

## Request for Proposals: Program Design Consultant

**Issued:** January 10, 2018

**Responses Due:** January 31, 2018 at 4:00pm MST

### 1. Introduction

As the city's designated arts development authority, Calgary Arts Development supports and strengthens the arts to benefit all Calgarians. We invest and allocate municipal funding for the arts provided by The City of Calgary and leverage these funds to provide additional resources to the arts sector. Our programs support hundreds of arts organizations, individual artists, artist collectives, and ad hoc groups in Calgary.

*We are a connector, facilitator, collaborator, champion, supporter, amplifier, investor, catalyst, and opportunity-maker.*

Throughout 2017 Calgary Arts Development developed relationships with Indigenous communities and artists to understand how we can contribute to right relations between Indigenous and non-Indigenous people. Through the course of these learnings we identified the need to develop granting processes that are not just accessible to, but intentionally inclusive of Indigenous teachings, values and ways of knowing. For that reason we are developing a new program rooted in Indigenous ways of knowing with Indigenous artists at the centre of the design phase. We are seeking a consultant to lead the design of this investment program with Indigenous artists.

### 2. Definitions

**"Request for Proposal (RFP)"** means this document.

**"Vendor"** means an individual and/or company responding to this RFP.

**"Response"** means a Vendor's response to this RFP and includes all of the Vendor's attachments and presentation materials.

**"Services"** means the duties, tasks and responsibilities as described in this RFP.

### **3. Request for Qualifications Process**

#### **3.1 Key Contact**

All inquiries can be directed to:  
Emiko Muraki, Director, Community Investment & Impact  
Calgary Arts Development  
[emiko.muraki@calgaryartsdevelopment.com](mailto:emiko.muraki@calgaryartsdevelopment.com)

#### **3.2 Closing Date**

This RFP closes at **4:00pm MST on January 31, 2018**. The Response should be emailed to the key contact with the subject "*RFP Consultant Response*" before the closing date. Late submissions will not be accepted.

#### **3.3 Response Review Committee**

All Responses will be reviewed by Calgary Arts Development management and Community Investment team.

#### **3.4 Review and Selection**

Given the nature of the work to be completed, the lowest cost Vendor may not be selected. The consultant chosen to work on this project will be the Vendor that provides Calgary Arts Development with the strongest assurance that the work will be completed at a high quality in the time allotted and within the fixed budget. Selected Vendors will be contacted by February 2, 2018 for an interview.

#### **3.5 Acceptance of Responses**

This RFP is not a binding agreement to purchase goods or services. Responses to this RFP are assessed in light of the evaluation criteria below, and select Vendors will be invited to interview for the contract.

### **4. Services and Deliverables**

The Vendor chosen through this RFP will have the necessary experience and capacity to provide the following Services:

- Delivering a design process that actively and inclusively engages Indigenous artists invited by Calgary Arts Development to participate as an advisory group to the Vendor.
- Planning meeting content and setting meeting agendas.
- Collecting and providing relevant information or background material for the advisory group.

- Facilitating advisory group meetings.

The deliverable is a draft grant investment program that includes recommendations for the:

- Purpose of the grant investment
- Eligible applicants
- Investment criteria
- Application process
- Assessment process

Calgary Arts Development intends to work closely with the selected Vendor to finalize the deliverable.

The budget for this project is \$15,000. The Services will be delivered between February to June 2018 with the final deliverable due June 8, 2018.

## 5. Evaluation Criteria

Calgary Arts Development will review all Responses with the following criteria:

- The strength of the proposed facilitation design, with an emphasis on inclusive design practices.
- Demonstrated experience in facilitation design.
- Demonstrated depth of experience working with Indigenous communities; including awareness of appropriate protocols.
- Proven capacity to deliver the project requirements on time and on budget.
- Knowledge of the arts and culture sector and/or foundations or grant investments will be considered an asset.

## 6. Submission Requirements

All Responses must include:

- A statement of interest.
- A proposed approach for the design process facilitation.
- A resume outlining the Vendor's experience and highlights the evaluation criteria (above).
- A fee proposal for this project.
- Two professional references.

## **7. Conflicts of Interest**

Calgary Arts Development's Policy on Conflict of Interest is: "... any proposed activity with the potential to benefit an organization or initiative with which the director or volunteer committee member shall participate in..."

The Vendor should disclose conflicts of interest, in writing, to the review committee who will consider the nature of the Vendor's responsibilities and the degree of potential or apparent conflict in deciding the course of action that the Vendor needs to take to remedy the conflict of interest.