

## Slide 1: Title Slide

**Mariana:** Thank you everyone for joining us for this optional webinar for the Arts in Corrections, Request for Proposal <number> 2018-02. My name is Mariana Moscoso, I am the Arts in Corrections Interim Program Manager and with me is Laura.

**Laura:** Hello, I am Laura Littlefield, the Arts in Corrections Interim Program Analyst.

**Mariana:** At the state, we generally use a lot of acronyms so from this point forward we will be referring to the California Arts Council as CAC, Arts in Corrections as AIC, and the Request for Proposal as RFP. If we use any jargon you don't understand, don't be afraid to ask us. Just as a reminder, today's webinar should take approximately an hour and it is being recorded. The recording will be available online, on the AIC website by Friday, March 1<sup>st</sup> at 3:00 p.m.

Also, if you have not done so already, please make sure to download and read the most recent RFP Addendums 1-3. For those of you attending the webinar, you can access these documents under "Handouts." For those of you that are watching the recorded version of this webinar, you may access the RFP Addendums and related files on the AIC website or on eProcure.

So what is an RFP addendum? An RFP addendum is a public way of notifying potential proposers of any changes made to the RFP or related documents.

For this RFP, the addendums are for some minor changes we will be discussing soon in the webinar. And now Laura will tell you what's on our agenda.

## **Slide 2: Webinar Agenda**

**Laura:** This is everything we'll be talking about during our time together. We'll review changes we've made to the RFP materials since they were originally posted. Then we'll take a closer look at high and low priority programs. There will be time at the end of the webinar for your questions. Let's get started with our updated key action dates.

## **Slide 3: New Key Action Dates**

**Mariana:** One of the key features of the first Addendum is the updated Key Action Dates that can also be found in the updated version of the RFP document on page 8.

We have included the updated Key Action Dates table here on the screen. The areas in red are the changes that have been made.

As you can see, the updated table includes another opportunity for proposers to submit additional questions about the RFP. We are calling this period, Round 2.

## **Slide 4: Contact Information**

**Mariana:** All questions for Round 2 will be due via email to me, Mariana, by Thursday, March 21<sup>st</sup> at 5:00 pm. Please make sure to include, "Questions for RFP 2018-02" in the subject line of your email. This will make it easier for me to ensure your email doesn't get lost in the sea of emails I receive daily.

## **Slide 5: New Key Action Dates**

**Mariana:** The responses to the questions received during Round 2 will be posted on the AIC website by Monday, March 25 at 11:00 a.m. Please note that the Round 2 responses will mark two weeks before the RFP proposals are due. That date again is April 8 at 12:00 p.m.

## **Slide 6: Updated Budget Table and Project Table**

**Laura:** Other changes to the original posting are the Section 1 Template, Budget Table Template and the Project Plan Table. There were minor changes to the Budget Table and Project Plan templates, mostly due to compatibility issue with Mac computers. The budget table also included a calculation error. Some institutions were missing from the Section 1 template. Be sure to download the revised Section 1 template and Budget Table because changes to those templates may be critical to your proposal. The corrected templates have been updated and are already on the website and on eProcure.

## Slide 7: High Priority vs Low Priority Programs

**Mariana:** Now we would like to clarify some of the questions received regarding High and Low Priority Programs. To explain this better, we have used a graphic to explain the differences.

The dark teal area of the graphic represents established programs we have called Low Priority. These can also be understood as “Existing Programs” because they are currently being offered by contracted Coordinating Organizations under AIC-16. In the graphic, they represent the foundation of what we currently have.

On the other hand, the High Priority programs appear as a lighter teal because they represent the potential growth of the AIC program offerings. In other words, these programs do not exist, yet. With the new proposals awarded during this RFP process from the High Priority list, will be new and an addition to the programs currently offered.

This distinction between High and Low Priority programs is very important to understanding how you can apply to either or both categories. Now Laura will provide you an example.

## Slide 8: Example 1 - CAC

**Laura:** Here we have the high and low priority programs for CA City Correctional Facility. The items listed in the Low Priority chart represent what arts programming is happening in the institution now. If you submit a proposal for one or more of these low priority programs, you need to propose programming that exactly matches the discipline and art form listed.

The items listed in the High Priority chart represent arts programming the institution would like to be added. The disciplines may overlap with their Low Priority programs, as you see here. Unlike with Low Priority programs, however, there is no specific art forms listed. If you submit a proposal for the performing arts high priority program, for example, you can propose any performing arts art form.

So let’s talk about how a current provider might approach their proposal. Let’s say I work for ABC Arts and we are currently providing services at this institution under an AIC-16 contract. Our Arts Providers teach Storytelling. But we have the capacity to also teach puppetry. We will propose programming in Storytelling that reflects the programming outlined in our AIC-16 contract in response to the low priority request, and we will also propose a workshop in puppetry in response to the high priority request for performing arts.

## Slide 9 – Example 2 - NKSP

**Mariana:** In this second example, let's say another organization, XYZ Arts, does not currently provide **any** programs at North Kern State Prison and they are considering submitting a proposal for two programs: Guitar and Painting.

In this case, XYZ Arts would indicate in the *Section 1 template, Section E* that they are submitting a proposal that includes both a High Priority and Low Priority program at NKSP. The High Priority Program is for the Painting workshop, which would fill a need of the institution and Low Priority program for their Guitar Workshop, which is already offered at NKSP.

The example of NKSP on the screen is taken from the information in Appendices 2 & 3 of the RFP. Something to remember, if XYZ does choose to submit for both the High and Low Priority Programs, they would complete only one Section 2 template for all their proposed workshops at NKSP.

## Slide 10: Score Criteria

**Mariana:** Another important thing for XYZ Arts to consider is that during the evaluation process, each organization will receive a separate score for each proposed institution. Each institution will be evaluated on the 100-point scale on RFP page 11. This means if an organization scores poorly in Section 1, this may impact the overall score for each proposed institution.

If XYZ Arts chooses to submit a proposal for a Low Priority Program for a workshop they do not currently offer, in this case the Guitar workshop, their score will be impacted by the information provided in the Section 1 Template (which remains consistent for each proposed institution) **and** they may not receive the total points under "Experience in Proposed Institution" under the Scoring Criteria.

The reason for this is because "Experience in Proposed Institution" points, in the case of Low Priority Programs, will be reserved for established programs because the AIC team understands the importance of program consistency for AIC Participants in order to create safe environments and build trust. Replacing a new program with an existing program is not likely, but this is also not guaranteed since a proposed institution's score may be impacted by an organization's poor score in Section 1.

Another possibility could be for a proposal like XYZ Arts is that they are not awarded for the proposed Low Priority Program, but they may be awarded for the proposed High Priority Program. This depends primarily on the quality of the proposed program, the overall proposed institution score, and the number of applications received for High Priority Programs in the proposed institution.

If awarded for only one program, either High or Low Priority, organizations will be informed only after the Intent to Award has been completed to negotiate the duration

and intensity of the program based on the programmatic needs of the AIC Program in the proposed institution.

### **Slide 11: Live Questions**

**Mariana:** At this moment, we will take about a 3 to 5 minute pause for all you to submit any questions that have arisen from the information presented. You may submit your questions by clicking the triangle next to the section “Questions” in the GoToWebinar dialogue box.

If we do not respond to your question now, we will include your question and respond to it in the Q&A that will be posted on March 1.

### **Slide 12: Feedback Survey**

**Laura:** Before we conclude the webinar, I'd like to draw your attention to our Feedback Survey. We're asking everyone to complete it, regardless of whether you ultimately decide to submit a proposal. Mariana and I are very interested in continuing to improve the RFP process and materials to best meet your needs, so we really encourage you to add your input.

### **Slide 13: Final Slide**

**Mariana:** We hope you all found this webinar to be informative and helpful in the completion of your proposal. If after this webinar you still have questions, remember there is still another opportunity to submit questions.

Lastly, Laura and I would like to say a big THANK YOU, whether you are a new organization thinking about submitting a proposal or a longtime AIC Coordinating Organization. Your passion and dedication to make spaces for people in incarceration to grow and heal through the arts is the backbone to the work we do here at the CAC Arts in Corrections program.

Take care and we look forward to reading your proposals in April!