



REQUEST FOR PROPOSAL IBE'S PERFORMING ARTS ACADEMY

ABOUT US

Indiana Black Expo, Inc. is a 501c3 organization whose core values for over 50 years consist of: Integrity. Accountability. Trust. Customer Service. Quality. Teamwork

Our mission is to be an effective voice and vehicle for the social and economic advancement of African Americans. We are an equal opportunity/Affirmative Action Employer who does not discriminate regarding age, race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, protected veteran status, disability, or any other legally protected status.

PERFORMING ARTS ACADEMY – BACKGROUND INFORMATION

The Performing Arts Academy (PAA) is a high-quality performing arts program that includes dance, photography, music production, acting and videography instruction for youth as well as coordinated wrap around and academic support. The PAA program serves in school youth between the ages of 13-19.

SUMMARY

The Performing Arts Academy (PAA) instructor is to provide 2-4 hours of facilitation in support of the Performing Arts Academy programming in the area of which they are subject matter experts of (dance, music production, songwriting, videography, photography, acting). The outcome of the PAA program aligns with IBE's funding deliverables to deliver a comprehensive product after each cohort session. Each cohort is 12 weeks long and should include a dance piece, video, pictures, songwriting, acting demonstration (skit), music track and production schedule produced as a program end project. Ideally each area of the arts should collaborate with each other to develop a PAA comprehensive piece that can be performed during a potential show case/on location live performance. As well as creating a curriculum plan to provide exposure, lessons, and spark creativity within the lives of young people.

Key Responsibilities:

- Create subject matter curriculum to incorporate organizational impact goals
- Prepare all lesson plans associated with the cohort session and focal point of the program
- Facilitate classes in person on site at IBE headquarters
- Work closely with IBE staff for the planning/ promotion to support the logistics of implementing each class
- Assist in the evaluation of the effectiveness for the PAA programs workshops and ensures evaluations are completed and returned
- Facilitate cohort sessions using a variety of training styles and methods to flexibly to meet a variety of learning styles and needs.
- Follow established procedures for class attendance, evaluation distribution and collection and participant follow-up

Payment & Commitment: This is a contract position starting at \$50/hour with Saturday commitments



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All individuals slated to work with youth participants must be willing to undergo a background check prior to contract/temporary work to begin.

BID PROCESS

The purpose of this RFP is to identify potential vendors to provide services described in the **SUMMARY**.

INSTRUCTIONS ON BID SUBMISSION

Offerors may submit their proposals (Section I and II) electronically **ON OR BEFORE** September 15, 2025.

Electronic proposals must be submitted to Jennifer Darby by using the link [HERE](#). **Hardcopy proposals will not be accepted. Proposal component details are outlined, below, in this document. All responses are to be provided via the link above.**

QR Code to RFP



INQUIRIES

To ensure that IBE maintains an open competition process, all inquiries regarding the RFP must be provided in writing only via email to Jennifer Darby at jdarby@indianablackexpo.com.

CONDITIONS OF BID

All costs incurred in the preparation of the proposal will be the responsibility of the vendor and will not be reimbursed by Indiana Black Expo, Inc.

NOTIFICATIONS OF AWARD

Proposals will be reviewed with notification of acceptance or refusal within four weeks of submission.

EVALUATION

Proposal Evaluation Criteria

All proposals will be reviewed and rated by a review team. Incomplete proposals or proposals that fail to follow the submission guidelines will not be considered for review.

Proposals may be judged non-responsive and removed from further consideration if any of the following occur: (1) The proposal is not received timely in accordance with the terms of the RFP; (2) The proposal does not follow the specified format; and (3) The proposal is not adequate to form a judgment by the reviewers.



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Rating Criteria (Out of 100 points):

10	Bid Completeness
20	Experience
20	Capacity to Provide Service
20	Qualifications
30	Cost and Sustainability

100	Total Points Awarded
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Indiana Black Expo, Inc. reserves the right to make an award without further discussion of the proposals submitted.



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SECTION I – BACKGROUND AND QUALIFICATIONS

Complete the following information. Complete responses are required for each section. All proposals must include the following:

A. Organizational Background

Provide a brief yet informative overview of your organization that highlights its core mission, history, target population, and primary activities or services. Keep the language clear and focused, aiming to give the reader a quick but compelling understanding of who you are, what you do, and why it matters.

What to Include (Suggested Structure):

1. Organization Name and Founding Year
2. Mission Statement or Purpose
3. Whom You Serve (target community or population)
4. Key Programs or Services Offered
5. Geographic Area Served
6. Notable Achievements or Impact (optional)

B. Experience/Qualifications

In this section, provide a concise overview of your organization's or individual's background and expertise, specifically as it relates to instruction in the performing arts (e.g., dance, music, theater, spoken word, etc.). This helps funders or partners understand your credibility, depth of experience, and capacity to deliver high-quality arts education.

What to Include (Suggested Structure):

1. Brief History
 - a. When and why the organization or individual began.
 - b. What inspired the focus on the performing arts.
2. Organizational/Individual Size
 - a. For organizations: Include number of staff, teaching artists, students served annually, or number of programs offered.
 - b. For individuals: Mention years of teaching experience, number of students taught, or notable partnerships/projects.
3. Experience in Performing Arts Instruction
 - a. Detail types of performing arts taught (e.g., classical ballet, danece, music production, songwriting, acting jazz, African drumming, musical theater, etc.).
 - b. Describe the settings where instruction has taken place (schools, community centers, workshops, residencies).
 - c. Highlight key accomplishments or milestones (awards, festivals, successful student outcomes).



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4. Cultural or Community Relevance (if applicable)
 - a. Note any emphasis on culturally specific traditions or serving marginalized communities through the arts.

SECTION II – CURRICULA AND DELIVERY

A. Training Content

Please provide a comprehensive description of the proposed performing arts training program, including the following details:

1. Training Content
 - a. Describe the artistic disciplines and skills that will be taught (e.g., dance, theater, music, voice, movement, stagecraft, etc.).
 - b. Outline the structure of the program, including key themes, techniques, or repertoire to be explored.
 - c. Indicate how the content is appropriate for the age group and skill level of the intended participants.
2. Delivery Format
 - a. Specify the proposed format: in-person classroom/studio, virtual, or hybrid.
 - b. Detail the frequency and duration of classes (e.g., weekly sessions, intensive workshops, semester-long courses).
 - c. Describe the teaching methods (e.g., demonstrations, ensemble work, one-on-one coaching, improvisation, rehearsals).
3. Training Outcomes
 - a. Identify the intended learning outcomes for participants (e.g., improved performance skills, confidence, creative expression, collaboration, stage presence).
 - b. Explain how growth and progress will be evaluated throughout the program.
 - c. Include any plans for culminating events such as showcases, recitals, or performances.

SECTION III – BUDGET AND COST EFFECTIVENESS

List the hourly training fee, which is inclusive of all expenses. IBE will pay an hourly instruction fee only.

SECTION IV – REFERENCES

Please attach references including names, organization, and contact information for three (3) clients who can provide insights regarding skills, qualifications and delivery of requested training services.