



TO: Brandi Braun
Stephanie Brock
FROM: Karen Wiser
DATE: January 29, 2016
RE: Class Acts Contract
CC: Steve Aumiller
Jason Nicholson

In reference to upcoming legislation to approve a contract between Columbus Recreation and Parks and Class Acts Columbus, the following information provides details pertaining to why we do not competitively bid this contract.

Class Acts Columbus will provide fiscal agent services and artist booking/production assistance for department events including the Jazz & Rib Fest and Scioto Mile programs. Class Acts maximum compensation will not exceed \$20,000. (See below for detail.)

Class Acts Columbus will secure artists, process artists' contracts and pay all deposits and artists' fees associated with these contracts. In addition, they will coordinate artists' performance details including travel and production. Class Acts Columbus will process all festival vendor fees and beverage receipts, and pay event expenses from invoices as authorized and directed by CRPD. As fiscal agent, Class Acts Columbus will pay invoices as directed by CRPD's designated festival director, maintain financial records pertaining to all transactions and regularly provide account documentation. Class Act Columbus will hold a surety bond in the amount of \$100,000 and Certificate of Insurance as required by the City. Compensation to Class Acts Columbus will be \$7,500 and 10% of the artists' contract fees as payment for these services. It should be noted that although the contract total is \$145,000, payment to Class Acts Columbus for all services rendered will not exceed \$20,000. Payment will be made upon receipt of proof of payment and invoice for services rendered.

The Class Acts Columbus contract was developed with the guidance of the City Attorney and requires annual approval by the City Auditor, Columbus Depository Commission and Treasury Investment Board, City Attorney, Recreation and Parks Commission and Recreation and Parks administration.

Class Acts Columbus provides a vital service to the City, as the Auditor's policies do not allow city funds to be expended prior to services being rendered. Without a mechanism for payment of deposits, we would be unable to secure artists for festival performances and to arrange necessary festival services. Fiscal agent services are necessary for the success of these major downtown events, as advance deposits are an industry standard and required to present touring artists. Class Acts Columbus has had a long-standing relationship and proven track record with the City for the past 16 years. These major downtown events produced by Recreation and Parks would not be possible without a constant and reliable resource to provide this necessary service.

Thank you and please let me know if further information is needed.