



United States Department of the Interior

CHAMIZAL NATIONAL MEMORIAL
GILA CLIFF DWELLINGS
800 South San Marcial
El Paso, Texas 79905-4123



In Reply Refer to:
10.D. CHAM

May 15, 2014

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 XXXX Spanish Drama Festival. The Festival is scheduled for March 18 – March 22, 2015 at the Memorial in El Paso, Texas. Proposals must be received by June 20, 2014 to be considered.

To create your proposal, please complete the attached “2015 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, 2014: 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.

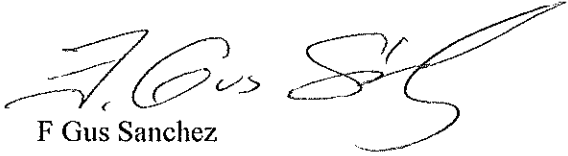
Technical information and diagrams of our theater are also included to help you determine if your production is suitable for performance in our theater. Please note that at Chamizal National Memorial all “Siglo de Oro” plays presented must be acceptable for general family audiences without nudity or 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 black ink, appearing to read 'F. Gus Sanchez', written in a cursive style.

F Gus Sanchez
Superintendent