

ATTACHMENT B

SCOPE OF SERVICES

It is the intent of this document to outline a general description of the Project, the extent of services required, and the relationship of this Project to other work, and the agencies or other parties that will interact with the Consultant. The contents of this document are considered representative of the Project as a whole, but are by no means conclusive.

Creative CityMaking Minneapolis is a City of Minneapolis arts based innovation initiative designed to advance City priorities through collaborations between City departments and community artists. Creative CityMaking Minneapolis (CCM) pairs staff in City of Minneapolis departments with experienced community artists to advance the City's *One Minneapolis* goal: disparities are eliminated so all Minneapolis residents can participate and prosper.

The City's One Minneapolis objectives are as follows:

- Racial inequities (including in housing, education, income and health) are addressed and eliminated.
- All people, regardless of circumstance, have opportunities for success at every stage of life.
- Equitable systems and policies lead to a high quality of life for all.
- All people have access to quality essentials, such as housing, education, food, child care and transportation.
- Residents are informed, see themselves represented in City government and have the opportunity to influence decision-making.

In service of the 'One Minneapolis' goal, the Creative City Making initiative seeks to:

- use arts resources and practices to help City departments address their priority goals;
- design and test new interfaces between City systems and the community, and new approaches for community engaged policy-making, planning, and practice;
- enhance City staff and artists' abilities to facilitate community engagement, and equip them with new tools for working effectively with traditionally underrepresented communities; and
- create a collaborative, sustainable support system that advances the work of City departments through partnership with experienced community artists.

The City is seeking an arts organization or sole proprietor to provide the following services for Creative CityMaking:

1. Artist Consultant Recruitment:

Artist Request for Proposals (RFP) and selection coordination: Creative City Making requires experienced community based artists with high levels of cultural competency and community experience. The selection process should include facilitating the application process and matching the needs of City departments with qualified and experienced artists in collaboration with the Arts, Culture and the Creative Economy (ACCE) program in the City of Minneapolis.

Deliverables include:

- meetings and consultation with ACCE staff as appropriate;
- call for artists created collaboratively with ACCE staff;
- marketing to appropriate artist communities;
- develop, host and deliver two (2) information sessions for prospective applicants;
- collaboratively select with ACCE staff review panelists;
- process and organize applicant materials, panel binders and review instructions;
- coordinate and communicate with all panelists (and provide honoraria as appropriate);
- coordinate and facilitate one (1) candidate shortlisting session;
- coordinate and facilitate candidate interviews;
- coordinate communications with all applicants;
- site management; and
- site hospitality.

2. Cross-sector training:

Purpose: The Creative City Making training must be designed to enable employees at the City of Minneapolis and their artistic collaborators to develop knowledge, skills, and tools to more successfully engage the community, both tactically and relationally, in service of the City's 'One Minneapolis' and Creative City Making goals and objectives.

The training will support the following outcomes:

- 1) Sustained learning about how to advance complex City-community challenges through effective arts-based community engagement.
- 2) Team building, to build collaborations with City Staff and artists so they have a high potential to advance the City's 'One Minneapolis' goal.
- 3) Build and develop City staff cultural competency, build empathy, dig into assumptions to prepare City staff to create new effective solutions that eliminate barriers and allow underserved, under represented communities in Minneapolis to participate in City processes.
- 4) Develop artist competency in collaborating with City staff and City systems to create new effective solutions that eliminate barriers and allow underserved, under represented communities in Minneapolis to participate in City processes.

Training must include the following elements:

- Racial equity awareness and training to develop staff cultural competency, build empathy, dig into assumptions.
- Understand how to build explicit racial equity frameworks into City work and transform City practices to more effectively serve communities of color.
- Incorporate existing City racial equity frameworks and related goals.
- Incorporate relevant data of changing demographics within the city and participation rates in City processes.

- Support individual understanding of equity and racial equity.
- Create space to embrace personal discomfort and support moving past tension for personal transformation to occur.
- Build skills in how to promote difficult conversations about race in the work place and within departments.
- Equip staff with strategies to better embrace conflict, tension and sit with discomfort.

Proposal should incorporate the following supplemental learning services:

- One-to-one and small group consultation.
- Coaching and facilitation related to conflict transformation.

Deliverables include:

- meetings and consultation with ACCE staff as appropriate;
- training sessions;
- training materials;
- site management;
- hospitality; and
- evaluation of sessions.