

REQUEST FOR PROPOSAL – Secondary

Round 1: Public Questions and Responses Posted 03/01/2019

Arts in Corrections Program – Coordinating Organizations

RFP #2018-02

The questions included in this document were submitted by members of the public either by email or during our optional webinar regarding the Request for Proposal (RFP) indicated above.

If you missed the first Question and Answer deadline, there is still another opportunity to submit questions during Round 2. **The deadline to submit questions for Round 2 is March 21, 2019 at 5:00 p.m. [by email](#)** to Mariana Moscoso. All questions received by the deadline will be [available online](#) on March 25, 2019 at 11:00 a.m.

Also, if you have not done so already, help us improve the RFP application and process by completing an optional survey about the RFP, even if you do not plan to submit a proposal. **All responses to the survey will remain anonymous and will not impact a submitted proposal.** The survey will take no more than 5 minutes to complete. To access the survey, [click here](#).

The submitted questions have been divided into categories for the ease of the reader. See the *Table of Question Types* on the next page for more information.

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Eligibility

Information about this subject area can be found in the RFP, Section F *Expected Competence and Minimum Qualifications* (page 6) and *Attachment 1* in the Section 3 Template.

1. What types of organizations can apply?

There are many types of organizations that can apply. The only limitation is that individuals are unable to submit a proposal unless they are fiscally sponsored, are a small business, or some other entity. The qualifying types of organizations are listed on the RFP 2018-02 document (page 6), which states organizations must:

- *Be a California-based nonprofit, unit of government, or other entity that can coordinate the appropriate personnel for the AIC program.*
- *If the applicant is a multi-state organization with headquarters in another state, the applicant must have physical offices in California and currently provide services to California residents.*

2. Can organizations with a fiscal sponsor apply?

Yes, see the response to Question 1, under Eligibility (above).

3. If we currently have a CDCR Long-Term Inmate grant that ends in October 2019 at Centinela, can we apply for this AIC for the same program at the same facility?

Yes, if it is a different curriculum, because the program period for this RFP begins on July 2019 and thus overlaps with the program period for the CDCR grant. Please refer to RFP page 5, under *Institutions* for more information.

4. Along the same lines, could we apply to a different facility (RJD) for the CDCR-funded program we have at Centinela?

Yes, if the same curriculum at one institution under a CDCR Innovative Programming Grant can be offered under an AIC funded program at a different institution. Please refer to RFP page 5, under *Institutions* for more information.

Training and Readiness for the Institution

Information about this subject area can be found in *Attachment 1* in the Section 3 Template.

- 1. Would administrative personnel be allowed to receive CDCR training so administrators would be able have the same background as their Art Providers?**

Yes, if it is approved by CDCR. If you are awarded a contract and it has gone through all the necessary approvals and is active, you may contact each awarded institution to arrange these trainings.

- 2. For new Coordinating Organizations, what is the estimate hours the administrator should receive for Shadowing the Experienced Contractors? Can the Executive Director and Program Director both shadow at the same time so they receive the information that needs to be passed along to their Art Providers?**

The amount of training hours and who receives training is a decision the proposer must make based on their organizational and teaching artists' experience in developing and executing a prison arts program.

- 3. Are administrative personnel included in the CCEI training?**

Yes, anyone at the organization can receive this training. Please refer to the Section 1 Template, Prompt B.

- 4. Are you able to give references to provide the Cultural Competency, Equity and Inclusion Training?**

No, organizations must do their own research for qualified training organizations. Asking other members or organizations in the prison and/or arts field is suggested.

- 5. Would you be able to provide a sample AIC Training Plan?**

No, but you may ask for a Public Records Request, which may take six to eight weeks. Please contact [Laura Littlefield](#) for more information.

6. Would you be able to help an organization find resources to provide the CCEI training after the Intent to Award was given?

Yes, we can assist after the Intent to Award is given but an organization should do their own research first.

Institutions and High/Low Priority Programs

Information about this subject area can be found in the RFP Scope of Work (page 5), the Section 1 Template, and *Attachment 1* in the Section 3 Template.

1. What is the distinction between high and low priority programs? Why are some institutions listed in both areas?

We recommend viewing or reading the transcript of the webinar posted on the [Arts in Corrections website](#) where we describe at length the differences and the similarities between the High and Low Priority Programs and how current Coordinating Organizations may substitute their AIC-16 program with a proposal in RFP 2018-02.

2. Would our [RFP] proposal be disqualified/disadvantaged if we proposed to take the current, poorly attended Thursday afternoon class in B-Yard to another yard within SVSP, providing that we have confirmation of available space and interest from the CRM? Or, would it be better to list, in the new proposal's schedule, only the same classes on the same yards that we currently teach, and then change yards later, at the CRM's request?

We recommend that any differences from an AIC-16 program that is being proposed in RFP 2018-02 remains the same, except with the approval of the institution's CRM. This approval can come in the form of an approval letter from the CRM.

3. There is a mention that an organization can be assigned a different institution if awarded. Is this negotiated after an Intent to Ward contract is given?

This occurs only under rare circumstances and is subject to negotiation between the Coordinating Organization, the AIC programmatic needs and the approval from AIC and CDCR staff.

4. Is there a way to find out the time availability of the Low priority Program Institutions?

The Information provided in the RFP Appendices is the information provided by the institutions, if it is not listed there it is because the information was not provided. Please refer to Attachment 1, in the Section 3 Template for more information.

5. Is the California State Prison, Sacramento (SAC) program the only one in the Sacramento region?

Yes, in the city proper. Close-by is Folsom State Prison (including FWF) and in Solano County there is California Medical Facility (CMF) and California State Prison, Solano (SOL). Please refer to the institution map, [here](#).

6. If we are an existing contracted organization providing programs in an institution, and that institution has asked us to provide programming on additional yards, how will that be scored in the proposal scoring process?

This will be scored using the Score Criteria in the RFP page 10. If the institution has requested additional yards, you will need to submit an approval letter from the institution to justify the additional yards.

7. For CAC (Ca City), it says they only have time in the evenings for new high priority programs. We would need at least 6 hours a day for our proposed AIC programs. Should we reach out to the Community Resource Manager to ask if they could accommodate 6 hours in the late afternoon to evening?

This must be negotiated with the institution and if they agree to the proposed times, you will need to submit a letter of approval from the Community Resource Manager stating so.

- 8. The RFP also lists the scheduling availability at the prisons. How flexible are the prisons on this? Can we propose programs that go beyond the scheduling availability as listed in the RFP?**

We recommend only proposing programs that reflect the schedule availability, etc. in the RFP. Anything outside what is being requested in the Appendices, must have a letter of approval from the institution (the Community Resource Manager)

- 9. With prisons that say no - for space available, should we still apply for a program?**

See response to the question above.

- 10. For CCWF- dance is not listed, can dance still be proposed?**

See response to Question 8 in this section.

- 11. If we receive a letter from the CRM at CCWF for dance would that help our proposal since dance is not listed?**

See response to Question 8 in this section.

AIC Program and Project Plan Table

Information about this subject area can be found in the RFP Scope of Work (page 5), the Section 1 Template, and *Attachment 1* in the Section 3 Template.

- 1. Our work is focused on folks aged 18-25. Is it possible to submit a proposal to work with folks only within that age range?**

Yes, if you wish to provide further information for this program choice you may add an additional explanation document to your Section 2 template. However, this is not mandatory.

- 2. When calculating Art Providers and Guest Artists hours on the Project Plan table, do you include both the Art Provider and Guest Artist for the same day? Are they both expected to be there at the class session, or would the Guest Artist fill in for the Art Provider similar to a substitute?**

Guest Artists can be added to a project plan with the goal to enhance a class/subject matter. They are not meant to substitute an Arts Provider; however, they are subject to clearances and approval from CDCR.

- 3. Can we do intensives? Meaning multiple days/hours in 1 week instead once a week? (Notice that the example is weekly - are there preferences for this format?)**

Yes, you can have a workshop meet multiple days/hours in a week. For the purpose of reviewing proposals for this RFP, there is no preference for one scheduling format over the other. You should consult schedule availability outlined in the RFP Appendices for what institutions are requesting. See also response to Question 8 in the *Institutions and High/Low Priority Programs* section.

- 4. Outside of AIC budgetary limitations, and the consistent teaching artists, what is the number of volunteers, guest artists, or org staff that are allowed per visit? what min ratio is acceptable for i.e. 6:1?**

There are no budget limitations (see response to Question 4, under Budget). However, please be aware that the number of volunteers, guest artists, and/or

organization staff that can visit is subject to the policies and approval of CDCR, this includes any required training and clearances.

- 5. We understand continual programming is preferred. However, can we scale up w/ short breaks in between? For example, can we propose just 1 class (our first class) of programming in a first session (12 weeks) then break for a short period (2 weeks) for evaluation, reporting, and training of new teachers, and then add a second class in the same yard or a second yard? and then add a 3rd in the 3rd session, and so on?**

Yes, breaks are allowed.

- 6. Where do we add Organization Name to the Project Plan?**

We apologize for this mistake! We added the field in the Project Plan Table Template in Addendum 2. You can download the new table [here](#), obtain from our [website](#), and/or from [eProcure](#).

- 7. CHCF lists 25 participants as their minimum number but the teacher ratio is 12:1. Do we contact negotiate with CHCF to allow for 24 participants with 2 Art Providers?**

No, the ratio has been determined by CDCR already. You would need to have three Arts Providers for a class of 25.

Budget

Information about this subject area can be found in the RFP, Section J *Proposal Evaluation Process*, under *Cost of Proposal* (page 12) and Section 2 Template, under *Budget Table*.

- 1. Would the CCEI Training Consultation Costs and Experienced Contractors Consultation Costs include miles, travel time, meals and training? Or do consultation costs typically include training time only and need additional reimbursement for other items mentioned?**

Yes, but this must be included in the overall rate in the budget table. We recommend providing budget notes to explain specific line items that combine expenses, so panelists fully understand your budget table.

- 2. What is the proposed location of the AIC Conference so organizations can estimate the travel time stipend and mileage?**

The biannual AIC Conference is not typically planned by the CAC, so we do not typically have this information in advance. This year the conference will be held in Santa Clara. Please see the [CA Lawyer's for the Arts website](#) for more information.

- 3. Is there a max each org can ask for or ceiling that will be awarded? Or is there a min award as well?**

No, the contract amounts are awarded based on the proposed RFP budget and may be adjusted (for a lower amount) based on the AIC programmatic needs.

- 4. We noticed that in the budget example, the Direct Labor Costs don't seem to add up. Could there be an error in the excel template formula? When manually adding the Direct Labor Costs, we get \$96,055.**

We apologize for this mistake! We corrected this formula error in the Budget Table Template in Addendum 2. You can download the new table [here](#), obtain from our [website](#), and/or from [eProcure](#).

- 5. We understand costs will be scored based on total cost per teaching hour once all costs are added up and broken down, however, is there another metric to consider - an ideal cost or cost range per inmate per program?**

Previously, we used to score this method, but we discovered that this puts organizations that offer programming year-round at a disadvantage because their cost per participant would be significantly higher.

For example:

Let's say Organization A has a one-hour workshop that meets once a week for 10 weeks and serves 10 participants per week. If the Total Cost of Org A's workshop = \$1,000, TOTAL COST/NUMBER OF INMATE PARTICIPANTS = \$100.

Then, Organization B has a one-hour workshop that meets once a week for 30 weeks and serves 10 participants per week. If the Total Cost of Org B's workshop = \$3,000, TOTAL COST/NUMBER OF INMATE PARTICIPANTS = \$300.

Using this formula from the Budget Table, Organization A seems to have a much more cost-effective workshop than Organization B, but the cost of each hour of instruction in Org A's workshop is the same as the cost per hour of Org B's workshop (\$100/hour).

By basing the Cost Points using the teaching hours, we can fairly assess organizations based on the amount of teaching hours they will be providing rather than the cost per participant.

Proposal Evaluation Process

Information about this subject area begins on the RFP, Section J *Proposal Evaluation Process* (page 9).

- 1. On page 11 of the RFP, under the scoring descriptions, the last sentence in the "100 to 91%" section says, "Candidate could likely provide thought leadership on the subject." Please define "thought leadership."**

Thought leadership, per the CAC's Strategic Plan, is the ability to provide leadership and facilitate conversations to address issues in the arts field. In the case of AIC, we believe thought leadership is demonstrated in the organization's ability to promote innovation, value, and a successful prison arts program.

Award

Information about this subject area can be found in the RFP, pages (page 12-14)

- 1. If an Organization receives an Intent to Award, would it be all their proposed institutions or nothing? Or would it possible to get awarded for one institution and not another institution due to overcrowding of AIC programs in one of them?**

The Intent to Award will be organized by institution. This means that organizations will be awarded based by institution and the amount will depend on the proposed budget amount and the programmatic needs of the institution.

General Questions

- 1. How much of a goal is it for AIC to generate PR/public awareness/public education about AIC and the related arts programs i.e. sharing content on social, media outreach, changing perceptions about incarcerated people to open pathways and reduce barriers post-release? Or is the focus of AIC only on programming?**

The CAC's AIC program is currently exploring strategies to increase public awareness about AIC, changing perceptions about people experiencing incarceration, and building a restorative justice model. We understand that the impact of AIC has the potential of expanding deep into communities could lead towards a cultural and societal shift. With this in mind, we are look at ways we can begin to change the program narrative to center on healing-informed strategies. Our Coordinating Organizations are central to creating these shifts and we make programmatic decisions informed by these goals.

- 2. What do you estimate is the time-commitment to complete the Data Arts report?**

Unfortunately, this really depends on the organization and the amount of financial information you need to include but remember that this information is for data collection purposes and it is not counted against or for you in the proposal evaluation process. We are primarily just asking that you do it and provide us the documentation that you did.

- 3. Is the AIC prioritizing larger arts organizations (larger awards, fewer contractors) that can provide programming in various institutions or is the AIC looking to engage/train new and smaller arts organizations (smaller awards, more contractors)? Or any and all the above and only depends on programming and other factors covered in detail in the RFP.**

At the CAC generally, we want to support small and grass roots organizations. The AIC program has made several changes to the RFP in order to facilitate the process for smaller arts organizations. In order to continue improving our process, we have requested anyone that encounters the RFP to submit a Feedback Survey so that we can make the process easier for new and smaller organizations to apply. Additionally, we have plans to release a quick grant soon, under which inexperienced organizations can apply for funds to build their

capacity to become AIC Coordinating Organizations. Make sure to sign up for our mailing list to be informed when that grant is released.

4. Where can we find a comprehensive list of current programming?

On the [AIC website](#), under [Coordinating Organizations](#).

AIC-16 Programs to be Proposed in RFP 2018-02

- 1. If we currently have an AIC 16 contract, we amend our budget and only apply to the RFP if we want to apply to a high priority program, correct?**

You may do both. If you choose to submit an RFP proposal for a program contracted under AIC-16 to increase the budget amount, you may do so. If you are awarded, you must forfeit the amendment for AIC-16, if it is for the same programs.

- 2. If we are currently a contractor offering a low priority program would we apply to this RFP for that low priority program? Or just amend our current AIC 16 contract?**

Please see the response above and the response to Institutions and High/Low Priority Programs, Question 1 on page 5.

- 3. If we only want to increase the contract amount of several of our current institutions via the RFP but not across the entire program, can we?**

Yes, this can be done only for AIC-16 contracts. This will also impact your total contract amount for the amendment for AIC-16. This means if awarded for Low Priority Programs through this RFP, those same programs will be forfeited in the amendment. That means your amendment will be for a lower contract amount and a new contract for the awarded Low Priority Programs using the proposed budget through this RFP.

- 4. I didn't fully understand your response to the Contract Amendment vs. New Proposal question. If we submit BOTH a contract amendment to our AIC 16 contract AND a proposal to the new RFP, and then are not awarded a contract through the new RFP, would we still maintain our contract based upon the contract amendment submitted?**

Yes, your amendment would stay the same. Please refer to the email sent by Laura in early February about the contract amendments.

- 5. We are a current AIC program provider, but some of our programs are not listed on the "low priority" table. How should we proceed with our proposal if we would otherwise be awarded points for program history with the institution, but it does not appear in the table that is included with the RFP?**

Any programs that are executed under an AIC-16 contract may be submitted with an adjusted budget in this RFP.