

Procedure to Purchase Artwork through the AIPP Program
Sites with Budgets from \$1,000 - \$15,000

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.
2. AIPP accepts and assembles submissions from artists.
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 regional orientation meetings for the Regional Buying Committees. All RBC members *must* attend the orientation meeting in order to select artwork for their site at the next meeting.
6. AIPP schedules an individual site visit with each Site Representative to determine possible locations and type of artwork most appropriate for their facility. RBC members *must* attend site visit in order to select artwork for at the next meeting.
7. AIPP schedules artwork selection meetings for each region with Regional Buying Committee members attending to select artwork for their site. RBC members *must* attend artwork selection meeting.
8. Once artwork is selected, AIPP develops and administers purchase contract including invoices and payment to artist.
9. Selected artwork and project plaque is professionally framed and installed at site by artist or contractor.
10. Artist and Owner Agency sign off on Notice of Acceptance and ownership transfers from artist to owner agency.