

REQUEST FOR PROPOSALS

DEADLINE: September 24

The South Dakota Arts Council (SDAC) is seeking artists from across the state to help us engage in an artist-led strategic planning process.

Our agency will contract with 6-10 artists who will help us assess our current goals and strategies; gather input from the arts field and from the public within their own area of the state; and provide us with feedback and guidance to help us prioritize our work for a sustainable and resilient future for the arts in South Dakota.

Work will be conducted through online meetings, phone, and email. Internet access, and a computer or handheld device with working camera and microphone will be necessary to complete the job.

Artists will be paid \$2,500. The process – including all meetings, training, and input gathering sessions – is estimated to take 80 hours.

Scope of Work

The process will begin with a statewide survey on our current strategic plan, while we review responses to this request for proposals (RFP) and have conversations with interested artists.

Once the team of artists has been finalized, this group of artist leaders will work together with Arts Council staff and consultants to prioritize our focus; take part in online training to help develop facilitation and interview skills to gather input from their communities; and help us see the areas of greatest need we should work to address in our state.

The next step will involve artists seeking out further input from constituents by conducting individual and group interviews and holding virtual meetings within their communities including artists, arts and cultural organization leaders and staff, business owners, government officials, students, and audiences. Throughout this process, the group will convene weekly to debrief and share strategies and input.

Artist leaders will then be asked to prepare reports summarizing the input they receive from the field and participate in two planning sessions with South Dakota Arts Council staff and advisors to organize and prioritize strategy, goals and outcomes for our agency.

Council staff and consultants will be responsible for guiding this process and writing the strategic plan, then the artist leaders will be asked to participate in a final review and feedback session before the plan is finalized.

Timeline

September 3: SDAC releases Request for Proposals with Scope of Work document and deadline for responses.

Sept. 7: Survey on current strategic plan begins circulation.

Sept. 17: SDAC holds virtual meeting to answer questions for any artists interested in submitting a proposal.

Sept. 24: Proposals due to SDAC.

Sept. 25-30: Interviews conducted to determine artist team.

Early October:

- Team of artist leaders is finalized, introductory meeting/trainings Oct. 1-9, TBD.
- Artist Leaders review survey results.

Oct. 15: Planning meeting to develop interview questions/plan for gathering more input based on constituent feedback from survey

Mid October-Mid December:

- Artist leaders collect input through surveys, interviews, virtual meetings, and other agreed upon processes; participate in weekly debriefing sessions with group and SDAC staff.

December/January

- Develop reports and participate in planning sessions with SDAC.

March

- Review and provide feedback on revised strategic plan 2021-2026.

Artist responsibilities and estimated hours:

- Submit proposal, interview SDAC for consideration.
- Opening gathering, review survey results, develop plan to gather deeper input. Facilitation and interview training sessions – early October – 5 hours.
- Weekly constituent input and debriefing sessions – mid-October through mid-December – approximately 60 hours total.
- Develop report from input sessions; participate in Strategic Planning sessions – December/January – 10 hours
- Review and provide feedback on plan – March – 5 hours

Payment to artists

Each artist leader will be compensated with a \$2,500 stipend for their work with payments divided and delivered on agreed upon dates prior to contract start.

To apply

Please direct questions to Rebecca.cruse@state.sd.us and join our virtual Q&A regarding the proposal process on Sept. 17 at 12:30 Central/11:30 Mountain. [Register](#) for instructions to join!

Deadline

Submit your proposal by Midnight, Sept. 24, by emailing to Rebecca.cruse@state.sd.us.

To submit a proposal

Please send a Word or PDF document, 2-pages max, with the following information and answers.

Name:

Artform:

Physical Address:

Email:

Phone:

Provide a brief history and vision of your work as an artist:

Please explain ways in which you have engaged community through your artwork in the past:

Please describe your skills and traits that would be beneficial to carrying out the work as described in the RFP.

What challenges do you anticipate being part of this process? What might help you overcome these challenges?