

Division of Race and Equity

RFQ for Storyteller/Videographer

The Capacity Building Institute is a training model that supports ongoing development and engagement for those who live, work, and play in Minneapolis around trauma, resilience and systems change. The Division of Race and Equity started the Capacity Building Institute in 2017 and since that time has contracted with 20 vendors to accomplish these goals. At the same time, the Division of Race and Equity contracted with a vendor to increase a similar set of skills among City of Minneapolis staff, which has led to a two communities of practice working on embodied cultural somatic skills.

As we head into the 5th and final year of the ReCAST grant, we want to understand the impact of these offerings as we also seek to find ways to sustain this work beyond the ReCAST funding. With these goals in mind, the Division of Race and Equity seeks to hire an artist team to help us capture the story about our capacity building efforts from the beginning.

Scope of work: The contracted team for this project will:

- Use video to help us capture stories from vendors, community members, and staff who have participated in capacity building efforts
- Work with staff and evaluation team to capture stories from participants (all participants will need to sign a consent form)
- Transcribe interviews
- Integrate previously collected program evaluation data and other evaluation tools into the visual components of this story
- Integrate relevant artifacts into the visual components of this story
- Final product: Produce a series of videos as well as written resource to accompany the videos (could include curriculum or some other instructional tool).

[Application materials should be submitted no later than 5pm on Friday, January 29.](#)

Application materials should include your proposal, a detailed budget, and a timeline that shows activities completed by September 1, 2021. If you have any questions about this process, please direct them to raceequity@minneapolismn.gov.

ReCAST Minneapolis Background

Funding for the Capacity Building Institute initiative is made available through ReCAST Minneapolis, a program within the Division of Race and Equity. The ReCAST program created by the Substance Abuse and Mental Health Services Administration (SAMSHA) is designed to address trauma that occurs in communities of color as a result of structural violence. The City of Minneapolis qualified for this funding as a result of the November 15, 2015 officer involved fatal shooting of Jamar Clark. A rally called by community members began in the afternoon of November 15 at the shooting scene and continued into the evening a few blocks away outside MPD's 4th Precinct location for several weeks. Clark's death mirrored other incidents of officer involved shootings of African Americans across the country.

Though this type of violence has historic roots and has persisted for centuries within communities of color, movements across the country have elevated the need for racial healing as well as systemic transformation and justice. ReCAST aims to amplify this healing work by addressing the trauma that arises after incidents of civil unrest. In September 2016, the City of Minneapolis was awarded a five-year grant to participate in this work. Through ReCAST, the City has taken a concentrated approach to looking at the causes of trauma in our community as well as the factors that promote racial healing and resilience. Our goal has been to ensure that the awareness, programming, and services that emerges from this work is rooted in a commitment to undo racism in our city as well as authentic grassroots community leadership at all levels.

ReCAST Minneapolis' Demographic and Geographic Focus

The Division of Race and Equity is committed to working across Minneapolis' diverse racial and cultural communities in our work. Over the years, the populations that have participated in our capacity efforts have included but are not limited to: African American and African Immigrants, American Indians, Latinx, Southeast Asian, and European/White Americans. Although racism is historic to the African American and American Indian communities in Minneapolis, the permanence of discrimination and disinvestment continues to affect and marginalize LGBTQIA+, immigrant and refugee communities, and individuals living with disabilities in our city as well. The intersection of race, class, religion, ethnicity, and culture keeps those outside of the dominant culture resource poor as a result of policies, practices, and development that intentionally and unintentionally marginalize our communities.

In addition, our capacity building efforts have focused on people who live and work in neighborhoods located in South Minneapolis, North Minneapolis and Cedar Riverside as these areas have the highest prevalence of stress related to underinvestment, environmental injustice, poor housing, education, lack of access to healthy food, and poor health outcomes in comparison to the rest of the city. When communities of color live in these areas that are already underinvested because of government policy and development decisions – either by choice or as a result of steering – the disparities continue to mount.

Qualifications:

- Required: Applicants must have experience collecting and visualizing stories from diverse participants.
- Required: Applicants must have experience engaging and interviewing participants from diverse cultural and geographical communities.
- We strongly encourage artists who have a deep knowledge and connections to the communities identified under 'demographic and geographic focus' to apply.

Criteria:

Each application will be scored on the following criteria:

- Professional Expertise: Does the applicant show that they have expertise as an artist?
- Community Knowledge: Does the applicant show that they have knowledge of ReCAST's 'demographic and geographic' areas of focus?
- Scope of Work: Does the applicant identify how they will meet the objectives outlined in the scope of work?
- Experience: Does the applicant provide demonstrable knowledge and practice around the identified scope of work?
- Budget: Does the applicant provide a detailed budget? Does the budget show how they will meet the goals outlined in the application?
- Timeline: Does the applicant show that they are able to meet the identified goals in a timely process?

Requirements:

- Please be sure to look over the Terms and Conditions document on ReCAST Minneapolis' web page. This document lists the requirements that your organization will need for insurance and also spells out what selected trainers will be agreeing to.
- In addition to these terms and conditions, selected trainers will be required to submit a reporting form of their work sessions when they turn in their invoices.

Target Market Program

We ask that all vendors who are for profit companies to apply to be a part of the City's Target Market Program. Non-profit organizations do not need to apply to be a part of this program.

Review Process

Proposals will be reviewed and evaluated by a committee made up of City of Minneapolis employees and community members. Evaluations will be based on the required criteria listed under the proposal format spelled out above. A collaborative process will be used to make final recommendations on awarding contracts to fulfill the scope of work.

Internal Review timeline and questions for interviewing:

Applications released by Wednesday, January 6

Applications due by Friday, January 29

Review committee looks over proposals and makes recommendations by Friday, February 12

Vendor notified, ask to submit any additional amends etc. and move through contracting process

~ Start work by March 15

Interested Applicants should submit a proposal with the following information:

- Contact information:
 - Contact name
 - Address
 - Email
 - Phone
 - Social media (if applicable)
- Name of your project
- Project narrative that includes:
 - Project description, key concepts, and objectives.
 - How your project will meet the identified scope of work
 - There are three main groups of people who we would like to feature in these stories: Vendors who offered training, City Staff, and Community Residents. How will you design your project to capture the stories of each of these groups?
 - What steps you will take to move the project from an ideation phase to implementation?
 - Indicate how the artist team will engage City staff and community members to capture stories about their experience. Include:
 - Who will conduct the interviews?
 - How will the interviews be conducted (one-to-one, focus groups, etc)?
 - What safety measures will you have in place regarding COVID 19 and social distancing?
 - Identify how the project will be presented back to City Staff and the Community
 - As a final product, we intend that the applicant will produce a series of videos and a resource that can be utilized in conjunction with the videos. Please describe what that looks like for you?
- Describe how your organization has done this work in the past.
- Bios and work samples of all artists working on the project.
- A budget. Please consult our website for [funding restrictions](#).
- A timeline from March 15-September 1, 2021

All application materials should be submitted by Friday, January 29 no later than 5 p.m. Questions? Email raceequity@minneapolismn.gov.