

Summer Course

Request for Qualifications (RFQ)

Release date: January 5, 2017



01. Eligibility

This RFQ is open to artists with experience in creating art.

The University of Ottawa supports cultural activity that is inclusive of Ottawa's diverse community in areas such as gender, official language, ethnicity and disability. Submissions from Aboriginal artists and artisans, including First Nation, Inuit and Métis applicants are welcome and encouraged. The University of Ottawa recognizes both official languages as having the same rights, status and privileges.

02. Evaluation Criteria and Selection Process

Submissions will be evaluated based on the artistic excellence of previous work including images, qualifications (résumé), artistic approach (artist statement).

All applicants must have demonstrated the following:

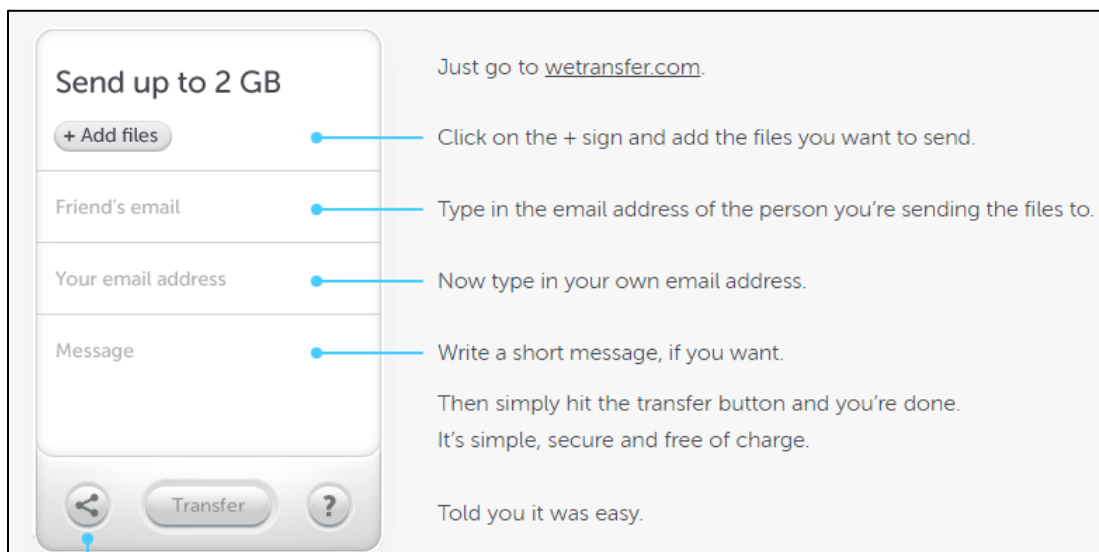
- Experience in creating art projects
- Ability to produce an art project within the course deadlines;
- Excellent written and oral communication skills

A selection committee will review all submissions and develop a shortlist of qualified artists. Shortlisted artists will be allowed to produce an art work as the course deliverable.

The selection committee, in consultation with the University of Ottawa, has the sole right and authority to accept or reject any application at any time during the selection process, or cancel the RFQ. All selection committee decisions are final.

03. Submission Requirements

This is a paperless application process. Each complete submission must be sent via [WeTransfer](#), a free file transferring system. Follow the steps indicated below using arthrrec@uottawa.ca as the "Friend's Email" and start your "Message" section with "**Arts and Human Rights – YourFirstname YourLastName**":



Ref.: www.wetransfer.com

You will immediately receive an email confirmation stating: "Files successfully sent to arthrrec@uottawa.ca". And as soon as the recipient has downloaded your file, you will receive this confirmation email: "arthrrec@uottawa.ca downloaded your files".

File formats must be PC-compatible and include PDF, TXT, RTF, OTF, DOC, and DOCX.

Fax, email or any other means of delivery will not be accepted. Submissions will not be returned. The University of Ottawa will not be responsible for any loss or damage to any materials.

Your submission must be transferred electronically **by April 1st 2017, 3:00 pm EDT.**

The following support materials are required:

1. Artist Statement

An artist statement (1 page maximum) outlining your artistic practice and approach, and how your practice is relevant to this opportunity. If you are submitting as an artist team, describe why and how you intend to collaborate. You must include your name, mailing address, telephone number and e-mail address.

2. Artist statement summary

A brief synopsis (1 short paragraph), which outlines your artistic approach and indicates how your practice, is relevant to this opportunity. This summary will be used as a quick reference during the deliberation process by the selection committee.

3. Current artistic résumé

A current résumé (4 pages maximum) highlighting relevant experience on projects similar to or directly related to this opportunity.

4. Samples of previous work

A maximum of 10 digital image or video files are permitted per artist.

Digital images must be:

- PC-compatible in JPG, TIFF or BMP format
- 72 dpi and no larger than 2 MB each
- In RGB format, maximum of 1240 pixels (length or width)

Digital videos must be:

- PC-compatible in QuickTime Movie (.mov), MPEG-4(.mp4, .m4v), MPEG-2, MPEG-1, 3GPP, 3GPP2, AVCHD, AVI (Motion JPEG only), DV
- No longer than 2 minutes and no larger than 10 MB each

We will not accept materials that require specialized software, plug-ins, extensions or other executables that need to be downloaded or installed, or materials that are embedded in any type of presentation, such as websites, or Word or PowerPoint documents.

Files must be named with a number, followed by title, date, material and support, metric dimensions, and cost (if applicable), each separated by an underscore:

01_title_date_material and support_height x width x depth cm_\$cost.jpg
02_work in progress_2014_LED and resin_1 x 4.5 x 7 m_\$180,000.jpg
03_untitled 5_2011_wood and metal_400 x 650 x 10 cm_\$19,000.tiff
04_installation at Karsh-Masson Gallery_2010_mixed media_variable
dimensions_\$0.bmp

5. List of previous work samples

Compile a list with detailed information on the samples of previous work, using the name assigned to the digital image as per examples above.

Include information on the location of installed work, details on the medium, dimensions, fabrication and installation processes and the total public art budget for commissioned works. This list should not exceed 2 pages.

04. Proposals in English or French

All proponents may reply to this RFSQ in the official language of their choice. The course will be offered in English only. However, artists following the program for credit with due approval of qualifications (by following this process), are allowed to submit their final work (work of art) in the language of their choice.

05. Deadline and Notification

Submissions must be received no later than April 1st, 2017, 3:00 pm EDT. This is not a postmark deadline. Late or incomplete applications will not be accepted. Artists will be notified of the results of the initial selection process by e-mail approximately two weeks after the deadline. See section “03 Submission requirements” for submission details.

06. Inquiries / Questions

All inquiries regarding this RFQ requirements or process must be directed by email, with the title of the opportunity (“**Request for Qualification**”) in the subject line, to the attention of arthrec@uottawa.ca.

All inquiries/questions regarding this RFSQ must be received no later than the date identified. The University of Ottawa reserves the right to not acknowledge or respond to inquiries received later than the above-stated date and time.