

EDMONTON YOUTH ORCHESTRA REQUEST FOR PROPOSAL

70th ANNIVERSARY COMMEMORATIVE PUBLICATION

Edmonton Youth Orchestra Background

Formed in 1952, the [Edmonton Youth Orchestra \(EYO\) Association](#) exists to provide opportunities for young musicians in the Edmonton region. The Association consists of over 150 players from 11 to 24 years of age and supports an Intermediate and Senior symphony orchestra. The Association's goals are to develop member's orchestral skills, increase their knowledge and appreciation of music and to enrich the cultural life of the community through concerts and benefit performances. Many EYO Alumni have become prominent international musicians.

Request for Proposal (RFP) Information

The Association is planning several initiatives to mark its 70th Anniversary in 2022. A major component of these plans is a commemorative publication chronicling the history of the Association. Portions of the publication may also be posted online. This RFP is seeking formal written proposals on a publication concept, including complete costs and an estimated timeline, to deliver a 75 – 125 page publication-ready document, as defined in the 'Summary of Deliverables' heading below.

Summary of Deliverables

The EYO commemorative publication is intended to include the following elements:

- Chapters covering specific periods, such as increments of time, or involvement of Music Directors, for example
- Text covering the chronological history of the Association and people involved from 1952 to present
- Highlights, features and anecdotes on various musicians, other key individuals, orchestra trips and other activities, based on interviews and historical research
- Pictures and features relevant to the text, from existing archival information
- Possible appendices covering past membership lists, concert programs and similar historical material

The selected author would work closely with the project editor, as well as the EYO General Manager and Music Director to obtain archival information, assistance contacting interviewees, etc.

Proposal Requirements

Please provide a detailed written overview confirming the specific format and elements of the publication that you propose to provide. Include relevant supporting information, including your qualifications, references, similar past work and/or other related experience. Alternatives to the elements listed in the 'Summary of Deliverables' are welcomed, with supporting explanations. Feedback on possibility of completion of the deliverables by January 31, 2022 is requested.

A total cost estimate is required, along with requested payment schedule. Additionally, an hourly contract rate or lump sum quote for any possible added elements may be included, with supporting explanation.

Questions

Please direct any questions in writing to Edmonton Youth Orchestra History Committee, c/o eyo@shaw.ca.

Confidentiality

The Edmonton Youth Orchestra Association Board, History Committee, Music Director and General Manager will maintain all submissions and discussions in confidence. Proposal information will not be shared with any other parties.

Deadline

Formal written responses to this RFP document must be delivered by email (eyo@shaw.ca) no later than May 31st, 2021, to the attention of the Edmonton Youth Orchestra History Committee.

Next Steps

The EYO History Committee will evaluate all submissions and seek clarifications as necessary. The Edmonton Youth Orchestra Association reserves the right to select any proposal, or any part of any proposal that is deemed, at the sole discretion of the Association, to be the most advantageous to it. It is the intention of the Association to consider the proposals submitted and to not be precluded from negotiating with one, or more than one, of the parties responding to this RFP to finalize technical and commercial terms. The proposal having the lowest cost shall not necessarily be accepted and the Association may take into account any criteria in evaluating responses to this RFP.

The Association is not obliged to provide reasons to any responding parties with respect to any use of the Association's discretion. Project start date: June 30, 2021.