



Request for Proposals

National Research and Documentation Consultant
Community Development Investments (CDI) Program

SUMMARY OF OPPORTUNITY

ArtPlace America ('ArtPlace') seeks a National Research and Documentation Consultant ('National Consultant') to lead the research and documentation components of the newly launched Community Development Investments (CDI) program.

The CDI program will provide grant funding to six place-based non-governmental organizations (NGOs) with a primary mission of community planning and development. ArtPlace will select one NGO in each of six geographical regions that is interested in sustainably incorporating arts and cultural strategies into the organization's work. [Click here to download the complete program description and guidelines.](#)

The CDI program is a one-time national initiative that will span three years. The selected National Consultant will not conduct an evaluation of the CDI program itself, but rather will work collaboratively with ArtPlace staff, partners, and grantees throughout the program's duration to harvest the knowledge gained, lessons learned, and impacts observed when arts and cultural strategies are deployed in service of comprehensive community development and planning goals.

This Request for Proposals (RFP) invites qualified individuals or organizations to propose strategic approaches to (1) creating a framework for assessing organizational change and project efficacy in each of the CDI communities, (2) selecting and guiding a team of research and documentation partners that will work with each of the forthcoming CDI grantees, and (3) capturing and synthesizing the learning across all six CDI grants.

Responses to this RFP will be accepted until Monday, March 16, 2015 at 11:59PM Eastern. All proposals must be submitted in PDF format via email to research@artplaceamerica.org.

KEY DATES

February 13, 2015	CDI Research and Documentation RFP Released
March 3, 2015	CDI Research and Documentation Webinar
March 16, 2015	Deadline to Submit Responses to CDI Research and Documentation RFP
March 23, 2015	Three National Consultant Finalists Selected
Mar 23-Apr 3, 2015	National Consultant Finalist Interviews
April 6, 2015	National Consultant Selected / Notified
Mid-April 2015	CDI Grantee Finalists Selected / Notified
May 1, 2015	National Consulting Contract begins
May 4-6, 2015	ArtPlace Summit in Philadelphia with CDI Grantee Finalists
August 1, 2015	CDI Grantee Recipients Selected / Notified
September 1, 2015	CDI Grant Program Begins
August 31, 2018	CDI Grant Program Ends

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SCOPE OF WORK

ArtPlace seeks to work collaboratively with the National Consultant to establish a scope of work for the research and documentation components of the CDI program. With that in mind, basic requirements of the National Consultant include the following tasks:

- Attend special session of the ArtPlace Summit in Philadelphia, PA with CDI Grantee Finalists
- Provide strategic advice to ArtPlace during the final selection of CDI Grantees
- Establish the framework(s) for documenting, collecting data about, and analyzing both the organization level changes as well as the effectiveness of projects associated with each of the CDI grants
- Identify baseline conditions in each of the CDI organizations and communities
- Develop the criteria and selection process for a team of research and documentation partners (Research and Documentation Team) that will work with each of the six CDI grantees. Grantees must be included in the selection process
- Hire and manage the Research and Documentation Team throughout the three-year program, including all payment and sub-contracting responsibilities
- Work with ArtPlace staff and CDI grantees to design the work plan and deliverables for the Research and Documentation Team
- Synthesize the learning across all six CDI organizations and communities in regular reports to ArtPlace staff
- Work with ArtPlace staff and partners to identify ongoing opportunities for public dissemination of learning

ArtPlace recognizes that each CDI organization and community will be unique, and has designed the program to be flexible and to accommodate these differences to maximize the potential learning opportunities. ArtPlace is not seeking a unified set of indicators that works for all six sites, but rather an approach to research and documentation that embraces the variables and tells the full, complicated story of each place and process – while pursuing cross-cutting conclusions and identifying replicable pathways for other NGOs to take on creative placemaking work.

The integration of research and documentation activities is also core to ArtPlace’s interest in assuring that research always remains linked to practice, and that our learning can continually inform our priorities and the broader field during our limited, ten year tenure. We see the National Consultant as a thought partner in establishing the interplay between these two priorities, and in defining the unique role played by the Research and Documentation and Team.

FEES

The total funding available for all research and documentation components of the Community Development Investment program is \$900,000.

This figure includes all consulting fees, content development, and related reimbursable expenses, including travel, for both the National Consultant and the Research and Documentation Team selected to work with the CDI Grantees. This figure does not include the design or production of materials intended for public dissemination (e.g. publications, videos, infographics, etc.); such products will be considered and commissioned on a case-by-case basis.

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SUBMISSION REQUIREMENTS

Proposals in response to this RFP must be received no later than 11:59PM Eastern on Monday, March 16, 2016. All proposals must be submitted electronically in PDF format; hardcopy proposals will not be accepted. Please do not exceed 12 pages or 20 MB file size.

Submit completed proposals via email to research@artplaceamerica.org with "CDI Research RFP: NAME OF RESPONDENT" in the subject line. Proposals should be structured as follows:

- **Team Member Qualifications**
Include each team member's name, affiliation, and qualifications. Clearly identify a lead researcher and provide his/her complete contact information for all future correspondence. Summarize the team's track record of working together.
- **Research Expertise and Priorities**
Provide a brief narrative that describes the team's familiarity with the fields of creative placemaking, community development, and/or arts and culture. Be explicit about any assumptions and research priorities that you would bring to the role.
- **Past Work**
Submit highlights of previous projects or commissions relevant to the goals of the program. Include links to external documents where applicable.
- **Conceptual Approach**
Provide a narrative description of your team's proposed work plan, including but not limited to:
 - Vision for the role that the Research and Documentation Team will play in relation to the CDI Grantees
 - Proposed selection criteria, management, and payment of the Research and Documentation Team
 - Strategies for tracking, communicating, and assessing organizational changes and project efficacy
 - Proposed interaction with ArtPlace colleagues throughout the CDI program
 - Opportunities for public dissemination of learning
- **Diagram Illustrating Project Phasing and Timeline**
- **Fee Schedule, not to exceed \$900,000**
Provide an estimated breakdown of the total budget, including allocations for sub-contractors, travel, convenings, and any other anticipated line items.
- **References**
Provide the name, affiliation, and complete contact information (including telephone number and email address) for two individuals with whom you've worked in the past. References will only be contacted for the three finalist candidates.

NOTE: The selected National Consultant will have the opportunity to revise the proposed work plan and fee schedule in consultation with ArtPlace staff prior to formal contracting.

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SELECTION CRITERIA

The National Consultant will be selected based on the degree to which they demonstrate the following:

- Creativity and feasibility of proposed work plan
- Substantive track record with national and/or multi-site initiatives
- Field experience with community development or social change projects
- History of working with artists or arts organizations
- Familiarity with organizational change management
- Capacity to work across multiple sectors and research perspectives
- Familiarity with both qualitative and quantitative research methods
- Collaborative approach
- Clarity, style, and thoroughness of proposal

SELECTION PROCESS

ArtPlace staff, at its sole discretion and through consultation with external advisors and funding partners as appropriate, will select three finalist candidates for the National Research and Documentation Consultant role during the week of March 16-23, 2015.

The three selected candidates, as well as all parties who submitted a response to the RFP, will be notified on Monday, March 23, 2015.

ArtPlace staff will contact references and conduct telephone interviews with the three candidates between March 23 and April 3, with a final selection to be announced on Monday, April 6, 2015.

Prior to formal contracting, the selected National Consultant will have the opportunity to revise the proposed work plan in consultation with ArtPlace staff and its affiliates after CDI Grantee Finalists have been identified. The desired contract start date is May 1, 2015.

QUESTIONS

CDI Research and Documentation Webinar

On Tuesday, March 3 from 2:00-3:30PM Eastern, ArtPlace's Deputy Director Lyz Crane and Director of Research Strategies Jamie Hand will host an informational webinar for all interested respondents to this RFP. There will be ample opportunity to ask questions about both the CDI program and ArtPlace's broader research goals. Click [here](#) to register for the webinar.

Proposal Specific Inquiries

Director of Research Strategies Jamie Hand will be available to answer questions specific to your proposal throughout the application process. Please email research@artplaceamerica.org to schedule a telephone conversation.

ELIGIBILITY

Individuals, teams, or organizations based in the United States or U.S. Territories are eligible to compete for this consulting contract.

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ADDITIONAL RESOURCES

[Community Development Investment \(CDI\) Grant Program Guidelines](#)

Published January 15, 2015

[CDI Grant Workshop](#)

February 4, 2015, Sacramento, CA

Essays from [Community Development Investment Review, Volume 10, Issue 2: Creative Placemaking](#), San Francisco Federal Reserve, Guest Editor: Laura Callanan, December 2014