

## **REQUEST FOR PROPOSALS (RFP)**

### **Producing Full-Day Arts Summit for LA County Arts Internship Program**

#### **PROJECT OVERVIEW**

Arts and Culture seeks a qualified consultant to plan and produce a full-day Arts Summit on Wednesday, June 24, 2020 for a projected 228 student interns and special guests.

#### **BACKGROUND**

The Los Angeles County Arts Internship Program (AIP) supports and strengthens the cultural sector of LA County by providing access to high-quality opportunities for college students of all backgrounds to gain experience, understanding, and transferrable skills relevant to careers in the arts, the creative economy, and civic life. Since 2000, the Los Angeles County Department of Arts and Culture (Arts and Culture) has provided grants to nonprofit performing, presenting, film, media, literary, and municipal arts organizations to hire eligible college students for 400-hour internships over the course of the summer. In addition to their experiences at their host organization, interns participate in educational opportunities facilitated by Arts and Culture. The full-day Arts Summit, which brings all interns together for the only time during the summer, is the largest of these opportunities. Previous Arts Summits have taken place at the Japanese American National Museum (with visits to East-West Players, ArtShare LA, and Hauser & Wirth), and The Music Center (with visits to Grand Park, The Broad Museum, REDCAT, and The Colburn School), among other locations.

The goals of Arts Summit are to: 1) increase interns' awareness of the arts ecosystem of the region via workshops, panel presentations, and other small-group sessions, 2) expose interns to a diversity of art forms via tours to local arts venues, performances, and or artmaking activities, 3) provide opportunities for interns to meet, network with, and get to know one another throughout the day, and 4) introduce interns to Arts and Culture and AIP as a whole, so they may better understand the role of Los Angeles County in making this program possible. The design and execution of Arts Summit should reflect the values outlined in the Department's [Cultural Equity and Inclusion Initiative](#).

Summer 2020 will mark the 20<sup>th</sup> anniversary of the program, with 228 students – the largest number in the program's history – expected to participate.

#### **PROJECT TASKS AND DELIVERABLES**

1. In collaboration with Arts and Culture staff, determine Arts Summit location, schedule, and program.
2. Conceive and design educational workshops and activities throughout the day.
3. Identify, secure, and contract with all facilities (including parking), rental services, workshop leaders and performers, and serve as their primary contact on the day of the event.

4. Identify, secure, and contract for food services which shall, at a minimum, provide breakfast, lunch, and water for up to 255 interns, Arts and Culture staff, and special guests; serve as the primary contact for food service delivery, set up, and tear down on the day of the event.
5. Provide communications of the schedule and logistics of the event to be distributed to participants, which should include, at a minimum, and event overview and agenda, and instructions regarding public transportation and parking.
6. Provide staff and oversee operations on the day of Arts Summit to register and check in participants, provide information on activities, guide participants to scheduled program and workshop locations, and ensure that, at a minimum, the program schedule runs on time and problems are addressed promptly.

### **BUDGET**

Not to exceed \$55,000 total for planning, execution, and direct costs paid to vendors. The County shall pay in three installments throughout the contract period. Not more than 45% shall be allocated to Consultant fees, inclusive of all ancillary costs.

### **ELIGIBILITY**

The ideal consultant(s), which may be an individual, firm or team, will have

- Demonstrated understanding of the nonprofit arts and creative ecosystem of Los Angeles County
- Demonstrated experience planning and executing large-scale events involving multiple venues, tours, breakout sessions, and/or performances
- Capacity to manage multiple subcontractors, including venue(s), catering, speakers/panelists, photographers, and performers
- Expertise as relates to designing and executing interactive learning opportunities for college-age students
- Track record of client collaboration and clear communication; and
- Commitment to providing exceptional customer service and responding to requests in a timely manner

### **SELECTION CRITERIA**

Proposals will be judged on the relevancy of the principals' qualifications and experience, quality of the proposed approach, ability to commit to the timeline, and cost efficiency.

### **SELECTION PROCESS**

Proposals will be reviewed by staff from Arts and Culture.

### **TO APPLY**

Please submit all of the following items:

- A proposal of up to three pages that describes how you will meet all deliverables, with examples of venues, performers, and speakers you might consider.
- Proposed schedule and overall timeline

- A proposed budget that shows all costs associated with the performance of the required services, with up to three payment due dates
- At least three relevant work samples that demonstrate how you meet the eligibility requirements (this may include links to online work samples)

### **DEADLINE FOR APPLICATIONS**

Proposals must be received at or before 5:00 pm, Pacific Standard Time (PST) on Friday, December 6. Please email proposals to Talia Gibas, Professional Development Programs Manager, [tgibas@arts.lacounty.gov](mailto:tgibas@arts.lacounty.gov). Any materials received after the date and time specified above may be rejected and considered non-responsive.

**If you have questions**, please email them to Talia Gibas, [tgibas@arts.lacounty.gov](mailto:tgibas@arts.lacounty.gov) no later than Friday, November 15. An FAQ with responses will be posted on Arts and Culture's website no later than Friday, November 22.

### **ADDITIONAL INFORMATION**

- For more information about Arts and Culture, please visit [lacountyarts.org](http://lacountyarts.org).
- For more information on the Arts Internship Program, please visit [lacountyarts.org/arts-internship-program](http://lacountyarts.org/arts-internship-program).
- Late proposals may not be considered.
- The Los Angeles County Department of Arts and Culture reserves the right to accept or reject any and all responses received, or hire a vendor through another process.
- This request for proposals does not constitute an offer to contract or a promise for remuneration, recognition, or any other thing. Submission of any materials in response to this request for proposals will not constitute an express or implied contract. 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.
- If the consultant's proposal is selected, the consultant will be required to register as an LA County vendor and enter into a contract with the County of Los Angeles.