



How to Apply for Reno-Tahoe Airport Authority (RTAA) Public Art Solicitations

Applying for public art solicitations with the RTAA is a two-part process through NGEM and CaFÉ. **Both are MANDATORY for your application to be complete and considered.**

NGEM and CaFÉ will help the RTAA manage the large number of artist submissions that are expected for public art opportunities and review all applications equitably. Neither website charges fees for artists to store information.

Part 1

NGEM, the Nevada Government eMarketplace, is a web-based solicitation system. It helps airport staff manage the large number of artist submissions that typically accompany public art opportunities.

Register by creating a free artist profile on NGEM - www.nevada.ionwave.net/Login.aspx

- Select the Art & Craft & Writing commodity
 - Artists will be notified of any new solicitations
 - You can adjust notification settings to automatically learn about RTAA Calls for Art
- Copies of all RTAA documents and addendums can then be downloaded directly from the NGEM website

For further assistance, click [here](#) to view the instructional video.

Part 2

CaFÉ is a website tool for artists to store images from their portfolio, biographical information, artist statements, etc.

Create a free artist profile at www.callforentry.org

(For help setting up your profile, visit <https://www.callforentry.org/artist-help-cafe/>)

- Artists upload required application materials listed in the RFQ, that may include but not limited to, portfolio images, CV/resume, artist statement, and letter of interest.
- You can adjust notification settings to automatically learn about RTAA Calls for Art

To apply for most Calls, artists will need:

- Resume or CV
- Biographical statement
- Artist statement
- Portfolio (digital images) with information about each image such as title, date, materials and budget amount and location for commissioned works
- References

IMPORTANT

- Please follow directions and do not skip steps or omit any required information.
- Applications not containing required information will not be reviewed.
- Calls for Artists are not a lottery or contest; it is a competitive application process with set criteria for the selection panels to review. The number of available art locations is limited and only a few qualified artists will advance to the RFP phase.

Artists who need access to a computer and/or internet access are encouraged to seek assistance from their local library.

The following are minimum qualification standards the RTAA uses to consider an artist for a Request for Qualifications or Request for Proposal:

1. **Artistic Excellence:** Works of art in the artist's portfolio are original, innovative, of exceptional quality and enduring value.
2. **Relevant Prior Experience:** The artist has created projects of a similar scale and budget and has experience coordinating with multiple stakeholders.
3. **Appropriateness to Site and Project:** Works of art in the portfolio indicate that the artist is likely to be sensitive to the social, economic, cultural, historical, and physical context of the site, either existing or planned.
4. **Low Maintenance & Durability:** Works of art in the artist's portfolio utilize materials and processes likely to contribute to the longevity of public works of art, especially for projects that will be located outdoors, or is willing to adopt such practices by collaborating with a partner with relevant specialized expertise.