



COMMUNITY COLLEGE  
OF RHODE ISLAND

Purchasing Office

LETTER OF INTEREST (LOI): BB002933-2

TITLE: PIANO ACCOMPANIST

**SUBMISSION DEADLINE: January 1, 2016 at 10:30 AM (ET)**

**SUBMISSION DEADLINE:**  
Round 1: BB002933 9/2/2014 at 10:30am  
Round 2: BB002933-2 1/1/2016 at 10:30am

**QUESTIONS** concerning this solicitation must be received by the Community College of Rhode Island at (purchasing@ccri.edu) no later than (December 28, 2015, 12:00 PM (ET)). Questions should be submitted in a *Microsoft Word attachment*. Please reference the bid number (LOI #BB002933-2) on all correspondence. Questions received, if any, will be posted on the Rhode Island Division of Purchases, Other RI Bid Opportunities, website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: NO**

**BOND REQUIRED: NO**

**DISK BASED BID:**  **NO**  
 **YES:** See attached Disk Based Bidding Information

**NOTE TO VENDORS:**  
A complete, signed bid/offer Package, including a completed two-page RIVIP Bidder Certification Cover Form/Contract Offer must be submitted with the specific Bid/RFP Number, date, and time of bid closing noted on the envelope. Mail to: Purchasing Office, Community College of RI, 400 East Avenue, Warwick, RI 02886.

**THIS IS NOT A BIDDER CERTIFICATION FORM**

The Community College of Rhode Island (CCRI), Purchasing Office is soliciting Letters of Interest (LOI) and Statements of Qualifications from firms, organizations, and/or individuals to provide instructions and training services, as needed, for the period as listed on the attached document, renewal, at the sole option of the State/CCRI, for four (4) additional 12-month terms, as described herein, and in accordance with the State's General Conditions of Purchase, which is available on the Internet at [www.purchasing.Ri.gov](http://www.purchasing.Ri.gov).

CCRI intends to make multiple awards under this solicitation. Inclusion on the qualified provider list for this LOI is no guarantee of income. Vendor selection will be based on a number of factors, including (but not limited to) price, availability, expertise and satisfaction with services provided.

This is not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the submission, in addition to price; there will be no public opening or reading of responses received by the CCRI Purchasing Office pursuant to this request

### **Instructions and Notifications to Offerors**

Potential offerors are advised to review all sections of this Request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal

Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offeror the College assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the College Purchasing Agent.

All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

Proposals misdirected to other State locations or which are otherwise not present in the CCRI Purchasing Office at the time of opening for any cause will be determined to be late and may not be considered. **For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the CCRI Purchasing Office.**

It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor (s) proposed to be used are identified in the proposal.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the selected vendor(s).

Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this LOI will be considered public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

Interested parties are instructed to review the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this LOI.

**Background Check:** The State reserves the right to conduct criminal background checks on any and all of Contractor's personnel assigned to this Contract. In the event an individual's file/background check proves other than satisfactory, as determined solely by CCRI, CCRI reserves the right to have the individual(s) immediately removed from performing under this Contract and replaced by acceptable personnel at no additional cost to CCRI.

### **Contractor Reporting and Accounting Requirements**

**Reporting:** Contractor agrees to submit all required documentation and reports on a timely basis and in accordance with the specified time frames pursuant to this Contract. Penalties for delinquent reporting may include withholding of payments until such time all reports are received, cancellation and/or termination of this Contract with no obligation to pay for undocumented services, or both. Contractor shall not be responsible, and shall not be penalized, for State's loss of documentation and reports.

**Access to Records:** Contractor agrees that CCRI, or any of its duly authorized representatives, has the right of timely and unrestricted access during normal business hours to any books, documents, papers, reports, or other records of Contractor that are pertinent to the fulfillment of the requirements of this Contract, in order to make audit, examinations, excerpts, transcripts, and copies of such documents. This right also includes timely and reasonable access to Contractor's personnel for the purpose of reviewing, interviewing, evaluating, and monitoring related to such documents. All such items shall be available to the requesting party in the Purchasing office at CCRI.

**Ownership:** Contractor agrees that all information, data, and supporting documentation provided by CCRI that relates to the services here under shall remain the property of CCRI.

**Maintenance of Records:** Contractor's records, books, and other documents reasonably related to this Contract shall be kept and maintained in standard accounting form. Such records, books, and documents shall be made available in Contractor's offices in Rhode Island subject to inspection by CCRI or authorized CCRI personnel upon request during normal Business Hours. State shall retain the right to audit the records, books, and documents, in whatever form, at their discretion upon reasonable notice to Contractor. Contractor shall ensure that that any and all

electronic data is compatible with State's ability to record and read such data and Contractor shall provide electronic data in a format compatible with State's information technology capabilities. Contractor shall furnish all required items, including, but not limited to, documents pertaining to services provided for purposes of this Contract, records of work performed, records of payments, copies of invoices and/or receipts, or other items necessary or convenient to transmit and communicate the information needed or convenient for full and unrestricted audit of the Contractor's records, books, and documents.

**Audit:** The State Auditor, its assigns, or any other governmental entity approved by State shall have the unrestricted right to audit all data or documents related to this Contract. Such data shall be furnished in Contractor's offices at a mutually convenient time within a reasonable time. Should State determine it reasonably necessary, Contractor shall make all of its records, books, and documents reasonably related to this Contract available to authorized State personnel, at reasonable times and within reasonable periods, for inspection or auditing purposes or to substantiate the provisions of services under this Contract.

### **Contractor Confidentiality**

**Public Information Act:** The parties acknowledge and agree that State is subject, as a matter of law, to Rhode Island Government Code also known as the Rhode Island Information Act (hereinafter "Public Information Act"). Notwithstanding any other provision, the parties agree that in the event that any provision of this Contract, or other documents related to this Contract, including, but not limited to, any exhibit, attachment, amendment, addendum, or other incorporated document, is in conflict with the Public Information Act, such provision shall be of no force or effect. Furthermore, it is expressly acknowledged and agreed that Rhode Island courts, judges, elected officials, Department heads, and municipal employees (hereinafter "State Requestors") may request advice, decisions, and opinions of the Attorney General of the State of RI in regard to the application of the Public Information Act to any software, hardware, firmware, or any part thereof, or other equipment or item, data, or information, or any other thing or item furnished to or in the possession or knowledge of State. It is further acknowledged and agreed that the State Requestors have the right and obligation by law to rely on the advice, decisions, and opinions of the Rhode Island Attorney General. Contractor hereby releases the State Requestors from any and all liability or obligation of any type, kind, or nature regarding any disclosure of any software, hardware, firmware, or any part thereof, or other equipment or item, data, or information, or any other thing or item furnished by Contractor or in the possession or knowledge of State that is determined by State or in reliance on any advice, decision, or opinion of the Rhode Island Attorney General to be available to the public or any persons.

Notwithstanding the foregoing, the parties agree, to the extent permitted by the Public Information Act, to keep confidential (and store in a secure area with limited access) and will not copy, publish, sell, exchange, disclose, or provide to others or use any information, documents, or data, provided to or disclosed to the other party, or any information related to this Contract, including, but not limited to, any exhibit, attachment, amendment, addendum, or other incorporated document, for any purposes other than performing each party's obligations under this Contract.

## **Vendor Questions & Submission**

Questions concerning this solicitation may be e-mailed to the CCRI Purchasing Office at [purchasing@ccri.edu](mailto:purchasing@ccri.edu) no later than the date & time listed on page one of this solicitation. Questions should be submitted in a Microsoft Word attachment Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

Letters of Interest to provide the services covered by this Request must be received by the CCRI Purchasing Office **on or before the date & time listed on page one of this solicitation.** Responses received after this time, as registered by the official time clock in the reception area of the CCRI Purchasing Office, may not be considered.

### **Responses must include the following:**

1. A complete, signed bid/offer Package, Including a completed two-page RIVIP Bidder Certification Cover Form/Contract Offer
2. A statement of qualifications, including staff resume(s). Each staff member's resume shall include the following:
  - List of specialties
  - List of programs
  - Documentation of any and all certifications and/or licenses for services.
3. A signed Cost Proposal featuring all-inclusive hourly fees or rates to be charged and a confirmation that the Offeror is not a State employee. Hourly rates are to be submitted for each year of the maximum five-year term of the contract period. If only one set of hourly rates are submitted, those rates will remain in effect for the duration of the contract (maximum five years).
4. References.
5. Minimum employment requirements including education, training, previous work experience as required by scope of project.
6. Company testing, training, screening, and continuing education plan.
7. Company quality assurance plan to monitor on a regular basis the performance of service providers.
8. Emergency and after-hours contact for Contractor's account representative.
9. Cancellation policy.
10. A completed IRS Form W-9.

An original plus two (2) copies of all materials, in a sealed envelope marked LOI # and Title should be mailed or hand-delivered to:

**Community College of RI  
Purchasing Office  
400 East Avenue  
2<sup>nd</sup> Floor  
Room 2333  
Warwick, RI 02886**

**NOTE: Proposals faxed or emailed to the CCRI Purchasing Office will not be considered.**

### **Evaluation & Selection**

Responses will be evaluated on the basis of apparent ability of the Offeror, the relevancy of the service or program, and the cost of the service. All evaluation criteria are of equal importance. CCRI may make multiple awards as a result of this solicitation.

As a result of this solicitation, CCRI will establish a list of qualified service providers and programs for up to the maximum five year contract term. Selection and utilization of individual providers will be based on need, availability, and price. Inclusion on the qualified provider list is no guarantee of income.

Notwithstanding the above, the CCRI reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

**END**

# Community College of Rhode Island Bidder Certification Form/Contract Offer

## Vendor Information

**Bid/LOI/RFP Number:** \_\_\_\_\_

**Bid/LOI/RFP Title:** \_\_\_\_\_

**Opening Date & Time:** \_\_\_\_\_

**Vendor Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**R.I. Foreign Corp #:** \_\_\_\_\_

### NOTICE TO OFFERORS

This two-page Community College of Rhode Island (CCRI) Bidder Certification Form/Contract Offer **must** be attached to the front of the offer and shall be considered an integral part of each offer made by a vendor to enter into a contract with CCRI. As such, submittal of the entire Community College of Rhode Island Bidder Certification Form/Contract Offer, signed by a duly authorized representative of the offeror attesting to the accuracy of the information provided and the offer extended, is a mandatory part of any contract award. Offers received without the entire completed two-page form attached may result in offer disqualification.

### Other Provisions and Procedures

To assure maximum access opportunities for users, public bid/RFP notices shall be posted on the Rhode Island Division of Purchases Website ([www.purchasing.ri.gov/](http://www.purchasing.ri.gov/)) for a minimum of seven days and no amendments shall be made within the last five days before the date an offer is due.

Offers are irrevocable for sixty (60) days from the opening date (or such other extended period set forth in the solicitation), and may not be withdrawn, except with the express permission of the College Purchasing Agent. All pricing will be considered to be firm and fixed unless otherwise indicated. All offers must define delivery dates for all items; if no delivery date is specified, it is assumed that immediate delivery from stock will be made. After an award has been made, failure to meet all requirements of this invitation may result in a determination of default. Payments for partial delivery will not be made, except where expressly provided herein.

Unless specified "no substitute," product offerings equivalent in quality and performance will be considered (at the sole option of the College) on the condition that the offer is accompanied by detailed product specifications.

The College reserves the right to (a) make awards on the basis that best serves the interest of CCRI, individual items, total low, etc., and (b) reject any and all bids in whole or in part. Prices quoted are N30, FOB DESTINATION, less federal/state tax.

**VENDOR AUTHORIZATION TO PROCEED.** When a purchase order or change order is issued by the Community College of Rhode Island, no claim for payment for services rendered or goods delivered contrary to or in excess of the contract terms and scope shall be considered valid unless the vendor has obtained a written change order issued by the Community College of Rhode Island **PRIOR TO** delivery.

Any offer, whether in response to a solicitation for proposals or bids, or made without a solicitation, which is accepted in the form of a purchase order made in writing by the Purchasing Agent, or a state official with purchasing authority delegated by the Purchasing Agent, shall be considered a binding contract.

Where bid surety is required, bidder must furnish a bid bond or certified check for 5% of the bid total with the bid, or for such other amount as may be specified. Where indicated, successful bidder must furnish a 100% performance bond and labor and payment bond for contracts subject to Title 37 Chapters 12 and 13 of the Rhode Island General Laws. All bonds must be furnished by a surety company authorized to conduct business in the State of Rhode Island.

This solicitation and any contract or purchase order arising from it is issued in accordance with the specific requirements described herein, and the State's Purchasing Laws and Regulations and other applicable State Laws, including the Board of Governors for Higher Education General Terms and Conditions of Purchase. The regulations, General Terms and Conditions are incorporated into all Community College of Rhode Island contracts and can be viewed at [www.ribghe.org/procurementregs113006.pdf](http://www.ribghe.org/procurementregs113006.pdf).

Offerors are advised that all materials submitted to the College for consideration in response to this solicitation will be considered without exception to be Public Records pursuant to Title 38 Chapter 2 of the Rhode Island General Laws, and will be released for

inspection upon written request once an award has been made. Bidders are encouraged to attend Public Bid Openings to obtain competitive pricing information. Bid tabulations may be reviewed after award(s) have been made at the Community College of Rhode Island Purchasing Office Mondays through Fridays between the hours of 9:00 a.m. and 3:30 p.m. – telephone requests for bid results will not be honored.

Provisions of State labor laws concerning payment of prevailing wage rates, issued by the R.I. Department of Labor and Training, shall apply for contracts involving public works construction, alteration, or building repair work.

In accordance with Title 7 Chapter 1.1-99 of the Rhode Island General Laws, foreign corporations (a corporation established other than in Rhode Island) must be qualified to transact business in this state.

State Equal Employment Opportunity Compliance certificate and agreement procedures will apply to all awards for supplies or services valued at \$10,000 and more. Minority Business Enterprise policies and procedures, including subcontracting opportunities as described in Title 37 Chapter 14.1 of the Rhode Island General Laws, also apply. For further information, contact the State MBE Administrator at (401) 574-8253 or charles.newton@doa.ri.gov, visit the website <http://www.mbe.ri.gov/>.

**ALL CONTRACT AWARDS ARE SUBJECT TO THE FOLLOWING DISCLOSURES & CERTIFICATIONS**

Offerors must respond to every disclosure statement. A person authorized to enter into contracts must sign the offer and attest to the accuracy of all statements. Incomplete certification forms are grounds for disqualification of offer.

Indicate Yes (Y) or No (N):

- \_\_\_1 Has your firm (or any principal) been subject to the following findings by the Federal Government, State of Rhode Island or any other jurisdiction? Suspension, Debarment, Indictment, Criminal Conviction. CIRCLE APPROPRIATE ITEM (S).
- \_\_\_2 Has your firm (or any principal) been fined more than \$5000 for a single violation by the Rhode Island Department of Environmental Management for violation of Rhode Island Wetlands law?
- \_\_\_3 I/we certify that I/we will immediately disclose, in writing, to the College Purchasing Agent any potential conflict of interest which may occur during the course of the engagement authorized pursuant to this contract.
- \_\_\_4 I/we acknowledge that, in accordance with (1) RIGL Section 37-2-54(C) “no purchase or contract shall be binding on the state or any agency thereof unless approved by the Department [of Administration] or made under general regulations which the Chief Purchasing Officer may prescribe,” and (2) RIGL section 37-2-7(16) which identifies the Board of Governors for Higher Education as a public agency and gives binding contractual authority to the College Purchasing Agent.
- \_\_\_5 I/we certify that all of the vendor information provided is correct and complete.
- \_\_\_6 I/we certify that I or my firm possesses all licenses required by Federal and State law and regulation as they pertain to the requirements of the solicitation and offer made herein and shall maintain such required license(s) during the entire course of the contract resulting from the offer contained herein and, should my/our license lapse or be suspended, I/we shall immediately inform the Community College of Rhode Island Purchasing Agent in writing of such circumstance.
- \_\_\_7 I/we certify that I/we will maintain required insurance during the entire course of the contract resulting from the offer contained herein and, should my/our insurance lapse or be suspended, I/we shall immediately inform the Community College of Rhode Island Purchasing Agent in writing of such circumstance.
- \_\_\_8 I/we certify that I/we understand that falsification of any information herein or failure to notify the Community College of Rhode Island Purchasing Agent as certified herein may be grounds for suspension, debarment and/or prosecution for perjury.
- \_\_\_9 I/we acknowledge that the provisions and procedures set forth in this form apply to any offer contained herein.

IF YOU HAVE ANSWERED “YES” TO QUESTIONS #1 or 2 OR IF YOU ARE UNABLE TO CERTIFY YES TO QUESTIONS #3 – 9 OF THE FOREGOING, PROVIDE DETAILS/EXPLANATION BELOW AND/OR IN AN ATTACHED STATEMENT.

**Signature below commits vendor to the attached offer and certifies (1) that the offer reflects all solicitation amendments (2) that the above statements and information are accurate (3) that vendor understands and has complied with the requirements set forth herein**

Vendor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Person authorized to enter into contracts; signature must be in ink) (If applicable)

Print Name and Title of Company official signing offer \_\_\_\_\_ Telephone Number \_\_\_\_\_

State of Rhode Island
PAYER'S REQUEST FOR TAXPAYER
IDENTIFICATION NUMBER AND CERTIFICATION

THE IRS REQUIRES THAT YOU FURNISH YOUR TAXPAYER IDENTIFICATION NUMBER TO US. FAILURE TO PROVIDE THIS INFORMATION CAN RESULT IN A \$50 PENALTY BY THE IRS. IF YOU ARE AN INDIVIDUAL, PLEASE PROVIDE US WITH YOUR SOCIAL SECURITY NUMBER (SSN) IN THE SPACE INDICATED BELOW. IF YOU ARE A COMPANY OR A CORPORATION, PLEASE PROVIDE US WITH YOUR EMPLOYER IDENTIFICATION NUMBER (EIN) WHERE INDICATED.

Taxpayer Identification Number (T.I.N.)

Enter your taxpayer identification number in the appropriate box. For most individuals, this is your social security number.

Social Security No. (SSN)

Employer ID No. (EIN)

Form box for Social Security No. (SSN)

Form box for Employer ID No. (EIN)

NAME

ADDRESS

(REMITTANCE ADDRESS, IF DIFFERENT)

CITY, STATE AND ZIP CODE

CERTIFICATION: Under penalties of perjury, I certify that:

- (1) The number shown on this form is my correct Taxpayer Identification Number (or I am waiting for a number to be issued to me), and
(2) I am not subject to backup withholding either because: (A) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (B) the IRS has notified me that I am no longer subject to backup withholding.
(3) As it relates to the "E-Verify" program, I/We certify that I/We have registered to utilize the e-verify program (www.dhs.gov/E-Verify) to ensure compliance with federal and state law. I understand and agree that I am required to continue to utilize the services of the E-Verify program for as long as I continue to do business with the State of Rhode Island. I further understand that my failure to continue to utilize the services of the E-Verify program will adversely affect my ability to continue to do business with the State of Rhode Island and my ability to do business with the State of Rhode Island in the future.

Certification Instructions -- You must cross out item (2) above if you have been notified by IRS that you are subject to backup withholding because of under-reporting interest or dividends on your tax return. However, if after being notified by IRS that you were subject to backup withholding you received another notification from IRS that you are no longer subject to backup withholding, do not cross out item (2).

PLEASE SIGN HERE

SIGNATURE TITLE DATE TEL NO.

BUSINESS DESIGNATION:

- Please Check One: Individual [ ] Medical Services Corporation [ ] Government/Nonprofit Corporation [ ]
Partnership [ ] Corporation [ ] Trust/Estate [ ] Legal Services Corporation [ ]

NAME: Be sure to enter your full and correct name as listed in the IRS file for you or your business.

ADDRESS, CITY, STATE, AND ZIP CODE: Enter your primary business address and remittance address if different from your primary address). If you operate a business at more than one location, adhere to the following:

- 1) Same T.I.N. with more than one location -- attach a list of location addresses with remittance address for each location and indicate to which location the year-end tax information return should be mailed.
2) Different T.I.N. for each different location -- submit a completed W-9 form for each T.I.N. and location. (One year-end tax information return will be reported for each T.I.N. and remittance address.)

CERTIFICATION -- Sign the certification; enter your title, date, and your telephone number (including area code and extension).

BUSINESS TYPE CHECK-OFF -- Check the appropriate box for the type of business ownership.

Mail to: Community College of RI, Purchasing Office, 400 East Avenue, Warwick RI 02886 or Fax to (401) 825-2328

Please provide:

E-Mail address for Bid Solicitation: Fax:

E-Mail address for PO processing: Fax:

CCRI IS SOLICITING SERVICES FOR PIANO ACCOMPANIST(S) ON AN AS NEEDED BASIS ACCORDING TO STUDENTS NEED FOR THE PERIOD FROM 9/1/15 – 6/30/16 WITH THE OPTIONS TO RENEW FOR THREE ADDITIONAL YEARS.

**Description of duties: Piano accompanist(s) for the following:**

MUSC1030-001 voice class at Knight Campus MWF 9:00-9:50 AM Fall semester only (approximately, from the Wednesday after Labor Day through 12/19)

MUSC1030-150 voice class at Flanagan Campus MWF 10:00-10:50 AM spring semester only (approximately from the Wednesday after Martin Luther King Day to through the first week of May.) Applied voice lessons, scheduled TBA 2 or more days per week at Knight Campus, as needed by instructor, vocal recitals (1-2 near the end of each semester) and rehearsals, and juries, scheduled the last day of finals week each semester.

Recitals and juries for instrumentalists as needed, with rehearsals, scheduled late November-second week of December in the fall and mid-April through second week of May in the spring.

MUSC1210 Chorus, scheduled rehearsals MW 2:30-3:45 both fall and spring semesters. Evening or afternoon concert at end of semester TBA, dress rehearsal and other performances as scheduled.

MUSC1220, Chamber Singers, scheduled rehearsals T/Th 12:00-12:50 both fall and spring semesters. Evening or afternoon concert at end of semester TBA, dress rehearsal and other performances at scheduled.

MUSC1091 and 1092 Opera Workshop 1 & 2, as needed for weekly classes, scheduled W 4:00-6:30, rehearsals and performances as scheduled.

Other Performing Arts Department accompanying duties as needed.

Qualifications: at least a Bachelor's degree in piano preferred; a minimum of AFA Music with major piano background. Extensive accompaniment credentials in classical music. A record of reliability, good rapport with students and instructors. References required.

Please provide your availability for any of the accompanying duties listed in the description of duties. It is not expected that one person would be available for all the assignments, but you must be available for the duration of the time period, including TBA performances, required for any course. Instructors are responsible for their own transportation to campus. Accompanists are paid an hourly rate for actual time accompanying, not including time between lessons, etc., and may not necessarily be needed for an entire applied lesson. This would be arranged in consultation with the applied teacher for the area.

Hourly rates are set by CCRI.

