



Brock University is looking for assistance in working with Brock Staff and Community Members in the following:

- Creating a work plan to transition Rodman Hall and include:
 - i. Operating and Marketing Plan
 - ii. Financial Projections
 - iii. Human Resource considerations
 - iv. Site suggestions
 - v. Discussions with Community Champions
- A timetable for work
- A submission of hourly rate for extra duties
- Total cost must be \$50,000 or less

BACKGROUND

Rodman Hall's Core Businesses include:

- A professional, nationally recognized regional art museum serving Niagara Residents, supported by the Canada Council and Ontario Arts Council funders.
- A fine arts research centre providing superior pedagogical services to the fine arts faculty and students of Brock University since 2003.
- A city park since 1960 and 5 acres of gardens developed between 1984 and 1987 - named the Walker Botanical Garden after their major sponsor.
- An historical site at a defining geographical juncture of the city, featuring an 1856 stone house and an 1863 manse built by one of city's founding families - the Merritt Family.

A revised business plan includes the following:

- When Brock assumed ownership of Rodman Hall in 2003, Brock had budget surpluses and was sponsoring some of the city's cultural organizations.
- Ownership by a University cut off several funding channels and Brock assumed the financing of Rodman. Rodman Hall was never expected to be self-financing.
- Over the last 12 years Rodman has met approved budgets which have increased with a growing scope; Brock says it can no longer afford Rodman Hall.

To increase its public services and self-sufficiency, Rodman Hall:

- Must become more engaged and accountable to the St. Catharines and Niagara communities;
- Should continue to honour its academic commitment to Brock University;

- Should provide services to Brock the City, Region and other clients on a fee-for-service basis;
- Has to assume operational and capital fundraising autonomy for its four lines of business:
 - Art museum
 - Art education
 - Public gardens
 - History centre

In summary, the Rodman Hall Advisory Board proposes to:

- Increase Revenues - through fundraising autonomy, building community relationships and reducing barriers to individual, corporate, foundation donations and arts council funding.
- Reduce Expenses - by scrutinizing contracted obligations and reducing budgets.
- Change Business Goals - by redefining Rodman Hall's lines of business and seeking community partners to share asset use, management and expense.

REQUIREMENTS

Progress Reports

- Written progress reports, highlighting activities undertaken, results achieved and outlining any unexpected delays, problems or difficulty that arise as the project progresses shall be submitted monthly.

Draft Report

- The respondent shall prepare a Draft Report at the completion.

Final Report

- The respondent shall prepare the Final Report for acceptance. The Final Report shall include, but not be limited to the following information:
 - i. Description of all work undertaken
 - ii. Recommendations

Proposal Format

- All respondents must submit an electronic copy of their proposal containing the detailed information to fulfill the deliverables described above. The submission should be less than 10 pages.
- Each respondent should provide the full legal corporate name of each corporate identified in the proposal, and the name, title, address, telephone number, and email address of the individual to be contacted with respect to the submission.

- Provide a brief description of the qualifications and experience, both professional and practical
- Provide a list of relevant previous assignments and brief descriptions of their roles

Evaluation Process

- Each proposal will be examined to determine if it meets the requirements.
- The proposal will be evaluated as follows:
 - Experience and qualifications - 40%
 - Approach - 40%
 - Financial - 20%

Delivery Date

- Submissions must be delivered by February 1, 2016 at 4:00 p.m. EST

Brian Hutchings

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