REQUEST FOR PROPOSAL (RFP)
Strategic Plan
Posted September 3, 2020

PROJECT OVERVIEW
As statewide champions for the arts and culture sector, Californians for the Arts (CFTA) and California Arts Advocates (CAA) are committed to systemic transformation that results in accessible and equitable allocation of resources across the state. In order to do this effectively, the board of directors seeks to identify a consultant(s) to guide the development of a long-term strategic plan for CFTA/CAA that is centered in anti-racist policies and practices.

PROJECT GOAL
Facilitate a planning and implementation process for CFTA/CAA resulting in an updated strategic plan of action that incorporates anti-racism principles into CFTA/CAA policies and practices.

PROJECT TASKS & DELIVERABLES
Working with the board of directors and staff, design and facilitate a strategic planning process for CFTA and CAA that results in the following:
1. Updated vision, mission and values statement reflecting a commitment to becoming an anti-racist organization.
2. Develop a short, mid and long-range strategic plan for CFTA and CAA through input by board, staff and key stakeholders to include a plan of action with both short-term and long-term strategies for organizational growth.
3. Shared vocabulary to provide fundamental understanding of anti-racist work.
4. Protocol for developing policies and practices rooted in anti-racist principles.
5. Anti-racist training for board and staff.

TIMELINE
The project will begin immediately upon execution of contract with consultant. The target for completion of the strategic visioning process is no later than June 1, 2021.
DESIRED QUALIFICATIONS
The ideal consultant(s), which may be a firm or team, will have:

• Demonstrated understanding of the arts and culture ecosystems of the State of California
• Demonstrated experience conducting stakeholder facilitation and strategic planning processes
• Demonstrated experience implementing anti-racism work for organizations, including past and/or proposed frameworks to measure impact
• Individuals representing diverse racial and ethnic backgrounds, and BIPOC
• Expertise as relates to issues of diversity, equity and inclusion and ability to authentically engage stakeholders of diverse backgrounds with competency
• Experience working with heterogeneous groups of individuals, including but not limited to diversity in the following: race and ethnicity, age, socioeconomic status, education background, gender identity and sexual orientation

SELECTION CRITERIA
Consultants will be selected based on the relevance of the principals’ qualifications and experience, the quality of the methodology and work samples, the ability to commit to the timeline and cost efficiency.

SELECTION PROCESS
Interested consultants should submit the requested materials. Selection will be based on an interview process. Consultants may be asked to submit a full proposal for review before final selection.

TO RESPOND TO RFP
Please submit all of the following items:

• A proposal outlining the process including timeline, staff and fee structure and methodology for developing policies
• Resume(s) of all key personnel who will work on the project
• At least three relevant work samples that demonstrate how you meet the eligibility requirements (this may include links to online work samples)
• Three professional references

DEADLINE FOR APPLICATIONS
Materials will be accepted and reviewed on a rolling basis, but no later than September 30, 2020 at 5:00 p.m. PDT.

Please submit materials via email with the subject line “Strategic Plan RFP” to: Julie Baker, Executive Director at membership@californiansforthearts.org. 916-296-1838
ADDITIONAL INFORMATION

- Late responses will not be considered.
- CFTA and CAA reserve the right to accept or reject any and all responses received, or hire a vendor through another process.
- This request for proposal 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 CFTA and CAA.
- If the consultant is selected they will be required to enter into a contract with CFTA and CAA.
- For more information on the organizations including a complete list of board members please visit [www.californiansforthearts.org](http://www.californiansforthearts.org) and [www.californiaartsadvocates.org](http://www.californiaartsadvocates.org)