

REQUEST FOR QUALIFICATIONS (RFQ)

Consultant for Project Facilitation and Coordination

Issue Date: July 1, 2025

Submission Deadline: July 25, 2025

Contact: Jennifer Laine, Executive Director, San Benito County Arts Council

jennifer@sanbenitoarts.org / 831.636.2787

1. Overview

The San Benito County Arts Council, along with lead partners the Arts Council for Monterey County and Arts Council Santa Cruz County, seeks qualified consultants to support the planning, facilitation, coordination, and reporting of an upcoming project expected to launch in August 2025 and conclude in September 2026. The purpose of this engagement is to ensure smooth and efficient project delivery through effective project management practices.

Subject-matter expertise is preferred but not required. We're seeking a consultant with a proven track record in project planning, stakeholder coordination, facilitation, and reporting.

About the Project

The **Visual and Performing Arts Pipeline Project** was created as a tri-county partnership to identify and develop workforce pathways for visual and performing arts teachers in San Benito, Monterey, and Santa Cruz counties. By engaging local school districts, county offices of education, community colleges, higher education institutions, and artists in our region, this project will identify ways to train and upskill local artists and teachers to prepare them for "good jobs"....local jobs that include full-time salaries, health benefits, and retirement.

This project is funded through Governor Newsom's California Jobs First Initiative, which utilizes a "regions-up" approach to supporting the development of good-paying jobs and investing in economic development in a variety of sectors, and is administered by Uplift Central Coast.

The project is timely in its response to the historic passage of Proposition 28, the Art and Music in the Schools Act, in November 2022, which sets aside approximately \$1B annually for arts education in California public schools. While Prop 28 is a win for the arts, education, and student advocates, a recent SRI Education policy brief estimates that California needs an additional 5,457 VAPA teachers to keep up with Prop 28. In our tri-county region, we are currently facing a shortage of 285 credentialed art teachers. The grant will bring local experts, artists, and educators together to address this regional workforce need.

Led by the region's three county arts agencies in partnership with LEAs, higher education institutions, artists, and community organizations, this project aims to develop a sustainable, culturally responsive Regional Arts Education Workforce Plan. The plan will:

- Conduct a comprehensive needs assessment of the current VAPA teaching workforce gap in the tri-county region
- Engage a broad base of community stakeholders and culture bearers through workshops and planning events
- Create a credentialing pathway that is locally rooted, equity-centered, and reflective of the region's artistic and cultural heritage

By centering the voices of uncredentialed teaching artists—many of whom are people of color, live in disinvested areas, and hold deep connections to local traditions such as folklórico, mariachi, muralism, and Indigenous storytelling—this project aims to build a homegrown pipeline of VAPA educators aligned with state credentialing requirements and local school needs.

The consultant will provide critical structure and support to the planning process, helping partners stay aligned, timelines stay on track, and deliverables stay on target.

2. Scope of Work

The selected consultant will be responsible for:

- Project Planning and Launch Support
 - Collaborate with project leads to develop a detailed project plan and timeline.
 - Coordinate logistics and agendas for kick-off and planning meetings.
- Ongoing Facilitation and Coordination
 - Track tasks, responsibilities, and dependencies.
 - Organize and facilitate meetings and check-ins.
 - Maintain up-to-date status dashboards or tracking tools.
- Documentation and Reporting
 - Prepare regular project progress summaries.
 - Document decisions, action items, and stakeholder input.
 - Contribute to final reports and lessons-learned summaries.

3. Deliverables

- Detailed project timeline and work plan
- Bi-weekly status updates and coordination notes
- Facilitation of key meetings with agendas, notes, and follow-ups
- Midpoint progress review
- Final summary report and recommendations

4. Period of Performance & Payment

- Anticipated Start Date: August 1, 2025
- Project Duration: 12 months
- \$150/hr; not to exceed \$36,000

5. Consultant Qualifications

- Proven experience managing or facilitating complex, multi-stakeholder projects
- Strong organizational and coordination skills
- Ability to synthesize information and produce clear written reports
- Self-directed with excellent time management
- Familiarity with collaboration tools (e.g., Google Docs, Zoom, Asana, etc.)

6. Proposal Submission Requirements

Please submit the following on one PDF document:

- A brief narrative of your approach to project facilitation (max 2 pages)
- Resume or firm background with relevant experience
- Sample work products (e.g., planning documents, reports), if available
- Fee structure (hourly, daily, or fixed project rate)
- Availability between August 2025 and September 2026

7. Evaluation Criteria

Proposals will be assessed based on:

- Relevant experience and qualifications
- Quality of proposed facilitation approach
- Clarity of communication and presentation
- Cost and value
- References or past performance (optional but preferred)

8. Submission Instructions

RFQ Project Facilitator

Please email your proposal to:

Email: info@arts4mc.org

Please title your Subject Line: **RFQ PROJECT FACILITATOR APPLICATION**

Deadline is 5 pm Friday, July 25, 2025