



## **Request for Proposals for Grant Program and Workshop Administrator For the San Mateo County Arts Commission**

### **Background**

The San Mateo County Arts Commission is a five member body appointed by the San Mateo County Board of Supervisors. The mission of the Arts Commission is to promote the arts in San Mateo County including individual artists, arts organizations and arts education for K-12 students. The Commission has an annual budget of \$67,000 for Fiscal Year 2015/16, with \$36,000 set aside for community arts grants and approximately \$2,000 budgeted for workshops. The Arts Commission is responsible to the Board of Supervisors for the administration of this grants program.

### **The Scope of Services**

The Commission is looking to contract with a local individual or organization to administer the arts grant program, outlined in the Arts Commission's Strategic Plan (available for review on the Arts Commission's website). The Arts Grants Manager reports to the Arts Commission, who has final decision-making responsibility.

The contractor, under the direction of the Arts Commission, will implement all aspects of the grants program including, *but not limited to* the following tasks:

- Review and update the concept statement, work plan with frequent check-in points with the Commission and a time line for the grants program
- Present the concept, work plan and time line to the Arts Commission for their review and approval
- Draft announcement's forms to publicize the grants programs
- Promote the grants program to the San Mateo County arts community via all avenues of communications (i.e. Press releases, social media, etc.)
- Conduct a grant writing workshop specifically for arts groups that are interested in applying for the Commission grants
- Accept and review Letters of Intent for prospective applicants and invite submission of full proposals
- Conduct a full review of proposals submitted, including site visits, financial statements, and project budgets
- Identify and convene appropriate panel(s) to review the grant applications
- Present the funding recommendations of the review panel(s) to the Commission for consideration
- In coordination with County staff, disburse the grants

- Review final grantee reports and produce a comprehensive report on the results of the grant program including lessons learned from the round of grants to be incorporated into future funding rounds.
- Throughout the contract term, update and obtain guidance from the Arts Commission on the implementation of the grants program at the bi-monthly Commission meetings.

As noted in the task list above, in conjunction with the outreach for the grants program, the contractor will conduct a grant-writing workshop for potential proposers in the fall of 2015. In addition, the consultant will also promote, coordinate and conduct another capacity-building and /or educational workshop for the San Mateo County arts community in the spring of 2016.

The Commission has \$36,000 to disburse in arts grants and \$2,000 budgeted for workshops. It is expected that the contractor will work on average, 15 to 20 hours a week on this engagement, but the time requirement may vary week to week. The contract period is 12 months, starting from the date the contract documents are signed, which is expected to be by July 1, 2015.

You are invited by the San Mateo County Arts Commission to submit a written proposal to provide Grants Program administration and workshops. Resumes may be included, but will not be accepted in lieu of a written proposal that includes a cover sheet and responds to all of the questions on the attached form.

### **Proposal Delivery**

All proposals must be submitted by email to [rrodricks@comcast.net](mailto:rrodricks@comcast.net). Confirmation of receipt of emailed proposals will be provided within 72 hours.

### **Proposal Time Line**

- March 16, 2015 – Request for proposals issued
- April 10, 2015 - Proposals due by email by 5:00 p.m.
- April 24, 2015 – Candidates making the short list are notified, on or before date
- May 7 and 8, 2015 – Short list candidates interviewed by Commission subcommittee in Redwood City at the County Government Center
- May 18, 2015 – Finalist(s) notified and asked to provide references
- May 27, 2015 – Follow up final interviews, if necessary
- June 3, 2015 - Special Closed Session Arts Commission meeting, in Redwood City, to review finalists' documentation and ad hoc committee's recommendation, and to vote on selection of grants manager

### **Required Skills:**

- Excellent communication skills

- Knowledge of the mission, goal, objectives and operating policies of a government commission
- Understanding of the nonprofit arts field and of grants programs and standards in the arts field in California.
- Ability to present information in workshop format.
- Knowledge of, and proficiency is using a personal computer, utilizing Microsoft Word, Excel, Access, Power Point, etc..
- Ability to effectively interact with Commissioners, County staff, Supervisors, artists and arts organizations, peer panel members, and the general public.

**Qualification Requirements:**

- A bachelor’s degree from an accredited college. A master’s or professional degree in public policy, public administration, the arts, business, or a related field is preferred but not required.
- Two or more years of full-time or part-time, professional experience in arts grants management or program evaluation and development

**TERMS AND CONDITIONS**

Services will be provided as an independent contractor and the selected contractor will comply with the terms and conditions of the County’s Standard Agreement with an Independent Contractor, a copy of which is attached with this RFP.

**OTHER**

All vendors submitting proposals shall follow the proposal format as outlined in the section titled “Proposal to Provide Grant Program Administration Services” of this document. This information will be reviewed by the Arts Commission’s ad hoc Selection Committee. The RFP process seeks to ensure that the County receives the best value in obtaining services. The determination of “best value” is not based solely on the lowest price or the highest quality. It involves weighing efficiency, quality, and economy, and a recommendation as to how the services might best be provided.

The Selection Committee will carefully and thoughtfully consider all proposals that have provided all the required information in the format requested. In addition, during the interview process, the Arts Commission will consider the following:

- Proposer’s ability to present all requested information in the proposal format.
- Experience of proposer in providing similar services.
- Proposer’s approach to providing Grants Program administration.
- Proposed rates and associated cost items.
- Proposer’s references

The County reserves the right to not select any proposers and/or re-solicit for proposals.

The act of submitting a proposal is a declaration that the proposing contractor has read the RFP and understands all the requirements and conditions.

This request for proposals is not a commitment or contract of any kind. San Mateo County ("County") reserves the right to pursue any and/or all ideas generated by this request. Costs for developing the proposals are entirely the responsibility of the proposer(s) and shall not be reimbursed. The County reserves the right to reject any and all proposals. The County reserves the right to waive any requirements of this RFP when it determines that waiving a requirement is in the best interest of the County.

**General Provisions Regarding Public Nature of Proposals.** Government Code Section 6250 et. Seq., the Public Records Act, defines a public record as any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. The Public Records Act provides that public records shall be disclosed upon request and that any citizen has a right to inspect any public record, unless the document is exempt from disclosure.

**Proposer's Rights Regarding Confidentiality of Proposals.** The County cannot represent or guarantee that any information submitted in response to the RFP will be confidential. If the County receives a request for any document submitted in response to this RFP, it will not assert any privileges that may exist on behalf of the person or business submitting the proposal. If a proposer believes that a portion of its proposal is confidential and notifies the County of such in writing, the County may, as a courtesy, attempt to notify the Proposer of any request for the proposal. However, it would be the sole responsibility of that proposer to assert any applicable privileges or reasons why the document should not be produced, and to obtain a court order prohibiting disclosure. The Proposer understands that the County is not responsible under any circumstances for any harm caused by production of a confidential proposal.

**County's Rights Regarding Confidentiality of Proposals.** To the extent consistent with applicable provisions of the Public Records Act and applicable case law interpreting those provisions, the County and/or its officers, agents and employees retains the discretion to release or to withhold disclosure of any information submitted in response to this RFP.

**Proposal to Provide  
GRANT PROGRAM ADMINISTRATION SERVICES  
for the San Mateo County Arts Commission**

**Cover Sheet**

Name: \_\_\_\_\_

Company or Organization Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

In your proposal, please respond to the following questions on no more than 5 written pages. Resumes may be included in the submission and do not count as one of the five written pages.

**Questions**

1. Describe your education or experience related to grant management and grant workshops.
2. After reviewing the San Mateo County Arts Commission's Arts Grants Program (on website), how or would you enhance it?
3. Describe availability Monday through Friday, 8 a.m. to 5 p.m.
4. Provide any other relevant information related to this request that you think is important for the Selection Committee to know.
5. Cost Proposal – what is your hourly rate and your total cost including supplies and any other costs for fulfilling the contract requirements?

*All proposals must be submitted via email to [rrodricks@comcast.net](mailto:rrodricks@comcast.net) by 5:00 pm on April 10, 2015. Late proposals will not be accepted.*