



Request for Proposal (RFP)

Creative Worker Policy Analyst

Issue Date: August 30, 2024

Priority Deadline: September, 13, 2024

Final Proposal Deadline: September 27, 2024

Contract Term: ASAP – July 30, 2025

I. Introduction

Arts Alliance Illinois invites qualified contractors to submit proposals for helping develop, analyze, and implement policies aimed at fostering a vibrant and inclusive creative workforce. The Creative Worker Policy Analyst will play an essential role in building out the creative and workforce development relational infrastructure and related strategy to support Art Alliance's creative worker advocacy, resource, and investment efforts.

II. Background

This project increases Arts Alliance's capacity to advocate for the needs of creative workers through a combination of research, resources, pilot program development, and policy interventions. The project will specifically expand Art Alliance's body of policy research and analysis by reviewing existing policies and proposals that impact creative workers and developing recommendations in areas that provide stability, including (but not limited to) workforce development, portable benefits, debt relief, income reliability, portable benefits, housing rights, etc. This will also include developing and expanding existing relationships with coalitions outside of the creative sector also doing meaningful policy and organizing work in these areas.

III. Scope of Work

The Creative Worker Policy Analyst will:

1. Policy Development and Analysis:

- Research and analyze existing policies and proposals affecting creative workers.
- Evaluate the impact of proposed and existing policies on creative workers in Illinois.
- Develop new policy proposals and recommendations to stabilize and improve the quality of life for creative workers in Illinois.
- Identify opportunities for the creative workers in the Cook County Policy Road Map, the DCEO strategic plan, and other emergent government policy and strategic initiatives impacting creative workers.

2. Stakeholder Engagement:

Arts Alliance^{IL}

- Collaborate with Arts Alliance staff, creative sector and non-creative industry stakeholders, government agencies, community organizations, creative businesses and artists to gather input and feedback on the Creative Worker Policy Agenda.
 - Collect and analyze input from creative workers and prepare detailed reports and presentations on findings and recommendations.
3. **Advocacy and Outreach:**
- Track legislation relevant to creative workers in Illinois and provide timely updates and analysis for the Senior Director of Government Affairs.
 - Work in tandem with the Senior Director of Government Affairs and the Programs Director - Creative Workers to identify and engage with relevant worker coalitions and legislative champions in Illinois and nationally.
 - Provide content expertise and consultation for the Arts Alliance team when translating technical jargon and policies into more digestible and accessible content.
4. **Project Management:**
- Manage multiple priorities simultaneously, ensuring timely completion and adherence to budget.
 - Coordinate with internal and external teams to achieve project goals.

IV. Deliverables

The selected candidate will be expected to deliver the following:

1. Comprehensive policy analysis reports.
2. New policy proposals with detailed implementation plans.
3. Regular updates and presentations to stakeholders.
4. Data collection methodologies and analysis reports.
5. Advocacy outreach strategies and recommendations.

V. Qualifications

The ideal candidate will have:

1. A strong background in policy analysis, particularly in the context of the creative industries, labor, workforce development, and related fields.
2. Proven experience in stakeholder engagement and project management.
3. Excellent research and analytical skills.
4. Strong written and verbal communication abilities.
5. A demonstrated commitment to diversity, equity, and inclusion.
6. Relevant professional experience and/or academic qualifications.

VI. Proposal Submission

Complete proposals will include the following:

1. **Cover Letter or Executive Summary:**



- A brief introduction and summary of the contractor's qualifications and experience, including recommended approach and methodologies for this scope of work.
- 2. **Financial Proposal:**
 - Detailed budget, including a breakdown of costs. We estimate the contractor would spend no more than 10-15 hours per week on this effort.
- 3. **Work Sample:**
 - Attach 2-3 past examples of policy analyses, reports, or project plans for similar work.
- 4. **References:**
 - Contact information for at least two professional references or past clients.

VII. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Relevant experience and qualifications.
2. Quality of work sample(s).
3. Cost-effectiveness of the financial proposal.
4. References and past performance.

VIII. Submission Instructions

Proposals must be submitted electronically by September 27, 2024 to Sasha Ongtengco at ongtengco@artsalliance.org.

For any questions or further information, please contact: Sasha Ongtengco at ongtengco@artsalliance.org

IX. Terms and Conditions

Arts Alliance Illinois reserves the right to reject any or all proposals.

All work produced as part of this project will be the property of Arts Alliance Illinois.

The selected contractor will be required to sign a confidentiality agreement to protect sensitive information.

We look forward to receiving your proposal and thank you for your interest in this important project.