

City of Santa Fe

ARTS & CULTURE DEPARTMENT

COMMUNITY ENGAGEMENT DEPARTMENT

CULTURE, HISTORY, ART, RECONCILIATION & TRUTH

CHART

Request for Proposal

Pre-submittal Workshop

March 16 , 2021 via Zoom



ARTS AND CULTURE DEPARTMENT

We provide leadership by and for the City to support arts and cultural affairs; we recommend policies and programs that develop and promote artistic excellence in our community.



“Culture embodies the shared complex and diverse heritage of a community, including its tangible and intangible virtues...It is the quiet and restless imagination that becomes expression, from which emanates writing, song, performance, painting, sculpture, cuisine, dance, design and story. When recognized, coalesced and leveraged, culture is transformative. It ignites creativity, consciousness and capacity.”

Culture Connects



Photos courtesy of (from left to right): Chrissie Orr, Chris Hanna, Chris Hanna, Chris Hanna, Juan Rios, Juan Rios, Xochitl Chavez, Xochitl Chavez

COMMUNITY ENGAGEMENT DEPARTMENT

The City of Santa Fe Communication, Constituent Services, Council Services, and Multimedia staff work together to provide a variety of services and act as a liaison for all things between residents and our local government.

The Constituent and Council Services includes the following:

- Constituent Services
- Council Services
- Communication
- Mulitmedia

CHART: GOALS

Goal is to promote broader cross-cultural understanding, racial equity, healing, and reconciliation in our community

The information generated from the processes is a first effort and will be compiled in a format for use and consideration by the Governing Body to inform its deliberation and evaluation for future process, action, and decisions

CHART: FRAMEWORK

Public Engagement

Opportunities for city-wide participation

- Community Convenings
- Community Solutions Table
- One-on-One Interviews
- Community Survey

Components:

- Administration
- Facilitation/Training
- Art Activations
- Cultural History Series
- Reporting and Evaluation

Photo courtesy of Juan Rios (Culture Connects and Women & Creativity, Santa Fe Community Convention Center)

CHART: CONSULTING TEAM

Seeking a consultant team (s) (Consultant) to facilitate the CHART Initiative including but not limited to the:

- Planning
- Development
- Coordination
- Communication
- Implementation
- Messaging
- Evaluation

of community-centered processes that fosters dialogue within the City

CHART: CONSULTING TEAM

- Experience in cultural competency particularly with the communities of Northern New Mexico, specifically within the City of Santa Fe
- Demonstrated community-centered practice with experience conducting community engagement, stakeholder facilitation and strategic planning processes
- Have facilitators and/or team members who are of and from the various Santa Fe communities
- Expertise as relates to issues of diversity, equity, and inclusion and ability to authentically engage stakeholders of diverse backgrounds with competency
- Strong administrative and organizational skills to manage complex and multi-layered project initiative from start to finish

CHART: CONSULTING TEAM

- Track record of client collaboration and clear communication
 - Excellent oral and written communication skills
 - Capacity to complete the tasks described in this RFP within the time frame provided
 - Commitment to providing exceptional customer service and responding to client requests in a timely fashion
 - Expertise in research and evaluation
- Expertise in community outreach, communication
- Ability to communicate efficiently - construct press release, social media to help reach a broad spectrum of community members



IMPORTANT DATES

| Action | Responsible Party | Due Dates |
|---|--|-----------------|
| 1. Issue RFP | Central Purchasing Office | 3/9/2021 |
| 2. Acknowledgement of Receipt Form | Potential Offerors | 3/16/2021 |
| 3. Pre-Proposal Conference | Requesting Department | 3/16/2021 |
| 4. Deadline to submit Written Questions | Potential Offerors | 3/25/2021 |
| 5. Response to Written Questions | Procurement Manager | 3/29/2021 |
| 6. <i>Submission of Proposal</i> | <i>Potential Offerors</i> | <i>4/6/2021</i> |
| 7.* Proposal Evaluation | Evaluation Committee | 4/8/2021 |
| 8.* Selection of Finalists | Evaluation Committee | 4/12/2021 |
| 9.* Oral Presentation(s) | Finalist Offerors | 4/14/2021 |
| 10.* Finalize Contractual Agreements | Requesting Department/Finalist Offerors | 4/15/2021 |
| 11.* Contract Awards | Requesting Department/ Finalist Offerors | 4/20/2021 |
| 12.* Protest Deadline | Central Purchasing Office | +15 days |

*Dates indicated in Events 7 through 13 are estimates only, and may be subject to change without necessitating an amendment to the RFP.

SUBMITTAL: RFP 21/30/P

Submission of Proposal

At this time, only **electronic** proposal submission is allowed. **Do not** submit hard copies until further notice. **Please put the RFP number and Title in the Subject line of the email.**

ALL OFFEROR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE CENTRAL PURCHASING OFFICE VIA EMAIL AT Purchasing@santafenm.gov NO LATER THAN **3:00 PM** MST/MDT ON **APRIL 6, 2021**. **PROPOSALS RECEIVED AFTER THIS DEADLINE WILL NOT BE ACCEPTED.**

The date and time of receipt will be recorded on each proposal.

Proposals must be submitted electronically through email until further notice. Refer to Section III.B.1 for instructions. Proposals submitted by facsimile will not be accepted

SUBMITTAL: TECHNICAL SPECIFICATIONS

Organizational Experience:

- Detailed description of relevant culturally competent facilitation experience
- Brief resume/bio of all key personnel
- Describe knowledge of Northern New Mexico, particular Santa Fe
- Describe at least two (2) project successes and failures of community-centered engagement

Organizational References (form Appendix F)

- Provide a minimum of three (3) references from similar projects
 - Client name;
 - Project description;
 - Project dates (starting and ending);
 - Staff assigned to reference engagement that will be designated for work per this RFP; and
 - Client project manager name, telephone number, fax number and e-mail address.

SUBMITTAL: BUSINESS SPECIFICATIONS

Additional submittals:

- Letter of Transmittal Form – Appendix E – must be signed by authorized person
- Campaign Contribution Disclosure Form – Appendix B
- Cost – Appendix D
- Local Preference - if applicable



EVALUATION

| Evaluation Factors <i>(Correspond to section IV.B and IV C)</i> | Points Available |
|--|-------------------------|
| B. Technical Specifications | |
| B. 1. Organizational Experience | 50 |
| B. 2. Organizational References | 15 |
| C. Business Specifications | |
| C.1. Letter Of Transmittal | Pass/Fail |
| C.2. Campaign Contribution Disclosure Form | Pass/Fail |
| C. 3. Oral Presentation | 20 |
| C.4. Cost | 15 |
| TOTAL POINTS AVAILABLE | 100 |
| C.5. City of Santa Fe Local Preference per Section IV C. 2 | 3 |
| C.6. City of Santa Fe Local Preference using Local Subcontractors Section IV C.2 | 6 |

Table 1: Evaluation Point Summary

QUESTIONS?

PROCUREMENT LIBRARY

A procurement library has been established. Offerors are encouraged to review the material contained in the Procurement Library by selecting the link provided in the electronic version of this document through your own internet connection. The library contains information listed below:

- Electronic version of RFP, Questions & Answers, RFP Amendments, etc.

https://www.santafenm.gov/bids_rfps

Other relevant links:

Resolution 2021 – 6, www.santafenm.gov/chart outlines in detail the desires of the Governing Body

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