relevant individuals [i.e., Government Officials, former executive directors, chairmen, and board members, etc.]; artisans, organizations, current and past CAHA grant recipients and patrons of the arts, etc.; as well as, partners, collaborators, and supporters, etc.

Services to be Performed – Deliverables [Continued]

- B. To develop and produce a comprehensive and usable retrospective/ archive and timeline that “tells CAHA’s story” in an historical and interesting way; how CAHA has connected and inspired communities; and depicts how through community engagement and CAHA’s programs, they have developed, helped, and supported creativity and cultural vitality that have impacted the people of Guam.
- C. Retrospective should reflect how CAHA has promoted interactions in public spaces; increased participation through celebrations; engaged youth and manamko in the community; and promoted the preservation of Guam’s culture.
- D. Retrospective should show how CAHA has brought arts and cultural educational programs into the schools and community that have enriched and impacted our island’s youth.
- E. Retrospective should convey the message of the importance of investing in the arts.
- F. Retrospective and materials must be reviewed by a panel of experts that are familiar with and knowledgeable about the Guam Council on the Arts and Humanities Agency.
- G. Respondents must show evidence of qualifications that they are a skilled researcher and writer and have experience in researching and writing by submitting a resume that includes:
 - 1. Number of years or experience in a certain field or role; and
 - 2. Highest degree received, including the program, school, and graduation year; and
 - 3. Management experience, including how many employees reported to you; and
 - 4. Key achievement or major project in a past role; and
- H. Respondents should also include:
 - 1. 3 letters of recommendation from individuals that can attest to the respondent’s qualifications; and
 - 2. Samples of previous works such as photographs, articles they have written, publications, and videos etc.
- I. Respondent must post an e-publication of the retrospective on an established, well known, and reputable website that has a wide reach and is an educational and informational resource for our residents, visitors and for CHamorus living abroad.

NOTE: Upon receipt of purchase order, selected respondent will have ninety (90) days thereafter to submit the retrospective with supporting materials to the Guam Council on the Arts and Humanities Agency.

IV. Other Information

A. Point of Contact

Jackie Balbas, CAHA Program Coordinator IV
Telephone: (671) 300-1204 to 300-1208 & 300-7584
Email: jacqueline.balbas@caha.guam.gov.

B. Deadline

Proposals must be submitted with supporting materials in pdf format, jpeg and MP4 files, etc. to Jackie Balbas via email at jacqueline.balbas@caha.guam.gov no later than **Wednesday, August 25, 2021, 5:00 p.m.** CHamoru Standard Time (CHST)