

# CANDO

## Request for Proposals

### **An Arts Program for Youth; An Arts Program for Adults**

#### **1. Overview**

The Central Neighborhood Development Organization (CANDO) requests proposals from qualified agencies to undertake an arts program for youth in the Central neighborhood of Minneapolis, and/or to undertake an arts program for adults in the Central neighborhood of Minneapolis. Agencies may submit a proposal for a youth arts program or for an arts program for adults, or a proposal for each, or one proposal for both youth and adults together. Proposals shall include a project narrative, budget, schedules, and action items.

#### **2. General Instructions**

- a. Issuing Office. This Request for Proposals (RFP) is issued by the Central Area Neighborhood Development Organization (CANDO).
- b. Questions. All questions may be directed to:  
**JIM PARSONS, (612) 824-1333, jim.parsons@CANDOmpls.org**
- c. Response Date. Ten (10) hard copies of the proposal must be submitted in a sealed envelope marked "Youth Arts Program" or "Arts Program for Adults" or "Arts Program for Youth and Adults" to the CANDO office, 310 E. 38<sup>th</sup> Street, Room 304, Mpls., MN 55409, on or before **4:00 p.m. on Tuesday, Aug. 11, 2009**. All proposals will be held unopened until the deadline. The proposals will be forwarded to CANDO's Community Leadership Committee. The committee will review the proposals and determine whether interviews will be required. If the committee deems that interviews are necessary, they will occur before Sept. 9th.
- d. Content. To be considered, agencies must submit a complete response to this RFP in the form requested. Submittals that do not respond to items requested in this RFP or indicate exceptions to such items may be rejected.
- e. Right of Refusal. CANDO reserves the right to reject any and all proposals, or any parts thereof, or to waive any informality or defect in any bid if it is in the best interest of CANDO and the Central neighborhood.

- f. Liability of Costs. Respondents are responsible for their own expense in preparing, delivering or presenting a proposal, and for subsequent negotiations with CANDO, if any.

### **3. Background about the Central Neighborhood and CANDO**

The Central neighborhood is home to Green Central Elementary School, Hosmer Public Library and Green Central Park & Gymnasium. Central Neighborhood's boundaries are Lake Street to the north, Chicago Avenue to the east, 38th Street to the south and 2nd Avenue to the west.

The **Central Area Neighborhood Development Organization (CANDO)** promotes neighborhood livability and stability, fosters economic development, and strengthens communication through inclusive and representative community involvement.

CANDO is a community-driven organization that engages residents, property owners, business owners, and other invested in the Central neighborhood through regular activities, meetings, and events to:

- Provide an organized voice for residents of the Central neighborhood.
- Advocate on behalf of residents, property owners, of the Central neighborhood.
- Build strong community relationships that cross economic, cultural, and generational lines in order to protect our rich diversity and ensure open communication between neighbors.
- Provide for, and facilitate, opportunities for citizen participation venues at which all voices can be heard.
- Improve, and/or support efforts to improve housing stock, education, recreation, child care, transportation facilities, the environment, public safety, community beautification, and other neighborhood services that impact the Central Neighborhood.
- Encourage a healthy economic environment for the residents of Central, especially the economically disadvantaged, which is realized by:
  - Quality businesses which serve, and are accessible to, all residents.
  - High quality, living wage jobs accessible to all residents, which also promote advancement and reasonable job security through training or other opportunities.
  - Revitalized, restored, and/or stabilized primary business corridors.
  - Create and maintain a living, vibrant, and self renewing community for this and future generations.

More information about CANDO and its 2008 strategic plan can be found at:  
[www.candompls.org](http://www.candompls.org).

#### **4. Program Objectives, Budget and Timeline**

This program has the goal of developing and showcasing the artistic talents of residents of the Central neighborhood of Minneapolis. Any artistic medium may be developed, but CANDO expects that the program will comprise a public performance or exhibit, in the Central neighborhood, of the art created. The program will comprise these services or alternative services as approved by CANDO, which services will assist in fulfilling CANDO's goal of supporting "performances, programs, exhibits, gateway projects and workshops which involve youth and adults." (Central Neighborhood Action Plan, Community Building Strategy B.1)

The program shall provide the arts programming services to residents of the Central neighborhood, and shall verify that participation by keeping a roster of attendees' names and addresses at each function. Participants from other areas may be hosted through CANDO's funding only if a direct link to the Central neighborhood can be made, i.e. the participant regularly works or goes to school in the Central neighborhood.

CANDO understands that many agencies assemble funds and in-kind resources from a variety of sources in order to carry out programs. CANDO's funds for an arts program for youth will not exceed three thousand dollars and no cents (\$3,000.00). CANDO's funds for an arts program for adults will not exceed three thousand dollars and no cents (\$3,000.00). CANDO's funds for a combined arts program for youth and adults will not exceed six thousand dollars and no cents (\$6,000.00). The program's budget in the proposal will state all sources of committed funds and the dollar value of in-kind resources donated to the project.

All arts programs funded by CANDO shall be completed by December 31, 2009.

#### **5. Submissions**

All proposals must be received in their entirety before **4:00 pm on Tuesday, Aug. 11, 2009.** Applicants are responsible for ensuring that their proposal, however submitted, is received on time and at the location specified. Electronic submittals will not be accepted. At a minimum each respondent shall submit the following information:

- a. Agency History. Name, address, and brief history of the agency. The proposal must be signed by an authorized official for the agency submitting the proposal. Include relevant information about any agency that will serve as a subcontractor for any portion of the project.
- b. Experience. Include information on projects where the agency rendered services similar to those requested in this RFP. List the names of key personnel assigned to each project.

- c. **Work Plan.** Describe the approach recommended to accomplish the required work. Include tasks, methodologies, and a description of the artistic skills and talents of youth and adults to be deepened and enriched as a result of the program.
- d. **Timeline.** Provide a project schedule with key events and note deliverables including performances and exhibits.
- e. **Fees.** Provide a fixed fee quotation for the services outlined in the work plan. Proposed fees should include hourly rates, a not-to-exceed amount, and costs for reimbursable expenses.
- f. **Deliverables.** Provide a list of artistic work products that will be developed as a result of the program. Both hard and electronic versions of the deliverables (such as photographs of the art works) should be provided to CANDO.

## **6. Evaluation**

Proposals will be reviewed by the CANDO Community Leadership Committee. Each proposal will be reviewed and evaluated based on the following:

- Thoroughness and clarity of proposal
- Experience of agency with similar work
- Experience of personnel proposed for this project
- Agency's reputation for quality, integrity, meeting budget, meeting schedule
- Responsiveness to client
- Proposed budget and timeline
- Understanding of the issues of successful arts programming in a diverse community.

The most qualified agencies will be invited to interviews to be held before Sept. 9th, 2009. The purpose of the interviews is to allow the comparison of agencies' different approaches to the project. It is essential that the consultant's personnel to be assigned to the work, as well as key representatives, be present at the interview.

The top-ranked agency shall be selected based on the interviews. A recommendation of the selected agency will be made to the Community Leadership Committee on Sept. 9, 2009.

The selected agency and CANDO representatives will negotiate a contract, subject to approval by the CANDO Board of Directors. The dates shown in this Evaluation section, in the Schedules section below and throughout this RFP are subject to change by CANDO at its sole discretion.

7. Schedules

All dates are 2009:

- Request for Proposals released: June 19
- Proposals DUE: Aug. 11
- Interviews: before Sept. 9
- Committee Recommendation: Sept. 9
- Contract awarded: Sept. 17 or as may be determined by the CANDO Board of Directors
- Project start date: Sept. 18 or as soon thereafter as possible
- Project completion date: December 31