

To be published 9/16/2020

Q: Summary of qualifications, up to 5 pages — is this just a CV/resume?

A: Yes, the summary of qualifications can be a resume and anything else that illuminates the work that you do to the panel of staff reviewing submissions.

Q: Relevant work samples — are we able to explain them for context or should we just attach three work samples after the resume above?

A: An explanation as part of your summary of qualifications would be appropriate.

Q: Attachments: Do we also need to fill out and submit all of these (GAIN/GROW) with our RFQ submission or only if we are selected to participate? I'm moving into a consultant role from years of working in full-time capacities at different nonprofit orgs so I don't have experience with hiring through GAIN/GROW.

A: You only need to submit information related to GAIN/GROW if you are already a participant in one of those County programs.

Q: What is the nature of the work sample that you would like to see representing TA and PD? Many of my projects for nonprofits and philanthropy in these areas don't have one work sample that would accurately reflect the breadth of my work on the entire project. Please let me know what kind of sample would supply you with the type of information needed to confirm my experience in this area.

A: There is no one correct type of work sample, since the nature of everyone's work and specialties is so specific and unique to the individual and the work itself. Your goal should be to fully illustrate the nature of your work to someone who is completely unfamiliar with it/you. You are welcome to submit multiple work samples.

Q: Similarly, what type of work sample are you looking for regarding event/conference production, planning or management? In executing large-scale events, where I do have much experience, I have both internal and external collateral. Are you looking for what my deliverables were in a contract or actual items associated with the event— i.e. event budget, invitation, talent management information, run of show information, script, speaker orientation materials, fundraising components, etc?

A: Same answer as above, there is no correct work sample, your goal should be to clearly illustrate your work. Internal collateral would perhaps be more helpful for event production while external collateral seems to speak more to marketing.

Q: Regarding the budget submission requirement (8.3), are you asking for my contracted scope of work to fulfill the work sample— i.e. either my contract to plan, produce and manage an event, or my contract to provide consulting for technical assistance or skills development, etc.?

A: Have your budget speak directly to the work sample, in order to create a clear picture of costs associated with deliverables. We are trying to get a sense of the full costs associated with consultant delivered projects. If there are other costs that should be considered, outside of the work sample(s) you provide, please include those as well.

Q: For the application, must I be a resident of LA County? I recently moved from the Bay Area to Southern California to be closer to family in LA; however, we have not yet landed a place within LA County. Currently, we live in Santa Ana.

A: Applicants do not need to be residents of LA County

Q: Does the practice/application have to be from someone with official business? I am in the process of getting an LLC for both art advising, public programming, and curatorial projects.

A: If your LLC is in process, you can show that.

Q: Regarding the application, does the Summary of Qualifications mean Curriculum Vitae?

A: Yes

Q: Can the Summary of Qualifications also include a cover letter/narrative of my practice?

A: Yes

Q: For that five-page limit, should this also have work samples, budget, and Proof of LA County's Preference Programs?

A: The 5 page limit only applies to the Summary of Qualifications and not the other items.

Q: Is there any additional application guidance/support provided by the County?

A: Keep in mind that people who are completely unfamiliar with you and your work will be reviewing your submission materials.

Q: Applicant eligibility: must applicants be residents of LA County? If yes, must they be residents at the time of application or at the time of commencing consultant services for this RFQ?

A: Applicants do not need to be residents of LA County.

Q: Will the scope of work be performed remotely due to COVID-19?

A: Yes, when appropriate or applicable due to the nature of the work. Right now, all work with the LA County Department of Arts and Culture is being done remotely.

Q: Is in-person, face-to-face work required for the RFQ?

A: This RFQ is to create and publish a list of prequalified consultants who may then apply for future opportunities. There is no immediate opportunity that would require face to face work.

Q: Are people who are former or current contractors for LA County (employed through an outside agency, NOT through LA County) eligible to apply?

A: Yes

Q: Are there any requirements (font style & size, page margins, file name, etc.) for the Summary of Qualifications besides the 5 page maximum limit?

A: No

Q: Is the bibliography of work published included as part of the 5 page limit or is that separate?

A: Included

Q: Are there any requirements (format-PDF, Word doc, etc., page limits, font style & size, page margins, file name, etc.) for the 3 work samples?

A: No

Q: Should the 3 work samples be submitted as one combined file or separately?

A: One file would be preferred, if possible.

Q: Are there any requirements for the budget? Format, page limits, font style & size, page margins, file name, etc.?

A: No

Q: Is there a preference given to applicants who are part of a larger firm/team vs. individual applicants?

A: No

Q: Do applicants need to demonstrate experience/ability in all 4 types of consulting services needed listed? (Event production, org skills dev/TA, training/capacity building, & racial justice/DEI trainings)

A: No

Q: Can applicants apply to provide just one or a few of the types of consulting services needed?

A: Just one is absolutely fine.

Q: If applicants later become permanent employees of LA County during the course of the RFQ term, do they then become ineligible to serve as consultants under this RFQ?

A: Consultant work would be considered outside employment, and would need to be reported to an employee's employer/County Department.

Q: Will notification of receipt of initial application material be sent to applicants via email or postal mail?

A: email

Q: Will all other notifications/communications be sent to applicants via email or postal mail?

A: email

Q: Can you clarify the difference between round 1 & round 2 for the RFQ besides the start date?

A: Applicants who apply and are accepted in round one do not need to reapply for round two, they will automatically remain on the prequalified list. Applicants who were not accepted, or missed the cut off date for round one may apply for round two.

Q: May applicants apply for both round 1 & round 2?

A: Applicants who apply and are accepted in round one do not need to reapply for round two, they will automatically remain on the prequalified list. Applicants who apply and are not accepted in round 1 may reapply in round 2.

Q: What is the end date for the round 2 term (current RFQ only states the start date for round 2 with no end date)

A: October 1, 2022 with option to extend one additional year

Q: Are fiscally sponsored nonprofits eligible to apply? If so, should the attachments be signed by our fiscal sponsor, or by the consultant organization's Executive Director? Or both?

A: Consultants should apply under the same entity/individual that they normally do business as.

Q: Is there a particular format for the summary of qualifications or can applicants choose how to structure that?

A: Formatting and structure is entirely up to each individual, in order to best demonstrate the work performed.

Q: Is it better to include exhibition texts and scholarly essays or portfolio style PDFs with exhibition info - or both?

A: Please make sure that you are clearly illustrating the work you do, and what you have accomplished.

Q: Can exhibition texts and published essays meet the criteria?

A: Yes

Q: Will a PDF with complete details regarding exhibitions, including images, be preferable?

A: Please make sure that someone who is completely unfamiliar with your work is able to understand what it is that you accomplished.

Q: Should a cover letter be included with the summary of qualifications?

A: No need for a formal cover letter, just let the summary of qualifications speak for itself. A brief introduction is fine if you would like to include.

Q: What is the acceptance rate?

A: There is no limit or specific rate of acceptance. Anyone who meets the qualifications will be added to our prequalified list.

Q: I work for an organization that received funding from the department. Might there be a conflict for future grants opportunities?

A: PD and TA opportunities will be separate from granting opportunities so this should not cause an issue, but best to include all potential conflicts of interest so that they can be addressed appropriately.

Q: The application requires the submission of "A budget that shows all costs and fees associated with the performance of at least one of the submitted work samples" wouldn't the LA County Department of Arts & Culture determine this based on the budget?

A: While the LA County Department of Arts and Culture will have certain budgetary restrictions or needs related to specific PD/TA opportunities, it is important that we see an established fee structure and/or get a sense of the budgets each applicant is used to working with.

Q: Do I need the "Proof of participation in County's Preference Program(s), if applicable."

A: If you are not already registered with any of the County's Preference Programs, there is no need to submit any related documentation.