

# **Request for Qualifications for Arts Learning Trainers**

The City of Phoenix Office of Arts and Culture is seeking qualified consultants to assist with the training of afterschool providers that will offer arts learning programs to existing 21<sup>st</sup> Century Community Learning Centers (21CCLC) in Phoenix during the 2008-2009 school year. The consultants will provide training, observation, feedback, and evaluative reports to POAC's Director of Arts Education.

Qualification Statements are due at the address shown below no later than 5:00 p.m. MST on Friday, August 15, 2008.

Phoenix Office of Arts and Culture  
200 West Washington, 10<sup>th</sup> Floor  
Phoenix, AZ 85003

For additional information contact:  
Jocelyn Hanson, Director of Arts Education  
Voice: (602) 495-0189  
[jocelyn.hanson@phoenix.gov](mailto:jocelyn.hanson@phoenix.gov)

The RFQ packet and the required Affirmative Action forms are available in the formats specified below. To view the files in Adobe Acrobat (PDF) format, which allows the document to be downloaded, viewed and printed with all of its original formatting and graphics, you must first download a copy of Adobe Acrobat Reader and follow the instructions for installation.



## City of Phoenix

# Request for Qualifications For Arts Learning Trainers

### Instructions

The City of Phoenix Office of Arts and Culture is seeking qualified consultants to assist with the training of afterschool providers that will offer arts learning programs to existing 21<sup>st</sup> Century Community Learning Centers (21CCLC) in Phoenix during the 2008-2009 school year. The consultants will provide training, observation, feedback and evaluative reports to POAC's Director of Arts Education.

Through an intergovernmental agreement, the Arizona Department of Education (ADE) will provide the city of Phoenix with approximately \$500,000 per year. The funds will be used to provide training and afterschool arts programs to 21<sup>st</sup> Century Community Learning Center (21CCLC) sites throughout Phoenix. The proposed arts learning initiative, **artspace** represents a partnership between the POAC, ADE, ASU Herberger College of the Arts and the Arizona State Library.

The proposed initiative seeks to establish a new model of educational experience to ensure student academic success. Students will be active participants in the learning process facilitated by trained teaching artists. Since collaborative learning is essential to student success, family learning activities will be offered as well.

The POAC will administer the overall initiative and develop a registry of innovative afterschool arts learning programs and other resources. These programs will be made available to the sixty 21CCLC sites in Phoenix.

ASU will provide the connection between the in-school curriculum and afterschool arts learning programs by providing interns to work with both the classroom teachers and the afterschool teaching artists. ASU graduate students will also serve as teaching assistants to design and deliver afterschool programs.

The Arizona State Library will provide technical assistance to Phoenix libraries so they can present family literacy programs for children, teens and their parents. The libraries will also provide facility space after hours for computer labs and collaborative arts learning activities.

21CCLC schools will apply to the POAC and receive full funding for five-week, full semester or year-long afterschool arts programs. The application process will be competitive. Schools will need to provide adequate facility space, design their schedules to accommodate the afterschool

arts programs, identify a teacher(s) to be involved in the program, and provide nutritional snacks, transportation and assistance with recruitment and retention of students.

## OTHER INFORMATION

In 2003, the POAC received a \$3.5 million grant from the Arizona Department of Education (ADE) to establish 21<sup>st</sup> Century Community Learning Centers in nine schools in the Phoenix Elementary School District No. 1. The ADE grant funded *The Phoenix Arts Collaborative*, a consortium of nine of the Valley's leading arts organizations that worked with the Phoenix Office of Arts and Culture and ASU Herberger College of the Arts to provide afterschool arts programming and tutorials to improve student achievement.

During the five year grant program, the participating children increased their grades and test scores and their teachers noticed an increased desire to attend school because of the afterschool activities in the arts. The students worked with professional teaching artists, took field trips, attended performances, and engaged in arts activities that reinforced learning in math, reading and writing.

Due to the success of the five-year program, the ADE initiated a dialogue with the Office of Arts and Culture regarding the possibility of entering into a new partnership to improve the quality of arts learning experiences for other 21CCLC sites in Phoenix. It is the ADE's belief that well-designed afterschool arts programs typically have strong partnerships. These partnerships bring students important connections to caring adults, community organizations and institutions that build the students' repertoire of skills necessary for the 21<sup>st</sup> Century workplace.

Schools often do not have the information, time, resources or contacts to make the arts an integral part of their afterschool programs – despite their desire to do so. Leadership by government arts agencies and cultural organizations is critical to meet the interest and demand for afterschool programs.

### Financial Impact

All program activities for the new initiative will be funded by the ADE.

Packets are available at the Phoenix Office of Arts and Culture, 200 W. Washington Street, 10<sup>th</sup> Floor, or information can be downloaded electronically from the City of Phoenix Website at <http://phoenix.gov/rfq/index.html/>.

Qualification Statements for trainers are due in hard copy format by 5:00 P.M. MST, Friday, August 15, 2008. Electronic or facsimile submittals will not be considered.

Respondents must be in compliance with the City of Phoenix Affirmative Action Ordinance to be considered. (See Section VIII. Paragraph D.)

## I. RFQ SCHEDULE

ACTIVITY	DATE
Issue RFQ	July 10, 2008
Pre-Submittal Meeting at 4:00 p.m. MST	August 4, 2008
Qualification Statements deadline is 5:00 p.m. MST	August 15, 2008

## II. DESCRIPTION OF DESIRED SERVICES

The City of Phoenix Office of Arts and Culture (POAC) is requesting Qualification Statements from individuals interested in serving as a Consultant. The selected individuals will assist the Director of Arts Education in training providers endorsed for participation in the **artspace** partnership with the POAC, the Arizona Department of Education (ADE), ASU Herberger College of the Arts and the Arizona State Library. It is anticipated that the Consultants will conduct trainings, provide follow-up observations and feedback and submit evaluative reports to the Director of Arts Education.

Typical services that may be provided by the Consultants are listed below. This does not represent a final scope of work, but is offered to help Respondents understand the level of knowledge and expertise required, and the general services to be provided. A complete scope of work will become part of the City contract for services.

### Typical services:

Assist the Director of Arts Education in conducting training sessions in the following areas:

- Designing the Learning Experience
- 40 Developmental Assets & The Arts
- Arts Integration Techniques
- Questioning Techniques
- Cooperative Learning
- Session Planning
- Student Assessment
- Evaluation Methodologies
- Classroom Management Techniques
- ESL Training
- Understanding Poverty
- Family Advocacy/Family Involvement
- Marketing to Afterschool Students
- Literacy and the Arts
- Defining Quality – What Does a Quality Afterschool Program Look Like?
- Backward Design – Start with Assessment
- Arts Standards Tied to Activities
- Social Skills
- Creative Arts Therapy
- What Does It Mean To Be A Teaching Artist
- Other Artist Trainings: Discipline, Inter-disciplinary, Multi-disciplinary

### III. FEE STRUCTURE

The trainers will be paid on an hourly basis by the City for a total contract amount not to exceed \$1,500 plus travel expenses via an invoice process over a period of 1 month for hours worked. The Consultant's hourly rate is \$100 per hour. These fees are inclusive of all costs incurred by the Trainer (e.g. planning, preparation, photo copying, telephone calls, etc.).

The Consultant must be available to fulfill the resulting contract for a 12-month period following the execution of the contract. Approximate hours worked shall be mutually agreed upon during contract negotiations.

### IV. FORMAT AND QUALIFICATION STATEMENT REQUIREMENTS

#### A. Submittal Format

Completeness of the information and adherence to the prescribed format will determine an applicant's eligibility to move forward to the interview process.

#### B. Submittal Instructions

The Qualification Statement **must contain** a cover page with the information specified below.

RFQ Title  
Consultant Name/dba  
Contact Information  
City of Phoenix Affirmative Action Expiration Date

**The main body of the application must fully address the requirements listed below. Limit the total response to six (6) typewritten pages, minimum 11-point font, single-spaced. This includes the cover page which shall be one of the six (6) pages. Attachments are permissible but should be used only as additional information to demonstrate relevant credentials and experience. Do not use attachments to answer a requirement. Attachments will not be counted as part of the application pages, but should be clearly labeled as "SUBMITTAL ATTACHMENTS to RFQ FOR TRAINERS" for easy identification.**

#### C. Submittal Requirements

Each Qualification Statement submittal must consist of one (1) original and five (5) reproducible hard copies on 8 1/2" x 11" papers including supporting documentation. **Please staple your submission in the upper left corner.** Submissions are due to the office listed below by 5:00 P.M. MST on Friday, August 15, 2008.

Phoenix Office of Arts and Culture  
200 West Washington Street, 10th Floor  
Phoenix, AZ 85003-1611  
Attn: Jocelyn Hanson

Qualification Statements must also include a **current City of Phoenix Affirmative Action expiration date on the cover page.** (See Section IX, Paragraph D.)

Completeness of the information and adherence to the prescribed format will determine an applicant's eligibility to move forward to the interview process.

#### **D. Submittal Order**

1. Cover memo, one (1) page total,
2. Credentials (background and expertise), one (1) page total,
3. Two (2) references, one (1) page total, and
4. Three experiences, one (1) page each for a total of three (3) pages.

#### **IMPORTANT NOTES!**

- Do not submit the original Affirmative Action form with the Qualification Statement. The original form must be filed in advance with the City's Equal Opportunity Department. Send only copies with the Qualification Statement.
- Qualification Statements will not be accepted via fax or e-mail.
- The due date for submissions is 5:00 P.M., MST, Friday, August 15, 2008. The date and time will be checked at the time of submission. Responses delivered to the City after that date and time will not be considered. It is the responsibility of each Respondent to ensure the City receives the response by the required time. Facsimile or electronically transmitted responses will not be considered.

The City of Phoenix provides reasonable accommodations to ensure access to information, equal participation in services and employment for persons with disabilities. This RFQ can be made available in the following alternative formats: large print, Braille, audiotape or computer diskette by calling (602) 495-0189 (Voice), (602) 534-5500 TTY/Relay or e-mailing Jocelyn Hanson at [jocelyn.hanson@phoenix.gov](mailto:jocelyn.hanson@phoenix.gov). A qualified sign language interpreter or other disability accommodation will be provided for required meetings with five (5) days prior request.

#### **V. QUALIFICATION STATEMENT EVALUATION CRITERIA**

For evaluation and selection purposes, Qualification Statements shall address the following:

##### **A. Credentials (30 points)**

Briefly identify your background and expertise as it relates to this RFQ. Not to exceed one (1) page total. Attach a recent resume.

### **B. References (30 points)**

Please provide contact information for two (2) references. Include the name, address and current telephone number. These should differ from the clients selected as your project examples (as stated below in Section C). Please notify all clients that they may be contacted. Not to exceed one (1) page total.

### **C. Experience (40 points)**

Provide three (3) examples of recent projects in which you have been involved. Identify the business name, contact name, title, and current telephone number for each example. In addition, answer the following questions for each example and format your response according to the corresponding numbers below. **Each example shall be limited to one (1) page for a total of three (3) pages.**

1. What was the scope of the project, your involvement, and how many hours did you spend on the project?
2. How does the project relate to the requirements of this RFQ?

## **VI. SELECTION PROCESS**

A Selection Panel composed of City staff and community professionals will evaluate each Qualification Statement according to the criteria set forth in Section V above. Respondents that best meet the needs of this RFQ may be requested to attend a Selection Panel interview. The City may also request additional information regarding a finalist's submittal, if necessary. The City reserves the right to reject parts of, any or all responses, or withdraw from this process without cause.

Any contract or agreement resulting from this RFQ process is subject to approval by the Executive Director of the Phoenix Office of Arts and Culture.

## **VII. PRE-SUBMITTAL MEETING**

A pre-submittal meeting will be held on Monday, August 4, 2008, at 4:00 P.M. in Phoenix City Hall, Assembly Room B.

At this meeting, staff will provide information on the consulting expertise being sought and an explanation of how the Consultant will interface with the City and non-profit organizations. This meeting will also provide an opportunity to ask specific questions. Anyone planning to submit a Qualification Statement is encouraged to attend.

## **VIII. QUESTIONS**

Questions pertaining to this RFQ process should be directed to:

**Jocelyn Hanson, Director of Arts Education**  
**Phoenix Office of Arts and Culture**  
**Voice: (602) 495-0189**  
**jocelyn.hanson@phoenix.gov**

Note that the City will answer informal questions orally. The City makes no warranty of any kind as to the correctness of any oral answers and uses this process solely to provide minor clarifications quickly. Oral statements or instruction shall not constitute an amendment to this Request for Qualification. Respondents shall not rely on any verbal responses from the City.

## **IX. GENERAL TERMS AND CONDITIONS**

### **A. Equal Opportunity Requirements**

All firms or individuals wishing to do business with the City of Phoenix must comply with the City's Affirmative Action Ordinance (Attachment A). A copy of the affirmative action compliance application is available at <http://www.phoenix.gov/BUSINESS/affactio.html> or by calling the City of Phoenix Equal Opportunity Department (EOD) at (602) 262-6790. This should be forwarded to the City of Phoenix Equal Opportunity Department (EOD) as instructed on the form. **DO NOT** include the original, but provide copies with the Qualification Statement submittal. Questions regarding affirmative action dates should be directed to EOD. To submit an Affirmative Action form to EOD or to check the status of existing AA designations, call (602) 262-6790 well in advance to ensure that any new processing can be completed prior to the Qualification Statement submission deadline. Submittals that do not include an affirmative action expiration date assigned by the City of Phoenix EOD on the cover page will be considered **non-compliant and will not be accepted or reviewed.**

The City of Phoenix extends to each individual, firm, vendor, supplier, contractor and subcontractor an equal economic opportunity to compete for City business and encourages the use of Minority, Woman-Owned, Disadvantaged or Small Business Enterprises whenever practical in order to reflect the population composition of both the industry and community. Individuals, firms, vendors, suppliers, contractors and subcontractors are encouraged to search the online directory located at <http://phoenix.gov/CERTIFY/index.html> for firms that have completed the application process with the City and have been certified as Affirmative Action employers or as Minority, Woman-Owned, Disadvantaged or Small Business Enterprises. If you do not have access to the Internet, you may contact the City's Equal Opportunity Department at (602) 262-6790 for assistance.

### **E. Insurance Requirements**

The contracted Consultant shall procure and maintain until all of Consultant's obligations have been discharged the following insurance: Automobile Liability, Bodily Injury and Property Damage for any owned, hired and non-owned vehicles used in the performance of

this Agreement. (Combined Single Limit (CSL) @\$300,000; Per person @ \$100,000; and Property @ \$50,000.)

The City in no way warrants that the minimum limits contained herein are sufficient to protect Consultant from liabilities that might arise out of the performance of the work under this Agreement and consultant is free to purchase additional insurance as may be determined necessary. Consultant's insurance coverage shall be primary insurance and non-contributory with respect to all other available sources. Coverage provided by the Consultant shall not be limited to the liability assumed under the indemnification provisions of this Agreement.

#### **G. Federal Law Requirements**

Respondents agree to comply with the Immigration Reform and Control Act of 1986 and the Drug Free Work Place Act of 1989, to the extent applicable, along with all laws and regulations promulgated thereunder and to permit City inspection of personnel records to verify such compliance.

#### **H. Qualification Statements as Public Record**

The City will maintain confidentiality of the information within each response until the time and date established for the review of all Qualification Statements. Thereafter, each proposal submitted should not be considered confidential and no information contained therein shall be treated by the City as either confidential, proprietary, or trade secret information. The contents of the Qualification Statement shall be considered public record of the City.



## ATTACHMENT A

### **CITY OF PHOENIX** EQUAL OPPORTUNITY DEPARTMENT COMMUNITY AND BUSINESS RELATIONS DIVISION

Suppliers, Contractors, and Lessees wishing to enter into a business relationship with the City of Phoenix, must comply with either Article IV or V of Chapter 18 of the City Code, as appropriate.

Compliance is achieved by submission of the affirmative action reporting forms as indicated below:

**Individuals or Firms Who Employ Fewer Than 15 people:**

Complete only Part D

Your Company will be eligible to do business with the City for 24 months after the date our office receives the completed form.

**Firms Who Employ 15 or More People:**

1. Employer Information Report (Part A)
2. Employer EEO Workforce Profile (Part B)
3. An Affirmative Action Plan (Part C)

Your Company will be eligible to do business with the City for 12 months from the date our office receives the completed form.

These reports must be completed accurately and on file with the Equal Opportunity Department prior to bid opening, proposal submission, response to a request for quotation, response to a request for qualification or the date set forth as part of any other request-response process initiated by the City.

**The above referenced reports must be submitted to:**

Equal Opportunity Department  
Community and Business Relations Division  
251 W. Washington Street  
Phoenix, AZ 85003-2107

Failure to comply with the affirmative action requirements outlined in the Articles will result in your being considered ineligible for any City business.

Questions may be directed to the City of Phoenix Equal Opportunity Department, Community and Business Relations Division at V/(602) 262-6790, TDD/534-1557, FAX 534-1785.

Thank you for your cooperation.

**City of Phoenix**  
EQUAL OPPORTUNITY DEPARTMENT  
COMMUNITY AND BUSINESS RELATIONS DIVISION

**PHOENIX CITY CODE AFFIRMATIVE ACTION REQUIREMENTS**

**PART A: EMPLOYER INFORMATION REPORT**

PLEASE PRINT OR TYPE

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

Local Street Address \_\_\_\_\_  
City State Zip

Local Mailing Address: \_\_\_\_\_  
(if different than above) City State Zip

Corporate Mailing Address: \_\_\_\_\_  
(if different than above) City State Zip

Previous Address \_\_\_\_\_  
City State Zip

Corporate Telephone: \_\_\_\_\_ Local Telephone: \_\_\_\_\_ FAX# \_\_\_\_\_

Type of Business: \_\_\_\_\_  
(Examples; Electrical Contractor, Lessee, Computer Sales, Architect, or Office Supplies)

Name, title and telephone number of company's Equal Employment Opportunity Officer/person responsible for this report:

Corporate Officer: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Local Officer: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**So that your record may be properly cross referenced in our file, please indicate in the space provided below other company names used. Failure to provide this information could result in your loss of City business.**

\_\_\_\_\_  
\_\_\_\_\_

\* \* \* \* \*

**CONTINUE TO PART B**

# PART B: EMPLOYER EQUAL EMPLOYMENT OPPORTUNITY (EEO) WORKFORCE PROFILE

**PLEASE PRINT OR TYPE**

Instructions:

Do you have employees in the Phoenix metropolitan area? (includes Phoenix, Tempe, Mesa, Chandler, Scottsdale, Paradise Valley, Glendale, Peoria, Tolleson, Litchfield, Avondale, Buckeye and Goodyear).

- Yes-Report only Phoenix Metro employees from your most recent payroll. If this is Less Than 15, use Part D, the Certificate of Less Than 15.
- No-Report all Corporate employees from your most recent payroll. Your latest Federal EEO-1 may be substituted.

JOB CATEGORIES	NUMBER OF EMPLOYEES										
	OVERALL TOTALS (SUM OF COL. B THRU K) A	MALE					FEMALE				
		WHITE (NOT OF HISPANIC ORIGIN) B	BLACK (NOT OF HISPANIC ORIGIN) C	HISPANIC D	ASIAN OR PACIFIC ISLANDER E	AMERICAN INDIAN OR ALASKAN NATIVE F	WHITE (NOT OF HISPANIC ORIGIN) G	BLACK (NOT OF HISPANIC ORIGIN) H	HISPANIC I	ASIAN OR PACIFIC ISLANDER J	AMERICAN INDIAN OR ALASKAN NATIVE K
Officials and Managers											
Professionals											
Technicians											
Sales Workers											
Office and Clerical											
Craft Workers (Skilled)											
Operatives (Semi-Skilled)											
Laborers (Unskilled)											
Service Workers											
<b>TOTALS</b>											

FIRM NAME \_\_\_\_\_

**CONTINUE TO PART C**

# PART C: AFFIRMATIVE ACTION PLAN

**PLEASE PRINT OR TYPE**

Instructions: If your firm has an Affirmative Action Plan, please submit a copy. If **not**, please complete a plan on your company letterhead utilizing the outline below. Your firm will be reviewed by city staff to determine if you are complying with your plan.

## AFFIRMATIVE ACTION PLAN

In order to comply with the Affirmative Action reporting requirements of Article IV or V of Chapter 18 of the Phoenix City Code, and to ensure equal employment opportunity, the following measures will be taken:

1. Equal and fair treatment will be provided to all employees regardless of race, color, religion, national origin, gender, age or disability.
2. A complete up-to-date workforce profile which records employees by race or ethnicity, gender, and job classification will be maintained and annual reports will be submitted to the City of Phoenix Affirmative Action Division.
3. All employees will be advised at time of employment that the firm is an Equal Opportunity / Reasonable Accommodation Employer and that hiring, promotion or demotion is based only on the individual's qualifications and ability to perform the work.
4. The firm will cooperate with and support apprenticeship training programs based on strict non-discrimination.
5. The firm has appointed \_\_\_\_\_ to serve as the Equal Employment Officer who is authorized to supply reports and represent this firm in all matters regarding this affirmative action plan.
6. The name, address and phone number of the Equal Employment Officer will be posted in a conspicuous place or places. This Officer will be responsible for:
  - a. Seeking to utilize minorities, females and disabled individuals to the same degree as all others, based on the following factors.
    - (1) Percentage of minorities, females and disabled individuals in the companies workforce as compared with the labor market in the area.
    - (2) Local availability of minorities, females and disabled individuals having the skills we employ.
    - (3) Availability of promotable minorities, females and disabled individuals in our company.
    - (4) Existence of training institutions to train minorities, females and disabled individuals in the area.
    - (5) The internal skills training our company offers for minorities, females and disabled individuals.
  - b. Supervision of periodic audits of employment practices including: (1) applicant flow (2) promotion (3) training.
  - c. Contacts with recruitment sources for qualified minorities, females and disabled individuals. Notification to employees regarding promotions or vacancies to ensure equal opportunity.
  - d. Instruction of all supervisory personnel regarding their responsibility for equal employment opportunity and non-discrimination requirements.
  - e. Periodic reviews with all supervisory personnel to ensure that the program is being implemented at all levels.

SIGNATURE AND TITLE \_\_\_\_\_

FIRM NAME \_\_\_\_\_

DATE \_\_\_\_\_

**City of Phoenix**  
EQUAL OPPORTUNITY DEPARTMENT  
COMMUNITY AND BUSINESS RELATIONS DIVISION

**PHOENIX CITY CODE  
AFFIRMATIVE ACTION REQUIREMENTS**

**PART D: EMPLOYER OF FEWER THAN 15**

**PLEASE PRINT OR TYPE**

**Instructions: If your firm employs 14 or fewer employees, complete & return only this form.**

CITY OF PHOENIX  
EQUAL OPPORTUNITY DEPARTMENT  
COMMUNITY AND BUSINESS RELATIONS DIVISION  
251 W. WASHINGTON STREET  
PHOENIX, AZ 85003

If you have any questions or require assistance, contact the Community and Business Relations Division at:  
V/(602) 262-6790 \* TDD / 534-1557 \* FAX 534-1785

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

Street  
Address: \_\_\_\_\_  
City State Zip

Mailing  
Address: \_\_\_\_\_  
City State Zip

Corporate Mailing  
Address: \_\_\_\_\_  
City State Zip

Telephone No.: \_\_\_\_\_ FAX # \_\_\_\_\_

Previous Address: \_\_\_\_\_  
City State Zip

**So that your record may be properly cross referenced in our file, please indicate in the space provided below, other company names used. Failure to provide this information could result in your loss of City business.**

\_\_\_\_\_  
\_\_\_\_\_

In accordance with Chapter 18 of the Phoenix City Code, Article IV or V, I hereby certify that the above-named individual or firm currently employs  (insert number of employees).

\_\_\_\_\_  
PRINT NAME OF PERSON RESPONSIBLE FOR THIS REPORT.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

