

Arts for Children and Youth
Leadership Subcommittee Summary
Tuesday, July 15, 3:00 – 5:00 pm

I. Suggested changes to RFP

Changes that are already planned:

- Within response, the group has an opportunity to highlight their strategic, innovative thinking... outline best practices both in and out school time
- Desire to articulate concrete benchmarks (see accountability suggestion below – point #5 under additional suggestions)
- Greater emphasis on business plan/sustainability plan
- Emphasis on taking efforts to scale
- Additional wordsmithing around history and/or community (see backstory suggestion below – point #1 under additional suggestions)
- Somewhere we should make it clear that this RFP is not a vetting process for arts providers. That will be a process that unfolds out of this (this isn't for contractees, this is for an overall structure)

Additional changes proposed by subcommittee:

- take out some of the back story about WPF so it doesn't look like a WPF RFP
- Items within each paragraph in roles and responsibilities should be bulleted so they are better viewed
- In roles and responsibilities: should we change numbers to bullets? Do numbers imply ranking?
- Consistent language throughout
 - o Philadelphia vs. Greater Philadelphia region
 - o Use "leadership entity" throughout RFP (Rephrase last paragraph on pg. 3 of RFP – make it work with responsibility #1. Perhaps call it a convening entity as opposed to a lead entity?)
- In the bigger picture, we're talking about accountability. Responsibility #2 should include that they give us a definition of how they define accountability
- Within the proposed structure, ask for proof of relationships between organizations that are in the coalition
- Add 2 year proposed areas of focus to RFP?

II. Community Engagement and Rollout Strategy

- Steering committee will be circulating this RFP
- We will develop a matrix based on roles and responsibilities for the steering committee to use when reviewing RFPs
- Bidder's call: September 15 (will be transcribed and notes will be available and circulated on website)
- OMG will devise a list of FAQ and talking points for folks discussing the RFP

III. Questions/Suggestions for Rollout

- It should be strongly suggested that organizations take a serious look at their capacity - do we want to include some kind of checklist or survey for them to do?

This might help jumpstart the process in order to see what capacities they have, where they need to pull in another org, etc.

- This checklist/survey should theoretically match the rubric on which they will be judged at the end
- Should we ask for letters of intent from interested respondents? Can we link this with a rapid assessment and have them submit both?
- Is it possible that we'd get proposals where things are close but not exactly right, where we need more clarity, etc? How much fluidity will there be in this process?
 - Stratification?
 - Preliminary deadline?
 - Contingency award with the discussion to follow?
- What will the role of the steering committee be once the leadership entity is selected?
- The relationships might get complicated when funders and leadership organizations are working with each other and with their respective governing boards (this may also have a big impact on timing – esp. around procuring funds)
- How do we incorporate potential funders in the review process?
- Context assessment: Impact of economy on this effort

IV. Looking ahead

- Next meeting: Tuesday, August 19, 3:00 – 5:00 pm, Union League
- Focus of the August meeting: agree on framework in appendix which itemizes key areas of activities