

# **REQUEST FOR PROPOSAL (RFP)**

## **Greenwich House Theater Operations**

Greenwich House (“GH”), a non-profit, settlement organization, is soliciting proposals to identify a theater company to manage the theater located at 27 Barrow Street, New York, NY 10014 and to develop a partnership with GH for an educational theater and concert program for the Greenwich Village community.

### ***BACKGROUND***

Greenwich House was founded in 1902 as a settlement house with the mission to improve the lives of the predominately immigrant population in Greenwich Village, at that time one of New York's most congested neighborhoods.

Though needs of the City continue to change, the mission of Greenwich House remains constant: to help individuals and families lead more fulfilling lives by offering social and health services, cultural and education programs and opportunities for civic involvement to New Yorkers of all ages and backgrounds. Each year, Greenwich House provides nearly 12,000 New Yorkers with social, medical and cultural programs, all aimed at providing personal growth and enrichment. Since its founding, Greenwich House has served nearly one million people.

Greenwich House fulfills its mission through its 10 varied programs that serves everyone regardless of age, gender, religion or sexual orientation.

### ***PROJECT DESCRIPTION***

The successful bidder is expected to develop a five-year programmatic and business partnership with Greenwich House. The partner is expected to

- 1) manage the theater at 27 Barrow Street developing its own productions,
- 2) work with other non-profit theater companies to develop their own productions and
- 3) cooperate with GH in establishing a mutually agreeable schedule that allows GH to create an educational theater program for youth for the Greenwich Village community; and
- 4) discuss how the partner would renovate/remodel space for their own production use.

### ***PARTNERSHIP OPERATIONS***

The willingness to partner with GH is a key component in the successful bid. The bidder must demonstrate the enthusiasm and capability to satisfy the following conditions:

## **Personnel**

The operator will be responsible for hiring the necessary personnel to conduct the daily operation of the venue. The operator will comply with all federal, state, and local laws related to wages, social security, nondiscrimination, ADA, unemployment compensation and workers' compensation.

## **Operating Hours**

Hours of operation vary, based upon a program schedule that is customarily year round. Typical box office hours are Monday-Friday 10:00 a.m. – 5:00 p.m., and typical production hours include 6 days a week, Tuesday-Sunday, eight shows a week. Partner will negotiate with GH to ensure the venue will be available for GH programs and productions on a mutually agreeable schedule proving GH at least three (3) discrete days for GH events and productions.

## **Merchandise/Beverages**

Partner may sell merchandise and/or beverages within the venue. The partner will be required to secure all applicable licenses to sell merchandise and beverages at the venue. The partner must also make a good faith effort to recycle refuse. All menu prices must be submitted to the GH for approval prior to any product sales.

## ***QUALIFICATIONS***

To ensure a high-quality level of operation for the facility, proposers must demonstrate minimum experience and qualifications. Applicants must complete GH's Vendor Application Form (**Attachment 1**) and provide evidence of the following:

- Experience in successfully operating and managing a similar type of business.
- Experience with successful partnerships of a similar nature (references from partners may be requested).
- Fiscal solvency and capacity to complete necessary tenant improvements.
- Demonstrated track record of being an equal opportunity employer.
- Must not be currently indebted to the federal government, State of New York, or GH for non-payment of taxes, fines, judgments, liens or fees.

Additional copies of this RFP, as well as copies of documents referred to in this RFP, may be obtained by visiting [greenwichhouse.org](http://greenwichhouse.org). An informational meeting, including a walk-through of the venue, may be scheduled by contacting Rachel Black, Director of Greenwich House Music School at [rblack@greenwichhouse.org](mailto:rblack@greenwichhouse.org).

## ***RFP TERMS AND CONDITIONS***

**A.** This RFP does not commit GH to award a contract. No other party, including any proposer, is intended to be granted any rights hereunder. Proposals which, in the sole discretion of the GH, do not meet the minimum requirements, including without limitation the minimum proposal submission requirements,

will not be reviewed. This RFP and the process it describes are proprietary to GH and are for the sole and exclusive benefit of GH. Any response, including written documents and verbal communication by any proposer to this RFP will become the property of GH and if required by law may be subject to public disclosure by GH or any authorized agent of GH. GH is not liable for any costs associated with the development, preparation, transmittal or presentation of any proposal or material(s) submitted in response to this RFP.

**B.** It shall be the proposer's responsibility to review and verify the completeness of its proposal. GH may request additional or clarifying information or more detailed information from any proposer at any time, including information inadvertently omitted by a proposer. GH may request to inspect properties or contact clients referenced in the proposer's proposal. GH also reserves the right to conduct investigations with respect to the qualifications of a proposer.

**C.** Verbal communication made by any GH employee or agent of GH with respect to this RFP is not binding and shall not in any way be considered as a commitment by GH. **Only written responses to questions submitted in writing to GH or written addenda to this RFP issued by GH will be considered binding on GH.**

**D.** GH employees and officials are prohibited from responding to this RFP or being a party, direct or indirect, to any contract resulting from the RFP and no proposal shall be accepted from, or contract awarded to, any GH employee or official who submits a proposal or solicits any contract in which he or she may have any direct or indirect interest. No proposer may be a proposer to more than one proposal submitted pursuant to this RFP. Entities that are legally related to each other or to a common entity may not submit separate proposals. Any proposal may be rejected that, in the GH's sole judgment, violates these conditions or the spirit of these conditions.

**E.** GH reserves and may exercise the following rights and options with respect to evaluation of proposals and selection for negotiation:

- i. To reject any and all proposals and re-issue the RFP at any time prior to execution of a final contract if, in the GH's sole discretion, it is in GH's best interest to do so.
- ii. To supplement, amend, substitute or otherwise modify this RFP at any time prior to selection of one or more respondents for negotiation and to cancel this RFP with or without issuing another RFP.
- iii. To accept or reject any or all of the items in any proposal and award the contract in whole or in part if it is deemed in GH's best interest to do so.
- iv. To reject the proposal of a proposer that, in the GH's sole judgment, has been delinquent or unfaithful in the performance of any contract with the GH or another government entity, is financially or technically incapable or is otherwise not a responsible proposer.
- v. To reject as informal or non-responsive any proposal, which in, GH's sole judgment, is incomplete, is not in conformity with applicable law, is conditioned in any way, deviates from this RFP or contains erasures, ambiguities, alterations or items of work not called for by this RFP.
- vi. To waive any informality, defect, non-responsiveness and/or deviation from this RFP that is not, in GH's sole judgment, material to the proposal.
- vii. To permit or reject, at GH's sole discretion, amendments (including information inadvertently omitted), modifications, alterations and/or corrections of proposals by some or all of the respondents following proposal submission.
- viii. To request that some or all of the proposers modify proposals based upon the evaluation of GH.

F. GH may enter into negotiations for a contract, on terms and conditions satisfactory to GH with one or more selected proposer(s). However, GH reserves the right to terminate any negotiations at any time or conduct simultaneous, competitive negotiations with multiple proposers. GH reserves the right to negotiate acceptable terms in an otherwise unacceptable proposal. Such negotiations may result in changes in terms material to this RFP; in such an event, GH shall not be obligated to inform other proposers of the changes, or permit them to revise their proposals accordingly, unless GH, in its sole discretion, determines that doing so and permitting such is in GH's best interest. Should negotiations not prove satisfactory with the selected proposer(s), GH reserves the right to discontinue negotiations. Additional firms may be asked to enter into negotiations, and/or GH may solicit new proposals.

## ***PROPOSAL INSTRUCTIONS***

### **Submission Date and Requirements**

All proposals must be submitted by email in PDF format to [rfp@greenwichhouse.org](mailto:rfp@greenwichhouse.org).

The following conditions apply to this submission:

- **Proposals must be submitted by 5:00 p.m. on February 28, 2017.**
- Proposals must be signed by an individual duly authorized to bind the proposer and must be labeled in the subject line with "Greenwich House Theater RFP" and the proposer's name.
- Proposals or proposal components **will not** be accepted via mail or fax.
- Proposals shall remain binding for 180 days from the date of proposal submission.
- The GH reserves the right, at its sole discretion, to reject, without evaluation, any proposal received after the proposal submission time and date.

### **Required Elements of Proposals**

Respondents may submit any information they deem necessary and appropriate for GH to evaluate fully and completely their qualifications. The proposal must, at a minimum, include the following general information:

1. Vendor Application (Use form listed as **Attachment 1**)
2. Checklist for a Complete Submission (Use form listed as **Attachment 3**)
3. Description of the proposer's business structure, key staff and their qualifications.
4. Description of the proposer's relative experience in operating a partnership or other similar business enterprise, including relative size of business operated, type of retail sales, etc.
5. An audited financial statement (or a financial statement prepared by a certified public accountant) from the last full year of operation of a similar business enterprise. If you wish for this financial information to be kept out of the public record, please submit ONE COPY in a separate envelope, with the words 'FINANCIAL INFORMATION' along with your name on the envelope. This information will be held apart from the proposal and will be returned upon completion of the selection process.
6. A proposed annual budget for the operation of the partnership stand for the first two years, including guaranteed payments (preferred) and/or profit sharing with GH. Include a brief narrative that generally describes the anticipated expenses, revenues, and net income for each year.

7. A sample menu, including proposed prices, together with a list of merchandise that may be available for sale.

8. At least three persons or businesses that have first hand knowledge of the proposer's ability to successfully operate and maintain a high-quality partnership.

## ***Review of Proposal Responses***

### **Review Process**

All proposals received by the deadline will be evaluated.

### **Notification of Awards**

Final notification of the outcome of the review process is expected to occur prior to the end of May, 2017. The successful proposer will be required to execute a partnership agreement with GH. GH anticipates that the selected proposer will be open for business by the start of the theater season in the fall of 2017.

### ***Attachments***

1. Vendor Application Form (Attachment #1)
2. Insurance and Indemnification Requirements (Attachment #2)
3. RFP Submission Checklist (Attachment #3)