

CT Arts Learning Collaborative

Request for Proposals - Project Management Consultant

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1. Introduction

The CT Arts Learning Collaborative—a National Endowment for the Arts-funded initiative—is inviting proposals from experienced project management consultants with a proven track record in collective impact initiatives and arts education. The project is designed to advance high-quality, equitable arts learning for all Connecticut students over an 18-month period (January 1, 2025 – June 30, 2026).

The project is guided by three primary goals:

1. **Create and implement a data strategy** that gathers sufficient information about arts learning—including indicators for “how much” and “how well”—for all Connecticut K–12 students.
2. **Organize Connecticut’s arts learning sector** to build a shared sense of identity and purpose by convening stakeholders such as educators, teaching artists, state agencies, funders, and non-profit service providers.
3. **Create a first draft of a strategic action plan** with the outcome of providing high-quality, equitable arts learning for all students in Connecticut.

Learn more about the Collaborative at ctartslearningcollaborative.org.

2. Scope of Services

The selected project management consultant will work with the CALC Steering Committee to oversee and coordinate project and planning activities during this emerging phase. The consultant’s responsibilities will include:

- **Project Planning & Coordination:**
 - Develop a comprehensive project management plan aligned with the project goals and the 18-month timeline.
 - *A key activity here is the Inaugural CALC Convening, tentatively planned for September 2025*
 - Define key milestones, deliverables, and risk mitigation strategies.

- *A key deliverable here is the first draft of the strategic action plan for CALC's next phase, beginning 7/1/2026.*
- **Stakeholder Engagement:**
 - Facilitate planning sessions, workshops, and meetings—including monthly Steering Committee meetings and any targeted working group sessions.
 - Ensure effective, timely communication among all stakeholders.
- **Monitoring & Reporting:**
 - Track progress against established milestones and provide periodic progress updates.
 - Prepare a final project summary, including recommendations and lessons learned, to support the development of the strategic action plan.

The consultant is expected to actively participate in all relevant project meetings and provide ongoing support throughout the project period.

3. Timeline

- **Development of the Project Management Plan:** Complete by April, 2025
- **Initiation of Stakeholder Engagement Activities:** Begin by June 2025
- **Implement Inaugural CALC Convening:** September 2025
- **Ongoing Monitoring & Reporting:** Throughout the project period
- **Final Project Summary & First Draft of Strategic Action Plan:** Complete by June 30, 2026

4. Budget Considerations

The engagement budget for this consultancy is **\$20,000 – \$25,000**. Proposals should include a detailed fee structure, including hourly or daily rates, estimated hours, and any additional expenses.

5. Proposal Submission Guidelines

Proposals should include:

- A cover letter summarizing relevant project management experience.
- A detailed work plan and methodology addressing the scope of services.
- A timeline with key milestones and deliverable dates.
- A complete budget and fee breakdown.

- Resumes or biographies of key personnel.
- At least two references from projects of similar scope.

Submission:

Send your proposal as a PDF to jmparker@aflct.org by **11:59 PM on Monday, March 17, 2025**.

All proposals will be reviewed by the CALC Steering Committee, which includes representatives from Arts for Learning Connecticut, CT Arts Administrators Association, CT State Department of Education, and CT Office of the Arts.

6. Evaluation Criteria

Proposals will be evaluated based on:

- Demonstrated experience in project management for collective impact initiatives or arts education projects.
- The clarity, feasibility, and thoroughness of the proposed work plan.
- Alignment with the project goals and the 18-month timeline.
- Cost-effectiveness and transparency in the budget proposal.
- Quality of references and past performance.

7. Terms and Conditions

- The project period is fixed from January 1, 2025 to June 30, 2026.
- All work products and deliverables will become the property of the CT Arts Learning Collaborative.
- This engagement is subject to the Collaborative's standard contractual terms and conditions.
- A submitted proposal does not constitute a contract with the CT Arts Learning Collaborative; CALC reserves the right to reject any or all proposals.
- Any questions regarding this RFP must be submitted in writing to jmparker@aflct.org.