



September 24, 2024

**ADDENDUM NUMBER 2
TO
REQUEST FOR PROPOSALS (RFP) No. ARTS-100019
FOR
FOR ARTIST-IN-RESIDENCE
WITH VISION ZERO LOS ANGELES COUNTY**

On September 4, 2024, the County of Los Angeles (County) Department of Arts and Culture (Arts and Culture) released a Request for Proposals (RFP) for an Artist-in-Residence with Vision Zero Los Angeles County.

Pursuant to RFP Section 8, Proposer Requirements and Evaluation, Subsection 8.2.1, Proposer's Questions, answers to questions received by the September 13 deadline are being issued as part of this Addendum. Proposers are advised that the County reserves the right to group similar questions when providing answers.

SECTION 2.0 – INTRODUCTION

Subsection 2.2, Project Overview

Q1. What geographic area is Florence/Firestone in Unincorporated Los Angeles County?

A1. Florence-Firestone is an unincorporated County community located in South Los Angeles. The Safe Streets and Roads for All FY22 – Florence Firestone Project (SS4A Project) activities will take place in the unincorporated County community of Florence-Firestone, particularly in high traffic collision areas identified by the County's Vision Zero Action Plan as a Collision Concentration Corridor along Firestone Boulevard, Alameda Street, and 92nd Street.

Subsection 2.3, Background

Q2. Which departments are involved with this Request for Proposals?

A2. This is a collaboration between the Los Angeles County Departments of Public Works, Public Health, and Arts and Culture.

Q3. In the previous Creative Strategist residency for Vision Zero, did the County assist with connecting the Contractor to other departments if needed?

A3. Yes, County staff will connect the Contractor with internal and external stakeholders, including staff from relevant County departments, including but not limited to Los Angeles County Library, the Department of Parks and Recreation, and Aging and Disabilities.

SECTION 3.0 – PURPOSE

Subsection 3.2, Contract: County Terms and Conditions

Q4. Is this opportunity a residency that can lead to full-time employment with the County?

A4. No, this is not an offer of full-time employment with the County of Los Angeles. This RFP is released to identify an Artist or Artist Team to provide arts services for Arts and Culture. Arts and Culture will contract with the selected candidate(s) to work as an independent contractor to provide the services outlined in Exhibit B (Scope of Work) of Appendix A, Sample Contract.

Opportunities for employment with Los Angeles County can be found with the Los Angeles Department of Human Resources: <https://www.governmentjobs.com/careers/lacounty>

Subsection 3.2.4, Indemnification and Insurance

Q5. If awarded this contract, will there be assistance for the Proposer on securing an insurance policy that is needed while under contract with the County?

A5. During the contract period, Arts and Culture staff can provide names of insurance companies used by other contracted artists, along with sample insurance coverage, to the selected Proposer(s).

It is the selected Proposer(s) ultimate responsibility to obtain the required insurance.

SECTION 8.0 – PROPOSAL REQUIREMENTS AND EVALUATION

Subsection 8.5, Proposal Requirements and Evaluation Criteria

Q6. In terms of background and experience of community outreach, what do you consider acceptable in order to apply for this RFP?

Are panelists looking for someone with previous experience that exactly matches what this project plans to do in terms of traffic safety?

A6. Interested Proposers do not need to demonstrate previous experience with projects focused on traffic safety. As stated in Section 4, Minimum Mandatory Requirements, Proposers should have 1) a minimum of three (3) years of experience within the past seven (7) years creating artwork; arts-based, healing-informed community engagement; and/or arts programming that incorporates public engagement and participation; and 2) a minimum of three (3) years of experience within the past seven (7) years creating community-engaged temporary or permanent public artworks for diverse communities.

Interested and qualified Proposers should demonstrate their ability and qualifications to successfully provide the required services outlined in Exhibit B (Scope of Work) of Appendix A, Sample Contract.

Q7. Is this program accepting proposals for educational or community classes/ workshops?

Is it okay to include in the Statement of Interest, information of previous community engagement work as a project manager, not as an artist-in-residence?

A7. As stated in Part 1 of Section 8.5 Proposal Requirements and Evaluation Criteria, Proposers should provide previous experience developing and implementing arts engagement. Proposers' Statement of Interest should describe in detail what arts and culture, community engagement, and/or other programming or services they would perform and how they would be used to meet the deliverables in Exhibit B (Scope of Work). If the proposed educational or community classes/workshops support these requirements, Proposers are encouraged to provide this information in their proposal.

Q8. For our background information and work samples, can we include past work that occurred outside of Los Angeles County?

A8. Yes, Proposers may provide relevant background information and work samples from projects that took place outside of Los Angeles County.

Q9. Would teaching in community workshops be a good example for work experience? If so, how would you advise Proposers to elaborate on that work history?

A9. If the proposed community workshops support the RFP requirements, Proposers are encouraged to provide this information in their response. Proposers are encouraged to provide as much detail as possible, within the page limits outlined in Section 8.5, Proposal Requirements and Evaluation Criteria.

Q11. How many work samples can be submitted?

A11. Proposer must provide between 3 to 7 relevant samples of past or current work (JPG, JPEG, or PDF file format only). One example should include arts engagement programming with diverse communities. Include the date, client/government agency (if applicable), medium, location (if applicable), and a one sentence description of the project. To submit video samples of relevant past work, paste YouTube or Vimeo links into the description field provided in SurveyMonkey Apply. Video sample(s) should be no more than two (2) minutes maximum in length.

Q12. Can a Proposer provide testimonials in their submission?

A12. Proposers can provide testimonials with their proposals. Proposers are encouraged to only provide testimonials that support their relevant background information and previous experience.

SECTION EXHIBIT A – STANDARD TERMS AND CONDITIONS

Subsection 6.5; Conflict of Interest

Q13. If we are an employee of a city agency, are we able to apply to this opportunity or is it a conflict of interest?

A13. It is not a conflict of County Codes of Conflict for employees of the City of Los Angeles, or another city agency, to apply for this RFP or contract with the County. Applicants should consult with their employer's policies regarding outside employment and conflicts of interest.

SECTION APPENDIX B – REQUIRED FORMS

Subsection Form 2, Organization Questionnaire/Affidavit

Q14. In the section where it asks about business information, will I be disqualified if I do not have an Internal Revenue Service Employer Identification Number (EIN) or business license number to provide?

A14. An Employer Identification Number (EIN) is also known as a federal tax identification number and is used to identify a business entity. Proposers will not be disqualified if they do not have an EIN or business license. However, pursuant to Section 6.3 of this RFP, prior to a contract award, all potential Contractors, including individual artists, must register with the [County's WebVen](#).

NON-SECTION SPECIFIC QUESTIONS

Q15. If selected for this project, is there a type of clearance or background check required if the project calls for working with youth at some point in time?

A15. If it is determined that the Contractor will engage with youth or other sensitive populations, Arts and Culture may request that Contractor be Live Scanned. Arts and Culture will assist Contractor with the Live Scan process.

Q16. What kind of support does Arts and Culture provide Proposers in completing this Request for Proposals application?

A16. Arts and Culture is not legally allowed to provide direct assistance to Proposers when applying to this Request for Proposals. It is advised to go through the entire document carefully when completing the application or have someone review your application within Proposer's own network prior to submitting the application.

Q17. Is there a separate proposal for this solicitation that is required to apply or be considered for this opportunity?

A17. No, all items needed to apply for this opportunity are located in the full document that is on lacountyarts.org website:

https://lacountyarts.org/sites/default/files/2024-09/VisionZeroRFP_20240903.pdf

All items can be submitted in the SurveyMonkey Apply portal where the application is located:

https://apply-lacdac.smapply.io/prog/VisionZero_AIR_RFP/

Pursuant to RFP, Section 5, County's Rights and Responsibilities, Subsection 5.3, County's Right to Amend Request for Proposals, Addendum Number 2 has been made available on the Arts and Culture website at <https://www.lacountyarts.org/> and on the County's website at <http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpenStart.asp>.

Thank you for your interest in contracting with the County. Except for the revisions contained in Addendum Number 1 and 2, there are no other revisions to the RFP. All other terms and conditions of the RFP remain in full force and effect.