



United States Department of the Interior
CHAMIZAL NATIONAL MEMORIAL

800 South San Marcial
El Paso, Texas 79905-4123



In Reply Refer To
6.A.1

May 1, 2013

Dear Director,

The National Park Service at Chamizal National Memorial is now accepting proposals from theater troupes wishing to perform during the Siglo de Oro XXXIX Spanish Drama Festival. The Festival is scheduled for February 26 – March 2, 2014 at the Memorial in El Paso, Texas. Proposals must be received by June 15, 2013 to be considered.

To create your proposal, please complete the attached “2014 Siglo de Oro Festival Proposal Information Sheet” and upload it along with a copy of your itemized budget, script, and sample performance video to our new Festival email account, siglodeorofestival@gmail.com. Please note that each file or attachment you upload is limited to a maximum size of 2GB with a total upload limit of 10GB for all attachments. Please be sure to “share” or make “public” your video submission so the panel reviewers are able to watch and evaluate it. These proposal materials will be reviewed and scored by a committee of park staff and partners, including Siglo de Oro period scholars and theater professionals. A copy of the scoring tool is attached for your reference so you can see how your proposal will be evaluated by the review committee.

In order to contract with Chamizal National Memorial as a US Federal Government agency and receive payment for services provided, companies must be registered and activated in the following systems by August 5, 2013: Data Universal Numbering System (DUNS) from Dun & Bradstreet, NATO CAGE (NCAGE, Commercial and Governmental Entity) Number, and United States Federal Government’s System for Award Management (SAM). Registration instructions for each of these are attached. I encourage you to start the registration process as soon as possible because it can take several weeks to complete the entire process and be activated on www.sam.gov. Please do not wait until you receive notification of whether you have been selected to perform or not to start this process.

Technical information and diagrams of our theater are also included to help you determine if your production is suitable for performance in our theater. Please note that at Chamizal National Memorial all “Siglo de Oro” plays presented must be acceptable for general family audiences without nudity or profanity.

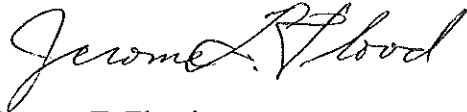
Please ensure that all members of your company planning to travel and perform at the Festival have their passports or visas in order to avoid any unnecessary delays or complications.



Chamizal National Memorial staff and partners are looking forward to receiving and reviewing your Festival performance proposal.

If you have any questions, please contact Anne Doherty-Stephan either by email at cham_siglo_de_oro@nps.gov or at Anne_Doherty-Stephan@nps.gov or by phone at 915-532-7273 x124. Send your theatrical drama proposals to the new Festival email address in the second paragraph.

Sincerely,

A handwritten signature in cursive script that reads "Jerome T. Flood". The signature is written in black ink and is positioned above the printed name.

Jerome T. Flood
Interim Superintendent

REQUIRED

Instructions to Submit a Siglo de Oro Festival Performance Proposal

The following steps must be completed by each theater troupe wishing to be considered for the 2014 Siglo de Oro Festival.

1. Complete the registration process by getting a DUNS Number, NCAGE Number, and register in www.sam.gov no later than August 5, 2013. Please use the enclosed "Instructions for Registering as a Contractor with US Government" to guide you through that process.

Each production you are submitting for consideration must include the following documents and be emailed to sigloroofestival@gmail.com by June 1, 2013. Please use the requested file name format below for each required attachment. Remember that **the maximum size for each attachment is 2GB and the total maximum for all attachments is 10GB.**

2. Complete and submit a "2014 Siglo de Oro Festival Proposal Information Sheet" for each production you are submitting for consideration. Save and upload as:

Company Name-Production Name-Proposal Info

(for example: MorfeoTeatro-El coloquio de los perros-proposal info)

3. Submit a copy of your proposed, itemized budget. Save and upload as:

Company Name-Production Name-budget

(for example: MorfeoTeatro-El coloquio de los perros-budget)

4. Submit a sample performance video. Please be sure to "share" or "make public" your video so the committee members can view and evaluate it. A performance sample of the actual production being proposed is preferred. Save and upload as:

Company Name-Production Name-video

(for example: MorfeoTeatro-El coloquio de los perros-video)

5. Submit a copy of the full script you are proposing, including any adaptations or modifications to the original period script. Save and upload as:

Company Name-Production Name-script

(for example: MorfeoTeatro-El coloquio de los perros-script)

REQUIRED

Instructions for Registering as a Contractor with US Government

In order to contract with Chamizal National Memorial as a US Federal Government agency and receive payment for services provided, companies must be registered in the following systems and have the following numbers activated and on file. If you are not registered and activated by August 5, 2013, we will not be able to consider your company to perform at next year's Festival. It is a sequential process so you will not be able to proceed to the next step in the process until you successfully complete the previous step. You are encouraged to start this process as soon as possible because it can take several weeks to complete the entire process and be activated on www.sam.gov. Please do not wait until you receive notification of whether you have been selected to perform or not to start this process.

Step 1: Get a DUNS (Data Universal Numbering System) Number from Dun & Bradstreet. You can do this either online at www.dnb.com/get-a-duns-number.html or by telephone at 1-877-652-7757.

If your company is located outside the United States, just use the drop down menu at the top of the page, select your country, and the information will automatically be translated for your convenience and ease of completing the registration process.

Step 2: Get a NATO CAGE (Commercial and Governmental Entity) or NCAGE Number. If you are in the United States, you should automatically receive this number when you complete Step 1 (above) and receive your DUNS Number. For assistance in the US, you can call 1-888-227-2423.

If you are outside the US, you may need to contact your own country's Ministry for assistance and acquiring this number or you can call 1-269-961-7766 in the US. The form and instructions can be found at http://www.dlis.dla.mil/Forms/Form_AC135.asp. Additional instructions for completing the form can be found at http://www.dlis.dla.mil/Forms/form_ac135instr.asp. If you are having trouble, you can also email NCAGE@dlis.dla.mil.

Step 3: Register your company with the US Federal Government's System for Award Management (SAM) at www.sam.gov. You will need both a DUNS and NCAGE Number in order to create an account to complete this process and activate your registration.

REQUIRED

Instructions for Developing Your Siglo de Oro Festival Proposed Budget

In developing your proposal budget, please consider the following:

- The proposed budget must be in English and specify US Dollars.
- Your proposed budget is considered a Performance Fee. If you are selected and perform at the Festival, you will be required to submit an invoice and paid the negotiated amount by United States Treasury check in one lump sum after the Festival for the agreed-upon amount only. This amount should include a) costs of your Festival stage performance, b) travel costs to and from El Paso, c) cost of meals, and d) other miscellaneous expenses for your traveling company.
- Lodging: Your proposed budget or performance fee should not include lodging costs because the Memorial will contract with the selected hotel based on the best value and pay them directly.
- Do you have more than one Siglo de Oro play that you are interested in performing at the Festival? If so, please specify the cost for a single play as well as costs for performing multiple plays. Each proposed work will be evaluated individually as well as part of a multiple performance package.
- Are you interested in performing at our Mexican partners' Siglo de Oro Festival in Ciudad Juarez? If so, what additional costs do you propose? Please include these costs in both US Dollars and Mexican Pesos.
- Are you interested in performing at local schools as part of the Memorial's Education Outreach Program? If so, what additional costs do you propose? What dates do you propose – are you willing and able to come the week before the Festival? Are you willing to perform on a morning during the Festival on a different day than you may be scheduled to perform on stage at the Memorial?
- Chamizal National Memorial will only be able to provide transportation between the Memorial and the selected hotel. The selected hotel may provide shuttle service to and from the airport as well as within a few miles/kilometers radius of the hotel to restaurants, shopping, and other local destinations.
- If you choose to fly into Ciudad Juarez instead of El Paso, you are responsible for all transportation costs and arrangements between there and El Paso. The only exceptions to this are if you are performing at the Siglo de Oro Festival in both Ciudad Juarez and at Chamizal National Memorial in El Paso; if this is the case, transportation arrangements will be coordinated between you, the Memorial, and our partners in Ciudad Juarez.
- You are responsible for the shipment or transportation of your set from your point of origin to the theater at Chamizal National Memorial.
- Once contracts are signed, no additional costs can be requested or paid.

REQUIRED FOR EACH PROPOSAL

2014 Siglo de Oro Festival Proposal Information Sheet

Instructions: Please use this format to create your proposal for each production. The information on this form will assist the Festival Review Committee in evaluating your proposal. You are not limited to the current space after each question. Please complete on a computer and the fields will expand to accommodate your responses.

Please save this file using the format: Company Name – Production Name – Proposal Info

Name of Theater Company:

Point of Contact's Name:

Contact information (email address, mailing address, phone number with country code):

Name of Production:

Playwright/Author:

Would you classify the proposed production as a traditional staging of the play or is it an adaptation?

If the production is a traditional staging, how is it different from what Chamizal audiences may have seen over the course of the past decades?

If the production is an adaptation, what is the justification/rationale behind the adaptation?

Length of Production (running time):

Proposed Budget for single performance at Festival (in US Dollars including travelling expenses, performance fees, and meals). Chamizal National Memorial will contract with the hotel for the lodging.

Are you interested in participating in school outreach programs, performing a short scene from your production for local school children at their schools?

The length of each school visit is approximately one hour, including introductions and a question and answer session following performance. If during the week of the Festival, if selected, you would not be doing a school outreach performance on the same day as your main Festival performance.

If so, what are the additional costs for this service (in US Dollars)?

Are you interested in also performing this production in Ciudad Juarez, Mexico at our partners' Siglo de Oro Festival?

If so, what are the additional costs for this (in US Dollars and Mexican Pesos)?

REQUIRED FOR EACH PROPOSAL

Has your company ever performed at a Siglo de Oro Festival?

If so, please list the name, dates, and location of the festival and the play(s) performed.

Total Number of people in Company Travelling (cast and crew), including number of men and number of women. This will be used to estimate the number of hotel rooms that will be needed for budget purposes. If selected, you will be asked to provide a list of who will share each room. Please note that only directors are allowed a private room.

Name of Director

Name of Technical Director

*DUNS Number

*NATO CAGE Number

*Is your company registered and active in www.sam.gov?

*Please note that if you are not registered and don't have these numbers by August 5, 2013, we will not be able to contract with your company to perform at Chamizal National Memorial's 2014 Festival.

Synopsis or brief description of the play's plot (not to exceed 300 words):

Brief description of Theater Company (not to exceed 150 words):

How much time do you require to load in your sets, props, and scenery?

How much time do you require for rehearsal prior to the performance?

How much time do you require to strike or pack up sets, props, and scenery?

Are there any props that you will not be able to ship or bring with you when you travel that the Memorial will need to try to acquire? Please list and describe each individually. Photographs and dimensions of the props or objects you require will greatly assist us in acquiring them for you if you are selected.

Please list any awards received, other festivals performed at, and any other additional information you feel is important for the review committee to know as we are reviewing your proposal.

Thank you! The Siglo de Oro Festival Review Committee looks forward to receiving your proposal package.

FOR YOUR REFERENCE ONLY

**Siglo de Oro Drama Festival at the Chamizal National Memorial
Rubrics for the Review of Proposals: 2014 Season**

Name of Work: _____

Author of Work: _____

Name of Company: _____

Name of Evaluator: _____

Rubric for the Primary Evaluation of the Production: Please note that in evaluating your proposal, more emphasis or importance will be given to some elements than to others; for example, more importance will be placed on the quality of acting than on scenery and costumes.

Criteria	Superior	Good	Average	Poor	Inadequate	Total
Quality of Concept	10 9	8 7	6 5	4 3	2 1	
Quality of Acting	10 9	8 7	6 5	4 3	2 1	
Attractiveness of Props/Scenery/Costumes	6	5	4 3	2	1	
Support of the Mission of the Park (C.N.M.)	6	5	4 3	2	1	
Innovation (Production Offers Something New)	6	5	4 3	2	1	
Suitability to Space/Time	4	3	2	1	0	
Quality & Completeness of Application Materials	4	3	2	1	0	
Overall Impression	4	3	2	1	0	
Final Score (Out of 50)						

Rubric for the Appropriateness of the Production to Various Constituencies (Secondary)

Audience/Constituency	Scale					Score
Family/Community	5	4	3	2	1	
Educational (High School)	5	4	3	2	1	
Academic	5	4	3	2	1	
Innovators	5	4	3	2	1	
Traditionalists	5	4	3	2	1	

Technical Information About the Memorial's Theater

We do not have a fly system, we have a light grid. Scenery and drops can't be flown. It is possible to hang drops in a few positions, but they would stay up for the whole show.

We do not have a scene shop. We do not have a collection of scenery or props. We are able to borrow props from the theaters at the University of Texas, but their selection is limited. Please try to bring whatever you need. Give us a list of what you'll need as soon as possible.

Performing companies for the Siglo de Oro only have one day to assemble their scenery, focus the lights, rehearse, perform and strike the scenery, so please aim for simplicity.

We have our standard light plot on the light grid which we would prefer to keep for all the plays of the festival, adding specials to accommodate each show. This plot consists of a pink wash from the front, a blue wash from the front, a lavender wash from stage left, an amber wash from stage right, a white wash from the front of house position and lights for the cyclorama in red, green, blue and yellow which can be mixed to make different colors.

The gel colors can be changed on the washes but the gel cannot be changed on the cyclorama lights. Specials can be added for gobos, area lighting, streets and other effects.

Please see the enclosed diagrams and technical information. If you have technical questions, please call the Theater Technical Office at the Memorial at (915) 532-7273, extension 115 or 122.