CALL FOR ARTISTS, ARTS ADMINISTRATORS, AND CREATIVE PROFESSIONALS

Los Angeles County Department of Arts and Culture Seeks

CREATIVE STRATEGIST FOR 2023-24 ARTIST RESIDENCY

Call for Artist #ARTS-100002

DEADLINE TO APPLY: July 24, 2023, 5:00 p.m. PST
BUDGET: $50,000 Artist Fee | $25,000 Materials Budget

PROJECT OVERVIEW
The Los Angeles County Department of Arts and Culture (Arts and Culture) invites Los Angeles County-based artists, arts administrators, or other creative professionals to submit a proposal to work in partnership with the County of Los Angeles Homeless Initiative (Homeless Initiative) as a Creative Strategist-Artist in Residence (Creative Strategist).

The Creative Strategist will collaborate with Arts and Culture and Homeless Initiative staff to develop a project that may include but is not limited to artistic interventions, approaches, and strategies; community engagement and participation; the identification or mapping of cultural and community assets; the creation of new artworks; and/or access to artistic and cultural experiences to meet the established goal(s) of the residency:

1. To develop and prototype strategies designed to dispel myths and shift the narrative about people experiencing homelessness;

2. To develop arts-based methods that capture complicated ideas in a visual form to increase understanding and awareness of the complexities and solutions of the homelessness crisis in the region; and

3. To develop artist-led, community-informed approaches for increasing public awareness of and galvanizing public support for addressing the homelessness crisis.

Programmatic activities may include both artist and community-initiated projects, workshops, and events; and site-specific visual and/or performing art presentations to address multilayered objectives that improve services provided by Los Angeles County (County), using creative methods that engage Homeless Initiative constituents and stakeholders. The Creative Strategist may engage other artists, performers, and culture bearers during the residency. Events may be held in person or via a digital platform.

This Creative Strategist residency may include but is not limited to the use of trauma-informed visual storytelling techniques, such as graphic recording, infographics, illustrations, video, photography, and
other visual media, to illustrate and promote a deeper understanding of the complicated nature of solving the homelessness crisis.

A Creative Strategist is someone who can apply their artistic practice and creative problem-solving skills to develop artist-led and community-informed solutions to complex social challenges faced by County departments, introduce arts-based methods for engaging with internal and external stakeholders, and support articulated County goals. Creative Strategists are thought partners, they foster innovative ideas and prototype strategies for integrating arts, culture, and creativity into County operational practices. Creative Strategists can play a key role in supporting systems change, strengthening relationships between government and communities, and advancing the County’s cultural and racial equity goals.

This type of work requires a commitment to working collaboratively and a dedication to civic engagement. Applicants must have a portfolio or body of work that demonstrates their ability to align creative practice with social and public need and their experience engaging diverse communities including, in this instance, people experiencing homelessness and/or communities disproportionately impacted.

CREATIVE STRATEGIST PROGRAM OVERVIEW
The Creative Strategist Program emerged out of the LA County Cultural Equity and Inclusion Initiative (CEII). In June 2017, the Los Angeles County Board of Supervisors unanimously approved a motion to fund this CEII recommendation, which places artists, arts administrators, or other creative workers who are representative of diverse constituencies in paid positions in County departments to work as creative strategists. The Creative Strategist Program supports the implementation of the Countywide Cultural Policy, which provides direction for how LA County and its departments can ensure that every resident has meaningful access to arts and culture.

Rooted in socially engaged art and civic practice, the Creative Strategist Program launched in 2018. Working in partnership with County staff and community stakeholders, Creative Strategists use artistic practice and creative techniques to develop innovative solutions to complex social challenges.

To learn more about the Creative Strategist residencies, and participating artists and County departments, please visit lacountyarts.org/CreativeStrategist.

HOMELESS INITIATIVE OVERVIEW
On August 17, 2015, the Los Angeles County Board of Supervisors launched the Homeless Initiative with the primary objective of developing a coordinated set of recommended strategies to prevent and address homelessness. This was approved by the Board of Supervisors on February 9, 2016. On January 10, 2023, the Board of Supervisors unanimously adopted a motion declaring a local state of emergency for homelessness, recognizing that more is needed to fortify the County’s resolve in the fight against homelessness. The motion identified the Homeless Initiative as the lead for overall coordination of the County’s emergency response.

SCOPE OF WORK
The selected artist, arts administrator, or creative professional will work with Arts and Culture and Homeless Initiative as detailed below:
During the residency, Contractor will apply their artistic practice and creative problem-solving skills to develop artist-led, community-informed solutions to complex social challenges faced by Homeless Initiative, introduce arts-based methods for engaging with internal and external stakeholders, and support articulated residency goals.

Contractor will work with Homeless Initiative staff as a Creative Strategist – cultural observer, creative interpreter, social practice artist, and art maker – to foster innovative ideas and prototype strategies for integrating arts, culture, and creativity into Homeless Initiative operational practices, with a cultural and racial equity lens.

Contractor will work closely with staff from both Homeless Initiative and Arts and Culture, as well as independently, to develop, plan, prototype, and implement a Project during the residency. Contractor shall complete the services described below in accordance with the mutually agreed upon schedule:

**Phase 1: Research (October 2, 2023 – January 2, 2024)**
Beginning with an orientation session organized by Arts and Culture, this phase is a time for Contractor and Homeless Initiative to establish mutual understanding and trust through shared exposure to each other’s work and process. Contractor may “shadow” Homeless Initiative staff and attend meetings with staff and other stakeholders, and, in turn, will be invited to speak to staff about their artistic practice. Key Homeless Initiative staff may visit Contractor at their studio.

During this phase, Contractor will begin to engage directly with Homeless Initiative’s internal and external stakeholders, and will analyze Homeless Initiative programs and services, as related to the stated goals of the residency.

At the end of this phase, Contractor will submit a draft Residency Project Proposal, developed in collaboration with Homeless Initiative staff and detailing the proposed project for the residency. Arts and Culture, Creative Strategist, and Homeless Initiative will partner to develop an evaluation plan that will document the process, approach, and lessons learned to help transform County practices and responsiveness.

**Phase 2: Prototyping (January 3, 2024 – March 1, 2024)**
During this phase, Contractor will prototype and field test various models and methods of implementation for the Project. At the end of this phase, Contractor will submit a final Residency Project Proposal that reflects lessons learned during prototyping and field testing.

**Phase 3: Implementation (March 2 – August 30, 2024)**
After review and approval by Homeless Initiative and Arts and Culture of the final Residency Project Proposal, Contractor will implement the Project. Both Homeless Initiative and Arts and Culture staff will offer necessary support and guidance to assist Contractor during the Project’s implementation through regular check-ins.

The Project will include a plan for how Homeless Initiative can sustain the arts-based methodology and practices developed during this phase.
Throughout the duration of the residency, Contractor will continue to refine methods and practices to consistently achieve high outcomes and impact over time.

**Phase 4: Closeout Documents (September 3 – October 1, 2024)**

Once Contractor has completed the Project, Contractor will work collaboratively with Homeless Initiative to finalize a plan to serve as a guide for the sustainability of the arts-based methods and practices developed during the residency. Contractor will submit a Final Report that documents the project’s successes and challenges, lessons learned, and recommendations for Homeless Initiative and the Creative Strategist Program.

Over the course of the one-year residency, Contractor will also periodically meet with Arts and Culture staff and other Creative Strategist Program participants for cohort convenings and training opportunities.

For more details on a Creative Strategist Program Scope of Work, please follow [this link](#) to review the sample Contract.

**ELIGIBILITY**

This call is open to:

- Artists, arts administrators, and other creative professionals residing or working within Los Angeles County.

- Individuals who have already completed a Creative Strategist residency with Arts and Culture are ineligible to apply.

**BUDGET**

**Creative Strategist Fee:** $50,000  
**Project Materials Budget:** $25,000

The maximum all-inclusive project budget is $75,000, which includes $50,000 in artist fees and $25,000 for all costs associated with the development and implementation of the project. Project costs are inclusive of all related expenses, such as printing, materials, training, equipment, video production, mileage, parking, etc. The Creative Strategist is responsible for insurance, and for managing the project budget and submitting invoices. No additional funding is provided.

The Creative Strategist may take on other projects during the residency. This is not a full-time employment opportunity.

Arts and Culture may elect to revise the budget to address changes in the Scope of Work, price, or any term and condition. Arts and Culture will have the sole option to extend the term of the residency for up to two (2) additional one-year terms, based on initially contracted rates, at the sole discretion of the Director of Arts and Culture or his/her designee, subject to performance, needs, and availability of additional funds.
Creative Strategist Program/Call for Artists

DEADLINE: July 24, 2023, 5:00 p.m. PST

SCHEDULE

<table>
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<tr>
<th>Event</th>
<th>Date</th>
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<tr>
<td>Release of Call for Artists</td>
<td>June 27, 2023</td>
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<tr>
<td>Written Questions about this Call for Artists due</td>
<td>July 3, 2023</td>
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<td>Release of Answers to Questions</td>
<td>July 12, 2023</td>
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<td>Deadline for Submissions</td>
<td>July 24, 2023, 5:00 p.m. PST</td>
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<td>Artist Selection</td>
<td>July 25 – September 1, 2023</td>
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<td>Creative Strategist Residency Begins</td>
<td>September 30, 2024</td>
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<td>Residency Ends</td>
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DEADLINE TO APPLY
Submissions are due by or before **5:00 pm, Pacific Standard Time (PST) on July 24, 2023.** Any materials received after the due date and time specified above will be rejected and considered non-responsive.

TO APPLY
Application Link: All interested individuals are invited to submit an application online through SurveyMonkey Apply using the following link:

https://apply-lacdac.smapply.io/prog/call_for_artists_homeless_initiative_creative_strategist

INSTRUCTIONS for First Time Applicants:
- Please create an account using the green REGISTER button.
- Fill-out your account information.
- If you Verify your email, please make sure to use the LOG IN button to re-access the application platform.

SUBMISSION MATERIALS

1. **Resume or CV**
   Please provide 1-2 pages (maximum) outlining your background as an artist, arts administrator, or creative professional, which may include previous projects, experience, education/training, and other related credentials.

2. **Statement of Interest.**
   Please provide responses to the following:
   - Briefly describe why this project interests you.
   - Briefly describe your artistic, creative, or community practice, your sources of inspiration, and your method of developing high quality, innovative, and meaningful work.
   - Briefly describe your experience engaging diverse communities through the arts including those groups disproportionately impacted by homelessness (e.g., low-income communities, formerly incarcerated and systems-impacted individuals, foster or transition age youth (TAY), people with disabilities, veterans, people struggling with substance use disorders and mental illness, and more).
If awarded, how will you creatively engage Homeless Initiative employees, stakeholders, and constituents to meet the established goals of the residency?

Briefly describe your experience working with or creating arts programming for people experiencing homelessness.

What is your experience managing budgets of similar scale or working within similar time constraints?

3. Work Samples

Please provide between 3 to 10 relevant examples of past or current work (JPG, JPEG, or PDF format only). Include the date, project budget, client/agency (if applicable), medium, location (if applicable), and brief description of the project.

To submit videos of relevant past work, please paste YouTube or Vimeo links in the description field or attach a PDF with hyperlinks. **2 to 3-minute maximum length per video.** If video clip is longer than 3 minutes, indicate the time signature where panelists should begin and stop watching.

4. Acknowledgement of the following Standard County Provisions:

- Public Records Act;
- No Conflict of Interest (Board Policies 5.090);
- Consideration of GAIN/GROW Participants for Employment (Board Policy 5.050);
- Fair Chance Employment Hiring Practices (Board Policy 5.250); and
- Safely Surrendered Baby Law (Board Policy 5.135).

**SELECTION PROCESS**

Submissions will be reviewed by an evaluation panel comprised of representatives from Arts and Culture, Homeless Initiative, and invited professionals with expertise in the Creative Strategist program and/or socially engaged art and will be scored based on a maximum 100-point scale. Scoring will be based on the following:

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<th><strong>Art and Creative Practice</strong></th>
<th><strong>35 points</strong></th>
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<td>Past works and creative practice reflect authenticity and originality; evidence of experience creating socially engaged work that embodies a commitment to public engagement and participation, collaboration, and social change; and/or a body of work that incorporates a broad range of arts practices and creative methodologies applicable to the Creative Strategist program.</td>
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<th><strong>Suitability for this Project</strong></th>
<th><strong>25 points</strong></th>
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<td>Statement of Interest, work samples, and resume/CV demonstrate applicant’s suitability for the established goals of this residency, including cultural competency and an understanding of the communities disproportionately impacted by homelessness in Los Angeles County.</td>
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<th><strong>Project Management</strong></th>
<th><strong>15 points</strong></th>
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<td>Statement of Interest and work samples demonstrate experience working collaboratively with diverse stakeholders, ability to synthesize complex concepts related to project development, and ability to manage projects within defined timelines.</td>
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<td>Budget feasibility and completeness*</td>
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Based on the project budget of $75,000, applicants will receive a maximum score of 22 points. However, applicants having been previously certified for one or more of Los Angeles County’s Preference Programs (Local Small Business Enterprise, Social Enterprise, or Disabled Veterans Business Enterprise) shall receive an additional 3 points for a maximum of 25.

22-25 points

The evaluation panel will review applications based on the criteria detailed above and will select up to 5 finalists for interviews. Selected finalists will be asked to develop a 15-minute presentation of their creative practice and past projects for the interview. Interviews will take place over Zoom. All applications will be scored and ranked in numerical sequence from high to low. The County retains the right to select an application other than the application receiving the highest number of points if County determines, in its sole discretion, another application is the most overall qualified, responsive, responsible, and in the best interests of the County.

ADDITIONAL INFORMATION

- The Creative Strategist will be required to enter into a contract with the County of Los Angeles and must agree to a consultant agreement, such as the sample linked below, and to the County’s Standard Terms and Conditions:
  - Sample Consultant Services Contract and Scope of Work
  - County of Los Angeles Standard Terms and Conditions

- All contact regarding this Call for Artists must be in writing and may be emailed to Jacqueline Pimentel, Program Specialist, Cross Sector Initiatives, at cross-sector@arts.lacounty.gov. If it is discovered that proposer contacted and received information from any County personnel, other than the person specified above, regarding this solicitation, County, in its sole determination, may disqualify their proposal from further consideration.

- Arts and Culture reserves the right to accept or reject any and all responses received or select another consultant through another process.

- All interested parties who submit materials for review will receive confirmation of receipt.

- The information contained and/or any program or event described herein may be changed, amended, modified, canceled, revoked, or abandoned without notice at any time and for any reason in the sole discretion of Arts and Culture or the County of Los Angeles. The County reserves the right to waive inconsequential disparities in a submitted application.

- This Call for Artists does not constitute an offer to contract or promise for remuneration, recognition, or any other thing. Submission of any materials in response to this Call for Artists will not constitute an express or implied contract.

- Arts and Culture is committed to fostering a diverse and inclusive workforce. Diverse applicants are strongly encouraged to apply.
STANDARD COUNTY PROVISIONS

Insurance Requirements: Selected Artist and sub-contractors will be required to have commercial general liability insurance, automobile insurance (if applicable). Selected Artist must be a registered vendor with the County of Los Angeles prior to contracting.

Public Records Act: Responses to this Solicitation shall become property of the County. When Arts and Culture makes the final selection, all submissions in response to this Solicitation become a matter of public record, with the exception of those parts of each submission which are justifiably defined and identified by the applicant as business or trade secrets, and plainly marked as “Trade Secret,” “Confidential,” or “Proprietary.” The County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. A blanket statement of confidentiality or the marking of each page of the submission as confidential shall not be deemed sufficient notice of exception. The applicant must specifically label only those provisions of their respective submission which are “Trade Secrets,” “Confidential,” or “Proprietary” in nature.

Conflict of Interest (Board Policies 5.090): No County employee whose position in the County enables him/her to influence the selection of an applicant for this Solicitation, nor any spouse or economic dependent of such employee, shall be employed in any capacity by applicant or have any other direct or indirect financial interest in the selection of an applicant. Applicant shall certify that he/she is aware of and has read Section 2.180.010 of the Los Angeles County Code. An applicant, or its subsidiary or Subcontractor is prohibited from submitting a proposal in a County solicitation if the applicant has provided advice or consultation for the solicitation. An applicant is also prohibited from submitting a bid or proposal in a County solicitation if the applicant has developed or prepared any of the solicitation materials on behalf of the County. A violation of this provision shall result in the disqualification of the applicant from participation in the County solicitation or the termination or cancellation of any resultant County contract.

Consideration of GAIN/GROW Participants for Employment (Board Policy 5.050): As a threshold requirement for consideration of a County Contract, applicants shall demonstrate a proven record of hiring participants in the County’s Department of Public Social Services Greater Avenues for Independence (GAIN) or General Relief Opportunity for Work (GROW) Programs or shall attest to a willingness to consider GAIN/GROW participants for any future employment openings if they meet the minimum qualifications for that opening. Applicants shall attest to a willingness to provide employed GAIN/GROW participants access to the Applicant’s employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities. Applicants who are unable to meet this requirement shall not be considered for a County Contract. Applicants shall complete and return the form, Attestation of Willingness to Consider GAIN/GROW Participants.

Acknowledgement of County’s Commitment to Fair Chance Employment Hiring Practices (Board Policy 5.250): On May 29, 2018, the Los Angeles County Board of Supervisors approved a Fair Chance Employment Policy in an effort to remove job barriers for individuals with criminal records. The policy requires businesses that contract with the County to comply with fair chance employment hiring practices set forth in California Government Code Section 12952, Employment Discrimination: Conviction History (Section 12952). Applicants are required to complete Attachment C (“Compliance with Fair Chance Employment Hiring Practices Certification”), certifying that they are in full compliance with Section 12952 for the term of any contract awarded pursuant to this solicitation.

Safely Surrendered Baby Law (Board Policy 5.135): The applicant shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. Additional information is available at www.babysafela.org.

Protest Policy (Board Policy No. 5.055): Any prospective Vendor may request a review of the requirements under a solicitation for a services contract. Additionally, any actual Vendor may request a review of a disqualification under such a solicitation, as described in the Sections below. Throughout the review process, the County has no obligation to delay or otherwise postpone an award of contract based on a Vendor protest. In all cases, the County reserves the right to make an award when it is determined to be in the best interest of the County of Los Angeles to do so.

Grounds for Review. Unless state or federal statutes or regulations otherwise provide, the grounds for review of any Departmental determination or action should be limited to the following:

- Review of Solicitation Requirements Review. The solicitation’s requirements and evaluation criteria unfairly disadvantage the protestor, or the solicitation’s instructions were unclear and may result in the County no receiving the best possible responses from proposers.
- Review of a Disqualified Application. The protestor’s application was incorrectly reviewed and disqualified based on the solicitation’s evaluation criteria.

Protest Process. Requests for review must be submitted in writing within the time specified by the Department. The request must identify the person or entity submitting the protest. The request must itemize in appropriate detail, each matter contested and factual reasons for the requested review.

Creative Strategist Program/Call for Artists

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