



Request for Proposals RFP Program Contractor

South Arts is seeking a Contractor to engage in a multi-year relationship, supporting a forthcoming program that focuses on a limited number of BIPOC organizations. The Contractor will perform a broad range of administrative and programmatic services over a four-year period, playing a significant role helping to implement strategies and tactics that lead to programmatic success. South Arts is providing the overall design of the program. Some travel and weekend work will be required.

I. Background

South Arts is a [regional arts organization](#) that promotes artistic achievement in the Southeast. We are a nonprofit organization, and partner with the National Endowment for the Arts and our nine-member state arts agencies to emphasize the arts' importance in local communities and for the larger region. We are committed to advancing impactful arts-based programs that recognize and address trends and evolving needs of a wide range of communities in the South. South Arts funding comes from the National Endowment for the Arts, state partners, foundations, and individual contributions. These funds support a broad range of programs and services that are building a better South through the arts. The mission of South Arts is Advancing Southern vitality through the arts.

South Arts has embraced equity, inclusion, diversity, and accessibility as core values. We have prioritized this commitment to ensure that Black, Indigenous, and People of Color (BIPOC) led and LGBTQIA+ led organizations and artists are represented as both applicants, grantees, and participants in our programming.

II. Scope of Work

South Arts seeks a Contractor located within the South Arts region. The ideal Contractor will demonstrate an understanding of arts organizations, specifically arts organizations led by and serving people of color in the South. The Contractor will be familiar with challenges that face these organizations and their leaders and have experience in leadership and organizational development, managing projects and programs. The Contractor will work independently and collaboratively through expert level project management skills. Technology proficiency (Word, Excel, Forms, etc.), administrative and effective communication skills are a must.



Experience with grants administration, grants panel processes, leadership and organizational development is highly desired. The selected Contractor will need to be comfortable working independently with arts leaders, funders, boards of directors, and a host of stakeholders.

1. The tasks listed below represent, but are not exhaustive of, tasks associated with the Contractor:
 - a. Perform outreach activities that secure programmatic engagement from a variety of stakeholders.
 - b. Set up and administer an application process in the selected online platform.
 - c. Provide technical assistance, answering questions from grantees and stakeholders.
 - d. Receive applications.
 - e. Review applications for eligibility and completeness.
 - f. Conduct orientation for panel members.
 - g. Develop letters, communications, and correspondence to grantees and stakeholders.
 - h. Send materials and instructions to panel members.
 - i. Assist in the panel review(s).
 - j. Inform applicants of the results of their application.
 - k. Coordinate all logistics for gatherings – virtual and in-person.
 - l. Secure speakers.
 - m. Develop and execute RFP for program services, if needed.
 - n. Manage payment processes – grantees, consultants, speakers, etc.
 - o. Inform the design and execution of program evaluation and assessment.
 - p. Implement program evaluation and assessment.
 - q. Write necessary communications related to the program, grantees, and stakeholders, to include informing the content of reports and research.
 - r. Provide regularly scheduled updates/reports to South Arts and obtain approval of key deliverables.
 - s. Provide program data and other information for South Arts Communications and Advancement.
 - t. Travel as needed and requested.

2. South Arts will provide:
 - a. Program design
 - b. Marketing of the program in the South Arts region
 - c. Approval of individuals identified as panelists, consultants, mentors, contractors, etc.
 - d. Public relations and communications to announce grantees.
 - e. Administrative coordination for contracting and payments.



III. Program Plan Activities

The activities listed below represent but are not exhaustive of actions associated with successfully implementing, administering, and assessing the program between July 1, 2021 – March 1, 2024:

- a. Identify, select and annually fund program grantees.
- b. Engage grantees and/or stakeholders in regular meetings (in-person and virtually) to work together as a learning cohort, receive professional development, inform the program, receive/deliver consultant services, and/or participate in networking opportunities.
- c. Connect grantees with prospective funders and other organizations in their community to build networks that support long-term sustainability and growth.
- d. Administer assessments to identify grantee needs, barriers to growth, and opportunities to overcome challenges. A significant amount of this initiative will be developed based on feedback from each organization's leader and an understanding of their unique situations.
- e. Document program outcomes through final reports collected from grantees, mentors, and stakeholders.
- f. Write program final report for submission to grantor

IV. Proposals

In addition to including your resume and three references who can speak to your relevant experience, respondents are asked to submit a proposal that describes:

- a. Your relevant experience with arts organizations, particularly BIPOC led and serving.
- b. Your relevant experience in organizational and leadership development in the arts.
- c. Your experience conducting and writing program assessments and final reports.
- d. Your skillset for program design, implementation, and assessment
- e. Your skillset for program and project management
- f. Your experience using Microsoft Word and any other technology experience you believe to be relevant to the work.
- g. Any unique strengths and perspectives that you would bring to the program.
- h. Your fee proposal. Travel will be reimbursed using the prevailing [GSA per-diem standards](#) and rates.

V. Selection Criteria

Contractor proposals will be reviewed using the following criteria:

- a. Fee for services.



- b. Relevant experience in program design, program implementation, project management, program assessment, and program evaluation.
- c. Relevant experience in the arts and cultural sectors.
- d. Technology proficiency, to include grants management platforms.
- e. Additional and relevant expertise, strengths, and perspectives.

Questions

Please contact Dr. Joy Young at 404-874-7244 ext.31 or joyyoung@southarts.org.

Proposal along with cover letter, resume, references, and fee for service must be RECEIVED by 5:00PM (Eastern) on Friday June 4, 2021 at joyyoung@southarts.org.

South Arts is an Equal Opportunity Employer and values diversity, equity, inclusion, and accessibility. Alternate formats of this document may be obtained by contacting South Arts at 404-874-7244.