Los Angeles County Healing-Centered Engagement Literature Review
Scope of Work

BACKGROUND
The Los Angeles County Department of Arts and Culture ("Arts and Culture") advances arts, culture, and creativity throughout Los Angeles County, which encompasses 88 municipalities and 137 unincorporated areas. Arts and Culture funds nearly 400 nonprofit arts organizations through a two-year $9 million grant program, runs the largest paid summer arts internship program in the country, coordinates the LA County Arts Education Collective, manages the County's civic art policy, produces free community programs, and conducts research and evaluation to support the field. We envision a region in which arts, culture, and creativity are integral to every aspect of civic life for all people and communities.

Arts and Culture has recently begun providing services based on a Healing-Centered Engagement (HCE) model, driven in part by our Cultural Equity and Inclusion Initiative (CEII). Our CEII work includes increasing access to learning and leadership opportunities for junior high and high school students, particularly students of color, low-income students, LGBTQ+ students, disabled students, current and former foster youth, and adjudicated youth. In 2018 Arts and Culture received a grant from the LA County Department of Mental Health (DMH) to partner with the Office of Child Protection (OCP), the Arts for Incarcerated Youth Network (AIYN), and DMH to use the arts as a strategy for fostering communities of wellness within public schools. This pilot, the School-Based Healing-Informed Arts Education project, is developing professional development curriculum to strengthen protective factors, cultivate students' resilience, and build capacity for healing-centered engagement with youth. This work expanded when, in 2019, Arts and Culture received a grant from the Ford Foundation's Art for Justice Fund to support the launch of an Arts and Youth Development Project, which utilizes several collaborative arts-based strategies to transform the LA County juvenile justice system.

Arts and Culture recognizes that the field of HCE is nascent. We appreciate how arts-based organizations are adapting HCE concepts and have found resonance with much of the literature, and how the community of practitioners is engaged in healing-centered arts-based youth development work. We seek to better understand both the theoretical underpinnings and practice of HCE in order to improve our programs and provide guidance on how it can be utilized in arts programs for youth. Therefore, we seek to hire a consultant to conduct a formal literature review, interview leading practitioners, and write a report that summarizes the current landscape of HCE, primarily with regards to arts engagement and arts-based program design, but also bringing in knowledge from other fields. Findings from this project will be used to inform program design, partnerships, and strategic planning.
PROJECT OVERVIEW AND TIMELINE
The consultant will complete the tasks and subtasks, and provide the deliverables, listed below.

Task #1 – Literature Review

Upon execution of contract to July 2020:
- Meet with select Arts and Culture staff and engage in a generative discussion about the above questions in order to further define the parameters of the literature review.
- Gather, read, and analyze peer-reviewed articles, program evaluations, research reports, and other relevant documents related to healing-centered engagement.

Task #2 — Interviews

June to August 2020:
- Identify at least eight HCE researchers or practitioners to interview
- Develop an interview protocol based on what was learned in Task #1
- Conduct, document, and summarize at least five and up to eight interviews.
- Provide each interviewee with a $50 honorarium.

Task #3 — Submission and Presentation of Final Report

September 2020:
- Submit a final report summarizing findings that combine what was learned from the literature review and interviews, including a complete list of citations, that complies with Arts and Culture’s Quality Assurance Standards (see appendix ##).
- Conduct an oral presentation to Arts and Culture that summarizes key findings from this project.

COMMUNICATION AND REPORTING
Consultant will schedule regular (bi-weekly) check-ins with Arts and Culture representatives, beginning with a launch call during which we will review the scope of work and confirm expectations and timelines for the project.

This timeline and/or the means by which the services will be delivered by Consultant will be in compliance to any Los Angeles County public health orders to control the spread of COVID-19. Consultant should be prepared to conduct any meetings or presentations over the telephone or online video conferencing applications.

CREDIT AND ACKNOWLEDGEMENT
Consultant will acknowledge the Los Angeles County Healing-Centered Engagement Literature Review ("Project") in all digital and print communications, promotional, press and product materials as follows:

“Los Angeles County Healing-Centered Engagement Literature Review is a project between the Los Angeles County Department of Arts and Culture and Consultant”

In addition,

- Consultant will include the above acknowledgement and the Los Angeles County Department of Arts and Culture logo on all Project digital and print communications, promotional and product materials. The Los Angeles County Department of Arts and Culture logo must be no smaller than one inch in width, no smaller than the Consultant logo, and be placed as a standalone. Consultant will submit all digital and print materials featuring the Arts and Culture logo to the Arts and Culture’s Director of Communications for review and approval before finalizing, printing or distributing.
- Consultant will include the above acknowledgement and the Arts and Culture logo on all Project web pages and will hyperlink the Arts and Culture logo to LACountyArts.org.
- Consultant will include the above acknowledgement and the Arts and Culture logo on all Project email blasts.
- Consultant will verbally share the above acknowledgement in all events and presentations of the Project.
- Consultant will include the above acknowledgement in all press materials and releases. Consultant will submit draft press releases announcing the Project to the Arts and Culture’s Director of Communications for review and approval before finalizing or distributing the release.
- Consultant will provide a minimum of 48 hours notice for review and approval of credit and acknowledgment in all digital and print communications, promotional, press and product materials.

This provision shall survive termination or expiration of this Agreement.

EXPENSES
Consultant will provide all equipment, tools and supplies necessary to perform the above services, and will be responsible for all other expenses required for the performance of those services, including access to full-text academic journals. Travel expenses are also the responsibility of Consultant and will not be provided in addition to this contract amount.

OWNERSHIP OF DATA INSTRUMENTS
The parties acknowledge and understand that this Agreement requires the Consultant to create, prepare, develop and/or build certain instruments, models, surveys and/or tools for the purposes of collecting, compiling, analyzing, evaluating, and/or manipulating data and information (collectively, "Data Collection Instruments"). The
parties agree that the County shall own all right, title, and interest, including copyright, in and to the Data Collection Instruments. The County, desiring that the Data Collection Instruments be widely used and disseminated in order to assist public agencies and arts-oriented organizations to advance the goals of their arts education programs both within the County and elsewhere, agrees to make such Data Collection Instruments available to Consultant and the general public subject to a license in a form and format as prescribed by Creative Commons (creativecommons.org). The Data Collection Instruments shall under no circumstances be interpreted to include the data or information collected, compiled, analyzed, evaluated or manipulated by the Consultant pursuant to this Agreement, which data and information shall remain or become the exclusive property of the County as set forth in Section 603 ("Records/Data") of the Standard Terms and Conditions attached as Exhibit A to this Agreement.

Deliverables must comply with Arts and Culture’s Research and Evaluation Quality Assurance Process (Attachment ##).

**OWNERSHIP OF DELIVERABLES**
All deliverables required pursuant to this contract, including, but not limited to, any and all designs, sketches, drawings, graphics, displays, still images, moving images, videos, music, computer files, data, hardware and/or software will be the sole and exclusive property of the County. Consultant acknowledges that all services Consultant provides under this contract are provided as an independent contractor on a work-for-hire basis. Copyright and any other intellectual property right in any work resulting from the performance of the services under this contract will vest and be held in the name of the County.

**DELIVERABLES AND PAYMENT SCHEDULE**
Consultant shall adhere to the deliverable schedule outlined below. Adjustments to the timeline may be made upon mutual written agreement between Consultant and Arts and Culture. Payment is contingent upon acceptable completion of each deliverable. Arts and Culture will approve all deliverables. Arts and Culture can request additional information or changes to a submitted deliverable to bring it into conformance with the requirements of the contract.

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<tr>
<th>Deliverables</th>
<th>Deadline</th>
<th>Payment</th>
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<tbody>
<tr>
<td>Task #1—Literature Review</td>
<td>To be completed by July 15, 2020</td>
<td>Upon acceptable completion, submit itemized invoice #1 for $X,XXX.</td>
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</tbody>
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Consultant will:

- Meet with select Arts and Culture staff and engage in a generative discussion about the above questions in order to further define the parameters of the literature review.
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<th>Upon acceptable completion, submit itemized invoice #2 for $X,XXX.</th>
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<th>Task #3—Submission and Presentation of Final Report</th>
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