

DASNY - Art Mural and Wellness Workshop

The Dormitory Authority of the State of New York (DASNY) intends to procure an Artist in accordance with Public Authorities Law Section 2879. This opportunity is a Discretionary Purchase and is solely intended for NYS-certified MWBE's and small businesses. MWBE's shall be certified pursuant to Article 15-A of the New York State Executive Law and small businesses shall mean a business that is resident in New York State, independently owned and operated, not dominant in its field, and employs not more than one hundred people.

DASNY seeks to engage an Artist to lead a program which integrates diversity and self-expression through art and wellness. The Artist will be expected to design and implement a multi-day program incorporating the creation of a mural with staff that is designed to improve employee engagement, celebrate diversity and promote wellness.

DASNY is fully committed to exemplifying its core values internally and externally by strategically advancing Diversity, Equity and Inclusion (DEI) amongst staff, partners and other key stakeholders. DASNY recognizes DEI as an essential component of its workplace and upholds DEI as integral to accomplishing its mission.

The Artist shall create a design for a movable mural, reflecting DASNY's commitment to DEI, in which DASNY's employees will paint in guided sessions over the course of multiple days. The Artist shall also develop a wellness component, open to all DASNY employees, that teaches wellness practices, discusses its importance and explores the benefits of creativity and self-expression.

The selected Artist will be required to:

- Engage with DASNY staff to gather input for the mural. Conduct a DASNY-wide employee survey or utilize another method to gain insight for the concept and design;
- Create a mural design reflective of employee's input which fits in an 11x5 foot space;
- Present the final mural design for approval to the Director of Diversity & Inclusion;
- Lead multiple in-person guided painting sessions over the course of the multiple days and provide guidance on expectations for participants;
- Allow for all sessions to be recorded or photographed;
- Develop a wellness curriculum and lead wellness sessions with in-person and virtual attendees;
- Create and lead a multi-part wellness workshop to be held at the beginning of each day of guided painting;
- Preserve the completed mural via sealing or other appropriate means.

All Requests for Information related to this solicitation must be submitted in writing via email, no later than 4:00 pm on October 16, 2024 to Nicole White, Procurement Administrator at nwhite@dasny.org. All questions will be answered and posted to DASNY's website as an Addenda under the Attachment Section by October 23, 2024.

Artists interested in responding to this solicitation must submit their proposal, by email to Nicole White, at nwhite@dasny.org no later than 4:00 p.m. on October 30, 2024. Proposals received after this date will not be accepted.

Proposals must include the following information in the same number order as described below:

1. Provide a cover letter with your business name, address; telephone number and website address along

with the name, title, telephone number and email address of the individual who will be DASNY's primary contact concerning this proposal.

2. Provide a summary detailing the experience and credentials of the individual(s) who will lead this art program.
3. Provide a summary detailing your experience running similar art programs for other entities.
4. Provide samples of at least three murals you have designed and created.
5. Provide a detailed description of your experience creating curriculum for wellness-related programs.
6. Provide a detailed pricing sheet including hourly fees, project-specific fees or propose an alternative fee arrangement you believe may be beneficial to DASNY.
7. Provide at least three recent references with contact information and phone numbers.
8. Provide whether your firm is a NYS Small Business Concern defined as a business that is resident in this State, independently owned and operated, not dominant in its field, and employs not more than one hundred people or if proposer is an MWBE Vendor certified with NYS.

*Should your firm be selected, the following forms will be required within five (5) business days of receiving notification.

- Omnibus Certification
- W9 Form
- New York State Vendor Responsibility Questionnaire
- Insurance Documents
 - Sample Acord
 - Sample Endorsements
 - Insurance Requirements

In accordance with State Finance Law § 139-j and §139-k, this solicitation includes and imposes certain restrictions on communications between Dormitory Authority personnel and an Offeror during the procurement process. Designated staff for this procurement are listed above. Contacts made to Dormitory Authority personnel regarding this procurement may disqualify the Offerer and affect future procurements with governmental entities in the State of New York. Please refer to the Authority's website www.dasny.org for Authority policy and procedures regarding this law, or the OGS website <https://ogs.ny.gov/acpl> for more information about this law. All proposers, domestic and foreign, must be in compliance with New York State business registration requirements. Contact the NYS Dept. of State regarding compliance. Proposals must be submitted in the proposer's full legal name, or the proposer's full legal name plus a registered assumed name, if any.