

The City of San Diego
Commission for Arts and Culture

FY19 Arts and Culture Funding Request for Qualifications (RFQ)



Is the organization ready to contract with the City of San Diego?

What programs and services are they proposing during the contract period?

Step 1: Request for Qualifications (RFQ)

Assess if an applicant is “Qualified” or ready to contract with the City:

- Applicant is eligible,
- Accountable through governance and financial practice,
- Has the bandwidth to manage the details of a City contract.

Reviewed by one trained team, including Commissioners and City Staff, who have nonprofit management expertise.

Applicants are scored as “Qualified” or “Not Qualified”

Step 2: Request for Proposals (RFP)

Assess programs and services provided to citizens and visitors and how well they align with the City's goals.

Looks at programs and services, community engagement, organizational capacity and emphasis areas (OSP) or project budget (CCSD).

Reviewed by Commission Advisory Panels, including Commissioners and community leaders.

Request for Qualifications (RFQ)

1. Organizational Information
2. Eligibility Requirements
3. Administrative Capacity
4. Governance Practices
5. Financial Management
6. Past Performance on Commission Contracts
7. Conditions for Submission
8. Option to Extend for Returning Applicants

Section 1: Organizational Information

Legal Name, and DBA if applicable

Contact Information

Mission Statement

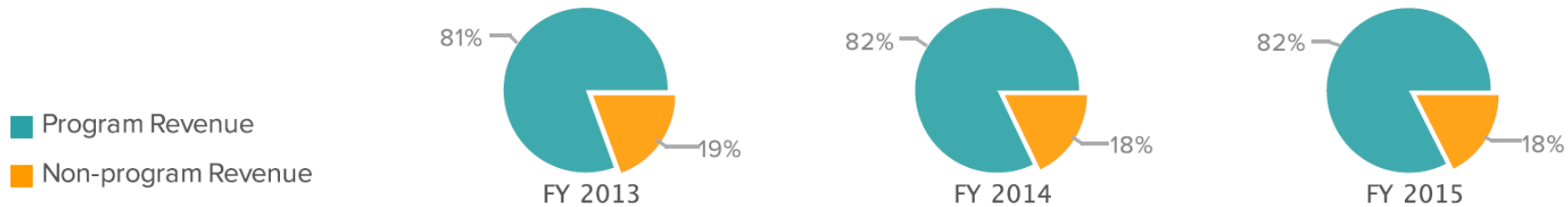
Fiscal Year End Date

Annual Operating Income (AOI) (OSP applicants)

Project Budget (CCSD applicants)

SD Organizational Information: Calculate Your AOI

Total Contributed Revenue	\$128,487	\$133,325	4%	\$146,840	10%
Operating Investment Revenue	-\$3 -0%	\$34 0%	1,233%	\$33 0%	-3%
Total Operating Revenue	\$309,034	\$374,537	21%	\$384,693	3%
Total Operating Revenue Less In-kind	\$309,034	\$374,537	21%	\$384,693	3%



Report Run Date: 12/13/2016

Page 3 of 13

Reference DataArts Funder Report, page 3, to see “TOTAL UNRESTRICTED OPERATING REVENUE LESS IN-KIND” or use your organization’s financial statements.

Remove any in-kind contributions from your calculations and any temporary or permanently restricted operating revenue.

It is recommended that you work with your organization’s accountant or bookkeeper to help calculate your AOI and Liquid Unrestricted Net Assets (LUNA) – which will be described later in this document.

Section 2: Eligibility Requirements

- Tax exempt status
- Three year history of operations as a nonprofit
- Services in City of San Diego or serving majority of San Diego residents
- Arts and culture as a focus
- Align with the purpose of TOT funding
- Other sources of funding from the City of San Diego
- Exclusions: lobbying, religious or political activities, educational institutions, and re-granting organizations

Section 3: Administrative Capacity

Does your organization have the administrative bandwidth to manage a City Contract?

Organizational chart

Qualifications of contract administrator

Insurance requirements

Section 4: Governance Practices

Does your organization's board have sufficient oversight?

Board meeting frequency

Oversight of budgets and compensation agreements

Evaluation of organization's top executive or key volunteer

Conflict of Interest policies and enforcement

Section 5: Financial Management

Is your organization prepared to steward and manage tax payer dollars?

Liquidity (LUNA), Current Operating Ratio, Financial Leverage calculation

Financial plan for addressing liquidity issues

DataArts Funder Report (OSP applicants)

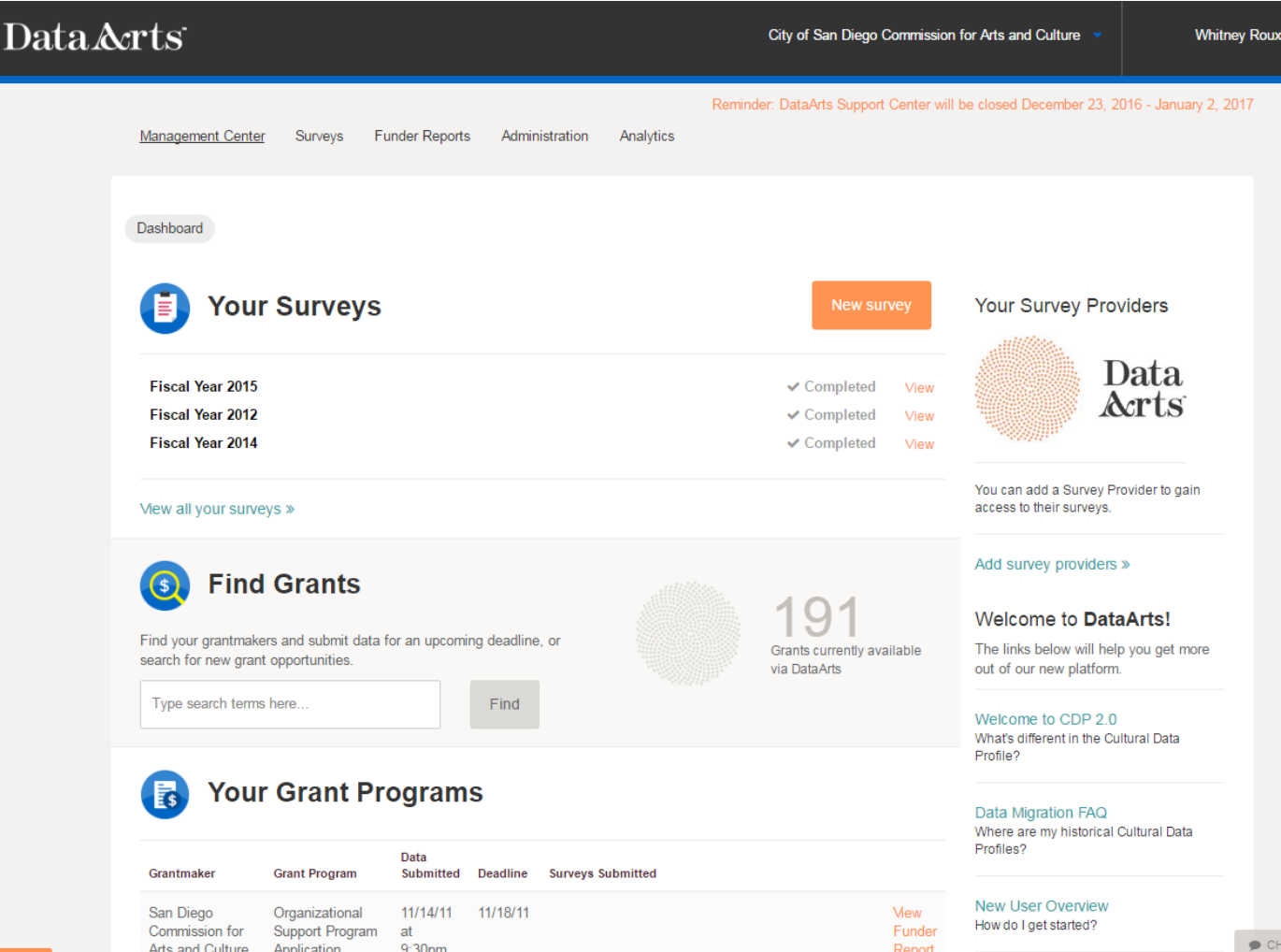
Annual operating budget

Qualifications of primary financial management staff/volunteer

DataArts – Downloading a Funder Report

OSP Applicants Only

1. Login to www.culturaldata.org
2. Be sure you have the last three completed fiscal years' data in your profile.
3. Select Funder Report on the top menu.
4. Located City of San Diego Commission for Arts and Culture.
5. Select Submit Data.
6. Once you have submitted, return to your dashboard. A purple circle will appear in the top right. Once it stops turning your Funder Report PDF is ready for download.
7. Download the Funder Report PDF.



DataArts City of San Diego Commission for Arts and Culture Whitney Roux

Reminder: DataArts Support Center will be closed December 23, 2016 - January 2, 2017

[Management Center](#) [Surveys](#) [Funder Reports](#) [Administration](#) [Analytics](#)

[Dashboard](#)

Your Surveys

[New survey](#)

Fiscal Year 2015	✓ Completed	View
Fiscal Year 2012	✓ Completed	View
Fiscal Year 2014	✓ Completed	View

[View all your surveys »](#)

Find Grants

Find your grantmakers and submit data for an upcoming deadline, or search for new grant opportunities.


Type search terms here... [Find](#)

191 Grants currently available via DataArts

Your Grant Programs

Grantmaker	Grant Program	Data Submitted	Deadline	Surveys Submitted	
San Diego Commission for Arts and Culture	Organizational Support Program Application	11/14/11 at 9:30pm	11/18/11		View Funder Report

Your Survey Providers

 **DataArts**

You can add a Survey Provider to gain access to their surveys.

[Add survey providers »](#)

Welcome to DataArts!

The links below will help you get more out of our new platform.

[Welcome to CDP 2.0](#)
What's different in the Cultural Data Profiles?

[Data Migration FAQ](#)
Where are my historical Cultural Data Profiles?

[New User Overview](#)
How do I get started?

DataArts – Downloading a Funder Report

DataArts City of San Diego Commission for Arts and Culture Whitney Roux

Reminder: DataArts Support Center will be closed December 23, 2016 - January 2, 2017

[Management Center](#) [Surveys](#) [Funder Reports](#) [Administration](#) [Analytics](#)

Dashboard

Your Surveys

Fiscal Year 2015
Fiscal Year 2012
Fiscal Year 2014

[View all your surveys >>](#)

Find Grants

Find your grantmakers and submit data for an upcoming deadline, or search for new grant opportunities.

Type search terms here... [Find](#)

191 Grants currently via DataArts

Your Grant Programs

Grantmaker	Grant Program	Data Submitted	Deadline	Surveys Submitted
San Diego Commission for Arts and Culture	Organizational Support Program Application	11/14/11 at 9:30pm EST	11/18/11	View Funder Report
California Arts Council	State-Local Partnership Program	4/06/12 at 9:45pm EDT	---	✓ 06/30/2010 , ✓ 06/30/2011 View Funder Report

Where are my historical Cultural Data Profiles?

[New User Overview](#)
How do I get started?

Your Grant Programs

Grantmaker	Grant Program	Data Submitted	Deadline	Surveys Submitted
San Diego Commission for Arts and Culture	Organizational Support Program Application	11/14/11 at 9:30pm EST	11/18/11	View Funder Report
California Arts Council	State-Local Partnership Program	4/06/12 at 9:45pm EDT	---	✓ 06/30/2010 , ✓ 06/30/2011 View Funder Report

DataArts – Downloading a Funder Report

DataArts


Funder Report

[Learn More](#)

[PDF](#) [Excel](#) [Both](#)

Download:

[Next](#) [Last](#)



Funder Report

Organization Information

Organization name:	City of San Diego Commission for Arts and Culture		
City:	San Diego	Federal ID #	95-6000776
State:	CA	Year organization founded:	1988
County:	San Diego	Organization type:	Program or department wi
NISP Discipline:	14 - Multidisciplinary	Fiscal year end date:	06-30
NISP Institution:	16 - Arts Council/Agency	DUNS #	624235412
NTEE:		Full-time staff:	7



LUNA= Liquid Unrestricted Net Assets

What does liquidity mean?

The availability of liquid assets that can be converted to cash to meet short-term obligations.

Why does it matter?

Financial plan for addressing liquidity issues are important in this process because these contracts are on a reimbursement basis and it can sometimes take between 6-9 months before expenses are reimbursed.

If your organization has less than 2 months liquidity, you will need to demonstrate a feasible plan for managing budget shortfalls.



LUNA= Liquid Unrestricted Net Assets

Net Assets Unrestricted

- Fixed Assets (net)**
- + Non-Current Liabilities**

You can locate these figures on:

- DataArts Funder Report, Page 8-Balance Sheet (OSP applicants)
- Balance sheet from your organization's financial statements (OSP or CCSD applicants)
- See HELP text in online portal for more detail



Financial Management: LUNA Calculator

Balance Sheet

Assets	FY 2013	FY 2014	% Change	FY 2015
Cash	\$76,751	\$143,368	87%	\$146,397
Other current assets	\$33,370	\$49,817	49%	\$57,278
Fixed assets (net)	\$3,484	\$1,013	-71%	
Non-current assets	\$0	\$0	n/a	\$0
Total Assets	\$113,605	\$194,198	71%	\$203,675
Liabilities & Net Assets	FY 2013	FY 2014	% Change	FY 2015
Current liabilities	\$6,092	\$17,608	189%	\$15,847
Non-current liabilities	\$0	\$0	n/a	\$353
Total Liabilities	\$6,092	\$17,608	189%	\$16,200
Net Assets				
Unrestricted	\$107,513	\$176,590	64%	\$187,475
Temporarily Restricted	\$0	\$0	n/a	\$0
Permanently Restricted	\$0	\$0	n/a	\$0
Total Net Assets	\$107,513	\$176,590	64%	\$187,475
Total Liabilities & Net Assets	\$113,605	\$194,198	71%	\$203,675

Where to find LUNA figures on a DataArts Funder Report.



Current Operating Ratio:

- Use current board approved annual operating budget
- Current Operating Ratio = Current Assets ÷ Current Liabilities

Current Financial Leverage:

- Use last completed Financial Statements
- Current Financial Leverage = Unrestricted Net Assets ÷ Total Assets

Has the organization been in compliance during past contracts?

- Organization submitted late contract kit
- Organization did not perform the agreed upon scope of services
- Organization withdrew from contracting after award allocation
- Organization did not claim full award amount
- Organization submitted late final performance report
- Organization did not submit final performance report
- City terminated contract with organization for cause

Responses in this section will be provided by Commission staff using data collected from past performance on Commission contracts from FY16 forward.



Section 7: Conditions for Submission

Does the organization understands the conditions of submitting an RFQ?

For a list of all conditions see the FY19 Funding Guidelines Appendix 1: FY19 RFQ Tear Sheet.

Section 8: Option to Extend vs. RFP

An applicant that has been awarded a Fiscal Year 2018 contract, is seeking a Fiscal Year 2019 contract, and meets certain eligibility requirements is considered a “returning applicant.” A returning applicant whose RFQ is deemed qualified may be eligible to select either the option to extend or the option to submit a response to the RFP.

Requesting the Option to Extend: Returning applicants that indicate a preference for requesting the option to extend will not have to submit a response to the Fiscal Year 2019 RFP for panel evaluation, and the returning applicant’s Fiscal Year 2018 rank will carry over to calculate the Fiscal Year 2019 contract award amount.

Submitting a Response to the RFP: Returning applicants that indicate a preference for submitting a response to the Fiscal Year 2019 RFP, will submit a response to the RFP for panel evaluation, and the rank given to the returning applicant’s Fiscal Year 2019 RFP will be used to calculate the Fiscal Year 2019 contract award amount. Returning applicants that elect to submit a response to the Fiscal Year 2019 RFP are not guaranteed to receive a higher rank than prior-year ranks.

For more detailed information, see the FY19 Funding Guidelines.

Evaluation Criteria and Scoring

All Request for Qualifications will be evaluated by a trained team, including Commissioners and City Staff, and scored:

- “Qualified” or
- “Not Qualified”

The trained team is led by The University of San Diego, School of Leadership and Education Sciences.

All criteria is available on the RFQ Scoring Tool, with the FY19 Funding Guidelines.



Evaluation Criteria and Scoring

Section	Evaluation Criteria
1. Applicant Profile	Must be complete.
2. Eligibility Survey	Meets all requirements per Council Policy 100-03
3. Administrative Capacity	Meet requirements of City procurement authorities and provides evidence of organizational structure and management systems
4. Governance Practices	Ensures good stewardship of public confidence to fulfill City contracts, board supports proper stewardship of funds and organizational accountability. Policies are designed to prevent self-dealing and corruption.
5. Financial Management	Completed and correct LUNA calculations and board-approved current annual operating budget. Organizations with less than two months of liquidity provide feasible plans for covering unexpected shortfalls. Appropriate financial management experience of staff/volunteer/contractor
6. Past Performance on City Contracts	History of deficiencies (e.g. late contract kits, late final reports, etc.)
7. Conditions for Submission	Must be complete.

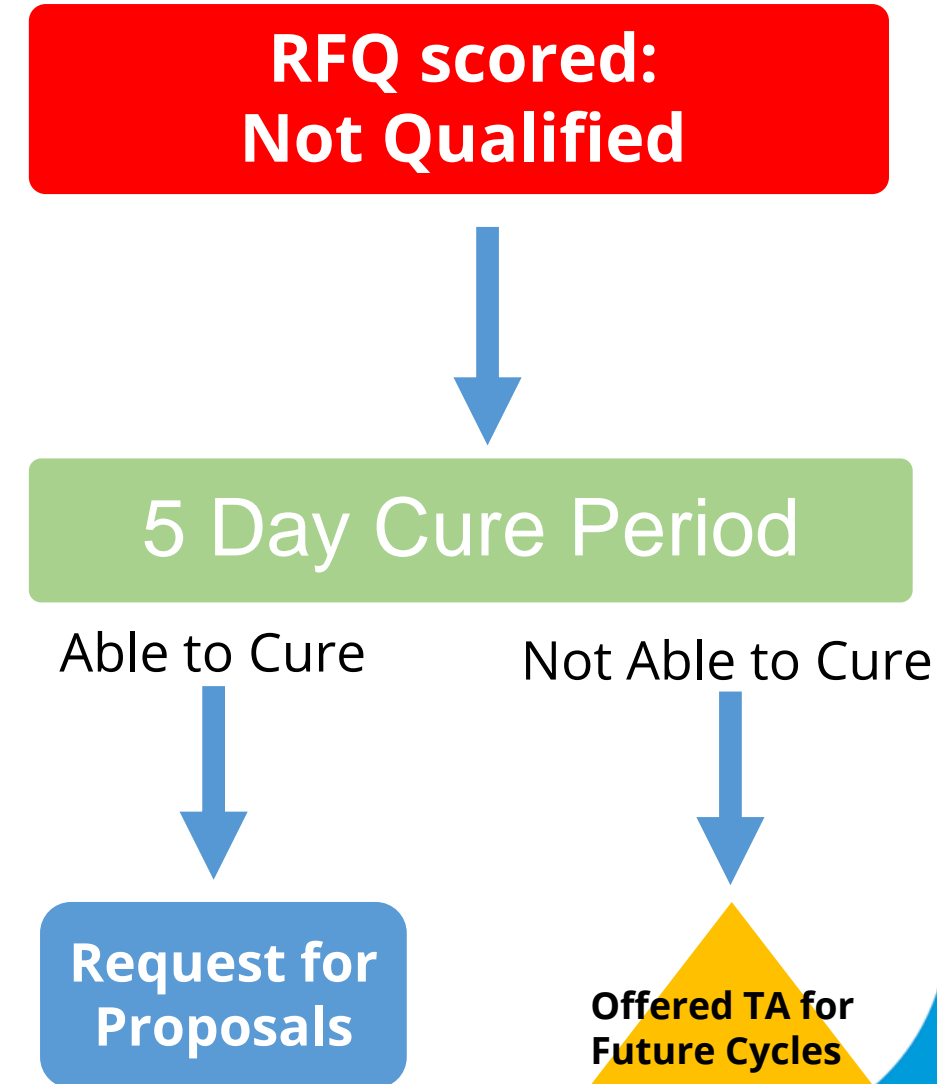
Evaluation Scoring and Criteria

Applicants scored “Not Qualified” will enter a 5-day Cure Phase.

City staff will share issues identified in the RFQ and the organization will have 5 working days to address the issues in question.

If an applicant is able to correct or provide clarifying information to an extent which moves their score to “Qualified” they will be moved to the Request for Proposals.

If they are not able to correct or clarify it, then the applicant will be directed to resources to help improve their competitiveness for future funding cycles.



Evaluation Scoring and Criteria

Applicants scored “Qualified” will be given access to the Request for Proposals.



Commission for Arts and Culture Funding Programs

Whitney Roux

Arts and Culture Funding Programs Coordinator

e: wroux@san Diego.gov

p: (619) 236-6798

Leticia Gomez Franco

Arts and Culture Services Coordinator

e: GomezL@san Diego.gov

p: (619) 236-6778

www.VibrantCultureVibrantCity.com