



REQUEST FOR INFORMATION (RFI)
LOS ANGELES COUNTY DEPARTMENT OF ARTS AND CULTURE
NEEDS ASSESSMENT FOR CULTURAL POLICY

1.0 INTRODUCTION

The Los Angeles County Department of Arts and Culture (Arts and Culture) is issuing this Request for Information (RFI) to businesses, organizations, and individuals that are interested in and qualified to provide an Arts and Culture Needs Assessment for Los Angeles County (County). Arts and Culture is interested in obtaining a baseline knowledge of where in Los Angeles County arts and cultural resources are currently allocated, and seeks to obtain information from vendors related to:

- 1.1 A landscape analysis/asset map of Los Angeles County-supported arts and culture facilities, programming, and resources to identify where there are gaps and areas of need;
- 1.2 A list of County buildings and facilities by County department and district that could incorporate arts programming (including visual art works, performances, workshops or classes, and arts engagement activities) to increase accessibility by public and County staff;
- 1.3 An analysis of County funding levels and investment in arts and culture in relation to population size, geography, and demographic communities, to ensure that new resources will increase equity in access to the arts; and
- 1.4 Creation of a report of the results of the landscape analysis and an interactive map and any other relevant data visualization that will live on Arts and Culture's website as a tool for the general public to understand where there are arts and cultural resources in their communities.

2.0 BACKGROUND

- 2.1 In June 2017, after an 18-month public process, the Board of Supervisors approved a motion by Supervisors Hilda L. Solis and Sheila Kuehl to fund five of the thirteen recommendations included in the LA County [Cultural Equity and Inclusion Initiative](#) (CEII) report. One of those recommendations was to establish a Countywide Cultural Policy rooted in equity, diversity, inclusion, and access that would advance the gains made through the CEII process and would serve as a road map for how all LA

County departments can contribute to cultural life for the residents of the region.

- 2.2 On June 23, 2020, the Board of Supervisors adopted The [Countywide Cultural Policy](#) (Cultural Policy). The Cultural Policy provides direction and guidelines for how Los Angeles County and its departments will ensure that every resident has meaningful access to arts and culture. The intent of the policy is to foster an organizational culture that values and celebrates arts, culture, and creativity; strengthens cultural equity and inclusion; and integrates arts and culture in LA County strategies to achieve the highest potential of communities and constituents across all aspects of civic life.
- 2.3 The Board of Supervisors also directed Arts and Culture to report back in 120 days with a plan to implement the Cultural Policy that includes, but is not limited to, an analysis on the components of the Cultural Policy that the Department can move forward within its existing resources, and staffing and resources needed for implementation. In order to create an implementation plan for the Cultural Policy, Arts and Culture will need a baseline knowledge of where in the County arts and culture resources are currently allocated.

3.0 RFI INFORMATION

3.1 Purpose

This RFI is for information and planning purposes only. It does not constitute a competitive solicitation or a promise to issue a competitive solicitation in the future and will neither guarantee nor increase chances that a contract for the products and/or services described herein will be awarded. If a vendor does not submit information pertaining to this RFI, they will not be precluded from responding to any subsequent Request for Proposals (RFP), Invitation for Bids (IFB), or other Arts and Culture competitive solicitation process for the specific or related products and/or services described herein.

The County reserves the right to use the information gathered in the response to the RFI to develop future solicitations. The County will not be liable in any way or have any responsibility for any costs incurred in connection with the preparation, submittal, or presentation of any information in response to this RFI.

3.2 Timeline

Release of RFI: Wednesday, September 23, 2020

Open Until Further Notice,
with Submission of Vendor Responses
Desired by 5:00PM (PST) Friday, October 9, 2020

3.3 Oral Presentation and Demonstration

County reserves the right, at its sole discretion, to invite one or more responding vendors to provide a non-competitive oral presentation, demonstration, and/or supplemental material in electronic or print form, as outlined in Section 4.0 (Information Requested). The oral presentation, demonstration, and/or supplemental materials are intended for information-gathering purposes only.

4.0 INFORMATION REQUESTED

We appreciate your time to provide the requested information about your services, and we have designed this RFI to allow you to respond in as efficient a manner as possible. Therefore, we are asking you to provide responses for the following sections:

- Section A: Your background and experience
- Section B: An outline of your approach to this project
- Section C: A rough cost and time estimate to complete for the project described herein
- Section D: Your contact for this RFI Response

SECTION A: Vendor's Background and Experience

Vendors are requested to provide the following information:

- Your background, including how long you have been working in Los Angeles County;
- Which, if any, arts and culture organizations or County cultural facilities that you are familiar with and how;
- Your previous experience conducting landscape analyses and/or cultural asset mapping, and how long you have been doing this work;
- Your background and experience using data visualization tools to create maps, graphs, charts, infographics, dashboards, et al, that make data more accessible and dynamic;
- Whether you and/or your organization have the capacity to create a web-based interactive map that interfaces with a Drupal-based website; and
- Other relevant information specific to your organization and services.

SECTION B: Vendor's Approach

Vendors are requested to provide an outline explaining their approach to this project that is no more than two pages long and includes a description of datasets that would be utilized.

SECTION C: Vendor's Pricing

Vendors are requested to provide a description of services, with related pricing.

SECTION D: Vendor's Contact for this RFI Response

Vendors submitting a response to this RFI are requested to provide contact information, including name, title, address, telephone number, and email address for a person who can be contacted by Arts and Culture for additional or clarifying questions based on the vendor's submitted RFI response.

5.0 VENDOR QUESTIONS

Any questions regarding this RFI should be submitted in writing via email to:

Bronwyn Mauldin, Director of Research and Evaluation
Los Angeles County Department of Arts and Culture
research@arts.lacounty.gov

6.0 VENDOR SUBMISSION OF RFI RESPONSE

Arts and Culture desires to receive vendor responses to this RFI by 5:00PM on Friday, October 9, 2020. However, this RFI will remain open and vendor responses may continue to be submitted until further notice, which will be posted on the Internal Services Department website, under Doing Business with Us – Open Solicitations. Your response should be submitted electronically. Please refer to the below instructions for response submission.

6.1 Your response should be submitted electronically. Do not submit materials through the U.S. Mail.

The response may be electronically submitted to: research@arts.lacounty.gov

Email subject line: Cultural Policy RFI

6.2 Submit your RFI as a single PDF document. Name your PDF(s) using the following naming convention: "FirstInitialLastName-RFI" (example: JJones-RFI).

Thank you for taking the time to provide Los Angeles County with information on your business.