



## REQUEST FOR QUOTE (RFQ) FOR CULTURAL ARTS TEACHERS/INSTRUCTORS

**University Area Community Development Corporation, Inc. (UACDC)** is seeking passionate cultural arts teachers or instructors for our year-round Prodigy® Cultural Arts Program.

**Program Purpose:** The Prodigy® Cultural Arts Program is a research-proven prevention initiative that provides a safe environment where individuals can develop effective communication, problem-solving, and anger management skills through visual and performing cultural arts. The Prodigy® Cultural Arts Program aims to provide the instruction, tools, and resources that lead to transformative life experiences. Individuals are encouraged to explore themes and ideas that help develop self-worth, as well as an appreciation for the value of others and the world they live in. From the youth perspective, by understanding themselves and their connections to their communities, they are better prepared to become productive and socially responsible individuals.

**RFQ Overview:** UACDC is seeking qualified cultural arts teachers/instructors to deliver project-based cultural arts education to youth and adults. This initiative aims to promote creative thinking, while simultaneously integrating life skills such as problem-solving, effective communication, and anger management, through visual and performing arts. The project duration is one (1) year and may include providing instruction in Hillsborough, Pasco, Polk, Osceola, Pinellas, Orange, and Highlands Counties.

**Scope of Work:** Weekly classes, ArtReach demonstrations, workshops, and periodic showcases are designed to encourage creative thinking through visual and performing cultural arts and may include:

- Drawing, painting, media, technical and digital arts, photography, video/filming, sculpture, creative writing, culinary, etc.
- Traditional, contemporary, hip-hop, and urban dance.
- Instrumental (drums, piano, violin), vocal, and music production.
- Youth enrichment activities such as mentoring, business/entrepreneurialism, motivational speaking, financial literacy, skill-building workshops, leadership training, etc.

### RFQ Requirements:

#### 1. Artist Statement:

- Outline your interests and describe your art practice.
- Provide a summary of your professional experience as an artist.
- Explain how your experience qualifies you for this project.
- Include demographics of the youth, adults and seniors with whom you have worked.

#### 2. Current Resume:

- Include a client list, references, exhibitions, publication history, and any relevant work/volunteer experience working with at-risk youth, showcases/performances, youth enrichment activities such as mentoring, business/entrepreneurialism, motivational speaking, financial literacy, skill-building workshops, leadership training, etc. as well as adults and seniors.



- Links to online portfolios are encouraged.

**3. Images of Previous Work:**

- Submit links to images of previous works, including the most recently completed projects.
- For visual arts or photography, include only successfully completed projects or renderings of projects in process.

**4. Statement of Intent:**

- Outline your proposed approach to this project.
- Indicate the number of hours you can dedicate to the project and your availability during the week.

**5. Proposed Lesson Plan:**

- Integrate life skills into the lesson plan design for your craft and provide an outline of the instruction. This can be done by listing the topics you will cover along with life skills you would like to use throughout the instruction time.
- Include a preliminary materials list to serve approximately 15 individuals for visual or performing arts.

**6. Contracted Funding Amount Based on Years of Experience:**

- The following Tier chart is the rate of pay for contracted instructors based off the number of years of experience (fee includes travel, insurance, and any other costs included). Proof of years of experience is required upon submission:

<b>TIER ONE:</b>	<b>TIER TWO:</b>	<b>TIER THREE:</b>
Years of Experience: 0-5	Years of Experience: 5-10	Years of Experience: 10+
Hourly Rate: \$25	Hourly Rate: \$35	Hourly Rate: \$45

**7. Contract Requirements:**

- Proof of general business liability insurance (minimum of \$1,000,000.00 million) and workers' compensation insurance or a workers' compensation waiver is required.
- If operating as a corporation or LLC, provide a state or country-required business license. Independent contractors must provide a W-9 if selected to continue to the contract phase.

**8. Proposed Instruction Timeline:**

- Detail when instruction can begin, the total hours (minimum and maximum) you can commit to weekly instruction, and your county work preference and availability.

**Submission Instructions:**

- Submissions should be sent to [ProdigyRFQ@uacdc.org](mailto:ProdigyRFQ@uacdc.org).
- Please ensure all required documents and information are included in your submission. Incomplete applications may not be considered.



- UACDC reserves the right to reject submissions not deemed appropriate.

**Deadline for Submission:** Monday, April 20<sup>th</sup> at 5:00PM.

**Response to Submissions:** All submissions to this RFQ will be reviewed by Friday, April 24<sup>th</sup>. Responses will be sent by Monday, April 27<sup>th</sup>.

**Contact Information:** For questions regarding this RFQ, or for further information, please contact Ron Bradford at 813-558-5212 ext. 309.

**Required Background Screenings:** All candidates selected to continue to the contract phase must successfully complete a Level II background screening and drug screening. The cost for each screening is paid for by the candidate and is as follows:

- Level II Background Screen – **\$44.66** or **\$13.68** (if person/candidate only needs a Background Screening Unit Agency Review; already in the Department of Juvenile Justice clearinghouse system)
- FieldPrint Fingerprinting - **\$64.25**
- 5-Panel Drug Screen – **\$60.00** (invoiced by University Area CDC after completion of screening) n

**Upon receiving passing results from the background check and drug screening, University Area CDC will either deduct screening fees the University Area CDC paid up front (see above) from the contractor's first payment, or another method will be used. Please note that the fees mentioned above are not refundable and are estimates subject to change based on actual costs. UACDC reserves the right to charge for rescreens if necessary.**

*We look forward to receiving your submission. **Please use the attached RFQ Submission Form** when submitting and thank you for your interest in contributing to the Prodigy® Cultural Arts Program.*



## REQUEST FOR QUOTE (RFQ) SUBMISSION FORM FOR PRODIGY® CULTURAL ARTS PROGRAM TEACHERS/INSTRUCTORS

### Submission Instructions:

- Submissions should be sent to ProdigyRFQ@uacdc.org.
- Please ensure all required documents and information are included in your submission. Incomplete applications may not be considered.
- UACDC reserves the right to reject submissions not deemed appropriate.

**Deadline for Submission:** Monday, April 20<sup>th</sup> at 5:00PM.

**Response to Submissions:** All submissions to this RFQ will be reviewed by Friday, April 24<sup>th</sup>. Responses will be sent by Monday, April 27<sup>th</sup>.

**Contact Information:** For questions regarding this RFQ, or for further information, please contact Ronald Bradford at 813-558-5212 ext. 309.

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**Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Website:** \_\_\_\_\_

### Artist Statement:

Please outline your interests and describe your art practice, provide a summary of your professional experience as an artist, and explain how your experience qualifies you for this project.

\_\_\_\_\_

### Experience:

Please check the items you will attach to this submission form:

- Resume
- Client List
- References
- Publication History
- Exhibitions

### Previous Work:

List any links to online portfolio(s) or images of previous work, including the most recently completed projects or work. For visual arts or photography, please include only successfully completed projects or renderings of projects in process.

\_\_\_\_\_



**Statement of Intent:**

Outline your proposed approach to this project, indicate the number of hours you can dedicate to the project, and list your availability during the week (days/times).

\_\_\_\_\_

**Lesson Plan Example:**

Outline a sample lesson plan for your craft, integrating life skills into the plan design, and provide examples of the instruction you would execute. Please include a “preliminary materials” list to serve approximately 15 individuals for visual and performing arts.

\_\_\_\_\_

**Proposed Instruction Timeline:**

Detail when instruction can begin, the total hours (minimum and maximum) you can commit to weekly instruction, and your county work preference and availability.

\_\_\_\_\_

**Contracted Funding Amounts & Years of Experience:**

TIER ONE:	TIER TWO:	TIER THREE:
Years of Experience: 0-5	Years of Experience: 5-10	Years of Experience: 10+
Hourly Rate: \$25	Hourly Rate: \$35	Hourly Rate: \$45

*The above rates include contractor costs associated with travel, insurance, and other items that may apply.*

Please select your qualified tier, based on the chart above:

- TIER ONE - \$25 per hour
- TIER TWO - \$35 per hour
- TIER THREE - \$45 per hour

How many years of experience do you have? \_\_\_\_\_

Are you able to provide proof of years of experience?  Yes  No (if Yes, please include proof with your submission)

**Contract Requirements:**

If operating as a corporation or LLC, provide a state or county-required business license #: \_\_\_\_\_

Do you have the following?

- Yes  No      Proof of Business Liability Insurance (minimum of \$1 million for business liability)
- Yes  No      Workers' Compensation Insurance (or a Workers' Compensation waiver)



**Additional Required Screenings & Documents:**

Please note that all candidates selected to continue to the contract phase must successfully complete Level II background screening and drug screening. The cost for each screening is paid for by the candidate and is listed below:

- Level II Background Screen – **\$44.66** or **\$13.68** (if person/candidate only needs a Background Screening Unit Agency Review; already in the Department of Juvenile Justice clearinghouse system)
- FieldPrint Fingerprinting - **\$64.25**
- 5-Panel Drug Screen – **\$60.00** (invoiced by University Area CDC after completion of screening)

**Upon receiving passing results from the background check and drug screening, University Area CDC will either deduct screening fees the University Area CDC paid up front (see above) from the contractor’s first payment, or another method will be used. Please note that the fees mentioned above are not refundable and are estimates subject to change based on actual costs. UACDC reserves the right to charge for rescreens if necessary.**

Additionally, all selected contractors must provide a completed W-9.

**Training Requirements After Contract Execution**

To help ensure cultural arts teachers/instructors are provided with a culture of continual development in serving at-risk youth as well as getting a foundational understanding of Prodigy instructional components, training must be completed. A training plan will be provided for instructors to be completed by specified deadlines. Most training will be conducted virtually. Instructors will be paid their hourly rate for successfully completing training. Documentation for training completion will be submitted and reviewed for approval. Below is a list of SkillPro training that must be completed virtually along with the time eligible for billing. After completing training, you must pass the test to receive credit. **Time spent on having to retake the training to successfully pass the test will not be eligible for pay.** There is other training listed below that will also need to be completed such as Prodigy Academy. CPR, First Aid, AED certification must be current for the duration of the contract. It is the contractor’s responsibility for maintaining CPR, First Aid, and AED certification. Payment for the cost to attend/complete CPR, First Aid, AED training is **not** reimbursable.

SkillPro Training	Time Allowed for Completion and Invoicing
PREA Part 1	30 minutes
PREA Part 2	30 minutes
Civil Rights & Federal Funds	35 minutes
Sexual Harassment Training	60 minutes (1 hour)
Human Trafficking Intervention for Direct Care Staff	45 minutes
Trauma Responsive Practices	30 minutes
Information Security Awareness	30 minutes
Child Abuse: Recognition, Reporting, and Prevention	60 minutes (1 hour)
Suicide Awareness & Prevention	120 minutes (2 hours)
Equal Employment Opportunity	40 minutes
It’s All About Reporting	60 minutes (1 hour)
Prodigy Academy (not SkillPro Training)	Time of completion



Emergency Procedures (not SkillPro)	15 minutes if completed separately from Prodigy Academy
CPR/First Aid/AED certification (in person)	Time of completion