

# REQUEST FOR QUALIFICATIONS

## LAMP-CS-11

### CONTENT SPECIALISTS FOR

### LONG BEACH

### COMMUNITY ACTION PARTNERSHIP

2011

Prepared By:

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## I PROPOSAL

**Definitions:** "IBCAP" or "Agency" is Long Beach Community Services Development Corporation, dba Long Beach Community Action Partnership.

"Applicant" is an individual submitting an application to IBCAP.

### **Purpose of Proposal:**

IBCAP is accepting applications for the delivery of media art instruction to participants in the IBCAP Leadership Academy Mentoring Program (LAMP) located in Long Beach, California.

**IBCAP will accept applications on a continuous basis, without regard to specific position availability.** Applicants can respond to this RFQ at any time, and will be considered for a future opening based upon their qualifications as submitted. If an applicant is not deemed qualified for future consideration, the applicant will be notified in writing and may re-submit an application at any time. If an applicant is deemed qualified for future consideration, the applicant will be notified in writing and their application retained for a period of one year, after which an applicant will need to re-submit an application as proof of continued interest in a position. Selection decisions will be made from the available applicant pool as openings become available, with all qualified applicants on file at the time of the opening offered an interview.

The successful applicant will be responsible for the delivery of instructional services to youth between the ages of 14 and 24 participating in LAMP/Media Arts. Definition of the services to be provided is defined in the **Scope of Work** section (pgs 5-6).

### **Terms:**

- A. The maximum hourly contract rate is fifty dollars per hour (\$50.00), with the number of hours varying based upon program needs.
- B. IBCAP reserves the right to reject any and all applications received as a result of this RFQ. If an application is accepted it will be the most advantageous regarding quality of service, the applicant's qualifications, capabilities to provide the specified service(s), and other factors which IBCAP may consider. IBCAP does not intend to award a contract fully on the basis of any response made to the proposal. IBCAP reserves the right to modify this RFQ at any time before a contract is awarded. Negotiations

would be undertaken with the applicant whose proposal is deemed to best meet LBCAP's specifications and needs.

- C. LBCAP reserves the right to reject any or all applications, to waive or not waive informalities or irregularities in applications or application procedures, and to accept or further negotiate cost, terms, or conditions of any application determined by LBCAP to be in the best interests of LBCAP.
- D. Services provided through this RFQ are restricted to the agency's service delivery area. This service delivery area is fixed and cannot be modified unless otherwise determined by LBCAP.
- E. The application must be signed by the applicant; failure of the successful applicant to accept the obligation of the contract may result in the cancellation of any selection.
- F. In the event it becomes necessary to revise any part of the RFQ, addenda will be provided. Applications received prior to the publication of any addenda will be considered to have met any additional requirements imposed by the addenda until the expiration date of the application.
- G. The application should be prepared simply and economically providing a straightforward, concise description of the applicant's ability to meet the requirements of the RFQ. The application shall be written in ink or type written. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person **signing** the application.
- H. All applicants wishing to be awarded a contract will be considered. All applicants are required to complete the application in its entirety.

## **II. APPLICATION**

The application shall include the following items. Failure to include all items **required** in the response to this RFQ could result in disqualification.

**A. Application Form (required)**

**B. Resume (required)**

**C. Scope of Work Supplement Form (required)**

**D. Three Professional References (required)**

**E. Artist Statement (optional)**

**F. Work Sample (required)**

### **III. TERMS AND CONDITIONS**

#### **BACKGROUND INFORMATION:**

LBCAP is accepting proposals to deliver media arts instruction to participants in IAMP. Program funds are provided through the California Department of Community Services and Development and private funders. Services should be provided with the intent to assist participants with the development of their skills, knowledge and abilities in their chosen Content Specialty.

#### **AWARD:**

LBCAP reserves the right to reject any and/or all applications received as a result of this RFQ. The contracted applicant shall be selected based on quality of service, the applicant's qualifications and capabilities to provide the specified service and other factors which LBCAP may consider. LBCAP does not intend to award contracts fully on the basis of any response made to the RFQ; LBCAP reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with the applicant whose proposal is deemed to best meet LBCAP's specifications and needs.

#### **TERM OF CONTRACT**

**Contracts will be awarded on an annual calendar basis, or pro-rated portion thereof if an applicant is selected after the start of a standard contract year.** If a contract or contract renewal is awarded, no changes to the contractor's hourly rate changes will be allowed without agreement of all the parties.

#### **SCOPE OF WORK:**

- A. Applicants must have the capacity and capability to achieve the service outcomes identified in the Content Specialty Supplemental Sheet attached hereto, as appropriate for the applicant's specialty.
- B. Applicants must meet all stated requirements in the Content Specialist Position Requirements, attached hereto.
- C. The successful applicant must submit an IRS Form W-9 at the time of contract signing.
- D. Services must be provided to residents of cities within the following Service Delivery Area:
  - a. Artesia
  - b. Bellflower
  - c. Carson
  - d. Cerritos
  - e. Compton

- f. Hawaiian Gardens
  - g. Lakewood
  - h. Long Beach
  - i. Signal Hill
  - j. Paramount
  - k. Rancho Dominguez
  - l. San Pedro
  - m. Wilmington
- E. The following services are funded through this RFQ and are to be developed in consultation with the Youth Programs Director:
- a. Content Instruction;
  - b. Oversight and management of field trips;
  - c. Development and management of special projects for representation at LBCAP events; and
  - d. Other services and projects at the direction of the Youth Programs Director.

**PAYMENT TERMS / INVOICING**

Contracted applicants shall invoice LBCAP for services rendered on a bi-weekly basis. The applicant's invoicing shall include a detailed summary of services for which payment is requested. Payment will be made by LBCAP in a timely manner not to exceed fourteen (14) days from date of the original invoice.

## **CONTENT SPECIALIST POSITION REQUIREMENTS, ALL CANDIDATES**

### **Summary**

Long Beach Community Services Development Corporation (dba Long Beach Community Action Partnership, or LBCAP) is looking for Content Specialists for LBCAP's Leadership Academy Mentoring Program (LAMP), funded by the California Department of Community Services and Development, private funders and program-generated revenue. These positions require the training and mentoring of youth ages 14-24 in one of the following categories of media arts: video production; music production; photography; electronic magazine production; and silk screening.

### **Classification**

These positions are intermittent; the hours and days required varies based upon available funding.

### **Essential Job Duties**

These positions require the successful candidate to perform the following primary duties:

- Instruct students in basic theories of concept and design development for the content specialty;
- Train students to use agency-provided computers, software and equipment as defined in the Content Specialty Supplemental Sheet;
- Instruct students on standard industry business practices;
- Guide students in the creation of special projects for display or presentation at agency-scheduled and Specialist-scheduled events; and
- Mentor students in their personal and educational development within the Specialty;

### **Candidate Abilities**

The successful candidate will possess the following abilities:

#### **REQUIRED**

- Read, understand, speak, and write English at a level appropriate for the position.
- Communicate effectively, both verbally and in writing, with individuals and groups from varied social, economic and cultural backgrounds. This includes, but is not limited to, presenting information and responding to questions from managers, funders and members of the general public.
- Read and comprehend relevant regulations, policy, procedures, management directives, and other appropriate program information.
- Display patience, tact, a cheerful disposition and enthusiasm with those individuals contacted in the course of work.
- Provide exceptional internal and external customer service.
- Make decisions in standard procedural matters without immediate supervision.
- Prepare and maintain accurate records.
- Operate standard modern office equipment.
- Use software and equipment as defined in the Content Specialty Supplemental Sheet.

### **Candidate Abilities, continued**

#### **PREFERRED**

- Possess and maintain a valid California Driver License, proof of State mandated personal automobile insurance and acceptable driving record substantiated by DMV records.
- Use a dependable personal vehicle for travel to perform work duties throughout the course of employment.
- Travel to regional, state and national events as assigned by the agency.

### **Physical Requirements**

This position requires successful candidates to perform physical motions unassisted as defined in the Content Specialty Supplemental Sheet.

### **Compensation**

As a contract-based position, pay is based upon the number of hours assigned by the agency for the services required, paid at the rate of \$50.00 per hour.

### **Application Process**

To be considered for a position, candidates must submit an application, resume, scope of work supplement, references, artist statement and sample of work (artist portfolio, film reel, cd/dvd, and/or website information).



## **CONTENT SPECIALTY SUPPLEMENTAL SHEET – VIDEO PRODUCTION**

### **Service Outcome**

The Content Specialist for Video Production will assist participants with developing the skills, knowledge and ability to script, produce, direct, film, edit and distribute video projects for presentation at agency events and through social media.

### **Equipment Familiarity**

The Content Specialist for Video Production will be using the equipment listed below, with which the ideal candidate will be proficient:

- HD Cameras
- Film Cameras
- Editing Systems
- Lighting
- Sound for Video

### **Computer Familiarity**

The Content Specialist for Video Production will be using a Mac Pro, an iMac and a MacBook during the course of his/her assignment, and should be familiar with the Leopard and Snow Leopard versions of Mac OS X.

### **Software Familiarity**

The Content Specialist for Video Production will be using the software listed below, with which the ideal candidate will be proficient:

- Final Cut Pro
- iLife
- Adobe Creative Suite 5 Standard
- iMovie

### **Physical Requirements**

The Content Specialist for Video Production is required to perform the following physical motions unassisted:

- Bending at the neck and waist;
- Twisting at the neck and waist;
- Writing;
- Simple grasping and fine manipulation with the right and left hands;
- Reaching above and below shoulder level; and
- Lifting and moving items up to 20 lbs.

## **CONTENT SPECIALTY SUPPLEMENTAL SHEET – MUSIC PRODUCTION**

### **Service Outcome**

The Content Specialist for Music Production will assist participants with developing the skills, knowledge and ability to write, produce, engineer, mix and distribute music projects for presentation at agency events and through social media.

### **Equipment Familiarity**

The Content Specialist for Music Production will be using the equipment listed below, with which the ideal candidate will be proficient:

- Guitar
- Piano
- Trumpet
- Bass Guitar

### **Computer Familiarity**

The Content Specialist for Music Production will be using a Mac Pro, an iMac and a MacBook during the course of his/her assignment, and should be familiar with the Leopard and Snow Leopard versions of Mac OS X.

### **Software Familiarity**

The Content Specialist for Music Production will be using the software listed below, with which the ideal candidate will be proficient:

- Logic Express
- iLife
- Pro Tools Interface
- Logic Audio

### **Physical Requirements**

The Content Specialist for Music Production is required to perform the following physical motions unassisted:

- Writing;
- Simple grasping and manipulation with the right and left hands; and
- Lifting and moving items up to 10 lbs.

## **CONTENT SPECIALTY SUPPLEMENTAL SHEET- SILK SCREENING**

### **Service Outcome**

The Content Specialist for Silk Screening will assist participants with developing the skills, knowledge and ability to design, print and distribute graphic apparel and accessories for use by agency staff and presentation and sale at agency events.

### **Equipment Familiarity**

The Content Specialist for Silk Screening will be using the equipment listed below, with which the ideal candidate will be proficient:

Four Color Silk Screen Press  
Flash Dryers  
Film Output  
Dark Room Equipment  
Solvents

### **Computer Familiarity**

The Content Specialist for Silk Screening will be using a Mac Pro, an iMac and a MacBook during the course of his/her assignment, and should be familiar with the Leopard and Snow Leopard versions of Mac OS X.

### **Software Familiarity**

The Content Specialist for Silk Screening will be using the software listed below, with which the ideal candidate will be proficient:

- Adobe Creative Suite 5 Standard
- Photoshop
- Illustrator

### **Physical Requirements**

The Content Specialist for Silk Screening is required to perform the following physical motions unassisted:

- Writing;
- Reaching above and below shoulder level;
- Power grasping with the right and/or left hands;
- Simple grasping and manipulation with the right and left hands; and
- Lifting and moving items up to 10 lbs.

## **CONTENT SPECIALTY SUPPLEMENTAL SHEET – MAGAZINE PRODUCTION**

### **Service Outcome**

The Content Specialist for Magazine Production will assist participants with developing the skills, knowledge and ability to write, design, produce, publish and distribute magazine projects for presentation at agency events and through social media.

### **Equipment Familiarity**

The Content Specialist for Magazine Production will be using the equipment listed below, with which the ideal candidate will be proficient:

Mac Computers

### **Computer Familiarity**

The Content Specialist for Magazine Production will be using a Mac Pro, an iMac and a MacBook during the course of his/her assignment, and should be familiar with the Leopard and Snow Leopard versions of Mac OS X.

### **Software Familiarity**

The Content Specialist for Magazine Production will be using the software listed below, with which the ideal candidate will be proficient:

- Adobe Creative Suite 5 Standard
- QuarkXpress

### **Physical Requirements**

The Content Specialist for Magazine Production is required to perform the following physical motions unassisted:

- Writing;
- Simple grasping and manipulation with the right and left hands; and
- Lifting and moving items up to 10 lbs.

## **CONTENT SPECIALLY SUPPLEMENTAL SHEET – PHOTOGRAPHY**

### **Service Outcome**

The Content Specialist for Photography will assist participants with developing the skills, knowledge and ability to compose, shoot, print and distribute photography projects for sale, presentation at agency events and presentation through social media.

### **Equipment Familiarity**

The Content Specialist for Photography will be using the equipment listed below, with which the ideal candidate will be proficient:

SLR Cameras  
Strobe Lights  
Light Meters  
Reflectors

### **Computer Familiarity**

The Content Specialist for Photography will be using a Mac Pro, an iMac and a MacBook during the course of his/her assignment, and should be familiar with the Leopard and Snow Leopard versions of Mac OS X.

### **Software Familiarity**

The Content Specialist for Photography will be using the software listed below, with which the ideal candidate will be proficient:

- iLife
- Adobe Creative Suite 5 Standard

### **Physical Requirements**

The Content Specialist for Photography is required to perform the following physical motions unassisted:

- Writing;
- Simple grasping and fine manipulation with the right and left hands;
- Lifting and moving items up to 10 lbs.

**I. Contact Information**

Applicant Name	
Address	
City, State and Zip	
Phone Number	
Email address	
Content Specialty	

**II. Required Documentation (mark items included)**

<input type="checkbox"/>	Resume
<input type="checkbox"/>	Scope of Work Supplement (standard form)
<input type="checkbox"/>	List of Professional References
<input type="checkbox"/>	Artist Statement
<input type="checkbox"/>	Work Sample

**III. Signature**

<p>By signature, the applicant offers the following assurances: (1) that the information submitted within the application is true, complete and accurate to the best of the applicant's knowledge; (2) that any false, fictitious or fraudulent statements or claims may subject the applicant to criminal, civil or administrative penalties; and (3) the applicant agrees to accept responsibility for the conduct of the project and to provide the required progress reports if a subcontract is awarded as a result of this application.</p>	
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Applicant Signature	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Date Signed

**I. Applicant Information**

Applicant Name	
Address	
City, State and Zip	
Phone Number	
Email Address	
Content Specialty	

**II. Please briefly describe your professional experience in your chosen Content Specialty.**

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**III. Please briefly describe your experience as a mentor or instructor in your chosen Content Specialty.**

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**IV. Please briefly describe your experience working with youth.**