



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

### **Professional Development to Nonprofits Developing Cultural Equity Statements, Policies, and Plans**

#### **PROJECT OVERVIEW**

Beginning in fall 2019, the [Los Angeles County Arts Commission](#) (LACAC) will require all applicants to its [Organizational Grants Program](#) (OGP) to submit board-adopted statements, policies or plans that outline their commitment to diversity, equity, inclusion and access as part of their applications. LACAC requests proposals from qualified individuals or firms to: 1) develop, design, and oversee professional development for both LACAC staff and local nonprofit arts organizations that will apply for funding through LACAC's OGP program, and 2) develop recommendations for how grant review processes may be adjusted to better reflect the goals of this new requirement. Professional development will specifically support prospective grantees in writing and/or revising these board-adopted statements, policies or plans. This contract will begin in fall 2017 and the first round of technical assistance will take place between February and June 2018. Preliminary recommendations regarding grant processes will be due mid-March. As LACAC anticipates providing ongoing support to grantees, there may be opportunity for continued partnership beyond June 2018.

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

#1) Design and deliver professional learning opportunities and resources for all current and prospective grantee organizations that promote cultural equity and inclusion across staff, board, audiences, and programming. These opportunities should include:

- a) Numerous equity, diversity, and inclusion workshops for grantees held in multiple locations throughout LA County to help them develop diversity statements, policies, and/or plans to be adopted by their board of directors as they prepare for the fall 2018 application cycle
- b) Customized, in-depth support to a cohort of those organizations interested in revising and deepening current statements, policies, and plans
- c) Online toolkit on developing high-quality board-adopted statements, policies, and plans, including models
- d) Training for LACAC staff

#2) Recommendations for how LACAC staff can improve grant application, panel, and review processes to align with the goals of this new policy. The recommendations should address topics including:

- a) Grant review criteria
- b) OGP application questions
- c) LACAC's grant panelist recruitment, selection, and training processes
- d) Ongoing support by staff to OGP grantees

## **BUDGET**

Not to exceed \$60,000.

## **ELIGIBILITY**

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

- Demonstrated experience developing and implementing high-quality capacity building and professional development for nonprofits of all sizes
- Demonstrated understanding of the nonprofit arts ecosystem of Los Angeles County
- Expertise as relates to issues of diversity, cultural equity and inclusion within the nonprofit sector (required) and the arts (preferred)
- Capacity to complete the tasks described in this RFP for the LACAC grantee pool within the time frame provided
- Track record of client collaboration and clear communication
- Commitment to providing exceptional customer service and responding to requests in a timely manner

## **BACKGROUND**

In November 2015, Los Angeles County Supervisors Hilda Solis and Mark Ridley-Thomas introduced a resolution that was unanimously passed by the Board of Supervisors, directing LACAC to conduct “a constructive County-wide conversation about ways to improve diversity in cultural organizations” for all LA County residents. The Board specifically directed LACAC to focus on four key target areas: Boards of Directors, Staffing, Audience/Participants, and Programming. To this LACAC added a fifth: Artists/Creators.

Over a period of eighteen months, LACAC’s [Cultural Equity and Inclusion Initiative](#) (CEII) engaged hundreds of stakeholders in more than a dozen town halls and in-depth working group meetings to develop a comprehensive report to the Board. That report, which is available at [lacountyarts.org/ceii-report](http://lacountyarts.org/ceii-report), included thirteen actionable recommendations. On April 4, 2017, the Board of Supervisors unanimously approved a motion instructing LACAC to begin implementation of five of the 13 recommendations, including a new requirement that cultural organizations that contract with the County adopt statements, policies or plans for cultural equity and include them with their grant applications for the 2019-20 OGP grant cycle.

Supporting each of the nearly 400 organizations in the OGP pool as they develop a meaningful, board-adopted cultural equity and inclusion statement, policy or plan will require extensive technical assistance that includes customized, in-person training and online resources. OGP grantees are extremely diverse in their budget size, staff capacity, artistic disciplines, geographical location within the County, and levels of readiness to engage in this work. An overview of the OGP process is available at [www.lacountyarts.org/funding/organizational-grant-program/about-ogp/about-ogp-what-we-fund](http://www.lacountyarts.org/funding/organizational-grant-program/about-ogp/about-ogp-what-we-fund). A list of current grantees is available at [www.lacountyarts.org/funding/organizational-grant-program/about-ogp/about-ogp-grantees](http://www.lacountyarts.org/funding/organizational-grant-program/about-ogp/about-ogp-grantees).

## **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 the Los Angeles County Arts Commission.

## **TO APPLY**

Please submit all of the following items:

- A proposal of up to three pages that describes how you will meet all deliverables
- Proposed schedule and overall timeline
- A budget that shows all costs associated with the performance of the required services
- 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, September 29. 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 Monday, September 11. An FAQ with responses will be posted no later on LACAC's website no later than Friday, September 15.

## **ADDITIONAL INFORMATION**

- For more information about LACAC, please visit [lacountyarts.org](http://lacountyarts.org).
- For more information on CEII, please visit [artsequityla.com](http://artsequityla.com).
- Late proposals may not be considered.
- The Arts Commission 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 the Arts Commission 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.