

Procedure to purchase artwork through the AIPP Program
for sites with 1% budgets from \$1,000 - \$20,000

New Mexico Only Purchase Initiative

Each project is facilitated by an Art in Public Places (AIPP) Project Coordinator.

1. AIPP advertises call for artists in various media sources throughout New Mexico. This direct purchase initiative is announced on the first business day in July each year.
2. AIPP accepts and assembles submissions from artists and galleries during the open submission period, that is, the first business day in July through the end of August each year.
3. AIPP assembles statewide panel to review submissions and jury artwork into manageable number of pieces with diverse variety of media & style that will be shown to Regional Buying Committees (RBC).
4. AIPP contacts Owner and User Agency of 1% funds for facility to designate 2 or 3 individuals to represent site for Regional Buying Committee meetings.
5. AIPP schedules a site visit with each Site Representative to determine possible locations and type of artwork most appropriate for the facility. RBC members *must* attend site visit in order to select artwork at the next meeting.
6. AIPP schedules regional orientation and artwork selection meetings for the Regional Buying Committees. All RBC members *must* attend the orientation and artwork selection meeting in order to select artwork for their site.
7. Once artwork is selected, AIPP develops and administers purchase contract including invoices and payment to artist.
8. Selected artwork and project plaque is professionally framed and installed at site by artist or contractor.
9. Artist and Owner Agency sign off on Notice of Acceptance and ownership transfers from artist to owner agency.