

Proposal Template Instructions and Submission Requirements

Part 1: Download and Read the RFP

Prior to completing any of the templates, we recommend reading the entire RFP document with special attention to the *Additional Submission Notes and Requirements* (page 9) and the *Appendix 1: Glossary of Terms* (page 15). All the RFP documents can be downloaded on the California Arts Council [website](#) and on eProcure.

Tutorial videos for your overall proposal and template-specific guidance will also be provided for your assistance.

Part 2: Instructions on How to Complete Your Proposal Templates

A complete RFP proposal must contain the following:

- Required Attachment Checklist
- Section 1: Organization Information
- Section 2: Proposed Institution(s)
- Section 3: Additional RFP Documents

If a proposal does not contain all the required sections and attachments, the proposal does not meet the basic proposal requirements it may be rejected.

As you write your proposals, make sure to keep your responses straightforward and provide concise descriptions of your ability to satisfy the programmatic art services outlined in the RFP. We recommend avoiding misleading statements that may misguide the panel reviewers as they evaluate your proposal.

As noted in the list above, the **Required Attachment Checklist** is a required element of the RFP. It ensures that your organization has submitted all the necessary documents. In the text box under the item *List Proposed Institution(s)*, list all the proposed institutions checked off in Section 1, prompt 3.

In **Section 1**, you will complete one Word document form for your organization. Prompts will guide you to provide information about your Organization Profile, Cultural Competency, Equity and Inclusion, Qualifications of Administrative Personnel, and AIC Training Plan.

Section 2 must be completed for each proposed institution. Each Section 2 template must contain a *Curriculum* for each proposed workshop and one *Budget Table* for the proposed Institution.

Section 3 contains seven (7) required attachments and one (1) optional attachment. Make sure to read through every attachment in this section because some attachments require additional actions, such as completing additional forms and/or require signatures. After you have read Section 3, you must print this entire section and add any required signatures. Original “wet” signatures, not electronic, are required by the person who is authorized to bind your organization in a contract.

Once you have completed all three sections outlined above, you are ready to compile an original hard copy of the RFP proposal for submission. **One original proposal marked “ORIGINAL COPY” is required and must be submitted.**

Part 3: Submitting Your Proposal

Follow these step-by-step instructions to compile and complete your proposal submission:

- 1. Proposal must be checked for accuracy and completeness.** Accuracy accounts for two percent of your total score. Although this is a low percentage, accuracy helps evaluators better understand your responses, which improves your organization’s chances at getting awarded.
 - a. Review templates Section 1 and 2 for accuracy and completeness.
 - i. Does the first page of each template indicate your organization name in the top right corner?
 - ii. Have you responded to all the prompts in the section?
 - iii. Have you completed a Section 2 template for every proposed institution?
 1. Is the institution name indicated in the top right corner under the organization name for each packet?
 2. Does each proposed institution packet contain the curricula for each proposed workshop?
 3. Does the packet include a budget table for each proposed institution?
 - b. Review all the attachments you completed for Section 3.

- i. Did you follow all the instructions for each attachment?
- ii. Are the attachments filled out completely and/or contain any required wet signatures signed by a person who is authorized to bind the proposing firm?

2. Compile Sections 1-3 for submission.

- a. Print the Required Attachment Checklist and mark it with “Original Copy” for submission.
- b. Print one copy of your completed Sections 1 and 2 for your Original Copy.
- c. Combine Sections 1-3 using the Required Attachment Checklist as a reference.
- d. Double check your Original Copy using the Required Attachment Checklist and check off the items as you review. Ensure subsections also follow the order outlined in the Required Attachment Checklist.

3. Create a digital copy of your RFP Proposal and Label your digital files correctly. We must receive a digital copy of your RFP proposal on a USB flash drive. Depending on the section or file, there is a different format for labelling your files. Use the table below for instructions.

Template Name	File type	Label's Content	Label Example
Required Attachment Checklist	PDF or Word	Organization name, Checklist, and a PDF or Word file type	ABC Arts_Checklist.docx
Section 1: Organization Information			
Section 1 Template	Word	Organization name, Section 1, and a Word file type	ABC Arts_Sec 1.docx
Section 2: Proposed Institution(s)			
Section 2 Template	Word	Organization name, Section 2, institution acronym, and a Word file type	ABC Arts_Sec 2_KVSP.docx
Project Plan Table	Excel	Organization name, Section 2, institution acronym, PPT, and a Word file type	ABC Arts_Sec 2_KVSP_PPT.xlsx

Curriculum	Word	Organization name, Section 2, institution acronym, CUR, and a Word file type	ABC Arts_Sec 2_KVSP_CUR.docx
<i>Create an Artistic Samples Folder on the USB*</i>	Folder	Organization name, Section 2, institution acronym, and Artistic Samples	ABC Arts_Sec 2_KVSP Art Samples
Artistic Samples	Any file type	Institution acronym, Arts Provider's first name and first initial of the last name, number file, and file type	CEN_Drawing_AhmedM_001.JPG
Budget Table	Excel	Organization name, Section 2, institution acronym, budget, and an Excel file extension	ABC Arts_Sec 2_CEN_Budget.xlsx
Section 3: Additional RFP Documents			
<i>If attachments are scanned into a single file.</i>	PDF	Organization name, Section 3, and a PDF file extension	ABC Arts_Sec 3.pdf
<i>If attachments are <u>separate files</u></i>	PDF	Organization name, Section 3, Attachment Number and a PDF file extension	Org Name_Sec 3_A1.pdf

* Create a separate folder for your Artistic Samples. Your Artistic Samples do not have a required file type, but make sure links are not broken if providing weblinks as samples.

- 4. Prepare your submission envelope.** Mark your envelope with your organization information, the RFP number and title, the list of institutions contained in your proposal, and the words "DO NOT OPEN." Proposals not submitted under sealed cover and marked as indicated may be rejected.

Example:

I.M. Bidder
ABC Arts Organization
123 Main Street
Somewhereville, CA 90000

RFP #2018-02
Arts in Corrections Coordinating Organization
(List the Names of Proposed Institutions)
DO NOT OPEN

- 5. Mail or deliver your proposal** to the following address by **April 8, 2019 at 12:00 p.m.** Proposals received after this date and time will not be considered. For more information go to *Key Action Dates* on page, 8:

ATTN: Laura Littlefield
California Arts Council
1300 I St., Suite 930
Sacramento, CA 95814
Re: "Arts in Corrections Coordinating Organization RFP"

- 6. Congratulations, you have submitted your proposal for AIC RFP# 2018-02!**