

**The City of Santa Fe  
AND  
Arts and Culture Department and Community Engagement Department**

**REQUEST FOR PROPOSALS (RFP)**

**Culture, History, Art, Reconciliation and Truth (CHART)  
Initiative: Consultant Team**



**RFP#  
21/30/P**

Questions & Answers

Proposal Issue Date: April 6, 2021

## **Culture, History, Art, Reconciliation and Truth (CHART) Initiative**

**RFP# 21/30/P**

### **Questions and Answers**

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#### **1. Does the city have exclusive rights over the collection of stories, art activations and other resulting content?**

Yes, the work products generated from the CHART process under the RFP contract will belong to the City for their use. The Consultant Team may share the work on their website as work examples and NOT for commercial use. This is a work for hire contract with all copyright belonging to the City.

**RFP Section:** NA

**RFP Page:** NA

#### **2. Will the artists and community partners who help create, gather, and share the art products and events retain ownership of the content/materials/interviews/artworks?**

The artists/community partners will be retained through the Consultant Team to create work products under CHART and belong to the City. The exception may be Art Activations that are meant to be temporary in nature and the documentation of the activations and results/evaluation is the deliverable data.

**RFP Section:** NA

**RFP Page:** NA

#### **3. What is the editorial process regarding the stories and testimonials that are collected and shared?**

The Consultant Team is responsible for managing and providing the data in reportable forms to the City as part of their contractual obligation.

**RFP Section:** IV. Specifications; Framework, Administration

**RFP Page:** 21

**4. Who has final editorial control to determine what is subsequently available to the public?**

The Consultant Team is responsible for providing regular updates to the Governing Body of the status and for the submittal of a final report to the Governing Body and shared on the CHART website

**RFP Section:** IV. Specifications; Framework, Administration

**RFP Page:** 21

**5. What is the process of iteration?**

**a. If this is an iterative learning process, what is the process, and with whom, would the contractor be assessing, learning, iterating, and making revisions to the scope of work on the way?**

CHART Resolution laid out a framework for the Community Convenings to happen three ways. As Consultant Team begins the process, they may learn that the format of meetings and/or subject of the sessions need to be modified. Changes to the process would be discussed with the City Project Team.

**RFP Section:** IV. Specifications; Framework, Facilitation/Training

**RFP Page:** 22

**6. A. What is the expectation of neutrality of presentation? How will this project contain the complexity that exists within our community?**

**b. Can entities that are engaged operate as special interest groups?**

a. This is the role of the Consultant Team and their facilitators to be experienced and/or trained to recognize, ground and guide away from implicit biases, racism, etc in order to create a safe space for open dialogue; and to submit a regular updates and final report of data and suggestions to the Governing Body.

b. per the model in the Resolution, special interest groups may host Community Convenings and after the first session, it is foreseen that the participants then be assigned to other groups for sessions #2 and #3 to reduce the echo chamber effect and increase the exposure to other ideas, values, and experiences. The Consultant Team will ultimately propose how they would manage the Convenings.

**RFP Section:** IV. Specifications, A. Detailed Scope of Work; ideal consultant will have; also Reporting and Evaluation

**RFP Page:** 21-22

**7. Can you ensure that special interest groups will not be dismissed because of past or current political tensions?**

The Consultant Team is managing the entire CHART process and any group and/or individual who wishes to participate is welcome and encouraged to do so. The City is not facilitating nor implementing the CHART framework.

**RFP Section:** NA

**RFP Page:** NA

**8. How do you define subcontractor?**

Any vendor the Consultant Team retains to carry out the CHART process and is paid by the Consultant Team.

**RFP Section:** NA

**RFP Page:** NA