



Oklahoma Poetry Out Loud Contest

Invitation to Bid (2018-19)

The Oklahoma Arts Council (OAC) seeks bids from organizations interested in coordinating and implementing the national Poetry Out Loud contest in Oklahoma. Eligible organizations may include 501(c)3 nonprofit organizations, public universities, public libraries, and city, county or tribal governments. Organizations should have a mission that aligns with the goals of Poetry Out Loud with the capacity to implement a statewide poetry contest for high school students. They should also have the ability to meet reporting requirements set forth by the National Endowment for the Arts in compliance with federal grantmaking rules.

The organization selected to implement this prestigious national program in high schools across the state will receive a grant from the OAC ranging from \$13,500-\$17,500. Total grant is contingent on amount allotted by the National Endowment for the Arts for the program. The grant will be paid over two disbursements, each equaling 50 percent of the total award. The first disbursement will be made following grantee's submission of a mid-year report, and the second disbursement will be made following grantee's submission of a final report.

OAC may extend to the selected organization the opportunity to administer the program in subsequent years. OAC reserves the right to seek bids for Poetry Out Loud on an annual basis.

Scope of Work

The Poetry Out Loud program requires broad outreach and promotion of the contest to high schools across Oklahoma, distribution of Poetry Out Loud materials to schools wishing to participate, provision of technical assistance as needed, facilitation of regional and state level recitation competitions, and coordination of winning student's preparation and travel for the national contest. Within the scope of work, the selected organization will be given, and encouraged to fully leverage, latitude for originality in its implementation and execution of the program. In general, the contest schedule is as follows:

Fall Semester – Outreach and promotion. Distribution of materials. Regional and state contest planning.
February – Oklahoma regional contests
March – Oklahoma state contest
April – National contest (Washington, D.C.)

About Poetry Out Loud

The National Endowment for the Arts and the Poetry Foundation partner with state arts agencies throughout the United States and its jurisdictions to support Poetry Out Loud, a contest that encourages the nation's youth to learn about great poetry through memorization and recitation. This program helps students master public speaking skills, build self-confidence, and learn about their literary heritage.

After successful pilot programs in Washington, D.C., and Chicago, Poetry Out Loud was launched in high schools nationwide in the spring of 2006. It has grown to involve millions of students across the country annually. Details about the program, including rules and eligibility guidelines, teaching resources, suggestions for organizing contests and preparing judges, and more, are available at www.poetryoutloud.org.

Bid Requirements

Organizations must include the following in their bids. Incomplete bids will not be considered.

- A cover letter with a summary of the bid.
- Explanation of how the Poetry Out Loud program aligns with the organization's mission and how it would complement current programming.
- Description of the potential outreach and promotional strategy to schools statewide.
- Description of any resources available to the organization that may assist in efforts to successfully execute the program.
- Description of any original ideas for implementing and executing the program, which may result in furthering the reach and impact of the program.
- Bios of staff members who will be directly involved with the management and implementation of the program.
- A copy of the organization's bylaws (applicable only to 501(c)3 organizations).
- A list of the organization's current board of directors (applicable only to 501(c)3 organizations).
- The organization's most recent IRS Form 990 or most a recently completed audit (applicable only to 501(c)3 organizations).
- A copy of the organization's strategic plan.
- A complete Poetry Out Loud program annual budget.

Bid Evaluation

Bids will be evaluated and a selection will be made by a committee of Governor-appointed Oklahoma Arts Council board members. Criteria for bid selection will include the following.

- The degree to which an organization's mission and current programming aligns with the goals of the Poetry Out Loud contest.
- The organization's demonstrated ability and/or history of serving schools in communities statewide.
- The ability of the organization to devote staff with the appropriate credentials to the program.
- The organization's capacity for organizing and executing events and/or contests that are comparable in scale to the Poetry Out Loud program.
- The extent to which the originality of the organization's ideas for implementing and executing the program would further the reach and impact of the program.
- The soundness of the organization's financial status.

Deadline

Bids will be accepted through 11:59 p.m. on April 20, 2018. The selected bidder will be notified no later than June 30, 2018.

Submissions

Submit bid materials to:

Poetry Out Loud Selection Committee
c/o Joel Gavin
Oklahoma Arts Council
PO Box 52001-2001
Oklahoma City, OK 73152-2001